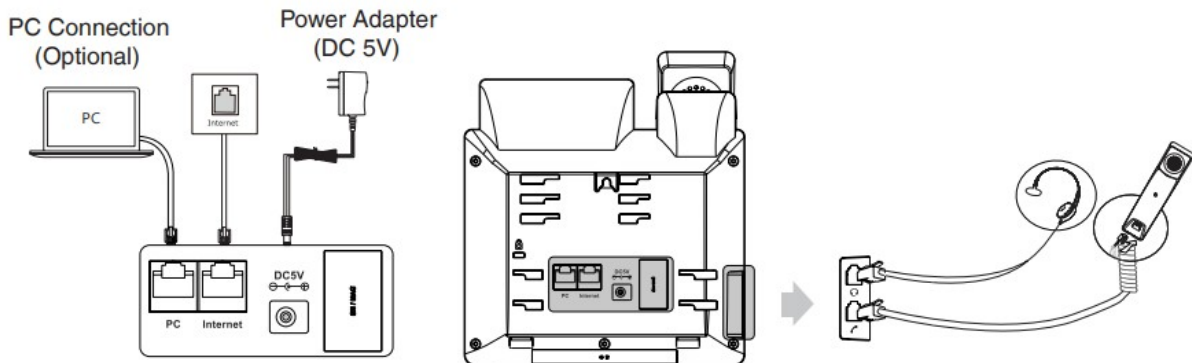


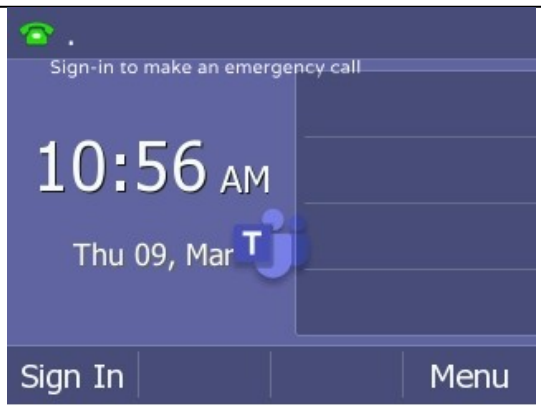
The University of Hong Kong Yealink T33G User Quick Reference



Service Features	Access
	<p>1 POWER LED INDICATOR Indicates call status, message status and phone's system status.</p> <p>2 PHONE SCREEN Shows information about your phone, such as calls, messages, Softkeys, time and date.</p> <p>3 LINE / FEATURE KEYS Access your phone lines and features.</p> <p>4 SOFTKEYS Accesses the feature/function that appears on the display above them. Softkeys change based on the state of the phone: idle, on a call, in a menu, etc.</p> <p>5 NAVIGATION KEYS</p> <ul style="list-style-type: none"> + Scroll through information or options displayed on the screen. + Access History and Directory. <p>OK KEY Confirms actions or answers incoming calls.</p> <p>X - CANCEL KEY Cancels actions, exits menus or rejects incoming calls.</p> <p>6 MUTE KEY Toggles the microphone on/off.</p> <p>7 HEADSET KEY Toggles the headset mode on/off.</p> <p>8 MESSAGE KEY Accesses voicemail.</p> <p>9 REDIAL KEY Redials a previously dialed number.</p> <p>10 SPEAKER Provides hands-free audio input/output.</p> <p>11 VOLUME KEY Adjusts the volume of handset, headset or speaker.</p> <p>12 KEYPAD Allows you to enter numbers, letters and special characters. If a menu item has an index number, you can use the keypad to select the item.</p>

13 SPEAKER Provides ringer and speaker audio output.

14 REVERSIBLE TAB Reverses to secure the handset in the cradle when the phone is mounted on a wall.



Press "Sign In" to sign in your Microsoft Teams account



Using computer or mobile web browser to visit the [Microsoft sign in link generated on the phone set](#), link address could be different depends on the phone model.

Login with your HKU portal account and enter the Pair Code

Note: If the login page showing error, e.g. "The request is blocked", please clear your browser cache or access from privacy mode to retry.

The request is blocked.

0/EsJZAAAAACuHiCX0qyaQrDjcp+i9FfnSEICRURHRTA5MTIAYzFhZ

Internal Call

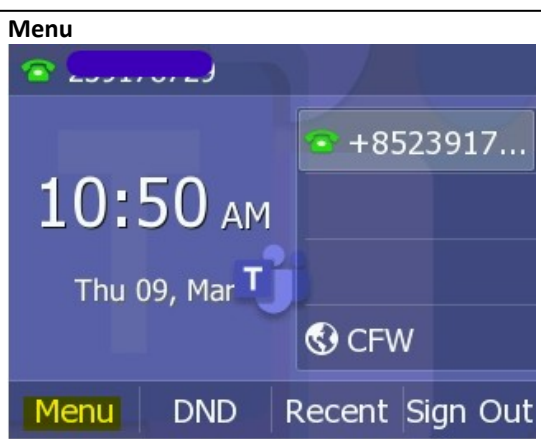
- Calls within HKU (Tel: 391-XXXX only)

Dial Ext No. (5 digits)

