




## User Guide Yealink T47W

### Placing a Call


#### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Call** soft key.

#### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **Call** soft key.

#### Using the headset:

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

**Note:** 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:

Tap .


**Note:** You can reject an incoming call by pressing the **Reject** soft key.

### Ending a Call

#### Using the handset:

Hang up the handset or press the **End Call** soft key.




#### Using the speakerphone:

Press  or the **End Call** soft key.



#### Using the headset:

Press the **End Call** soft key.

### Redial

- Press  to enter the placed call list, press the **Navigation Cluster** key to select the desired entry, and then press  or the **Call** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

### Call Mute and Un-mute

- Tap  to mute the microphone during a call.
- Tap  again to un-mute the call.

### Call Hold and Resume

#### To place a call on hold:

Press 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 the **Resume** soft key.
- If there is more than one call on hold, press the **Navigation Cluster** key to select the desired call, and then press the **Resume** soft key.

### Call Transfer

You can transfer a call in the following ways:

#### Blind Transfer

1. Press 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 the **B Transfer** soft key.

#### Semi-Attended Transfer

1. Press 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 press the **Call** soft key.
3. Press the **Transfer** soft key when you hear the ring-back tone.

#### Attended Transfer

1. Press 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 press the **Call** soft key.
3. Press the **Transfer** soft key when the second party answers.

#### Call Forward

##### To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **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**, press the **Navigation Cluster** key to select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Press the **Save** soft key to accept the change.

#### Call Conference

1. Press the **Conf.** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Call** soft key.
3. Press the **Conf.** soft key again when the second party answers. All parties are now joined in the conference.
4. Press 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.

#### Speed Dial

##### To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features**→**Dsskey**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.


##### To use the speed dial key:

Press the speed dial key to dial out the preset number.

#### 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  or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.