## QUICK START GUIDE

## SOLUTION LINE

833.487.0003

EXT. 711

## DIALING PROCEDURES

Internal Extensions: Dial three digit extension.
External Number: Dial 10 digit number.

## CALL PARKING

With the Call Parking feature, you can put an active call on hold and resume the call from any other phone in your organization. The site can have a maximum of two callers on park at any given time.

## Parking a Call:

- Press button 2 to place a call on park.
- Use buttons 3 and 4 to retreive parked calls.


| Button \# | Name |
| :---: | :--- |
| 1 | Line 1 |
| 2 | Place a Call on Park |
| 3 | Park Pickup 1 |
| 4 | Park Pickup 2 |

For the full User Guide, scan the QR code.

## T33G PHONE FEATURES

## PLACING OUTGOING CALLS

When the phone is not in use:

1. Pick up the handset or press the "Speaker" button. (4)
2. Dial tone will be heard.

When you are already on a call:

1. Press the "Hold" soft key.
2. Press the "New Call" soft key.
3. Dial an extension or telephone number.
4. Resume the original call by pressing the "Resume" soft key.

## ANSWERING AN INCOMING CALL

On the handset:

- Pick up the handset to answer the call.


## On speakerphone:

- Press the "Speaker" button to answer the call.


## ENDING A CALL

On a handset:

- Hang up the handset or press the "More" soft key followed by the "End Call" soft key.

On speakerphone:

- Press the "Speaker" button.


## HOLD

Placing a call on hold:

- While on a call, press the "Hold" soft key.


## Retrieving calls on hold:

- Press the "Resume" soft key.


## TRANSFERRING CALLS

## Blind Transfer

1. Press the Trans soft key during an active call.
2. Enter the number you want to transfer to.
3. Press the B Trans soft key.

## VOLUME ADJUSTMENT

## In-Call Volume:

- While on a call, press the "+" and "-" buttons $\rightarrow$ to raise or lower the volume.


## Ringer Volume:

- While the phone is not in use, press the " + " or "-" buttons to adjust the ringer volume on the phone.


## REDIAL

- Press to enter the Placed Calls list, select the desired entry, and press or the Send soft key.
- Press 0 twice when the phone is idle to dial out the last dialed number.

