Yealink

T4 S/G/P Series

USER GUIDE

MOMENTUM TELECOM

Table of Contents

Table of Contents 1

Before You Begin 10
- Related Documentation 10

Getting Started 12
- Hardware Overview 12
  - T48S/T48G Hardware 13
  - T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G Hardware 14
  - Power LED Indicator 15
  - Line Key LED 16
- Screen and Icons 16
  - Idle Screen 16
  - Calls Screen 18
  - Icons in the Status Bar 18
    - T48S/T48G Icons in the Status Bar 19
    - T46S/T46G Icons in the Status Bar 19
    - T41S/T41P/T42S/T42G Icons in the Status Bar 20
    - T40P/T40G Icons in the Status Bar 20
  - Line Key Icons 21
    - T48S/T48G Line Key Icons 21
    - T46S/T46G Line Key Icons 21
    - T42S/T42G/T41S/T41P Line Key Icons 22
    - T40P/T40G Line Key Icons 22
- Entering Characters on T48S/T48G 22
  - Using the Onscreen Keyboard 23
  - Using the Phone Keypad and Dial Pad 23
- Entering Characters on T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G 24

Call Features 25
- Changing the Default Account 25
- Placing Calls 25
  - Placing a Call from the Dialer 25
  - Placing Multiple Calls 26
  - Placing a Call with a Speed Dial Key 26
  - Placing a Call Back to the Last Incoming Number 27
  - Redialing a Number 27
  - Dialing a Hotline Number 27
  - Placing an International Call 28
  - Placing a Call from the Call History 28
  - Placing a Call from the Directory 28
  - Placing an Anonymous Call 28
  - Placing Calls to Google Contacts 29

Placing an Emergency Call from a Locked Phone 29
Answering Calls 30
Answering a Call 30
Answering a Call When in a Call 30
Answering a Call Automatically 31
Switching Among the Handset, Speakerphone and Headset Modes 32
Disabling Call Waiting 32
Silencing or Rejecting Incoming Calls 32
Silencing a Call 32
Rejecting a Call Manually 33
Rejecting Anonymous Calls 33
Rejecting Calls with Do Not Disturb (DND) 33
Rejecting Calls with DND on All Lines 33
Rejecting Calls with DND on a Specific Line 34
Deactivating DND 34
Ending Calls 35
Redialing a Call Automatically 35
Muting/Unmuting Audio 36
Keep Mute 36
Holding and Resuming Calls 37
Holding a Call 37
Resuming a Held Call 37
Redirecting Incoming Calls 37
Forwarding All Incoming Calls to a Contact 38
Forwarding All Incoming Calls on All Lines 38
Forwarding All Incoming Calls on a Specific Line 38
Deactivating Call Forward 39
Forwarding an Incoming Call Manually 39
Forwarding Incoming Calls with a Forward Key 39
Diverting Calls to a Contact 40
Transferring Calls 40
Performing a Blind Transfer 40
Performing a Semi-Attended/Attended Transfer 41
Performing Transfer with a Transfer Key 41
Setting a Transfer Key 41
Performing a Blind Transfer Using a Transfer Key 42
Performing a Semi-attended/Attended Using a Transfer Key 42
Performing a Call Transfer by Selecting a Transfer Mode 42
Conference Calls 43
Local Conference 43
Setting Up a Local Conference Call 43
Merging Two Calls into a Conference 43
Inviting a Transfer Target and a Transferee into a Conference 44
Holding or Resuming a Conference Call 44

Muting or Unmuting a Conference Call 44
Splitting a Conference Call 44
Managing Conference Participants 44
Ending a Conference Call 45
Network Conference 45
Setting Up a Network Conference 45
Recording Using a USB Flash Drive 45
Recording a Call 46
Pausing/Resuming a Recording 46
Stopping a Recording 47
Managing the Recordings 47
Listening to a Recording 47
Pausing/Resuming a Playback 48
Fast Forwarding/Rewinding a Playback 48
Deleting a Recorded Call 48
Viewing the Available Recording Time 48
Multicast Paging 49
Sending Multicast Paging 49
Setting a Multicast Paging Key 50
Sending a Paging by a Multicast Paging Key 50
Setting a Paging List Key 51
Setting a Paging Group 51
Sending Pages by a Paging List Key 51
Deleting a Paging Group 51
Receiving Multicast Paging 52
Managing a Paging Call 52
Advanced Call Features 53
Using Call Completion 53
Call Pickup 54
Picking up a Call Directly 54
Picking up a Group Call Directly 54
Picking up a Call with a Pick Up Key 55
Picking up a Call with a Group Pickup Key 55
Call Park and Call Retrieve 56
Parking or Retrieving a Call in the FAC Mode 56
Parking a Call in the FAC Mode 56
Retrieving a Parked Call in the FAC Mode 57
Parking or Retrieving a Call in the Transfer Mode 57
Parking a Call in the Transfer Mode 57
Retrieving a Parked Call in the Transfer Mode 58
Parking or Retrieving a Call with a Park or Retrieve Key 58
State Indicator of the Park/Retrieve key 58
Parking a Call using a Park Key 58
Retrieving a Parked Call using a Retrieve Key 59

Busy Lamp Field (BLF) 60
State Indicator of Remote Line by BLF Key 60
Audio Alert for BLF Pickup 60
Setting an Alert Tone for Monitored Lines 60
Visual Alert for BLF Pickup 61
Setting a BLF Key 61
Picking up a Remote Call by BLF Key 61
Transferring a Call by BLF Key 62
Performing a Blind Transfer 62
Performing a Semi-attended/Attended Transfer 62
Parking or Retrieving a Call by BLF Key 62
Parking a Call to a Monitored Line 63
Retrieving a Parked Call 63
BLF List 63
State Indicator of Remote Line by BLF List Key 63
Audio Alert for BLF Pickup 64
Setting an Alert Tone for Monitored Lines 64
Visual Alert for BLF Pickup 64
Ring Type for BLF Parked Call Monitor 65
Setting an Alert Tone for the BLF Parked Call Monitor 65
Visual Alert for BLF Parked Call Monitor 65
Picking up a Remote Call by BLF List Key 66
Transferring a Call by BLF List Key 66
Performing a Blind Transfer 66
Performing a Semi-attended/Attended Transfer 66
Parking a Call by a BLF List Key 66
Retrieving a Call by a BLF List Key 67
Barging in an Active Call by BLF List Key 67
Retrieving a Call Parked to the Monitored Line 67
Shared Line 68
State Indicator of Shared Line 68
Placing Calls on a Shared Line 68
Answering Calls on a Shared Line 69
Placing a Call on Public Hold 69
Placing a Call on Private Hold 69
Retrieving a Held Call on a Shared Line 69
Barging in an Active Call on a Shared Line 70
Pulling a Shared Call on a Shared Line 70
Intercom 71
State Indicator of the Intercom key 71
Placing an Intercom Call 71
Picking up an Incoming Call of the Target Extension 72
Answering an Intercom Call 72
Short Message Service (SMS) 73

Reading a Text Message 74
Sending a Text Message 74
Replying to a Text Message 74
Deleting a Text Message 74
Voice Mail 75
Setting the Voice Mail Code 75
Leaving Voice Mails 75
Listening to Voice Mails 75
Using the Hot Desking 76
Automatic Call Distribution (ACD) 76
State Indicator of ACD User 76
Logging into the ACD System 77
Changing the ACD Status 77
Directory 78
Local Directory 78
Managing the Local Directory Groups 78
Adding Contact Groups 78
Editing Contact Groups 78
Deleting Contact Groups 79
Managing the Local Directory Contacts 79
Adding Contacts 79
Viewing Contacts 79
Editing Contacts 80
Deleting a Contact 80
Deleting All Contacts 80
Moving a Local Directory Contact to Blacklist 81
Searching for Contacts 81
Favorites 81
Adding Favorites 81
Adding an Existing Contact to Your Favorites 81
Adding a New Contact to Your Favorites 82
Viewing Favorites 82
Reordering Favorites 82
Deleting Favorites 82
Blacklist 83
Adding a Blacklist Contact 83
Viewing Blacklist Contacts 83
Editing a Blacklist Contact 83
Deleting Blacklist Contacts 83
Deleting a Blacklist Contact 84
Deleting All Blacklist Contacts 84
Moving a Blacklist Contact to the Local Directory 84
Mobile Contacts 84
Saving a Mobile Contact to the Local Directory 85

Searching for Mobile Contacts 85
Updating the Mobile Contacts 85
Google Contacts 86
Viewing Google Contacts 86
Updating Google Contacts 86
Searching for Google Contacts 86
Remote Phone Book 87
Searching for Remote Phone Book Contacts 87
Viewing Remote Phone Book Contacts 87
Saving a Remote Phone Book Contact to the Local Directory 87
Saving a Remote Phone Book Contact to the Blacklist 87
Call History 89
Call History Icons 89
Viewing History Records 89
Saving a History Record to Local Directory 89
Saving a History Record to Blacklist 90
Deleting History Records 90
Deleting a Call Record 90
Deleting All Call Records 90
Disabling History Record 90
Customizing Your Phone 92
Changing the Administrator Password 92
Wallpaper 92
Changing Wallpaper on Idle Screen 93
Changing Wallpaper on Dsskey Screen 93
Adding a Wallpaper from a USB Flash Drive 93
Adding a Dsskey Screen Wallpaper from a USB Flash Drive 94
Adjusting Transparency 94
Screen Saver 94
Changing the Waiting Time for Screen Saver 95
Disabling Time & Date and Status Icons Display 95
Adding a Screen Saver from a USB Flash Drive 95
Setting the Screen Saver Type 96
Changing the Backlight and Time 96
Adjusting the Screen Contrast 97
Changing the Language 97
Time & Date 97
Setting the Time and Date Manually 97
Changing the Time and Date Format 98
Setting a Key as Send 98
Customizing the Soft Keys 98
Phone Lock 99
Setting the Phone Lock 99

Locking Your Phone Manually 99
Unlocking Your Phone 100
Changing Your Phone Unlock PIN 100
Extending the Line Key Labels 100
Locking the Line Key 100
Audio Settings 102
Adjusting the Volume 102
Setting the Ring Tone 102
Setting a Ring Tone for the Phone 102
Setting a Ring Tone for an Account 102
Setting a Ring Tone for a Group 103
Setting a Ring Tone for a Contact 103
Disabling the Key Tone 103
Optional Accessories with Your Phone 104
Headset 104
Connecting the Analog Headset 104
Wireless Headset 105
Bluetooth Headset 105
USB Headset 105
Using Headsets 105
Bluetooth 105
Activating the Bluetooth Mode 106
Pairing and Connecting the Bluetooth Headset 106
Pairing and Connecting the Bluetooth-enabled Mobile Phone 107
Syncing the Mobile Contacts to the Phone 107
Enabling the Mobile Contacts Sync Feature 107
Viewing Your Mobile Contacts on the Phones 108
Disabling the Mobile Contacts Sync Feature 108
Viewing the Bluetooth Device Information 108
Editing Device Name of Your Phone 109
Deleting the Paired Bluetooth Device 109
Disconnecting the Bluetooth Device 109
Deactivating the Bluetooth Mode 110
Wireless Network 110
Activating the Wi-Fi Mode 110
Connecting to the Wireless Network 110
Connecting to an Available Wireless Network Manually 110
Connecting to the Wireless Network Using WPS 111
Adding a Wireless Network Manually 111
Viewing the Wireless Network Information 112
Managing the Saved Wireless Network 112
Disconnecting the Wireless Network Connection 113
Deactivating the Wi-Fi Mode 113

Expansion Module and Your Phone 113
Connecting the Expansion Module 113
Assigning the Features for Ext Keys 114
Adjusting the Contrast of the Expansion Module 114
Adjusting the Backlight of the Expansion Module 114
Maintaining Your Phone 115
Warnings 115
Investigating Warnings 115
Re-provisioning Your Phone 115
Clearing Warnings 116
Diagnosing the Network 116
Rebooting Your Phone 116
Resetting to Factory Settings 116
Updating the Phone Configuration 117
Clearing User's Personalized Configuration Settings 118
Appendix - Menu Structure 119
For the T48S/T48G Phone 119
For the T46S/T46G Phone 120
For the T42S/T42G/T41S/T41P/T40P/T40G Phone 121

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Before You Begin

This guide provides information you need to quickly use your new phone.

