














































Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> 1. Tap line extension 2. Enter number 3. Tap the Send  icon 4. Or the pick up handset 5. Or press the Headset button 6. Or press the Speakerphone button 7. Enter number 8. Press the OK button 9. Or the #SEND  button 	<ol style="list-style-type: none"> 1. Pick up the handset 2. Or tap the Answer  soft key 3. Or press the Headset  button 4. Or press the Speakerphone  button 	<ol style="list-style-type: none"> 1. Press the Hold  button 2. Or tap the Hold  soft key 3. Tap the Resume  soft key 4. Or press the Hold button again 5. Press the Mute  button to mute 6. Press the Mute button to unmute
Rejecting and Silencing a Call	Forward an Incoming Call	Transferring Calls
<ol style="list-style-type: none"> 1. Tap the Reject  soft key 2. Call sent directly to voicemail 3. Tap the Silence  soft key 4. Answer call within time frame 	<ol style="list-style-type: none"> 1. Tap the Forward  soft key 2. Enter the number to forward call to 3. Press the OK button 4. Or the #SEND  button 5. Or tap the forward  icon 	<ol style="list-style-type: none"> 6. Press the Transfer  button 7. Or tap the Transfer  soft key 8. Enter the number to transfer call to 9. Press the Transfer  button 10. Or tap the Transfer  icon
Create a Conference Call	Ending/Splitting a Conference Call	Managing a Conference Call
<ol style="list-style-type: none"> 1. Call the first party 2. Tap the Conference  soft key 3. Enter number of second party 4. Press OK 5. Or #send  button 6. Or tap the Conference  icon 7. Press the Conference  soft key when second party answers 	<ol style="list-style-type: none"> 1. Tap the End Call  soft key to terminate your participation in call 2. Tap the Split  soft key 3. Tap extension to speak with 4. Tap the Resume  soft key 5. Tap the End Call  soft key 6. Repeat steps 3-5 with other party 	<ol style="list-style-type: none"> 1. Tap the Listen Only  icon to restrict party from speaking 2. Tap the Remove  icon to remove party from conference call

Yealink T48 Quick Reference Guide

Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> 1. Tap the Directory  icon 2. Tap the Search  icon 3. Enter search criteria 4. Tap the Info  icon next to desired contact 5. Tap the Send  icon to call 	<ol style="list-style-type: none"> 1. Tap the Directory  icon 2. Tap the Add  icon 3. Enter contact information 4. Tap the Save  icon 	<ol style="list-style-type: none"> 1. Tap the Directory  icon 2. Tap the Search  icon 3. Enter search criteria 4. Tap the Info  icon next to desired 5. Edit information 6. Tap the Save  icon
Forwarding an Extension	Setting up the Voicemail	Do Not Disturb (DND)
<ol style="list-style-type: none"> 1. Tap the Menu  icon 2. Tap the Features  icon 3. Tap Call Forward 4. Tap type <ol style="list-style-type: none"> a. Always b. Busy c. No Answer 5. Enter number 6. Tap Save 	<ol style="list-style-type: none"> 1. Press the Message  button 2. Enter the pin, default 4 digit extension 3. Or Dial *123 4. Record name, away and busy messages 5. Change pin <ol style="list-style-type: none"> a. Cannot be extension b. 4 non-sequential #'s which are different 6. Press the Connect soft key when alerted of a message 7. Or Press the Message  button to access voicemail 	<ol style="list-style-type: none"> 1. Tap the DND  icon 2. Tap the DND  icon to disable