ELEVATE
UNIFIED COMMUNICATIONS

IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Yealink T48G

CloudBusinessPhone.com

Yealink T48G Quick Start Guide

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IP Phone Quick Start Guide Series

This guide provides quick-start instructions for assembling, connecting, and using the **Yealink T48G IP phone**. It follows the T48G section of the supplied ELEVATE source document and uses that section's original phone illustrations.

Contents

1. What's in the Box?
2. Guided Setup
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What's in the Box?

Your source guide lists the following components:

Label	Included item	Label	Included item
A	Phone	E	Stand
B	Handset cable	F	Quick Start Guide
C	Ethernet cable	G	Power adapter
D	Handset		

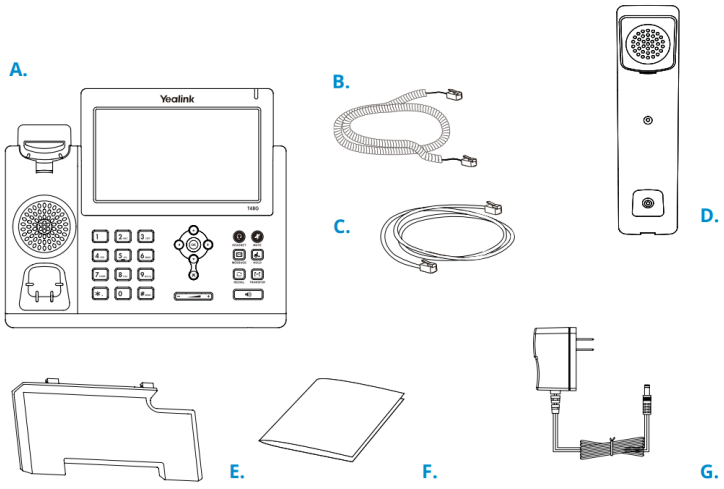


Figure 1. T48G box components, reproduced from the supplied Word document.

1. Guided Setup

Attach the stand

Attach the stand as illustrated below, so the phone rests securely on the desk.

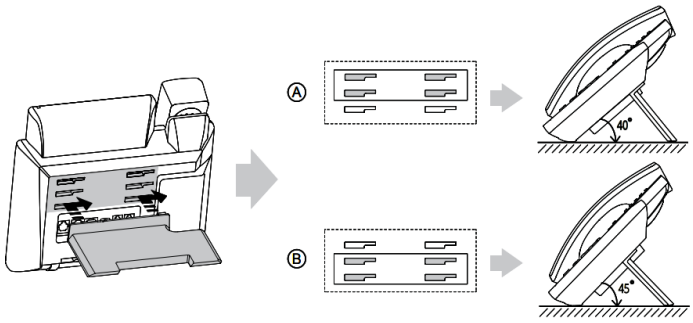


Figure 2. T48G stand installation, from the supplied Word document.

Connect the handset and optional headset

Connect the handset cord to the handset port shown in the device diagram. If you use an optional wired headset, follow the connection directions for that headset.

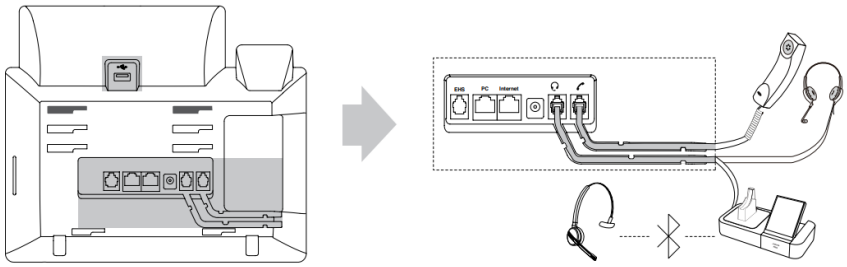


Figure 3. T48G handset and headset connections, from the supplied Word document.

Headset note: The source identifies wired headsets, including **electronic hookswitch (EHS)** headsets. Consult the headset documentation for the correct connection procedure.

Connect cables and power

Use the diagram below to connect the phone to the network and power. The diagram identifies the phone's Internet connection, optional PC connection and power options.

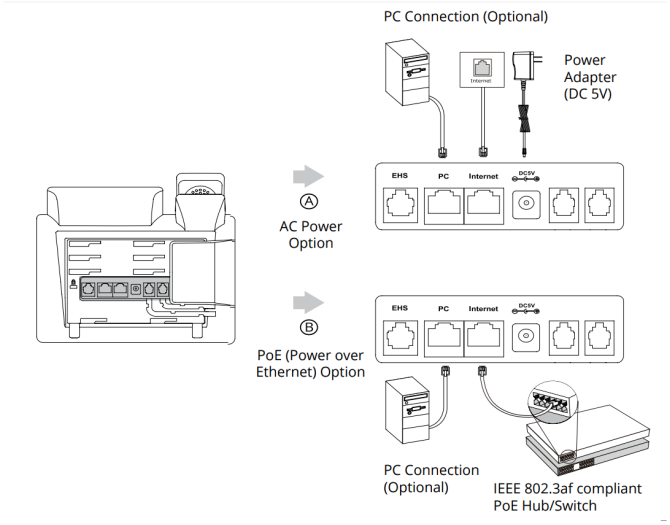


Figure 4. T48G network and power connections, from the supplied Word document.