Firstly, verify with your system administrator that the IP network is ready for phone configuration. Also, be sure to read the Quick Start Guide which can be found in your phone package before you set up and use the phone. As you read this guide, keep in mind that some features are only configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may be operated differently on your phone. Additionally, the examples and graphics in this guide may not directly reflect what is displayed or is available on your phone screen.

Note: This guide mainly takes T46S phones as an example.

This user guide contains information for the following Yealink products:

- T48S IP phones
- T48G IP phones
- T46S IP phones
- T46G IP phones
- T42S IP phones
- T42G IP phones
- T41S IP phones
- T41P IP phones
- T40P IP phones
- T40G IP phones

Related Documentation

You can view more types of documents to make the phone to perform more functions.

You can obtain additional information on the following phones from Yealink Support:

- Ultra-elegant Gigabit IP Phone T48S
- Ultra-elegant Gigabit IP Phone T48G
- Ultra-elegant Gigabit IP Phone T46S
- Ultra-elegant Gigabit IP Phone T46G
- Ultra-elegant Gigabit IP Phone T42S
- Ultra-elegant Gigabit IP Phone T42G
- Ultra-elegant IP Phone T41S
- Ultra-elegant IP Phone T41P
- Enterprise IP Phone T40P
- Enterprise IP Phone T40G

The following types of related documents are available on each support page on Yealink support page:

- Release Notes, which details bug fixes and feature enhancements when an update is released.
- Quick Start Guide, which describes how to assemble your phone and configure the basic phone features.
- Wall Mount Installation Guide, which provides detailed instructions on how to use an optional wall mount bracket to mount your phone on the wall.
- Administrator Guide, which provides detailed information on how to configure phone features for the system administrator.
- Regulatory Notice, which provides information about all regulatory and safety guidance.

You can also view other user documents which provide descriptions and examples for phone settings and features on the Yealink support page.

Getting Started

Before you use your phone, take some time to get familiar with its features and user interface.

The terms "the phone" and "your phone" refer to any of the IP phones.

Topics

Hardware Overview
Screen and Icons
Entering Characters on T48S/T48G
Entering Characters on T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G

Hardware Overview

Understanding the phone hardware helps you easily use the phone's features.

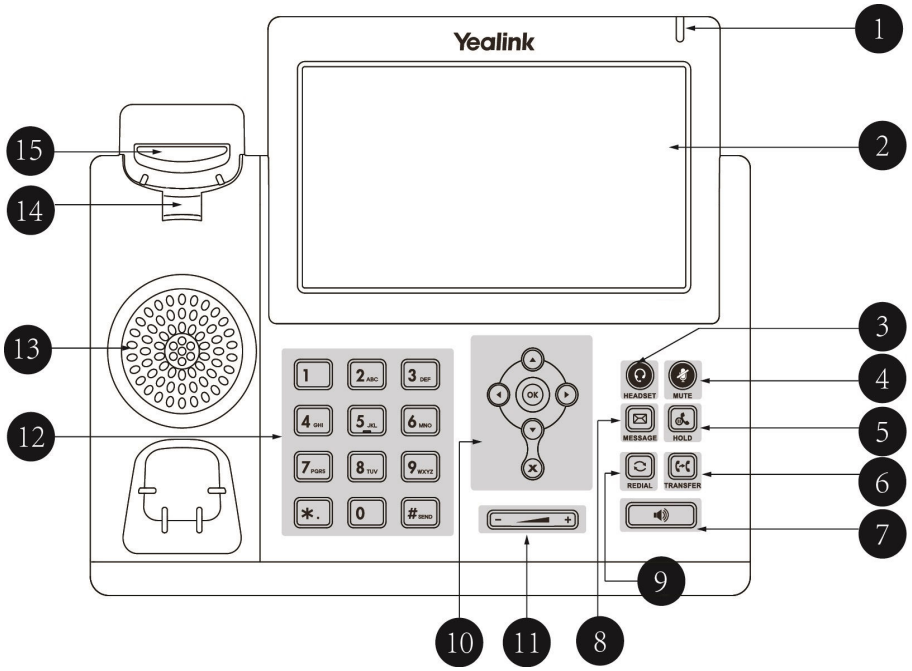
Yealink T4 series phones have distinct hardware types:

Hardware	T42G/T41P/T40P/T40G	T42S/T41S	T46S/T46G	T48S/T48G
Screen	Grayscale	Grayscale	Color	Color Touch-sensitive
Line Keys and soft keys	Yes	Yes	Yes	No
USB Port	No	Yes	Yes	Yes

Topics

T48S/T48G Hardware
T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G Hardware
Power LED Indicator
Line Key LED

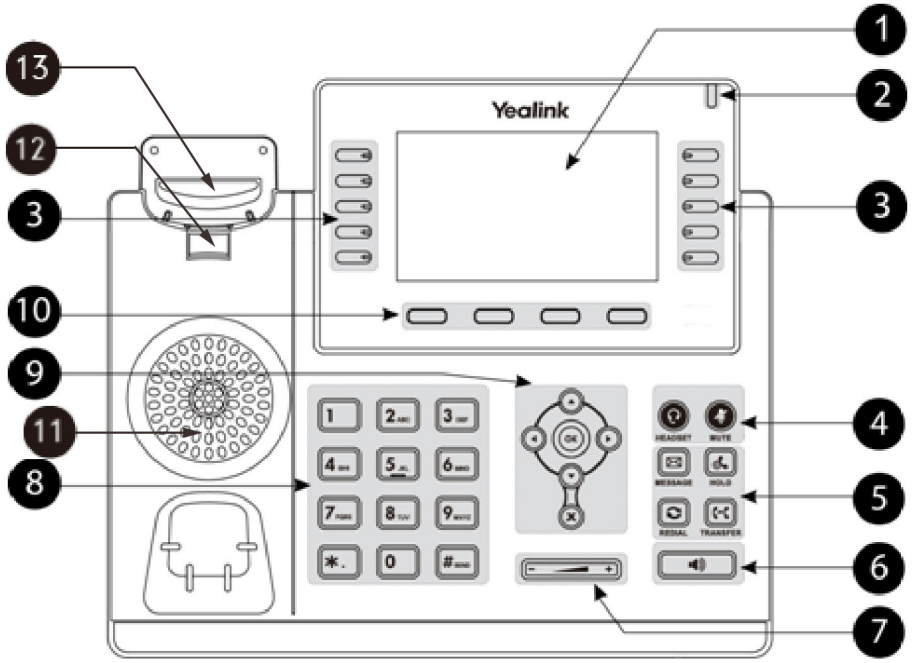
T48S/T48G Hardware



No.	Item	Description
1	Power LED indicator	Indicates call status, message status, and phone's system status.
2	Touch Screen	Allows you to select items and navigate menus on the touch-sensitive screen. Tap to select and highlight screen items. Shows information about calls, messages, time, date and other relevant data.
3	HEADSET Key	Toggles and indicates the headset mode. The key LED glows green when the headset mode is activated.
4	MUTE Key	Toggles and indicates the mute feature. The key LED glows red when the call is muted.
5	HOLD Key	Places a call on hold or resumes a held call.
6	TRANSFER Key	Transfers a call to another party.
7	Speakerphone Key	Toggles and indicates the hands-free (speakerphone) mode. The key LED glows green when the hands-free (speakerphone) mode is activated.
8	MESSAGE Key	Accesses voice mails.
9	REDIAL Key	Redials a previously dialed number.
10	Navigation Keys	• Scroll through information or options displayed on the screen. • Access History and Directory respectively.
	OK Key	Confirms actions or answers incoming calls.
	Cancel Key	Cancels actions or rejects incoming calls.
11	Volume Key	Adjusts the volume of the handset, headset, and speaker.
12	Keypad	Provides the digits and special characters in context-sensitive applications.
13	Speaker	Provides ringer and speakerphone audio output.
14	Reversible Tab	Secures the handset in the handset cradle when the phone is mounted vertically. For more information on how to adjust the reversible tab, refer to *Yealink Wall Mount Quick*

No.	Item	Description
		Installation Guide for Yealink IP Phones.
15	Hookswitch	• Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line. • Laying the handset down on the handset cradle, the phone disconnects from the line.

T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G Hardware



NO.	Item	Description
1	Phone Screen	Shows a screen with backlight that enables you to view menus and data.
2	Power LED Indicator	Indicates call status, message status and system status of the phone.
3	Line Keys	Accesses your phone lines and features.
4	HEADSET Key	Toggles the headset on or off. The LED indicator glows green when the headset is activated. The T40P/T40G phones do not have key light.
	MUTE Key	Toggles the microphone on or off. The LED indicator glows green when the mute feature is activated. The T40P/T40G phones do not have key light.

NO.	Item	Description
5	MESSAGE Key	Accesses your voice messages.
	HOLD Key	Places a call on hold or resumes a held call. Only the T46S/T46G phones have a HOLD key.
	REDIAL Key	Redials a previously dialed number.
	TRANSFER Key	Transfers a call. Only the T46S/T46G phones have a TRANSFER key.
6	Speakerphone Key	Toggles the speakerphone (hands-free) mode on or off. The LED indicator glows green when the speakerphone is activated. The T40P/T40G phone does not have key light.
7	Volume Key	Adjust the volume of the handset, headset, speaker.
8	Keypad Keys	Allow you to enter numbers, letters, and special characters. If a menu item has an index number, you can use the keypad keys to select the item.
9	Navigation Keys	• Scroll through information or options displayed on the screen. • Access History and Directory respectively.
	OK Key	Confirms actions or answers incoming calls.
	Cancel Key	Cancels actions or rejects incoming calls.
10	Soft Keys	Access the function displayed on the screen above the soft keys. The soft keys change depending on what you are doing at the time.
11	Speaker	Provides ringer and speakerphone audio output.
12	Reversible Tab	Secures the handset in the handset cradle when the phone is mounted vertically. For more information on how to adjust the reversible tab, refer to *Yealink Wall Mount Quick Installation Guide for Yealink IP Phones*.
13	Hookswitch	Connects or disconnects the phone from the phone line. The hookswitch is automatically activated when a user lifts the handset from the cradle to get a dial tone.

Power LED Indicator

The power LED indicator indicates the call, message and phone's system status.

LED Status	Description
Solid red	The phone is initializing.
Fast-flashing red (0.3s)	The phone is ringing.
Slowly-flashing red (1s)	The phone receives a voice mail or text message.
Solid red for 0.5s and off for 3s alternately	The phone enters the power-saving mode. It is only available on the T48S/T48G/T46S/T46G phones.

Note: The above introduces the default LED status. Your system administrator can configure the status of the power LED indicator.

Line Key LED

The line key LED indicators are associated with the status of phone lines and features. It is not available on T48S/T48G phones.

Line key LED (associated with the phone line)

LED Status	Description
Solid green	The line is seized. The line is in conversation.
Fast-flashing green	The line receives an incoming call.
Slowly-flashing green	The call is placed on hold.
Off	The line is inactive.

Line key LED (configured as a page switch key)

LED Status	Description
Solid red	There is a call parked on the line, and the line key is not on the current page.
Fast-flashing green	The line receives an incoming call, and the line key is not on the current page.
Fast-flashing red	The monitored user whose line key is not on the current page receives an incoming call.
Off	The line keys are idle.

