Start up guide

Yealink T48s

K∆T

Your quick start guide Yealink T48s
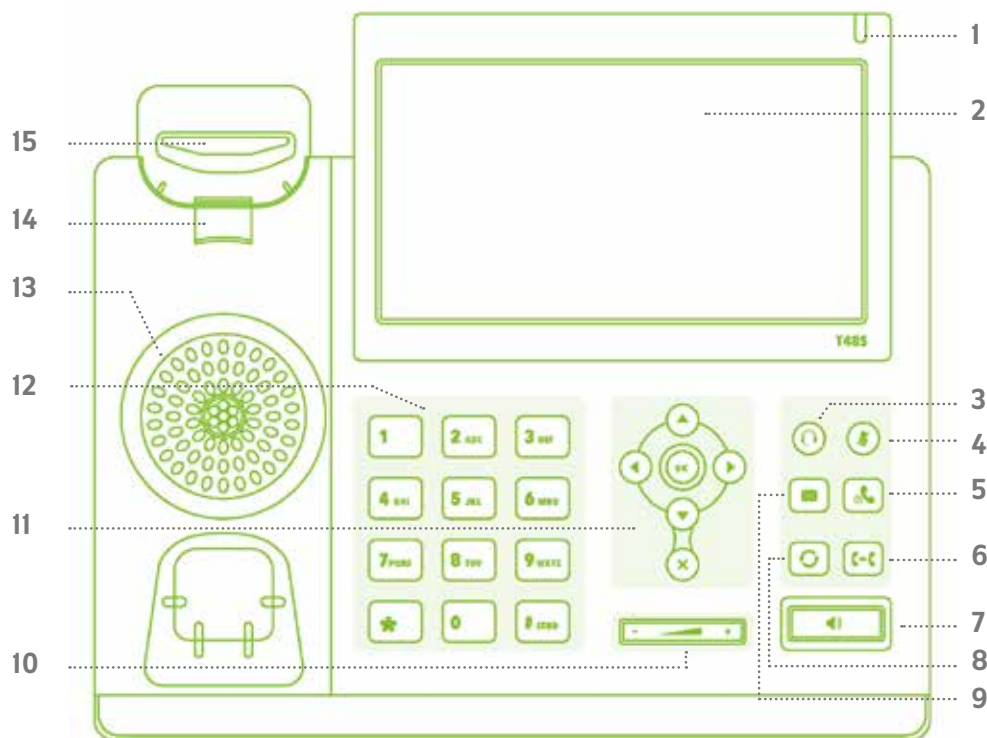
1	Power Indicator	9	Message Key
2	Touch Screen	10	Volume Keys
3	Headset Key	11	Navigational Keys
4	Mute Key	12	Dial Pad
5	Hold Key	13	Speaker
6	Transfer Key	14	Hook switch Tab
7	Speakerphone Key	15	Hook switch
8	Redial Key		

Installing Your Handset

The box for your handset will contain a number of items:

- The main handset chassis
- A plastic 'foot' which should be attached to the base of the chassis
- A handset receiver
- A curly wire to attach the receiver to the main chassis
- A RJ45 Ethernet cable to connect the handset to your local network

If you have ordered a power supply unit (PSU) then this will be provided separately. Note that the phone does not need a PSU if your network supports power over Ethernet (POE).

The phone has a second Ethernet port which can be used to attach another device (e.g. your PC) to the same network port in your office.

The phone also supports the use of a headset which should be attached using an RJ9 square type connecting cable to the appropriate socket on the rear of the chassis.

Once the handset is powered and connected to your network it should boot up ready for use, with the correct extension number, date and time displayed on the screen.

In the event that the handset does not boot up correctly then please contact our Support team.

Your quick start guide

Using Your Handset

To Make a Call

Lift the handset and enter the target telephone number or VoIP Extension number.

Many numbers – including most Extension numbers – will auto dial as soon as you have entered all the digits.

If the number does not dial immediately, you can press Send/Dial, or wait 3 seconds and it should then dial automatically.

N.B. UK calls should be dialed using the full STD area code, and all international calls should be dialed with 00 and then the country code.

Directory

On your Yealink handset you can press Directory key on the touch screen to search for the names within Personal, Shared and Enterprise contacts, so that you can dial them without having to remember their number.

Use the touch screen to select Personal, Group or Enterprise contacts.

Speakerphone/Headset Modes

Dial a new call by pressing the speakerphone or headset buttons instead of lifting the receiver.

While on an active call press the speakerphone or headset buttons to change the mode of the call.

On/Off Hold

Whilst on an active call press the physical Hold button, or the Hold key on the touch screen. To resume the call, press the Hold button again, or Resume on the screen.

Call Transfer

Whilst on an active call press the Transfer button or the Transfer key on the touch screen or pressing the Transfer button, and the caller is placed on hold. Enter the target telephone number or VoIP Extension number of the new party. Wait for this call to connect, announce the call, and press Transfer a second time to complete the call transfer.

N.B. You can press back icon on the screen to cancel the transfer and press Resume to return to the original caller.

Three-Way Call (Simple Conference)

Whilst on an active call press the Conf soft key, and the caller is placed on hold. Enter the target telephone number or VoIP Extension number of the new party. Wait for this call to connect, announce the conference and press Conf to join all three parties together. You can press Split to separate the two calls again.

N.B. If you choose to hang up on the three-way call then the other two parties will stay connected.

Call Lists & Redial

Press the History soft key to see a list of the calls you have received recently. Use the Up and Down navigation on the screen or the physical keys on the handset to search through the list.

Use the touch screen to select between viewing Placed Calls, Missed Calls and Received calls.

To redial, select the appropriate call in the list and then press the Send soft key.

Do Not Disturb

To reject calls from your handset, press the DND soft key. To return the handset to normal ringing status, press DND again.

N.B. if you have active Follow Me or Voicemail then the caller will hear this instead.

Handset Volume

When the receiver is on-hook press the – and + volume keys to change the ringing volume. When the receiver is off-hook press the – and + volume keys to change the volume of the receiver.

Call Pickup

If you see another VoIP phone within your Group ringing, but your phone is not ringing, you can dial *98 to intercept that call on your handset.

Line Keys

The T48s has 28 available Line Keys that can be configured via the SMT portal to perform specific actions.

Line Keys can be assigned to perform one of the below actions:

Group Pickup: Performs the same action as dialling *98.

Directed Pickup: Intercept an inbound call to specific user.

Line Monitor: Used to make directed calls and to monitor another extension to see whether they are busy or available.

Speed Dial: Dials a number that has been set up within the Phone Manager portal and assigned to a specific speed dial command.

Quick Dial: Dials a number manually entered within the SMT portal.

Personal Voicemail

The handset display will change to alert you when you have voice messages waiting. You can retrieve these messages by dialling 1571.

N.B. If you are away from your handset you can also check your messages by dialling 08456999003 from any other phone.