2. Enter the number of the second party, and 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. Tap the **End Call** soft key to disconnect all parties.

> **Note:** You can split the conference call into two individual calls by tapping 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(Ensure the voice mail code is already configured on the phone)**:**

1. Tap 👓 and then tap the **Connect** soft key, or press 🖂 .

2. Follow the voice prompts to listen to your voice messages.

Customizing Your Phone

Call History

1. When the phone is idle, tap 📞 , and then tap the desired call list on the left.

2. Tap ▲ or ▼ , or press ⌃ or ⌄ to scroll to the desired page.

3. Tap ⓘ after the desired entry, and then you can do the following:

- Tap **Send** to place a call.
- Tap **Add** to add the entry to the local directory.
- Tap **Edit** to edit the phone number of the entry before placing a call.
- Tap **Blacklist** to add the entry to the blacklist.
- Tap **Delete** to delete the entry from the list.

Contact Directory

To add a contact:

1. When the phone is idle, tap 👤 , and 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.

To edit a contact:

1. When the phone is idle, tap 👤 , and then tap the desired group on the left.

2. Tap ⓘ after the desired contact.

3. Edit the contact information.

4. Tap the **Save** soft key to accept the change.

To delete a contact:

1. When the phone is idle, tap 👤 , and then tap the desired group on the left.

2. Tap ⓘ after the desired contact , and then tap **Delete** .

3. Tap the **OK** soft key when the touch screen prompts "Delete the selected contact?".

> **Note:** You can add contacts from the call history easily. For more information, refer to **Call History** above.
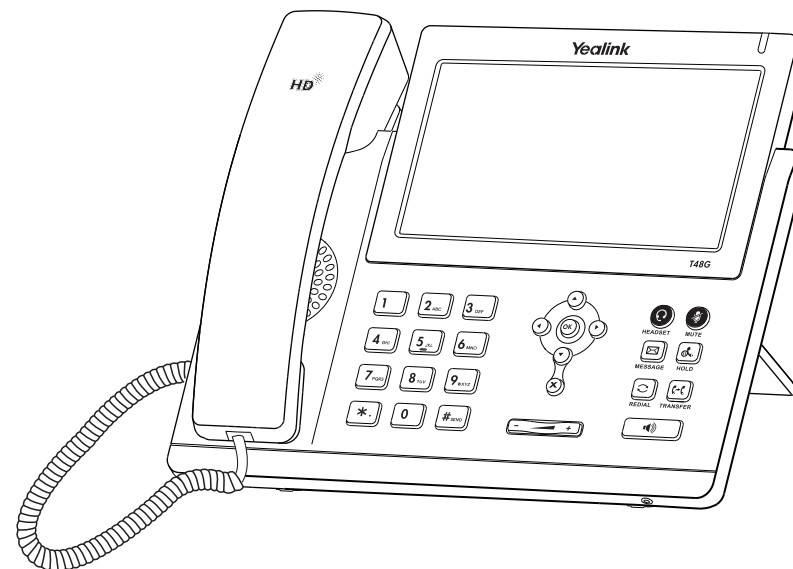
Volume Adjustment

- 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.

Yealink
EASY VoIP

Ultra-elegant Gigabit IP Phone

SIP-T48G

Quick Reference Guide (V72.4)

www.yealink.com   Applies to firmware version 72.1 or later.

Using Your Phone

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 ⌄ .

Entering and Updating Data

To enter data:
1. Tap the field you want to edit.
2. Tap the **IME** soft key to switch input modes.
3. Enter data using the keypad.
4. Tap the **Save** soft key.

To select a field option:

Tap the field name, and then tap the field's highlighted box. From the pull-down list, tap the desired option.

Basic Call Features

Placing a Call

Using the handset:
1. Pick up the handset.
2. Enter the number, and then tap the **Send** soft key.

Using the speakerphone:
1. With the handset on-hook, press 🔊 .
2. Enter the number, and then tap the **Send** soft key.

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

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, **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 ignore an incoming call by tapping 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** call 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 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, and then press #SEND .
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, and then press #SEND .
3. Press ⟲⟳ or tap the **Transfer** soft key when the second party answers.

Call Forward

To enable call forward:

1. When the phone is idle, tap ⊞ ->**Call 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 pull-down list of **After Ring Time**, 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.