Screen and Icons

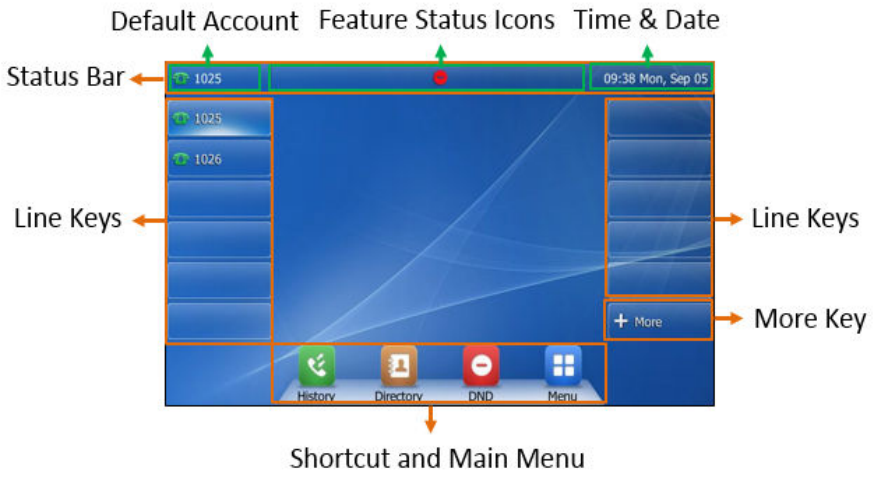
The user screens and icon indicators can help you navigate and understand the important information on the phone's status.

Topics

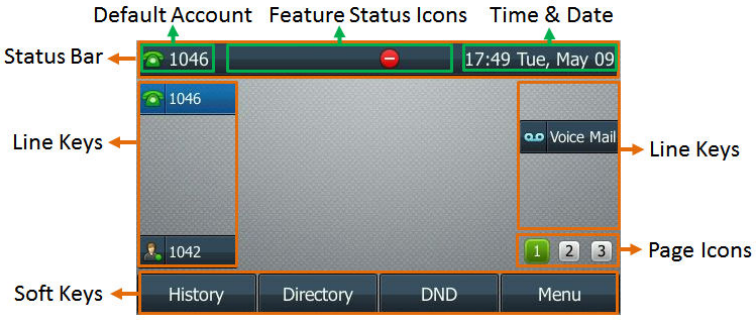
Idle Screen
Calls Screen
Icons in the Status Bar
Line Key Icons

Idle Screen

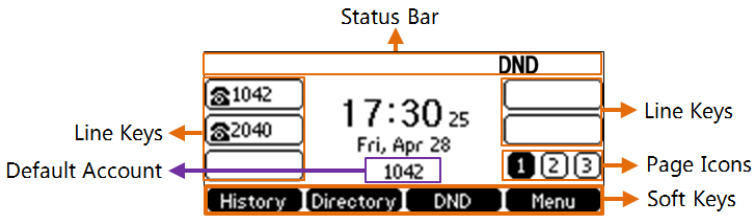
The idle screen is made up of the status bar, line keys, and soft keys. The time & date in the status bar or middle of the screen varies by phone models.



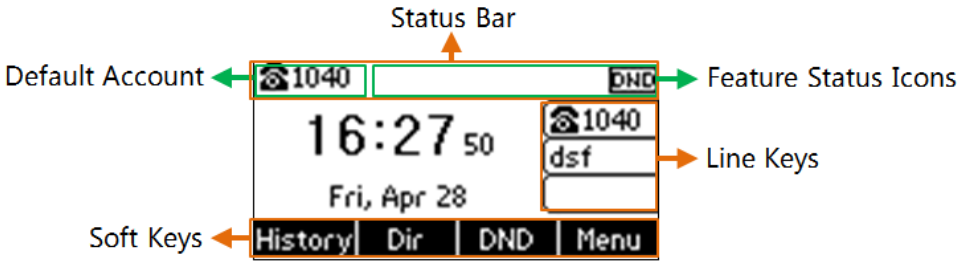
T48S/T48G



T46S/T46G



T42S/T42G/T41S/T41P



T40P/T40G

- **Status Bar**: Display the default account, feature status icons, and the time. The status icons are displayed when features are activated.
- **Line Keys**: Display the information associated with the line keys and feature keys on the phone.

- **Page Icons**: The page icons appear only when you assign functionality to line key located in line key 11-27 on the T46S/T46G phones, line key 7-15 on the T42S/T42G/T41S/T41P phones.
- **Soft Keys**: Each soft key label indicates the action for the soft key below the screen.
- **More Key**: Tap to display more line keys on the T48S/T48G phones.
- **Shortcut and Main Menu**: Tap to access the shortcut or enter the main menu on the T48S/T48G phones.

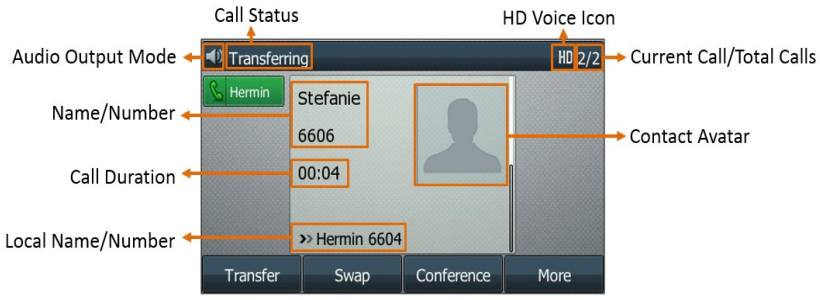
Related Topics

Icons in the Status Bar
Changing the Default Account
Customizing the Soft Keys

Calls Screen

All of your active and held calls are displayed on the calls screen. You can press up or down navigation key to switch among calls.

For T48S/T46S/T42S/T41S/T40P/T40G, the calls screen can display the local name or number. Check with your system administrator to find out if this feature is available on the phone. When there is an active call and a held call, the calls screen is shown below:



During a call, you can press the OK key to view the current time & date and phone status. The phone screen is shown below:

Icons in the Status Bar

The icons in the status bar help you easily get the current phone status, such as call and message status. Icons in the status bar vary by phone models.

Topics

T48S/T48G Icons in the Status Bar
T46S/T46G Icons in the Status Bar
T41S/T41P/T42S/T42G Icons in the Status Bar
T40P/T40G Icons in the Status Bar

T48S/T48G Icons in the Status Bar

Icons	Description	Icons	Description
	Wired network is unavailable		Phone Lock
	Wired network is unreachable (T48S only)		Missed Calls
	Speakerphone (hands-free) mode		Always Forward
	Busy Forward		No Answer Forward
	Handset mode		Recording starts successfully (Using a USB flash drive)
	Headset mode		Recording is paused (Using a USB flash drive)
	Voice Mail		Bluetooth mode is on
	Text Message		Bluetooth headset is both paired and connected
	Auto Answer		Bluetooth-enabled mobile phone is both paired and connected
	Do Not Disturb (DND)		Wi-Fi connection is successful
	Phone Warning (T48S only)		Wi-Fi connection fails
	Keep Mute		Wi-Fi connection is unreachable (T48S only)
	Ringer volume is 0		USB flash drive detected

T46S/T46G Icons in the Status Bar

Icons	Description	Icons	Description
	Wired network is unavailable		Phone Lock
	Wired network is unreachable (T46S only)		Missed Calls
	Speakerphone (hands-free) mode		Always Forward
	Busy Forward		No Answer Forward
	Handset mode		Recording starts successfully (Using a USB flash drive)
	Headset mode		Recording is paused (Using a USB flash drive)
	Voice Mail		Bluetooth mode is on

Icons	Description	Icons	Description
	Text Message		Bluetooth headset is both paired and connected
	Auto Answer		Bluetooth-enabled mobile phone is both paired and connected
	Do Not Disturb (DND)		Wi-Fi connection is successful
	Phone Warning (T46S only)		Wi-Fi connection is unreachable (T46S only)
	Keep Mute		Wi-Fi connection fails
	Ringer volume is 0		

T41S/T41P/T42S/T42G Icons in the Status Bar

Icons	Description	Icons	Description
	Wired network is unavailable		Ringer volume is 0
	Speakerphone (hands-free) mode		Phone Lock
	Handset mode		Missed Calls
	Headset mode		Call Forward
	Voice Mail	(T42S/T41S only)	Recording starts successfully (Using a USB flash drive)
AA	Auto Answer	(T42S/T41S only)	Recording is paused (Using a USB flash drive)
DND	Do Not Disturb (DND)	(T42S/T41S only)	Network is unreachable

T40P/T40G Icons in the Status Bar

Icons	Description	Icons	Description
	Wired network is unavailable	DND	Do Not Disturb (DND)
	Wired network is unreachable		Phone Warning
	Speakerphone (hands-free) mode		Keep Mute
	Handset mode		Ringer volume is 0
	Headset mode		Phone Lock
	Voice Mail		Missed Calls

Icons	Description	Icons	Description
	Text Message		Call Forward
	Auto Answer		

Line Key Icons

By viewing the line key icons, you can easily get the function of the line key. Icons in the line keys vary by phone models.

Topics

T48S/T48G Line Key Icons
T46S/T46G Line Key Icons
T42S/T42G/T41S/T41P Line Key Icons
T40P/T40G Line Key Icons

T48S/T48G Line Key Icons

Icon indicators (associated with line)

Icons	Description	Icons	Description
	The private line is registered successfully.		The shared/bridged line is registered successfully.
	Register failed.	(Flashing)	Registering.
	DND is enabled on this line.		Call forward is enabled on this line.

Icon indicators (associated with line key features)

Icons	Description	Icons	Description
	Hold		DND
	Voice Mail		SMS
	Direct Pickup		Group Pickup
	Conference		Forward
	Transfer		ReCall
	Record		Recording in process
	Multicast Paging Paging List		Hot Desking
	Phone Lock		Directory
	Speed Dial		

T46S/T46G Line Key Icons

Icon indicators (associated with line)

Icons	Description	Icons	Description
	The private line is registered successfully.		The shared/bridged line is registered successfully.

Icons	Description	Icons	Description
	Register failed.		Registering.
	DND is enabled on this line.		Call forward is enabled on this line.

Icon indicators (associated with line key features)

Icons	Description	Icons	Description
	Hold		DND
	Voice Mail		SMS
	Direct Pickup		Group Pickup
	Conference		Forward
	Transfer		ReCall
	Record		Recording starts successfully
	Multicast Paging Paging List		Hot Desking
	Phone Lock		Directory
	Speed Dial	(T46S)	Extend

T42S/T42G/T41S/T41P Line Key Icons

Icon indicators (associated with line)

Icons	Description	Icons	Description
	The private line is registered successfully.		The shared/bridged line is registered successfully.
	Register failed.		Registering.
	DND is enabled on this line.		Call forward is enabled on this line.

T40P/T40G Line Key Icons

Icon indicators (associated with line)

Icons	Description	Icons	Description
	The private line is registered successfully.		The shared/bridged line is registered successfully.
	Register failed.		Registering.
	DND is enabled on this line.		Call forward is enabled on this line.

Entering Characters on T48S/T48G

The T48S/T48G phones provide an onscreen keyboard, phone keypad and dial pad to enter data. Keypad and dial pad provide the standard key layout, which enables users to use existing or familiar key positions.

Topics

Using the Onscreen Keyboard
Using the Phone Keypad and Dial Pad

Using the Onscreen Keyboard

The onscreen keyboard on T48S/T48G enables you to enter information into text fields using the touch screen.

Procedure

1. Tap the field you want to edit, the onscreen keyboard displays on the touch screen.
2. Enter the information. Do the following:

Task	Action
Enter uppercase (A) characters, lowercase (a) characters, or a combination of uppercase and lowercase characters.	1. If a keyboard with characters does not display, tap abc . 2. Tap to toggle between uppercase or lowercase mode. 3. Tap the characters you want to enter.
Enter numbers.	1. If a keyboard with numbers does not display, tap &123 . 2. Tap the numbers you want to enter.
Enter special characters.	1. If a keyboard with special characters does not display, tap &123 . 2. Tap the special characters you want to enter.
Position the cursor.	• Tap < or > to position the cursor. • Tap to position.
Confirm the settings/Go to the next field.	• If there is only one field or the field you are editing is the last one of the configuration, tap **Done** to confirm the setting. • If the field you are editing is not the last one of the configuration, tap **Next** to go to the next field.
Delete characters one by one.	1. Position the cursor to the right side of the text you want to delete. 2. Tap .
Delete more characters at a time.	1. Drag your finger across the characters to highlight the characters you want to delete. 2. Tap .
Replace characters.	1. Drag your finger across the characters to highlight the characters you want to replace. 2. Tap the characters you want.

