SMARTCHOICE
You Manage the Business. We Connect It.

User Guide
Yealink T48

Placing a Call
Using the handset:
1. Pick up the handset.
2. Enter the number, and then tap **Send**.
Using the speakerphone:
1. With the handset on-hook, press [🔊] .
2. Enter the number, and then tap **Send**.
Using the headset:
1. With the headset connected, press [🎧] to activate the headset mode.
2. Enter the number, and then tap **Send**.

> During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

Answering a Call
Using the handset:
Pick up the handset.
Using the speakerphone:
Press [🔊].
Using the headset:
Press [🎧] .

> Note: You can reject an incoming call by pressing 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 Calls** list, and then tap the desired entry.
- Press [🔁] twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute
- Press [🎤] to mute the microphone during a call.
- Press [🎤] again to un-mute the call.

Call Hold and Resume
To place a call on hold:
Press [📞] or tap the **Hold** soft key during an active call.
To resume the call, do one of the following:
- 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, and then press [📞] or tap the **Resume** soft key.

Call Transfer
You can transfer a call in the following ways:
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.
3. Press [📞] or tap **B Transfer**.

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, and then tap **Send**.
3. Press [📞] or tap **Transfer** 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, and then tap **Send**.
3. Press [📞] or tap **Transfer** when the second party answers.

Call Forward
To enable call forward:
1. When the phone is idle, tap [⊞] ->**Features**->**Call Forward**.
2. Select the desired forward type:

> **Always Forward----**Incoming calls are forwarded unconditionally.
> **Busy Forward----**Incoming calls are forwarded when the phone is busy.
> **No Answer Forward----**Incoming calls are forwarded if not answered after a period of time.

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

Call Conference
1. Tap the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then tap **Conference**.
3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Tap the **End Call** soft key to disconnect all parties.

> Note: You can split the conference call into two individual calls by pressing the Split soft key.

Voice Message
Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages:
1. Tap [☎] and then tap **Connect**, or press [✉] .
2. Follow the voice prompts to listen to your voice messages.