Yealink T48G

Quick Start

Tip: You do not need to dial any numerical prefix before dialing an extension or external number. Simply dial the extension or 10 digit number.

Call Forwarding

1. Tap the **Menu** softkey*.
2. Select **Call Features > Call Forward**.
3. Turn on the desired forwarding type.
   - **Always**: Forwards all incoming calls.
   - **No Answer**: Forwards all unanswered incoming calls.
   - **Busy**: Forwards calls that arrive when you're already in a call.
     Note: Call Waiting must be disabled (Menu > Features > Call Waiting) to enable Call Forward Busy.
4. Enter the internal extension or external number to which calls will be forwarded.
   1. If you selected *No Answer*, enter how many rings to wait before forwarding.
5. Tap the **Save** softkey*.

To disable call forwarding, turn off the forwarding type.

Tip: While your phone rings, press the Forward softkey to forward the incoming call to another person.*

Do Not Disturb (DND)

Enabling DND stops your phone from ringing and sends all incoming calls directly to voicemail. Calls are logged in your Missed Calls.

1. Tap 🔴 to enable/disable.

Voicemail Access

1. Press ✉.
2. Dial your password (default 0000).

Speed Dial

1. Tap and hold an unassigned **Line** key.
2. Change the **Type** to **Speed Dial**.
3. Enter a **Name** and **Number**.
4. Tap the **Save** softkey*.

3-Way Calls

1. While on an active call, tap the **Conference** softkey*.
2. Dial the internal extension or external number to add to the conference.
3. Wait for the second party to answer.
   Note: It is best practice to consult with the second party before adding them to a 3-way call.
4. Tap the **Conference** softkey* again.

Transfer Calls

Warm (Attended) Transfer

Places the current call on hold and initiates a call with the transfer destination to confirm whether the call is wanted or not. The two calls are then merged together.

1. While on an active call, press ⟵⟶.
2. Dial the internal extension or external number.
3. Speak with the destination party.
4. Press ⟵⟶.

Note: If you hang up before the call rings, the transfer will fail and the call will be disconnected.

Blind Transfer

Routes the call to a third party, the original call is ended, and no confirmation is made to determine whether the transferred call is answered or if the number is busy.

1. While on an active call, press ⟵⟶.
2. Dial the internal extension or external number.
3. Press ⟵⟶ before the destination party answers.

Tip: To transfer a call directly to voicemail, dial 0 + extension.

Hold

1. Press .
2. Tap the **Line** key to retrieve the call.

Modify Ringtone

1. Tap the **Menu** softkey*.
2. Select **Basic** > **Sound** > **Ring Tones**.
3. Select Common to define the default ringtone for the device or select the line you wish to modify.
4. Select the desired ringtone *(highlight to sample ringtones)*.
5. Tap the **Save** softkey*.

Note: This device supports silent ringtones.

Presence Monitoring

In order to presence monitor, you must have the feature enabled on your device by an administrator. If not enabled, contact your system administrator for assistance.

Note: The lines that you wish to monitor must be speed dial assignments on your phone.

** **Softkeys** are buttons located around the display whose function changes depending on the context. These keys are managed by your system administrator.*