3. Select to hide the onscreen keyboard.

Using the Phone Keypad and Dial Pad

You can use the keypad on your phone or dial pad to enter data. The phone keypad only provides digit keys, # key, and * key, and the dial pad provides digit keys and special characters.

The dial pad is shown below:

You can tap

to switch to the onscreen keyboard.

Related Topic

Using the Onscreen Keyboard

Entering Characters on T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G

On T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G phones, you can use the keypad keys on your phone to enter or update field information.

The following table describes how to enter different characters using the keypad keys.

Task	Action
Switch input modes	Press the **ABC**, **abc**, **Abc**, **2aB**, or **123** soft key to switch the input modes.
Enter alphas	Select **ABC**, **abc**, **2aB**, or **Abc** mode. On the T42S/T42G/T41S/T41P/T40P/T40G phones, press the keys labeled with letters until your desired letter appears. On the T46S/T46G phones, press a keypad key repeatedly to view the character options and stop when the letter you want to enter is displayed in the field. Wait one second, and then enter the next letter.
Enter numbers	Select **123** mode, press the corresponding keys.
Enter special characters	Select **ABC**, **abc**, **2aB**, or **Abc** mode, press ***** key or **#** key one or more times to enter one of the following special characters: *** key**: *.,'?!\-()@/:_;+&%=<> £ $¥¤[]{}~^¡¿§#"| **# key**: # In **123** mode, you can press the * key to choose the following special characters: **.*:/@[]**.
Insert space	Select **ABC**, **abc**, **2aB**, or **Abc** mode, press the **0** key.
Move cursor	Press or to position the cursor.
Delete one or more characters	Position the cursor to the right of the character, and select the **Delete** soft key.

Call Features

You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

Topics

Changing the Default Account
Placing Calls
Answering Calls
Switching Among the Handset, Speakerphone and Headset Modes
Disabling Call Waiting
Silencing or Rejecting Incoming Calls
Ending Calls
Redialing a Call Automatically
Muting/Unmuting Audio
Keep Mute
Holding and Resuming Calls
Redirecting Incoming Calls
Transferring Calls
Conference Calls
Recording Using a USB Flash Drive
Multicast Paging

Changing the Default Account

If there are multiple registered accounts on the phone, you can place a call with the default account by default.

Procedure

1. On the idle screen, press the left or right navigation key.

   On the T48S/T48G phones, tap the label of the default account at the top left, and then tap the desired account to be the new default account.

Placing Calls

You can use your phone like a regular phone to place calls in many ways easily.

Topics

Placing a Call from the Dialer
Placing Multiple Calls
Placing a Call with a Speed Dial Key
Placing a Call Back to the Last Incoming Number
Redialing a Number
Dialing a Hotline Number
Placing an International Call
Placing a Call from the Call History
Placing a Call from the Directory
Placing Calls to Google Contacts
Placing an Anonymous Call
Placing an Emergency Call from a Locked Phone

Placing a Call from the Dialer

The Dialer enables you to enter a number to place a call, and it displays a list of previously placed calls or contacts in your directory.

You can also select the desired contact from the search list, the placed call list or Directory. On the T48S/T48G phones, you can select the desired contact from the left sidebar, or select a contact from the Directory or History.

Note: Your system administrator can configure the source list for searching and disable to display the placed call records.

Procedure

1. Do one of the following:
   - Start typing a phone number.
   - Select the desired line key.
   - Pick up the handset, press the Speakerphone key or the HEADSET key.
2. Enter a number or highlight a contact.
3. Select **Send**.

Note: Your system administrator can enable live dialpad feature, which enables your phone to automatically dial out the phone number after a period of time without selecting **Send**.

Related Topic

Switching Among the Handset, Speakerphone and Headset Modes

Placing Multiple Calls

When you are in a call, you can hold your current call and place a new call.

Procedure

1. Do one of the following:
   - Select a line key. The active call is placed on hold.
   - Press the HOLD key or select **Hold** to place the original call on hold.
     Select **New Call** (**NewCall**).
2. Enter the desired number or select a contact.
3. Select **Send**.

Placing a Call with a Speed Dial Key

You can quickly dial a number by using a Speed Dial key.

Before You Begin

If your system administrator has enabled the Favorites feature on the phone, you cannot manually set a Speed Dial key.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **SpeedDial** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
     Enter the contact number you want to dial out directly in the **Value** field.
     You can also enter the contact number with the DTMF sequence that you want to send in the **Value** field. The contact number and DTMF sequence are separated by commas. One comma stands for 500 milliseconds. For example, **1234,,123#** means the phone dials out the number 1234 first, then after the call is set up for 1 second, it sends the DTMF sequence 123# to the remote party.

- On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
  On the T48S/T48G phones, select , and then select the desired contact.

6. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

When the phone is idle, you can press the Speed Dial key to call a contact quickly. The phone calls a contact using the configured line by default. If you want to call a contact using another line, you can first press the line key, and then press the Speed Dial key.

Note: During a call, you can press the Speed Dial key to select a transfer mode. Check with your system administrator to find out if this feature is available on the phone.

Placing a Call Back to the Last Incoming Number

You can redial the last incoming number quickly by using a Recall key.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Recall** from the **Key Type** field.
5. (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
6. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

When the phone is idle, press the Recall key to quickly redial the last incoming number.

Redialing a Number

The phone keeps a record of all the placed calls. You can recall the contact you recently called.

Procedure

1. Press the REDIAL key.
   *A record of **Placed Calls** is displayed on the phone screen.*
2. Highlight the desired record, select **Send**.

Tip: Press the REDIAL key twice to recall the contact you called.

Dialing a Hotline Number

When the phone is off-hook, it will dial out the hotline number automatically after the designated delay time.

Procedure

1. Navigate to **Menu** > **Features** > **Others** > **Hot Line**.
   On the T48S/T48G/T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Features** > **Hot Line**.
2. Do one of the following:
   - Enter the desired number in the **Hotline Number** field.
   - Press **Directory** (**Dir**) and select a desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
3. Enter the desired delay time (0-10 seconds) in the **Hotline Delay** field.
4. Select **Save**.

Placing an International Call

You can place calls to international phone numbers on your phone.

Procedure

1. Long press digit key 0 on the phone keypad until the **plus sign (+)** appears.
2. Enter the phone number with the country code.
3. Select **Send**.

Placing a Call from the Call History

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, missed, or forwarded.

Procedure

1. Press **History** or navigate to **Menu** > **History**.
   The phone screen displays all call records.
2. Select the desired call list.
3. Highlight a contact and select **Send**.
   On the T48S/T48G phones, tap the desired contact.

Placing a Call from the Directory

You can place a call to a contact directly from your directory.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact and select **Send**.
   On the T48S/T48G phones, tap the desired contact.
   If the selected contact has multiple numbers, highlight the desired number, and select **Send**.

Related Topic

Searching for Contacts

Placing an Anonymous Call

You can hide your name and number when you place a call. As a result, the callee receives an anonymous call without caller identity.

Before You Begin

Contact your system administrator to find out if this feature is available on your phone, and to get the anonymous call on code or off code if required.

Procedure

1. Navigate to **Menu** > **Features** > **Anonymous** (**Anonymous Call**).
2. Select the desired line.
3. Turn on **Local Anonymous**.
4. (Optional.) Select the desired value from the **Send Anony Code** (**Send Anonymous Code**) field.
5. (Optional.) Enter the anonymous call on code and off code respectively.

6. Select **Save**.
7. Select the anonymous line to place a call.
   The callee is prompted with an incoming call from anonymity.

If the callee enables anonymous rejection feature, you may be prompted that the callee does not accept calls from an anonymous number.

Related Topic

Rejecting Anonymous Calls

Placing Calls to Google Contacts

You can call your Google Contacts from your phone.

Procedure

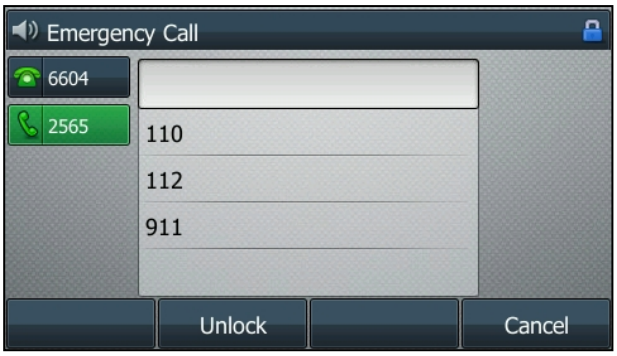
1. Navigate to **Menu** > **Directory** > **Google Contact**.
2. Highlight the desired contact and select **Send**.
   On the T48S phones, tap the desired contact.

Placing an Emergency Call from a Locked Phone

Once all keys are locked on the phone, you can only dial emergency numbers or authorized numbers that are set up by your administrator, such as 911.

Procedure

1. Do one of the following:
   - Select **Emergency** (not applicable to T48S/T48G phones).
     The phone screen is shown below:



Select an emergency number in the emergency number list.

- Enter an emergency number.

2. Select **Send**.

Answering Calls

When you receive a call, you can choose to answer it manually or automatically.

Topics

Answering a Call
Answering a Call When in a Call
Answering a Call Automatically

Answering a Call

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call. You can choose to answer the incoming call.

Procedure

1. Do one of the following:
   - Pick up the handset.
   - Press the Speakerphone key .
   - Press the HEADSET key .
   - Press **Answer** or the line key that has the flashing green LED indicator.

     The call is answered in the speakerphone (hands-free) mode by default.

Related Topic

Switching Among the Handset, Speakerphone and Headset Modes

Answering a Call When in a Call

You can answer a call when there is already an active call on your phone.

When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.

Procedure

1. Select **Answer**.
   The active call is placed on hold, and the incoming call becomes active.

Note: You can disable the call waiting feature to reject the incoming call automatically during a call.

Related Topic

Disabling Call Waiting

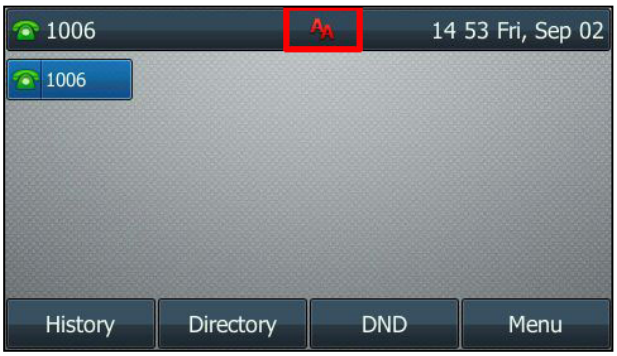
Answering a Call Automatically

Auto answer enables you to automatically answer an incoming call in speakerphone (hands-free) mode when your phone is idle.

Note: When you are in an active call and an incoming call arrives on the phone, the incoming call will not be automatically answered even if the auto answer is enabled.
Your system administrator can configure the phone to automatically answer the incoming call after ending all calls.

Procedure

1. Navigate to **Menu** > **Features** > **Auto Answer**.
2. Select the desired line.
3. Turn on **Auto Answer**.
4. Turn on **Auto Answer Mute**.
5. Select **Save**.
   If the auto answer feature is enabled for the default account, the auto answer icon appears on the phone screen.



Switching Among the Handset, Speakerphone and Headset Modes

You can select the desired mode before placing a call or can alternate among Speakerphone, headset, and handset modes during a call.

When using the speakerphone or the headset, the LED indicator glows green. The T40P/T40G phones do not have key light.

Procedure

1. During the call, pick up the handset, press the Speakerphone key , or press the HEADSET key.

   For example, if you're using the handset, press the HEADSET key to switch to the headset, or press the Speakerphone key to switch to the speakerphone.

Note: Your system administrator can disable you to use the handset, speakerphone (Hands-free) or headset mode.

Related Topic

Headset

Disabling Call Waiting

If the call waiting feature is disabled, when there is already a call, the new incoming call will be rejected automatically.

Before You Begin

Check with your system administrator if the call waiting off code is required. If required, get it from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **Call Waiting**.
2. Select **Disabled** or **Off** from the **Call Waiting** field.
3. (Optional.) Enter the call waiting off code in the **Off Code** field.
4. Select **Save**.