Once the phone has power and a network connection, it will automatically download its configuration and begin working. The voicemail box will initially have a default greeting.

2. Voicemail Box Setup

Record your personal voicemail greeting

1. Press the **Messages** button.
2. Enter the PIN provided by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **1** to record your voicemail greeting.
5. Follow the voice prompts to record and check the greeting.

Change your PIN from the phone

1. Press the **Messages** button.
2. Enter your administrator-provided PIN, then press **#**.
3. Select **3** for personal options.
4. Select **2** to change the PIN.
5. Enter the new PIN when prompted and press **#** when done.

3. Commonly Used Features

Place an outgoing call

When the phone is idle:

1. Pick up the handset or press the **Speakerphone** button.
2. When you hear a dial tone, dial the number or extension.

Using a headset:

1. Press the **Headset** button to activate headset mode.
2. Dial an extension or telephone number.

While already on a call:

1. Press the **Hold** soft key.
2. Press **NewCall**.
3. Dial the new extension or telephone number.
4. To return to the original call, press the **Down arrow** and then the **Resume** soft key.

Answer an incoming call

- **Handset:** Pick up the handset.
- **Headset:** When a headset is connected, press **Headset**.
- **Speakerphone:** Press **Speaker**.

Reject an incoming call

Press the **Reject** soft key to send the caller directly to voicemail.

Ignore an incoming call

Press the **Silence** soft key to silence the incoming call. The caller continues to hear ringing for the time configured in the phone's **No Answer Forwarding** settings.

End a call

- **Handset:** Hang up or press **More**, followed by **EndCall**.
- **Headset:** Press **EndCall**.
- **Speakerphone:** Press **Speakerphone**.

Hold and resume

- **Hold:** During an active call, press the **Hold** soft key.
- **Resume:** Press the **Resume** soft key.

Transfer calls

Blind transfer (without consulting the recipient):

1. During an active call, press the **Transfer** soft key.
2. Dial the desired phone number or extension.
3. Press **Transfer** again. The call is transferred.

Attended / warm transfer (consulting the recipient):

1. During an active call, press **Transfer**.
2. Dial the desired phone number or extension.
3. Wait for the recipient to answer and announce the transfer.
4. Press **Transfer** to complete the handoff.

Mute and unmute

1. During an active call, press **Mute** to mute the microphone.
2. Press **Mute** again to unmute it.

Access voicemail

1. Press the **Message** button.
2. Enter your PIN when prompted.

Adjust volume

- **During a call:** Press **+** or **−** to adjust the listening volume.
- **When idle:** Press **+** or **−** to adjust the ringer volume.

Call waiting

If you receive another call while talking, the phone emits a beep.

Answer the second call:

1. Press **Answer**. The first call is placed on hold.
2. When the second call ends, press **Resume** to return to the first call.

Reject the second call: Press **Reject** to send that caller to voicemail.

Use speakerphone

- **Idle phone:** Press **Speakerphone** to get a dial tone for an outgoing call.
- **Switch an active handset/headset call:** Press **Speakerphone** to continue the call on speakerphone.
- **End a speakerphone call:** Press **Speakerphone** again.

Forward calls

Enable Always Forward:

1. Press the **Menu** soft key.
2. Press the **Features** soft key.
3. Select entry **1**.
4. If **Always Forward** is disabled, the screen shows **Always Forward Off**.
5. Select **Always Forward**.
6. Press **On**.
7. Enter the destination phone number or extension in the **Forward to** field.
8. Press **Save**.

Disable Always Forward:

1. If **Always Forward** is enabled, the screen shows **Always Forward: On**.
2. Select **Always Forward**.
3. Press **Off**.
4. Press **Save**.

Busy Forward and **No Answer Forward** can be configured similarly.

Quick Reference

Task	T48G control or action
Answer a call	Lift handset / press **Headset** / press **Speaker**
Reject a call	**Reject**
Silence ringing	**Silence**
End a call	Hang up or press **EndCall**
Hold / Resume	**Hold** / **Resume**
Mute / Unmute	**Mute** (toggle)
Voicemail	**Messages** / enter PIN
Blind transfer	**Transfer** → dial → **Transfer**
Attended transfer	**Transfer** → dial → announce → **Transfer**
Call waiting	**Answer** or **Reject**; **Resume** first call
Always Forward	**Menu** → **Features** → **1** → **Always Forward**

First-use checklist

1. Attach the stand and connect the handset.
2. Connect the phone to the network and its appropriate power source.
3. Confirm that the phone downloads its configuration.
4. Record a personalized voicemail greeting and change the PIN if instructed by your administrator.
5. Place and receive a test call, and try the **Hold**, **Transfer**, and **Speakerphone** controls.

My extension: _____
Office / administrator contact: _____

Security tip: Do not write your voicemail PIN on this guide.