

Yealink® SIP T46S/T48S IP Desktop Telephones Quick Start Guide



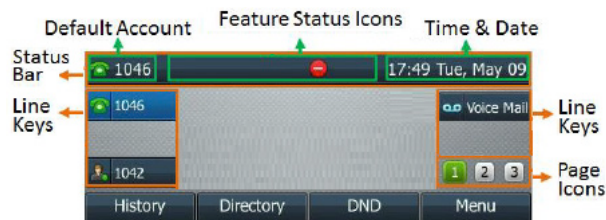
This guide covers the basic features and operation of the Yealink® SIP T46S and T48S IP telephones with Yealink UC Firmware 81 or later. Functionality is basically the same for both models. Both phones support 16 accounts

For more information, refer to the Star2Star Knowledge Base at knowledge.star2star.com.

Phone Screens

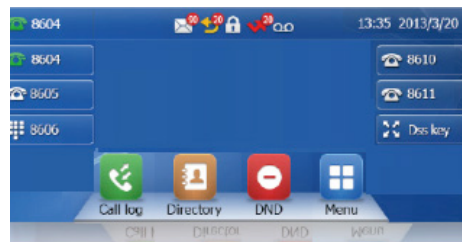
The **Home/Idle** LCD screen is the default view for the phones.

The **Idle** screen for the SIP T46S IP phone has a 4.3" 16-bit color LCD:



Phone Screens - continued

The **Idle** screen for the SIP T48S IP phone has a 7" 24-bit color LCD touchscreen:



Phone Keys

The following keys display on both phone models:

Keys	Functions
	Menu.
	Turns Headset off/on.
	Turns Speakerphone off/on.
	Mutes/unmutes Speaker.
	Holds/Resumes a Call.
	Transfers a call.
	Connects to Voicemail.
	Left/Right selects Accounts or Call Lists.
	Up/Down selects Contacts or Entries.
	Adjusts the volume.
	Confirms actions. Answers incoming calls.
	Cancels actions. Rejects incoming calls.

Place a Call

Only one call can be Active at any time.

To place a call, do **one** of the following:

- Use the handset, headset or speakerphone, **first**. Enter the phone number and **Send**.
- Enter the phone number and **Send**. Use the handset, headset or speakerphone.
- Select a Contact from a call list and **Send**.

Place a Call - continued

To place a new call during an Active call, do one of the following:

- Press a Line key. The Active call is placed on Hold. Enter a phone number and **Send**.
- Press **Hold** to place the Active call on Hold. Press **NewCall**. Enter a number and **Send**.

Redial a Call

Redial options include:

- Redial the last dialed number: press **Redial** twice.
- Redial a previously dialed number: press **Redial** once to enter **Placed Calls** list. Use the up/down arrows to select the number and **Redial** or **Send**.

Answer a Call

Use the handset, headset or speakerphone.

To answer a new call while on an Active call, press **Answer**. The current call is placed on **Hold**.

Hold and Resume a Call

When a call is placed on **Hold**, the caller is "parked" and unable to communicate with others on the line. Multiple calls can be on **Hold**.

During an Active call, select **Hold**. To resume, select the Held call and press **Resume**.

Forward a Call

To manually Forward incoming calls:

1. While the phone is ringing, press **FWD**.
2. Enter a phone number and **Send**.

To automatically Forward all calls:

1. Select **Menu>Features>Call Forward**. Select a **Line**, if available.
2. Select a **Forwarding Type** (*Always, Busy, No Answer*). If *No Answer* is selected, enter the number of rings or ring time before the call is forwarded.
3. Enter a forwarding number and **Save**.

To disable call forwarding:

1. Select **Menu>Features>Call Forward** and a **Line**, if multiple Lines.
2. Select a **Forwarding Type > Enter > Disable > Save**.

Forward a Call with Find Me / Follow Me:

Set up Find Me / Follow Me in [Application Framework](#) or the [portal](#) to forward calls, using the linked instructions.

End a Call

To end an **Active call**, replace the handset, press the headset or speakerphone key or **End Call**.

To end a **Held call**, navigate to the call and press **Resume > End Call**.