Silencing or Rejecting Incoming Calls

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

Topics

Silencing a Call
Rejecting a Call Manually
Rejecting Anonymous Calls
Rejecting Calls with Do Not Disturb (DND)

Silencing a Call

You can silence a call to stop your phone from ringing. Even if you silence the call, the incoming call notification continues to be displayed on your phone.

Procedure

1. Select **Silence**.

Rejecting a Call Manually

You can reject a call manually, and the call may be sent to voice mail. The rejected calls are displayed in the Received Calls list in your History list.

Procedure

1. Select **Reject**.

Rejecting Anonymous Calls

You can reject incoming calls from the callers who have hidden their identities. As a result, your phone will not ring and you will not be notified of an attempted call.

Before You Begin

Check with your system administrator if the anonymous call rejection on code or off code is required. If required, get it from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **Anonymous** (**Anonymous Call**).
2. Select the desired line .
3. Turn on **Local Anonymous Rejection** (**Anonymous Rejection**).
4. (Optional.) Select the desired value from the **Send Rejection Code** field.
5. (Optional.) Enter the anonymous call rejection on code and off code respectively in the **On Code** and **Off Code** field.
6. Select **Save**.

Related Topic

Placing an Anonymous Call

Rejecting Calls with Do Not Disturb (DND)

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted.

If you want to receive incoming calls from the specific numbers when DND is enabled, you can ask your system administrator to set DND Authorized Numbers.

Note: Check with your system administrator to find out if the DND feature is available on your phone.

Topics

Rejecting Calls with DND on All Lines
Rejecting Calls with DND on a Specific Line
Deactivating DND

Rejecting Calls with DND on All Lines

If there are multiple lines on the phone, you can enable DND for all lines. After activating it, the phone will reject all incoming calls automatically.

Note: If both DND and busy forward are activated on the phone, calls will be forwarded to the configured destination number.

Before You Begin

Check with your system administrator if the DND on code or off code is required. If required, get it from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **DND**.
2. Turn on DND.
3. (Optional.) Enter the DND on code or off code respectively in the **On Code** or **Off Code** field.
4. Select **Save**.

   The DND icon appears in the status bar. For T48S/T46S, the phone also prompts you that DND is enabled.

Tip: To activate or deactivate DND quickly, press the **DND** soft key when the phone is idle.

Rejecting Calls with DND on a Specific Line

By default, the DND feature applies to all lines on your phone. Your system administrator can change the DND mode to Custom so that you can enable DND for specific lines.

Before You Begin

The DND mode is set to **Custom**. Check with your system administrator if the DND on code or off code is required. If required, get it from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **DND**.
2. Select the desired line.
3. Turn on DND.
4. (Optional.) Enter the DND on code or off code respectively in the **On Code** or **Off Code** field.
5. Select **Save**.

   The DND icon appears on the desired line.

   If you activate DND on the default line, the DND icon will appear both on the line and in the status bar. For T48S/T46S, the phone also prompts you that DND is enabled.

Tip: You can press the **All On** soft key to activate DND for all lines.

Deactivating DND

You can deactivate DND when you are ready to resume receiving calls again.

Procedure

1. Navigate to **Menu** > **Features** > **DND**.
2. (Optional.) If the DND is activated on a specific line, select the desired line.
3. Turn off DND.
4. Select **Save**.

   The DND icon disappears from the status bar.

Tip: To deactivate DND quickly, press the **DND** soft key or **Exit DND mode.** when the phone is idle.

You can press the **All Off** soft key to deactivate DND for all lines.

Ending Calls

You can end the current call at any time.

Procedure

1. Do one of the following:
   - If you are using the handset, press the Cancel key, **End Call** (**EndCall**) or hang up the handset.
   - If you are using the headset, press the Cancel key or **End Call** (**EndCall**).
   - If you are using the speakerphone, press the Cancel key, Speakerphone key or **End Call** (**EndCall**).

Tip: You can press the HEADSET key to end calls. Check with your system administrator to find out if it is available on your phone.

Redialing a Call Automatically

You can set the phone to redial a phone number automatically when you call a contact and the contact's line is unavailable.

Procedure

1. Navigate to **Menu** > **Features** > **Others** > **Auto Redial Setting**.
   On the T48S/T48G phones, navigate to **Menu** > **Features** > **Auto Redial**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Features** > **Auto Redial Setting**.
2. Select **Enabled** or **On** from the **Auto Redial** field.
3. Enter the desired time (between 1 and 300 seconds) in the **Redial Interval** field.
4. Enter the desired times (between 1 and 300) in the **Redial Times** field.
5. Select **Save**.

When you dial a number but fail to establish a call, the phone prompts the failure reason and then prompts whether to auto redial the contact, select **OK** to activate auto redial.

The phone screen displays the redial times and interval. The phone will retry as many times as configured until the callee answers the call.

Muting/Unmuting Audio

When you are in a call, you can mute the audio, so that you can hear the other person, but they cannot hear you.

Procedure

1. Press the MUTE key during a call.
   The mute key LED glows red on all phones except the T40P/T40G phones.
2. Press the MUTE key again to unmute the call.
   The mute key LED goes out on all phones except the T40P/T40G phones.

Tip: You can also mute the microphone while the phone is dialing or ringing so that the other party cannot hear you when the call is set up.

Keep Mute

In a meeting room, if incoming calls are answered automatically on your phone, callers may hear your discussion with your colleagues. You can keep the phone in mute to prevent this unintended situation.

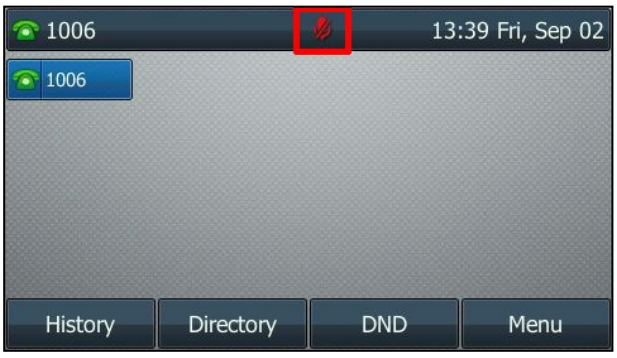
The mute state of your phone persists across calls. The phone stays in the mute state until you unmute the microphone manually or until the phone restarts.

Before You Begin

Check with your system administrator if keep mute is configured on your phone.

Procedure

1. Press the MUTE key when the phone is idle.
   The mute key LED glows red except on the T40P/T40G phones, and the mute icon appears on the idle screen except for the T42S/T42G/T41S/T41P phones.



2. Press the MUTE key again to deactivate the mute state.

Holding and Resuming Calls

You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music played by its sever.

Topics

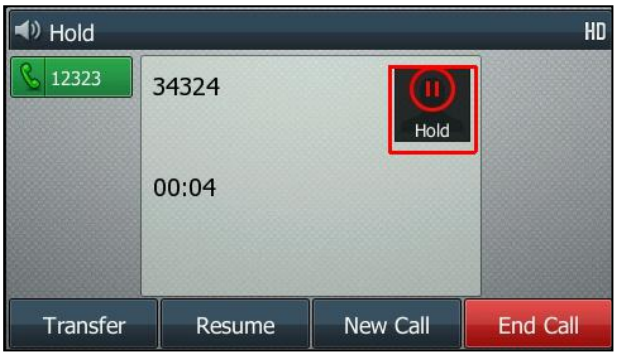
Holding a Call
Resuming a Held Call

Holding a Call

You can place an active call on hold on your phone.

Procedure

1. Press the HOLD key or select **Hold** during a call.



The phone ignores engaged audio device (handset or headset) and plays beep in the Speakerphone (hands-free) mode by default. The Speakerphone key will always light up (except the T40P/T40G phone) and the phone will beep softly every 30 seconds to remind you that you still have a call on hold.

Note: When you have multiple calls on the phone and the current call is held, you can press the corresponding line key to swap to the active call.

Resuming a Held Call

You can view and resume a held call on the phone.

Procedure

1. Press the HOLD key again, corresponding line key or **Resume**.
   If multiple calls are placed on hold, select the desired call first.

Note: When you have multiple calls on the phone and the current call is active, you can select **Swap** to swap to the held call.

Redirecting Incoming Calls

When you are not available to answer calls on your phone, you can forward the calls to another phone.

Topics

Forwarding All Incoming Calls to a Contact
Forwarding an Incoming Call Manually
Forwarding Incoming Calls with a Forward Key
Diverting Calls to a Contact

Forwarding All Incoming Calls to a Contact

You can set up the forwarding type which enables your phone to forward all incoming calls to a contact.

There are three types of forwarding:

- **Always Forward**: Forwards all incoming calls immediately.
- **Busy Forward**: Forwards incoming calls when you are busy in a call.
- **No Answer Forward**: Forwards incoming calls when no one answers the calls.

Topics

Forwarding All Incoming Calls on All Lines
Forwarding All Incoming Calls on a Specific Line
Deactivating Call Forward

Forwarding All Incoming Calls on All Lines

You can forward all incoming calls on the phone.

Before You Begin

Check with your system administrator if the forward on code or off code is required. If required, get it from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **Call Forward**.
2. Select the desired forwarding type and select **Enabled** or **On** from the corresponding field.
3. Do one of the following:
   - Enter the contact number you want to forward incoming calls to in the **Forward to** field.
   - On the T46S/T46G phones, highlight the **Forward to** field. Press **Directory** (**Dir**), and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
4. If you select the **No Answer Forward** option, select the desired ring time to wait before forwarding from the **After Ring Time** field.
5. (Optional.) Enter the always/busy/no answer forward on code or off code respectively in the **On Code** or **Off Code** field.
6. Select **Save**.
   The call forward icon appears in the status bar. For T48S/T46S, the phone also prompts you that call forward is enabled.

Forwarding All Incoming Calls on a Specific Line

By default, the forwarding setting applies to all lines on your phone. Your system administrator can change the forward mode to Custom so that you can forward all incoming calls for specific lines.

Before You Begin

Check with your system administrator if the forward on code or off code is required. If required, get the forward on code or off code from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **Call Forward**.
2. Select the desired line.
3. Select the desired forwarding type and select **Enabled** or **On** from the corresponding field.

4. Do one of the following:
   - Enter the contact number you want to forward incoming calls to in the **Forward to** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
5. If you select the **No Answer Forward** option, select the desired ring time to wait before forwarding from the **After Ring Time** field.
6. (Optional.) Enter the always/busy/no answer forward on code or off code respectively in the **On Code** or **Off Code** field.
7. Select **Save**.
   The forward icon appears on the desired line.
   If you activate forward on the default line, the forward icon will appear both on the line and in the status bar. For T48S/T46S, the phone also prompts you that call forward is enabled.

Tip: You can press the **All Lines** soft key to activate forward for all lines.

Deactivating Call Forward

You can deactivate the call forward when you no longer want to forward your calls.

Procedure

1. Navigate to **Menu** > **Features** > **Call Forward**.
2. (Optional.) If the forward is activated for a specific line, select the desired line.
3. Select the desired forwarding type and select **Disabled** or **Off** from the corresponding field.
4. Select **Save**.

Tip: For T48S, you can tap **Close forward.** to deactivate DND quickly when the phone is idle. You can press the **All Lines** soft key to deactivate forward for all lines.

Forwarding an Incoming Call Manually

You can manually forward the call to another contact while your phone rings.

Procedure

1. When the phone is ringing, select **Forward**.
2. Enter the number you want to forward the incoming call to.
3. Press the OK key or select **Send**.
   On the T48S/T48G phones, select **Forward**.
   The phone prompts a call forward message.

Forwarding Incoming Calls with a Forward Key

When the phone receives an incoming call, you can easily press the Forward key to forward the incoming call to a specific contact.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Forward** (**FWD**) from the **Key Type** field.
5. If your system administrator has set the forward mode to **Custom**, select the desired line.
6. Do one of the following:
   - (Optional.) Enter the string that will display on the phone screen in the **Label** field.

Enter the contact number you want to forward the incoming calls to in the **Value** field.

- On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
  On the T48S/T48G phones, select , and then select the desired contact.

7. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

When the phone is ringing, press the forward key to quickly forward the call to the specific contact.

Diverting Calls to a Contact

You can divert all incoming calls from a particular contact to another contact. Auto divert has precedence over call forward.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact, and select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the desired entry.
4. Edit the contact information.
   On the T48S/T48G phones, you can tap or to switch the contact you want to edit.
5. Enter a contact's number you want to divert the call to in the **Auto Divert** field.
6. Select **Save**.

Transferring Calls

During a call, you can transfer the call to another contact.

You can use one of three ways:

- **Blind Transfer**: Transfer a call directly to the third party without consulting.
- **Semi-Attended Transfer**: Transfer a call when receiving ringback.
- **Attended Transfer (Consultative Transfer)**: Transfer a call with prior consulting.

Topics

Performing a Blind Transfer
Performing a Semi-Attended/Attended Transfer
Performing Transfer with a Transfer Key

Performing a Blind Transfer

You can transfer a call to another contact immediately without consulting with her/him first.

Procedure

1. Press the TRANSFER key or **Transfer** (**Trans**) during a call.
2. Do one of the following:
   - Enter the number or select a contact from the placed call list you want to transfer to.
   - If you have set a Speed Dial key, you can also press the Speed Dial key to transfer the call to the contact directly.
   - Press **Directory** (**Dir**). Select the desired contact from the Directory list.
     On the T48S/T48G phones, tap the **Directory** or **History**. Tap the desired contact.

3. Press **B Transfer** (**B Trans**) or the TRANSFER key to complete the transfer.

Tip: If you are using a handset, the transfer can be completed by hanging up the handset.

Performing a Semi-Attended/Attended Transfer

You can transfer calls to other contacts immediately when receiving ringback or after consulting with them first.

Procedure

1. Press the TRANSFER key or select **Transfer** (**Trans**) during a call.
2. Do one of the following:
   - Enter the number or select a contact from the placed call list you want to transfer the call to.
   - Select **Directory** (**Dir**). Select the desired contact from the Directory list.

     On the T48S/T48G phones, select **Directory** or **History**. Select the desired contact.
3. Press the OK key or select **Send**.
4. Do one of the following:
   - When you hear the ringback tone, press the TRANSFER key or **Transfer** (**Trans**) to finish a semi-attended transfer.
   - After the contact answers the call, press the TRANSFER key or **Transfer** (**Trans**) to finish an attended transfer (consultative transfer).

Tip: If you are using a handset, the transfer can be completed by hanging up the handset.

Performing Transfer with a Transfer Key

By default, you can transfer a call to a specific contact directly using a Transfer key during a call.

Your system administrator can also set your phone to perform attended transfer when using a Transfer key.

Topics

Setting a Transfer Key
Performing a Blind Transfer Using a Transfer Key
Performing a Semi-attended/Attended Using a Transfer Key
Performing a Call Transfer by Selecting a Transfer Mode

Setting a Transfer Key

You can set a line key as a Transfer key, and specify a contact you want to transfer a call to for this key.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Transfer** (**Trans**) from the **Key Type** field.
5. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.

     Enter the contact number you want to transfer the call to in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.

     On the T48S/T48G phones, select , and then select the desired contact.
6. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

Performing a Blind Transfer Using a Transfer Key

After you have set a Transfer key with a specific contact, you can perform a blind transfer by using it.

Before You Begin

Confirm with your system administrator that the transfer mode has set to perform a blind transfer.

Procedure

1. Press the Transfer key during a call.
   The call is transferred to the specific contact directly.

Related Topic

Setting a Transfer Key

Performing a Semi-attended/Attended Using a Transfer Key

After you have set a Transfer key with a specific contact, you can perform a semi-attended/attended transfer by using it.

Before You Begin

Confirm with your system administrator that the transfer mode has set to perform attended transfer.

Procedure

1. Press the Transfer key during a call.
   The phone calls the specific contact first. Wait until you hear the ringback tone or until the contact answers the call.
2. Press the Transfer key again.

Related Topic

Setting a Transfer Key

Performing a Call Transfer by Selecting a Transfer Mode

During the call, you can press the Transfer key to select a transfer mode.

Before You Begin

You need to set a Transfer key for a specific contact. Check with your system administrator to find out if this call transfer feature is available on the phone.

Procedure

1. Press the Transfer key during a call, the phone screen is shown below:

2. Select the desired transfer mode.

Related Topic

Setting a Transfer Key

Conference Calls

The phone supports creating local conference and network conference.

During the conference, follow these tips:

- Use the handset or a headset if you're in an open environment.
- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

Topics

Local Conference
Network Conference

Local Conference

You can initiate a three-way (including yourself) conference calls with your contacts on the phone.

Note: Check with your system administrator to find out if the local conference is enabled on your phone.

Topics

Setting Up a Local Conference Call
Merging Two Calls into a Conference
Inviting a Transfer Target and a Transferee into a Conference
Holding or Resuming a Conference Call
Muting or Unmuting a Conference Call
Splitting a Conference Call
Managing Conference Participants
Ending a Conference Call

Setting Up a Local Conference Call

Procedure

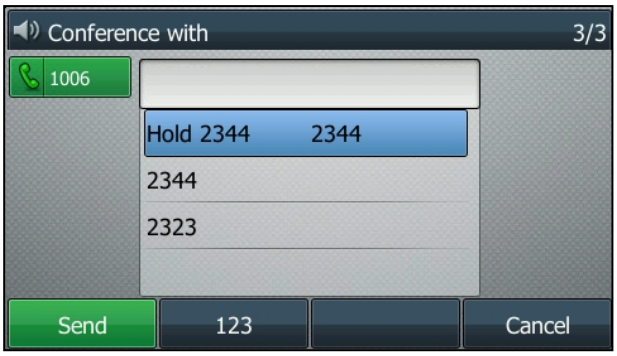
1. Place a call to the first party.
2. Select **Conference** (**Conf**) to place a new call.
   The active call is placed on hold.
3. Dial the second party's number.
   You can also select the desired contact from the search list, or select a contact from the placed call list or Directory before you enter the number. On the T48S/T48G phones, you can select the desired contact from the left sidebar, or select a contact from the Directory or History.
4. When the second party answers the call, select **Conference** (**Conf**) to add the second party to the conference.

Merging Two Calls into a Conference

You can invite a held call into a conference call with the active call.

Procedure

1. Place two calls on the phone.
2. Select the desired call for a conference and ensure that the call is active.
3. Select **Conference** (**Conf**).
4. Highlight the desired hold call and select **Send** or **Select**.



On the T48S/T48G phones, tap the desired hold call from the left sidebar.

The active call and the selected hold call are joined into a conference.

Inviting a Transfer Target and a Transferee into a Conference

After consulting with the contact you want to transfer a call to, you can invite the two calls into a conference.

Procedure

1. Select **Conference** (**Conf**) after talking with the contact you want to transfer a call to.

   The transferee and the transfer target join the conference.

Holding or Resuming a Conference Call

When you place a conference call on hold, other participants cannot hear each other until you resume the held conference call.

Procedure

1. Press the HOLD key or **Hold** to place the conference on hold.
2. Press the HOLD key again or **Resume** to resume the held conference call.

Muting or Unmuting a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

Procedure

1. Press the MUTE key to mute the conference.
2. Press the MUTE key again to unmute the conference.

Splitting a Conference Call

You can split the conference call into individual calls. After the split, the conference call ends, and other parties are held.

Procedure

1. Select **Split**.

Managing Conference Participants

You can manage the conference participants to make the conference more flexible.

Procedure

1. During a conference call, on the T46S/T46G/T42S/T42G/T41S/T41P/T40P/T40G phones, select **Manage**.
2. Select the desired party, you can do the following:
   - Select **Far Mute** (**FarMute**) to mute the party. The muted party can hear everyone, but no one can hear the muted party.

- Select **Far Hold** (**FarHold**) to hold the party. The held party cannot hear anyone, and no one can hear the held party.
- Select **Remove** to remove the party from the conference call.

On the T48S/T48G phones, and you can do the following:

- Tap to mute the party. The muted party can hear everyone, but no one can hear the muted party. The icon changes to .
- Tap **Hold** to hold the party. The held party cannot hear anyone, and no one can hear the held party. The icon changes to .
- Tap to remove the desired party from the conference call.

  The phone prompts you to remove the party or not.

  Tap **OK** to remove the party from the conference call.

Ending a Conference Call

When you end the conference call, the other parties drop the call.

However, the system administrator can set up your phone so that the other two parties remain connected when you end the conference call.

Procedure

1. Select **End Call** (**EndCall**).

Network Conference

If your system administrator has set a network conference feature on your phone, you can initiate a conference with two or more contacts.

Topic

Setting Up a Network Conference

Setting Up a Network Conference

You can set up a network conference with two or more contacts.

Procedure

1. Place a call to the first party.
2. Select **Conference** (**Conf**).

   The active call is placed on hold.
3. Dial the second party's number.
4. When the second party answers the call, select **Conference** (**Conf**) to add the second party to the conference.
5. Select **Conference** to place a new call.

   The conference call is placed on hold.
6. Enter the number of the new party, and then press the OK key or **Send**.
7. When the new party answers the call, select **Conference** (**Conf**) to add the new party to the conference.
8. Repeat steps 5 to 7 until you add all parties.

Note: The procedures for setting up a network conference call on specific servers may be different. Contact your system administrator for more information.

Recording Using a USB Flash Drive

On the T48S/T48G/T46S/T46G/T42S/T41S phones, you can record active calls onto a USB flash drive connected to your phones, and the recordings are saved as *.wav files.

Recording using a USB flash drive is not available by default. Contact your system administrator for enabling this feature for you.

Note: The size of a single recording file should be less than 2G.

Topics

Recording a Call
Pausing/Resuming a Recording
Stopping a Recording
Listening to a Recording
Managing the Recordings
Viewing the Available Recording Time

Recording a Call

You can record the important parts during an active call.

Important: Before call recording, especially those involving PSTN, it is necessary to know about the rules and restrictions of call recording in the country where you are.
It is also very important to inform all the call parties that you are recording and ask for their consent before recording the conversation.

Before You Begin

Make sure that the USB flash drive has been connected to your phone.

Procedure

1. During a call, select **More**( ) > **Start REC**.

   The phone screen displays a recording icon and recording duration.

Pausing/Resuming a Recording

When you do not want the current sensitive information to be recorded, you can pause the recording.

After pausing, you can resume it at any time and the recording continues and will be saved in the same file.

Procedure

1. Select **Pause REC** to pause a recording.

   The pause recording icon appears on the phone screen and the duration stops counting.
2. Select **Resume REC** to resume a recording.

Note: If you hold the call during the recording, none of the parties will be recorded until you resume the call.

Stopping a Recording

You can stop recording a call before the call ends. The recording also stops when the active call ends. The recording will be saved as a "*.wav" file in the USB flash drive automatically.

Procedure

1. Do one of the following:
   - Select **Stop REC**.
     The recording icon and recording duration disappears. The screen prompts a message that the call is recorded successfully.
   - Select **End Call** (**EndCall**).
     The recording icon and recording duration disappears, and the phone returns to the idle screen. The screen prompts a message that the call is recorded successfully.

Managing the Recordings

After stopping recording, you can manage the recordings on your phone. Make sure the USB flash drive is still inserted in the phone.

Topics

Listening to a Recording
Pausing/Resuming a Playback
Fast Forwarding/Rewinding a Playback
Deleting a Recorded Call

Listening to a Recording

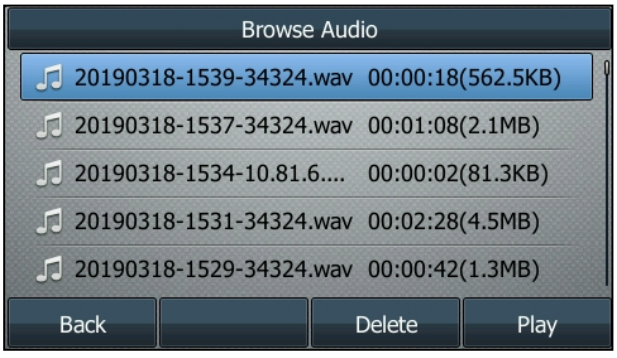
You can browse and play back the recordings on your phone.

