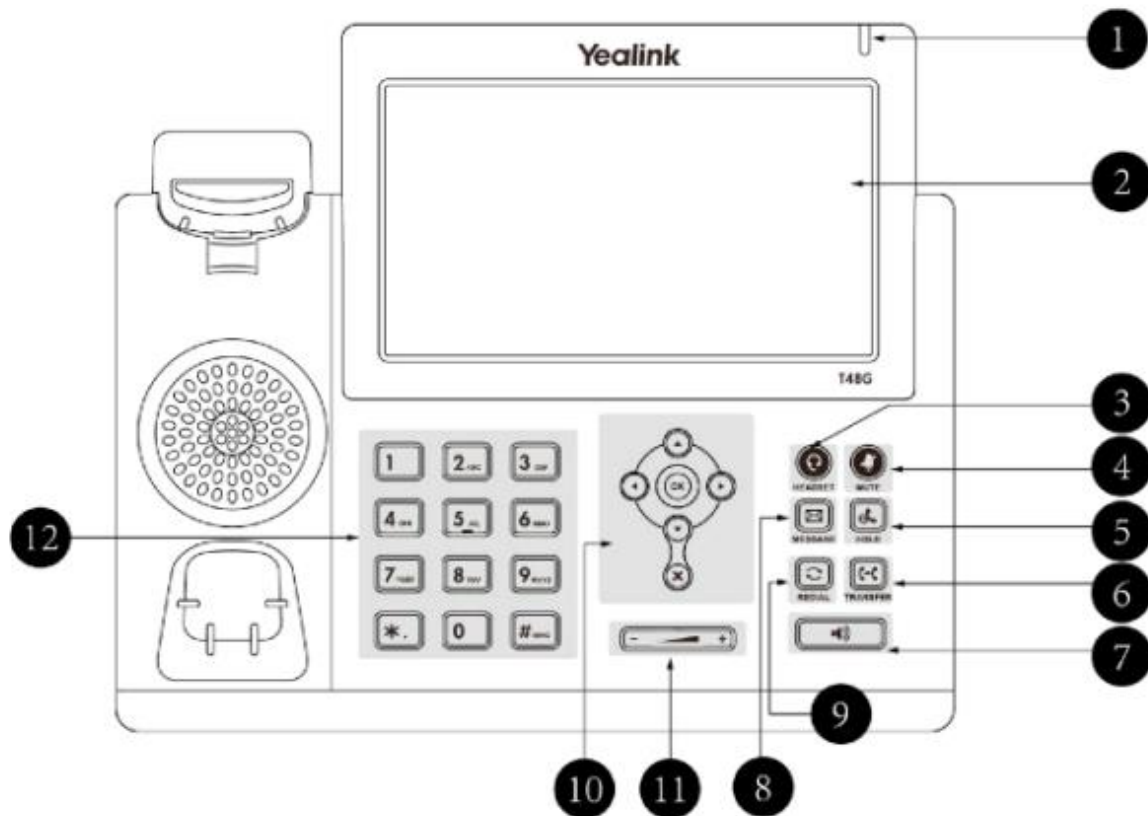


# Quick User Guide Yealink SIP-T48S










## Overview Telephone



	Item	Description
1	Power Led	Displays the status of the device
2	Touch Screen	Displays various device information on the screen Calls / messages and softkeys date and time
3	Headset Key	Turn the headset on/off if connected
4	Mute Key	Mutes the microphone and the calling party is still audible
5	Hold Key	Puts a call on hold
6	Transfer Key	Transfers a call
7	Speaker Key	Switches the speaker on/off for hands-free calling
8	Message Key	Access to the Voice Mail
9	Redial Key	Access to the call history
10	Scroll Keys	Use the arrows to scroll through the displayed information / OK confirm and X to cancel
11	Volume Key	Adjusts the volume of the handset / headset / speaker and the ringtone
12	Key Pad	Provides the numbers, letters and special characters in context-sensitive applications

## 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


### Via the handset:

1. Pick up the handset.
2. Enter the number.
3. Press the **Send** soft key.

### Via the speaker:




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

### Via the headset:

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

**Note:** During a call you may alternate between headset, hands-free speaker and handset modes by pressing the **Headset** key or **Speaker** 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.
4. You can press  or  to switch between calls, then tap  again to resume the desired call.

## Answering a call

### Via the handset:

Pick up the handset.

Via the speaker:

Press  .

Via the headset:

Press  .


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

### Ending a call

Via the handset:

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


Via the speaker:


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

Via the headset:

Press 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.



### Putting a call on hold

1. Press  or tap the **Hold** soft key during an active call.
2. To resume a held call, press the **Resume** soft key.
3. If there is only one call on hold, press  or tap the **Resume** soft key.
4. If there is more than one call on hold, tap the call you want to resume, then press  or tap the **Resume** soft key.




### Transferring 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.



## 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?"

## 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.