Transfer a Call

Transfer a call as follows:

- Blind (automatic) - Press **Transfer**. Enter a number or select a Contact and **Trans**.
- Attended (introduction) - Press **Transfer**. Enter a number or select a Contact and **Send**. Press **Transfer** after the Contact answers.

Park a Call

If available, **Park** is used to place an Active call on Hold at one extension and pick it up at a different extension using **one** of the following methods:

Softkey method:

1. To **Park** an Active call, press the **Park** soft key.
2. To **Retrieve** a parked call, press the appropriate Line or key.

Code method:

1. While on an Active call, enter the appropriate **Park** code, e.g., 7000.
2. Press **Transfer**. The call is **Parked**.
3. From any local extension, dial the **Retrieval** code, e.g., 7001, to retrieve the call.

Do Not Disturb (DND)

When **Do Not Disturb** is enabled, the phone does not ring, and calls follow the next step in the extension's Find Me/Follow Me rule.

To enable/disable **Do Not Disturb**, press **DND**.

Record a Call

If available, record calls by pressing a configured **Record** key on the phone. Record calls onto a USB flash drive connected to the phone.

Options to **Record** calls:

- During an Active call, press the **Record** or **URL** key. "Recording in progress" displays in the status bar.
- End recording - Press the **Record** or **URL** key again.
- Pause recording - Select **Pause**. **Resume** to resume.
- Play recording - Dial an access code.

Call History

The **History** list holds up to 100 entries and includes missed, received and placed calls. Icons indicate Placed, Received, Missed or Forwarded calls. Press the left/right arrow keys to switch among call lists.

1. Press **History** when phone is idle and arrow up/down to scroll through the list.
2. Select an entry from the list, and select:
 - **Send** to call the entry.
 - **Delete** to remove the entry from the list.
 - **Option > Detail** to view the entry information.
 - **Option > Add to Contacts** to add to Contacts.

Contact Directory

Note: Personal Contacts may be lost when firmware is updated.

To Add a Contact:

1. Navigate to **Directory > Add**.
2. Enter the Contact information and **Add**.

To Edit a Contact:

1. Navigate to **Directory**.
2. Select a Contact and **Option > Detail**.
3. Edit information and **Save**.

Conference Calls

The phone supports up to three parties (including yourself) in a conference call.

To initiate a Conference Call with two Contacts:

1. Enter a phone number or use a Directory or call list to call a Contact.
2. After the call connects, select **Conference**.
3. Call the next Contact and select **Conference** or **Send**.
4. After the call connects, select **Conference** again.

To join an Active call and a Held call, press Conf.

To disconnect the call, press End Call.

Manage Conference Call options:

- Select **Hold/Resume** to place conference on Hold.
- Select **Split** to end the conference and place the two participants on Hold in two separate calls.
- Press **Mute** to mute the conference call. All other participants can hear each other, but not you.

Conference Calls - continued

To Manage individual participants:

Press **Manage** to select the required party, and press:

- **FarMute** to mute the party. The muted party can hear everyone, but no one can hear the muted party.
- **Remove** to remove the party from the call.
- **New Call** to place a new call.
- **Back** to return to the previous screen.
- **End Call** to disconnect the conference call.

Voicemail

To retrieve Voicemails, press **Message > Connect** or **Connect**, depending on the phone model and follow the prompts.

Ring Tones

To change the incoming call **Ring Tone** while the phone is idle:

1. Press **Menu>Basic>Sound>Ring Tones**.
2. Press the up/down arrows to select **Common** or the desired account/line and **Enter**.
3. Select a ring tone and **Save**.

Mute Microphone

To enable/disable the phone's microphone, press **Mute**.

Adjust Volume

Press **Volume** up/down during a call to change Active call volume, or when the phone is idle or ringing to change ringer volume.

Speed Dial

If available, use **Speed Dial** for frequently used or hard to remember numbers by assigning a phone number to a digit key. Contact a site administrator to determine which options may be available to set up **Speed Dial**:

- The phone's menus or soft keys.
- The portal (Individual Phone Settings).
- Application Framework (Phone Settings).

To place a call using Speed Dial:

- Long-press the appropriate preset **Speed Dial** key.