During the recording plays, you can switch among Speakerphone (hands-free) modes by pressing the Speakerphone key, Handset modes by pressing the HEADSET key or Handset mode by picking up the handset.

Tip: You can also play back the recordings on a PC using an application capable of playing the "*.wav" file.

Procedure

1. Navigate to **Menu** > **USB** > **Browse Audio**.
   *The phone screen shows all recorded files (filename, duration time and file size) in the **Browse Audio** list. The filename consists of the recording time & date, the other party's number/IP address/name (or the first person's number/IP address/name you called).*



2. Highlight the desired file, and select **Play**.
   On the T48S/T48G phones, tap the desired file.
   The length of the recording and a progress bar are displayed as the recording plays.

Related Topics

Switching Among the Handset, Speakerphone and Headset Modes
Adjusting the Volume

Pausing/Resuming a Playback

When you are playing a recording, you can pause it manually to take note.

When you receive an incoming call while playing a recording, the recording is paused automatically. You can resume the playback after handling the call.

Procedure

1. Select **Pause** to pause the playback. The **Play** soft key appears on the phone screen.
   On the T48S/T48G phones, tap to pause the playback. Then appears on the touch screen.
2. Select **Play** to restart the playback.
   On the T48S/T48G phones, tap .

Fast Forwarding/Rewinding a Playback

While a recording plays, you can fast forward or rewind the playback at any time.

Procedure

- Select **Fast Forward ( )** to skip forward the playback. Press once to skip forward 8 seconds.
- Select **Fast Rewind ( )** to rewind the playback. Press once to rewind 8 seconds.
  On the T48S/T48G phones, drag the slider to skip forward the playback or rewind the playback.

Deleting a Recorded Call

You can delete the recordings when you need additional space on your USB flash drive or the recordings are useless.

Procedure

1. Navigate to **Menu** > **USB** > **Browse Audio**.
2. Highlight the desired recording, and select **Delete**.
   On the T48S/T48G phones, tap after the desired recording.
   The phone prompts you to delete the audio or not.
3. Select **OK**.

Viewing the Available Recording Time

You can view the available recording time on your phone, to avoid recording failure due to timeout.

When you insert a USB flash drive to the phone during a call, a message will pop up to tell you how much time is available for recording.

During a recording, if there is insufficient free space (30 minutes or 10 minutes left) on the USB flash drive, the phone will prompt you a message (XX minutes left for call recording). If no free space on the USB flash drive during recording, the recording is stopped and saved in the USB flash drive automatically.

You can also view the storage space of the USB flash drive, and check the available recording time before recording.

Procedure

1. Navigate to **Menu** > **USB** > **Storage Space**.

Multicast Paging

Multicast Paging allows you to broadcast instant audio announcements to users who are listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0**: Broadcasts are sent to channel 0. Note that the Yealink IP phones running firmware version 80 or earlier can be regarded as listening to channel 0. It is the default channel.
- **1 to 25**: Broadcasts are sent to channel 1 to 25. We recommend that you specify these channels when broadcasting with Polycom IP phones which have 25 channels you can listen to.
- **26 to 30**: Broadcasts are sent to channel 26 to 30. We recommend that you specify these channels when broadcasting with Yealink IP phones running firmware version 81 or later.

Note: All IP phones in the multicast paging group must be deployed in the same subnet since a broadcast is used. The phone can only send/receive broadcasts to/from the listened channels. Other channels' broadcasts will be ignored automatically by the IP phone.

Topics

Sending Multicast Paging
Receiving Multicast Paging
Managing a Paging Call

Sending Multicast Paging

Your phone supports up to 31 groups for paging. You can assign a label to each group to identify the phones in the group, such as All, Sales, or HR.

You can set a line key as Multicast Paging key or Paging List key on the phone, which allows you to send announcements to the phones with pre-configured multicast address(es) on specific channel(s).

Note: Multicast RTP is one way only from the sender to the multicast address(es) (receiver). For outgoing RTP multicasts, all other existing calls on the phone will be placed on hold.

Topics

Setting a Multicast Paging Key

Setting a Paging List Key
Sending Pages by a Paging List Key
Setting a Paging Group
Sending a Paging by a Multicast Paging Key
Deleting a Paging Group

Setting a Multicast Paging Key

You can set a Multicast Paging key for a paging group, which allows you to send announcements quickly on the idle screen.

Before You Begin

Get the multicast IP address and port number from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Multicast Paging** from the **Key Type** field.
5. (Optional.) Enter the paging group name in the **Label** field.
6. Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Value** field.
7. Enter the desired channel between 0 and 30 in the **Channel** field.
8. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

Sending a Paging by a Multicast Paging Key

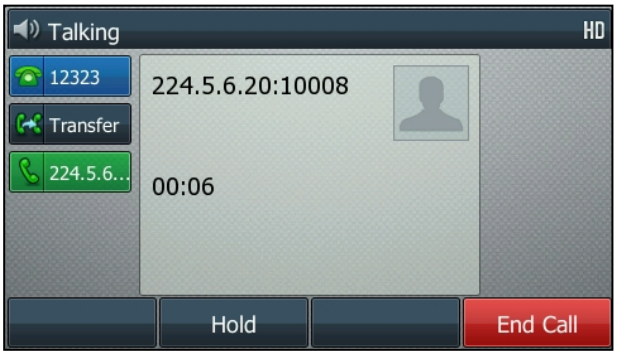
You can send a paging by using the Multicast Paging key when the phone is idle.

Before You Begin

You need to set a Multicast Paging key in advance.

Procedure

1. Press the Multicast Paging key when the phone is idle.
   Both your phone and receiver's phone play a warning tone and the multicast RTP session will be automatically answered on the receiver's phone in the speakerphone (hands-free) mode.
   On the T48S/T48G phones, the multicast paging key icon indicator will become and green. On other IP phones, the multicast paging key LED glows green.
   The following figure shows a multicast RTP session on the phone:



Related Topic

Setting a Multicast Paging Key

Setting a Paging List Key

You can set a Paging List key to easily access the paging groups on the idle screen.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Paging List** from the **Key Type** field.
5. (Optional.) Enter the string that will display on the phone screen in the **Label** field.
6. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

Setting a Paging Group

You can edit the information of the paging group.

Before You Begin

A Paging List key is set in advance. Get the multicast IP address and port number from your system administrator.

Procedure

1. Press the Paging List key when the phone is idle.
2. Select the desired paging group.
   The default tag is Empty if it is not configured before.
3. Select **Option** > **Edit**.
   On the T48S/T48G phones, tap **Edit**.
4. Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Address** field.
5. Enter the string that will display on the phone screen in the **Label** field.
6. Enter the desired channel between 0 and 30 in the **Channel** field.
7. Select **Save**.
8. To set more paging groups, repeat steps 2 to 7.

Sending Pages by a Paging List Key

You can send a paging by using the Paging List key when the phone is idle.

Before You Begin

You need to set a Paging List key in advance.

Procedure

1. Press the Paging List key when the phone is idle.
2. Select the desired paging group.
3. Select **Paging** to send RTP.
   Both your phone and receiver's phone play a warning tone and the multicast RTP session will be automatically answered on the receiver's phone in the speakerphone (hands-free) mode.

Related Topic

Setting a Paging List Key

Deleting a Paging Group

You can delete any group from the paging group list.

Procedure

1. Press the Paging List key when the phone is idle.
   If the Paging List key is not set, you can also navigate to **Menu** > **Features** > **Others** > **Paging List** for the T46S/T46G phone or **Menu** > **Features** > **Paging List** for other phones.
2. Select the desired paging group.
3. Select **Option** > **Delete**.
   On the T48S/T48G phones, tap **Delete**.
   The phone prompts you to delete the paging group or not.
4. Select **OK**.

Receiving Multicast Paging

Your system administrator has set a listening paging group for you, you can automatically receive a paging call when the phone is idle.

When there is a voice call or a paging call in progress, or when DND is activated on your phone, the phone handles the new paging call differently according to the multicast listening settings configured by your system administrator.

Managing a Paging Call

During a paging call, you can manage it manually at any time.

Procedure

- Select **Hold** to place the current paging call on hold.
  The paging call is placed on hold and the receiver releases the session.
- Select **Resume** to resume the held paging call.
  The multicast RTP session is re-established.
- Select **End Call** (**EndCall**) to end the paging call.

Advanced Call Features

You can perform some server-dependent tasks on the phone. Contact your system administrator to find out if your phone supports these advanced call features.

Topics

Using Call Completion
Call Pickup
Call Park and Call Retrieve
Busy Lamp Field (BLF)
BLF List
Shared Line
Intercom
Short Message Service (SMS)
Voice Mail
Using the Hot Desking
Automatic Call Distribution (ACD)

Using Call Completion

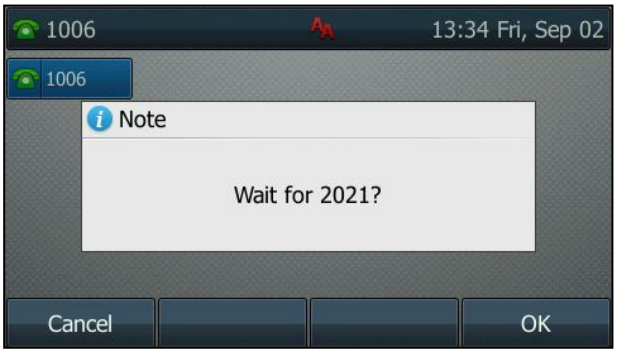
When you call someone who is temporarily unavailable to answer the call, you can monitor the busy party and establish a call after the busy party becomes available to receive a call.

Note: Call completion is not available on all servers. For more information, contact your system administrator.

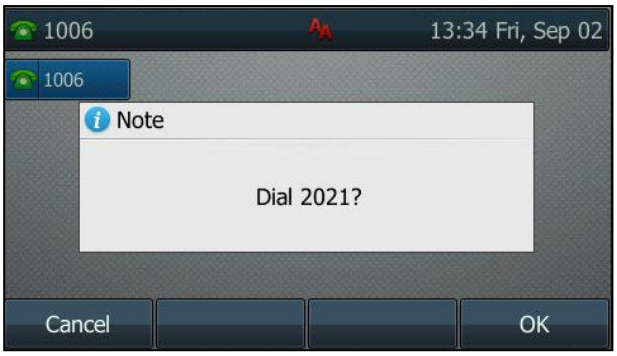
Procedure

1. Navigate to **Menu** > **Features** > **Others** > **Call Completion**.
   On the T48S/T48G/T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Features** > **Call Completion**.
2. Select **Enabled** or **On** in the **Call Completion** field.
3. Select **Save**.

When you place a call and the callee is temporarily unavailable to answer the call, the phone prompts whether to wait for the callee, select **OK** to activate the call completion feature.



When the callee becomes idle, the phone prompts whether to dial the number, select **OK** to dial the number.



Call Pickup

You can use call pickup to answer someone else's incoming call on your phone.

The phone supports the following two call pickup features:

- **Directed Call Pickup**: allows you to pick up incoming calls to another phone.
- **Group Call Pickup**: allows you to pick up incoming calls to any phone within a predefined group.

Check with your system administrator to find out if this feature is available on your phone.

Topics

Picking up a Call Directly
Picking up a Group Call Directly
Picking up a Call with a Pick Up Key
Picking up a Call with a Group Pickup Key

Picking up a Call Directly

You can answer a call that rings on another phone.

Before You Begin

The target phone receives an incoming call. Your system administrator has enabled the directed call pickup and set the directed call pickup code.

Procedure

1. Pick up the handset, press the line key or the Speakerphone key.

   *The **DPickup** appears on the phone screen (You may need to select **More**( ) > **DPickup**).*

2. Select **DPickup** on your phone.
3. Enter the phone number which is receiving an incoming call.
4. Select **DPickup** again.

   The call is answered on your phone.

Tip: When the phone is idle, you can use a Directed Pickup or BLF/BLF List key to pick up a call to a specific contact directly.