External Call

- Local calls within Hong Kong
- International calls

- Dial 8-digit local number
- [Please apply for an IDD calling card for international calls]



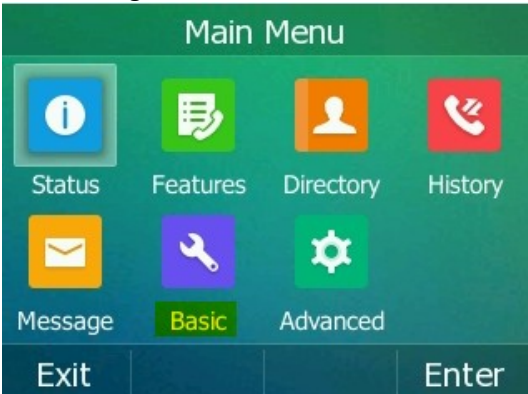
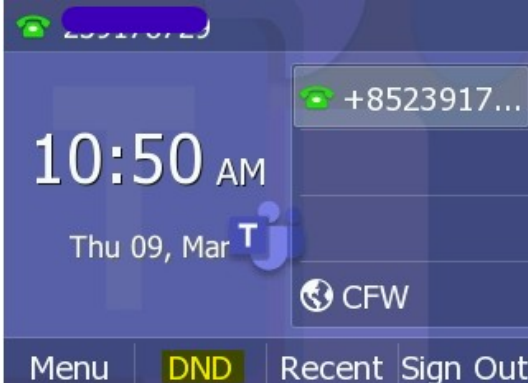
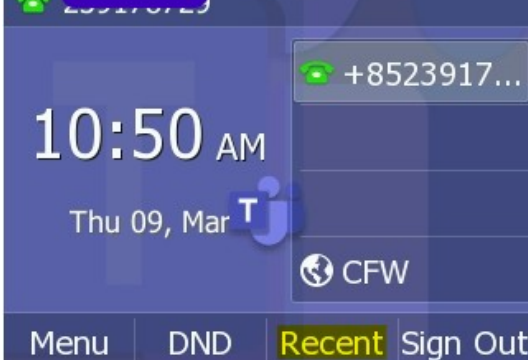
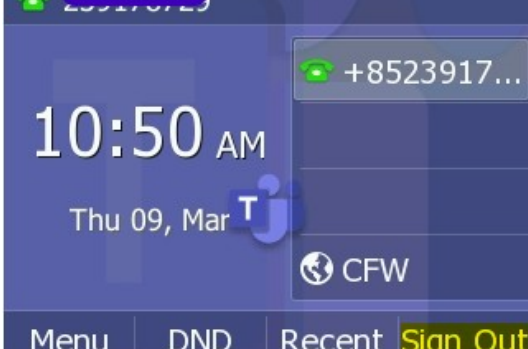
Phone Main Screen

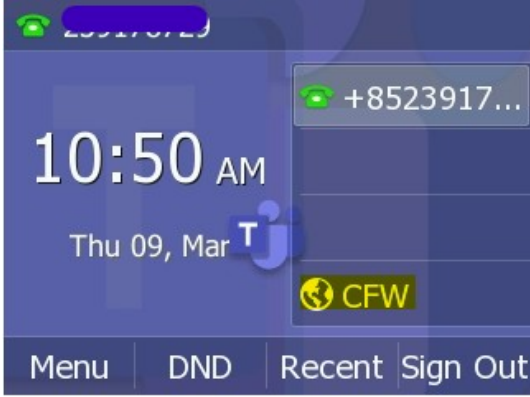
Menu – access to phone settings.

DND – provide DND call code

Recent – recent call history

Sign out – Sign out your number from the phone set.

<p>Basic Settings</p> 	<p>Main Menu</p> <p>Language – Update phone set language</p> <p>Time & Date – Update phone set Time & Date (Managed by ITS)</p> <p>Display – Update Backlight, Wallpaper, etc.</p> <p>Sound – Ring Tones, Key Tones, etc.</p> <p>Change PIN – (Phone set lock) Unavailable</p>
<p>DND</p> 	<p>DND - Show DND status</p> <p>Set DND using code: *30*</p> <p>Reset status using: *31*</p>
	<p>Recent - Show Recent call history</p>
	<p>Sign Out – sign out Microsoft Teams account from the phone set. Phone set will return to sign in stage.</p>

	<p>CFW – display the Microsoft Teams call forward code:</p> <p>Always (Call forward all):</p> <ul style="list-style-type: none">*33* + internal (5-digi) or + external (8-digi) number <p>T-Out (Call forward when unanswered):</p> <ul style="list-style-type: none">*34* + internal (5-digi) or + external (8-digi) number <p>Also (Sim-Ring):</p> <ul style="list-style-type: none">*35* + internal (5-digi) or + external (8-digi) number <p>Reset (Cancel call forwarding setting): *32*</p> <p>(Recommended to do all CF settings on MS Teams App)</p>

For enquiry, please contact the ITS helpdesk at 3917 0123 or email to ithelp@hku.hk.

Remarks: It may take longer time for the phone to startup when it is connected to the network for the first time. DO NOT disconnect the phone before the startup completes as it may damage the phone set.