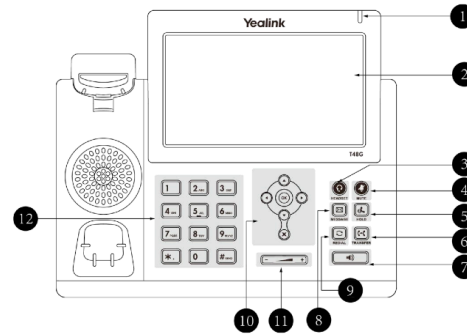











**Yealink  
SIP-T48G / T48S  
IP Phone Quick  
User Guide**

**BASIC FEATURES**




- |                |                    |
|----------------|--------------------|
| 1 Power LED    | 7 Speakerphone Key |
| 2 Touch Screen | 8 Message Key      |
| 3 Headset Key  | 9 Redial Key       |
| 4 Mute Key     | 10 Scroll Keys     |
| 5 Hold Key     | 11 Volume Key      |
| 6 Transfer Key | 12 Key pad         |


**NAVIGATING THE TOUCH SCREEN**

- To enter the main menu, tap .
- To return to the idle screen, tap .
- To go back to the previous menu, tap .
- To select a soft key, tap the soft key.
- To select an item, tap the item.
- To turn pages, tap  or  on the touch screen.
- To scroll through values in a pull-down list, press  or .

**MAKING A CALL**

- Using the handset:**
1. Pick up the handset.
  2. Enter the number and then tap the **Send** soft key.




- Using the speakerphone:**
1. With the handset on-hook, press .
  2. Enter the number, then tap the **Send** soft key.

- Using the headset:**
1. With the headset connected, press  to activate the headset mode.
  2. Enter the number, and then tap the **Send** soft key.

**Note:** During a call you may alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or **Speakerphone** key or by picking up the handset. Headset mode requires a headset be connected to the phone.


**Multiple calls:**


1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Tap the **Send** soft key.

You can press  or  to switch between calls, then tap  again to resume the desired call.

**ANSWERING A CALL**


**Using the handset:**  
Pick up the handset.

**Using the speakerphone:**  
Press .

**Using the headset:**  
Press .  
**Note:** You may ignore an incoming call by tapping the **Reject** soft key.

**ENDING A CALL**


**Using the handset:**  
Hang up the handset or tap the **End Call** soft key.

**Using the speakerphone:**  
Press  or tap the **End Call** soft key.


**Using the headset:**  
Tap the **End Call** soft key.


**REDIAL**

Press  to enter the **Placed** call list and then tap the desired entry.


Press  twice when the phone is idle to call the last dialed number.


**MUTING A CALL**

Press  to mute the microphone during a call.



Press  again to un-mute the call.

## VOLUME ADJUSTMENT


Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.


Press  when the phone is idle to adjust the ringer volume.


## RING TONE

1. Tap  then select **Basic > Sound > Ring Tones**.
2. Tap the desired ring tone.
3. Tap the **Save** soft key to accept the change or  to cancel.

## PUTTING A CALL ON HOLD

Press  or tap the **Hold** soft key during an active call. To resume a held call, press the **Resume** soft key.

If there is only one call on hold, press  or tap the **Resume** soft key.

If there is more than one call on hold, tap the call you want to resume, then press  or tap the **Resume** soft key.



## CALL PARK AND RETRIEVE

1. Perform an Attended transfer to another extension.
2. Press Transfer.
3. The caller is now parked.
4. The caller will hear music or message on hold if configured on your system.
5. Dial the extension to retrieve the call.


## TRANSFERING A CALL



There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-Attended Transfer.

### Blind Transfer:




1. Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press  or tap the **Transfer** soft key.

### Semi-Attended Transfer:


1. Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.

2. Enter the number you want to transfer to, then press .
3. Press  or tap the **Transfer** soft key when you hear the ring-back tone.

### Attended Transfer:

1. Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press .
3. Press  or tap the **Transfer** soft key when the second party answers.

## FORWARDING A CALL

1. When the phone is idle, tap  > **Call Features > Call Forward**.
2. Select the desired forward type:

**Always Forward:** Incoming calls are all forwarded unconditionally.

**Busy Forward:** Incoming calls are forwarded when the phone is busy.

**No Answer Forward:** Incoming calls are forwarded when the phone is not answered after a preset time period.

3. Enter the number you want to forward to. For **No Answer Forward**, tap the pull-down list of **After Ring Time** then tap the desired ring time to wait before forwarding.
4. Tap the **Save** soft key to accept the change.



## CONFERENCE CALL

1. Tap the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then tap the **Send** soft key.
3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Tap the **End Call** soft key to disconnect all parties.  
**Note:** You may split the conference call into two individual calls by tapping the **Split** soft key.

## VOICE MAIL


The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.

### Listening to voice messages:

1. Tap  then tap the **Connect** soft key or press .
2. Follow the voice prompts to listen to your voice messages. Alternatively you can dial 1000 to access the Voicemail system at any time. The system will prompt for your password.  
**Note:** when accessing the voice mail system for the first time your password is your extension #. Change this to a 4-digit number you can easily recall.



## CONTACT DIRECTORY

### Adding a contact:



1. When the phone is idle, tap  then tap the desired group on the left.
2. Tap **Add** to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Tap the **Save** soft key to accept the change.

**Note:** If your phone firmware is updated, contacts entered in this manner will be lost.

### Editing a contact:

1. When the phone is idle, tap  then tap the desired group on the left.
2. Tap  after the desired contact.
3. Update the contact information.
4. Tap the **Save** soft key to accept the change.

### Deleting a contact:

1. When the phone is idle, tap  and then tap the desired group on the left.
2. Tap  after the desired contact, then tap **Delete**.
3. Tap the **OK** soft key when the LCD screen prompts "Delete the Selected Contact?"

## CALL PICKUP

1. To pick up a call ringing a specific phone that is not ringing as part of a Ring Group, dial **\*8xxx** (xxx being the extension of the ringing phone).
2. For example your neighbor's phone extension 112 is ringing. You would dial **\*8112** to pickup that call.
3. To pick up a call on any ringing phone dial **\*8**.