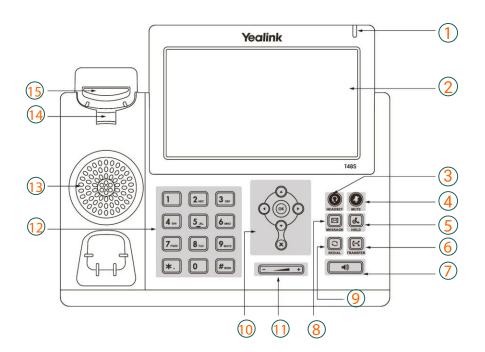
## Handling your Yealink T48S Desktop Phones





## Legend

- 1: Power LED indicator
- 2: Touch screen
- 3: Headset key
- 4: Mute key
- 5: Hold key
- 6: Transfer key
- 7: Speaker key
- 8: Voicemail
- 9: Redial key
- 10: Menu and directional pad
- 11: Volume
- 12: Keypad
- 13: Speaker
- 14: Hookswitch tab
- 15: Hook

## T48S Icons in the Status Bar

	Speakerphone (hands-free) mode
$\leq$	Unread email
<b>a</b>	Voice Mail
	Do Not Disturb (DND)
Ø	Mute
3	Phone Lock
5	Call Forward
0	Handset mode
~	Missed calls
$\leq$ ×	Ringer volume is 0
<u>+</u>	Downloading file
*	Bluetooth headset is paired and connected

#### **Action keys**

- 1 : FWD = forward
- 2 : DND = do not disturb
- 3 : Phonebook
- 4 : Menu

#### **Action keys incoming call**

- 1 : Answer = hand-free pick-up
- 2 : Forward
- 3: Silence
- 4 : Reject

### Action keys during a call

- 1 : Transfer
- 2 : Hold
- 3 : Conference
- 4 : End call

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## Placing a call

Enter the number, and press or in the center of the direction pad.

#### Transfer a call

#### Blind Transfer

- Press on action key "transfer" 1. The call is on hold.
- Enter the destination extension number, then hang up.

#### **Attended Transfer**

- Press on action key "transfer" 1. The call is on hold.
- Enter the destination extension number, then press on
- Press again on 1 to transfer the call.
- If the person doesn't whish to take the call, press on "call end" 3 then "resume" 2 to take it back.
- If you receive a second call while the first one is on hold, you can select the call to transfer directly on the screen.

## Call interception (if activated)

If the phone of a colleague is ringing, and you want to intercept the call, press key 1 "DPickup" or enter the number of the ringing extension.

## **Enable a call forward**

Press on action key "forward" 1 then select directly on the screen the number to forward.

The destination of your calls can an external or internal number then save with the key "save" 2

To disable the call forward, follow the same path but choose the "disable" option.

## Place a call on hold

To place a call on hold, press the key 2 "hold". To resume the call, press "hold" again. When a first call in on hold, you can initiate a second call with the key 3 "new call". When you take a second line, the first conversation is automatically placed on hold. Both keys "resume" and "hold" on the screen allow to switch from one conversation to another one.

#### **Call Conference**

## Call log

Press on "redial" to access the call history and missed calls, or "message" to access voice messages. Use the instructions on the screen to choose between the different options.

## Change the ring tone

Access the menu by pressing o. Then "basic", "sound" and "ring tone", then "save»" 1 to validate your choice.