


Granite Communications, Inc.

Yealink T33

Phone Setup:

- Intercom Calling:
 - Press the INTERCOM,
 - Press extension Key or dial number
- Making a Call:
 - Dial the number (10 digits – no 1 required)
- To Redial a Number:
 -  Press Redial Key
- Transferring a Call:
 - With Extension Keys
 - While on the phone w/caller, hit the persons key wait for them to answer announce caller and then hang up
 - With Dialing Extension Number:
 - While on the phone w/caller, press transfer dial the extension number announce caller and then hang up
 - To Cancel the Transfer:
 - Press CANCEL, then RESUME
- To Park a Call:
 - Press available PARK Key
- Conference Calls:
 - During the call press Conference
 - Dial Number of 3rd Party
 - When the call CONNECTS, press CONF
 - To separate calls, press MANAGE
- To Page:
 - Press PAGE Key and announce Page
- To Transfer a Call to Voice Mail
 - Press TRANSFER
 - Dial **7** and Extension number or Ext Key
 - Then hang up

Voice Mail Setup:

- Voicemail Default Passcode:
 - Default Passcode is 8522
- Setting up your Mailbox
 - Press the Envelope Key
 - Enter Default Passcode, press #
 - Record Name, press #
 - This is for dial by name directory
 - Record Greeting, press #