Related Topics

Picking up a Call with a Pick Up Key
Picking up a Remote Call by BLF Key
Picking up a Remote Call by BLF List Key

Picking up a Group Call Directly

When any phone within a predefined group receives an incoming call, you can pick up that call on your phone.

If there are multiple incoming calls on the group at the same time, you can only pick up the first incoming call.

Before You Begin

Your system administrator has enabled the group call pickup and set the group call pickup code.

Procedure

1. Pick up the handset, press the line key or the Speakerphone key.

   *The **GPickup** appears on the phone screen.*
2. Select **GPickup** on your phone when any phone in the group receives an incoming call.

   The call is answered on your phone.

Tip: When the phone is idle, you can use a Group Pickup key to pick up a group call directly.

Related Topic

Picking up a Call with a Group Pickup Key

Picking up a Call with a Pick Up Key

You can easily use a Pick Up key to pick up a call to a specific contact's phone.

Before You Begin

Ask your system administrator for the directed call pickup code.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Pick Up** from the **Key Type** field.
5. Select the desired line from the **Account ID** field.
6. Do one of the following:
   - (Optional.) Enter the string that will display on the phone screen in the **Label** field.

     Enter the directed call pickup code followed by the specific extension in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.

     On the T48S/T48G phones, select , and then select the desired contact.
7. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

When the target phone receives an incoming call, you can press the Pick Up key, and the call is answered on your phone.

Picking up a Call with a Group Pickup Key

You can easily select a Group Pickup key to pick up a group call.

Before You Begin

Check with your system administrator if the group call pickup code is required for this key. If required, get the group call pickup code from your system administrator.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Group Pick Up** from the **Key Type** field.
5. Select the desired line from the **Account ID** field.
6. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
     Enter group call pickup code in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
7. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

When any phone within a predefined group of phones receives an incoming call, you can press the Group Pickup key, and the call is answered on your phone.

Call Park and Call Retrieve

You can park a call, and then retrieve the call either from your phone or another phone. After parked, the call is placed on hold, you can continue the conversation after retrieving it.

Note: Call park is not available on all servers. Check with your system administrator to find out if it is available on your phone.

Topics

Parking or Retrieving a Call in the FAC Mode
Parking or Retrieving a Call in the Transfer Mode
Parking or Retrieving a Call with a Park or Retrieve Key

Parking or Retrieving a Call in the FAC Mode

You can park the call to the local extension or the desired extension through dialing the park code.

Topics

Parking a Call in the FAC Mode
Retrieving a Parked Call in the FAC Mode

Parking a Call in the FAC Mode

You can park a call in the FAC mode directly. When you park a call to the local extension or the desired extension, the call is held in the same network on your phone.

Before You Begin

Your system administrator has set call park in the FAC mode.

Procedure

1. During a call, select **Park** (You may need to select **More**( ) > **Park**).

   The phone will dial the call park code which is pre-configured.

2. Do one of the following:
   - If you want to park the call against the local extension, press the # key.
   - If you want to park the call against the desired extension, enter the extension (for example, 4606) where you want to park the call and press the # key.

   If the call is parked successfully, you will hear a voice prompt that the call is parked.

Tip: You can use a Park key or a BLF key to park a call to a specific contact directly.

Related Topics

Parking or Retrieving a Call with a Park or Retrieve Key
Parking or Retrieving a Call by BLF Key

Retrieving a Parked Call in the FAC Mode

You can retrieve a parked call in the FAC mode from any phone within your network.

Before You Begin

Your system administrator has set call park in the FAC mode. There is a call parked on the extension.

Procedure

1. Select **Retrieve** (You may need to select **More**( ) > **Retrieve**) on the dialing screen.

   The phone will dial the park retrieve code which is configured in advance.
2. Follow the voice prompt to retrieve:
   - Press the # key on the phone where the call is parked.
   - Enter the desired extension followed by # (for example, 4606#) on any phone.

Tip: When the phone is idle, you can use a Retrieve key or a BLF key to retrieve a parked call directly.

Related Topics

Parking or Retrieving a Call with a Park or Retrieve Key
Parking or Retrieving a Call by BLF Key
Retrieving a Call by a BLF List Key

Parking or Retrieving a Call in the Transfer Mode

You can park the call to the shared parking lot through a blind transfer.

For some servers, the system will return a specific retrieve park number (park retrieve code) after parking successfully.

Topics

Parking a Call in the Transfer Mode
Retrieving a Parked Call in the Transfer Mode

Parking a Call in the Transfer Mode

You can park a call in the transfer mode directly. When you park a call to the shared parking lot, the call is held on your phone.

Before You Begin

Your system administrator has set call park in the Transfer mode.

Procedure

1. During a call, select **Park** (You may need to select **More**( ) > **Park**).

The call will be directly transferred to the shared parking lot.

Tip: You can use a Call Park key to park a call to a specific shared parking lot directly.

Related Topic

Parking or Retrieving a Call with a Park or Retrieve Key

Retrieving a Parked Call in the Transfer Mode

You can retrieve a parked call in the transfer mode from any phone in the same network.

Before You Begin

Your system administrator has set call park in the Transfer mode. There is a call parked on the shared parking lot.

Procedure

1. Select **Retrieve** (You may need to select the **More**( ) > **Retrieve**) on the dialing screen.

   The phone will retrieve the parked call from the shared parking lot.

Tip: When the phone is idle, you can use a Retrieve key to retrieve a parked call directly.

Related Topic

Parking or Retrieving a Call with a Park or Retrieve Key

Parking or Retrieving a Call with a Park or Retrieve Key

You can easily use a Park key to park a call to a specific extension (if the FAC mode is set) or shared parking lot (if the Transfer mode is set), and quickly retrieve this parked call using a retrieve key.

Topics

State Indicator of the Park/Retrieve key
Parking a Call using a Park Key
Retrieving a Parked Call using a Retrieve Key

State Indicator of the Park/Retrieve key

On T48S/T48G/T46S/T46G phones, you can get the call park/retrieve status by viewing the icon indicator of the Park/Retrieve key.

For T48S/T48G phones:

Icons	Description	Icons	Description
	Park successfully/Idle state.		Park failed.
	Ringing state.		Retrieve parked call.

For T46S/T46G phones:

Icons	Description	Icons	Description
	Park successfully/Idle state.		Park failed.
	Ringing state.		Retrieve parked call.

Parking a Call using a Park Key

You can set a line key as a Park key, and specify an extension or a shared parking lot you want to park a call to for this key. By using the Park key you can park a call quickly.

Before You Begin

Check with your system administrator if the FAC or Transfer mode is set on your phone, and if **Account ID** it is necessary for this key.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Call Park** from the **Key Type** field.
5. (Optional.) Select the desired line from the **Account ID** field.
6. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
     Enter the park extension number or the shared parking lot you want to park the call to in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
7. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

During a call, you can press the Call Park key, and the call is parked to the desired extension or the shared parking lot directly.

Retrieving a Parked Call using a Retrieve Key

You can set a line key as a Retrieve key, and specify a parked extension or retrieve lot you want to retrieve a parked call from for this key. By using the Retrieve key you can retrieve a parked call quickly.

Before You Begin

Check with your system administrator if the FAC or Transfer mode is set on your phone, and if **Account ID** is necessary for this key.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Retrieve Park** from the **Type** field.
4. (Optional.) Select the desired line from the **Account ID** field.
5. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
     Enter the parked extension or the retrieve lot in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
6. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

When there is a call parked on the extension or the shared parking lot, you can press the Retrieve key on the idle screen, and the call is retrieved from the parked extension or shared parking lot directly.

Busy Lamp Field (BLF)

You can monitor a specific remote line using a BLF key for status changes on the phone.

Topics

State Indicator of Remote Line by BLF Key
Audio Alert for BLF Pickup
Visual Alert for BLF Pickup
Setting a BLF Key
Parking or Retrieving a Call by BLF Key
Picking up a Remote Call by BLF Key
Transferring a Call by BLF Key

State Indicator of Remote Line by BLF Key

You can get the monitored line's status by viewing the LED and icon indicator of the BLF key.

The state indicator of the BLF key varies by phone models.

LED Status	Icons		Description
	T48S/T48G	T46S/T46G	
Solid green			The monitored line is idle.
Fast-flashing red	(Flashing)		The monitored line is ringing.
	(Flashing)		The monitored line is dialing.
Solid red			The monitored line is busy or in a call.
Slowly-flashing red			The monitored line places a call on hold.
			A call is parked to the monitored line.
Off			Monitored line fails to register or does not exist.

Audio Alert for BLF Pickup

The Audio Alert for BLF Pickup feature allows your phone to play a tone when the specified monitored line receives an incoming call.

Setting an Alert Tone for Monitored Lines

You can set the alert ring type for the monitored lines to make it easier to recognize.

Before You Begin

Check with your system administrator to find out if the Audio Alert for BLF Pickup feature is available.

Procedure

1. Navigate to **Menu** > **Basic** > **Sound** > **BLF Ring Type**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Sound** > **BLF Ring Type**.
2. Select the desired ring tone.
3. Select **Save**.

Visual Alert for BLF Pickup

Your system administrator can configure your phone to display the call information when the specified monitored line receives an incoming call.

You can select to pick up the call to the monitored line, place a call to the monitored line, place a new call or go back to the idle screen.

Note: If you press **Cancel** to go back to the idle screen, you can long press the BLF key to enter the Calls for Pickup screen again.

Setting a BLF Key

You can set a BLF key to monitor a specific line for status changes on the phone.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **BLF** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
     Enter the phone number or the extension you want to monitor in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
6. (Optional.) Enter the directed call pickup code in the **Extension** field.
7. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

Note: During a call, you can press the BLF key to select a transfer mode. Check with your system administrator to find out if this feature is available on the phone.

Picking up a Remote Call by BLF Key

When the monitored users are not at their desks and someone rings their lines, you can pick up the desired call simply by pressing the flashing BLF key.

If your system administrator sets the directed call pickup code in advance, you can use the BLF key to pick up the call directly. If not or if you want to set a pickup code for a specific BLF line, you can set a pickup code for the BLF key manually.

Before You Begin

You have edited the BLF key's **Extension** field with the directed call pickup code from your system administrator.

Procedure

1. When the monitored line receives an incoming call, you can do one of the following:
   - Press the BLF key to pick up the call for the monitored line directly.
   - Long press the BLF key.
     *The **Pick Up**, **Send**, **New Call** and **Cancel** appear on the screen.*
     Select **Pick Up** to pick up the call.

If there are multiple incoming calls on the monitored line, select the desired call to pick up.

Related Topic

Setting a BLF Key

Transferring a Call by BLF Key

When there is already an active call on the IP phones, you can transfer the active call to the monitored line by pressing the BLF key.

The phone transfers the active call differently depending on the Transfer Mode via Dsskey feature configured by your system administrator.

Topics

Performing a Blind Transfer
Performing a Semi-attended/Attended Transfer

Performing a Blind Transfer

During a call, you can transfer the call to the monitored contact in a blind-transfer way.

Before You Begin

Check with your system administrator if the Transfer Mode via Dsskey is set to **Blind Transfer**.

Procedure

1. During a call, press the BLF key of the monitored line which you want to transfer this call to.

Performing a Semi-attended/Attended Transfer

During a call, you can transfer the call to the monitored contact in the semi-attended/attended-transfer way.

Before You Begin

Check with your system administrator if the Transfer Mode via Dsskey is set to **Attended Transfer**.

Procedure

1. During a call, press the BLF key of the monitored line which you want to transfer this call to.
   The phone will dial out the number of the monitored line.
2. Press the BLF key of the monitored line again or **Transfer** (**Trans**) to complete the transfer when the monitored user receives ringback or after the monitored user answers the call.

Parking or Retrieving a Call by BLF Key

You can use the BLF key to park a call or retrieve a parked call directly.

Note: Check with your system administrator to find out if it is available on your phone.

Topics

Parking a Call to a Monitored Line
Retrieving a Parked Call

Parking a Call to a Monitored Line

During the call, you can use the BLF key to park the current call to a monitored line directly.

Before You Begin

Your system administrator has set call park feature in the FAC mode in advance.

Procedure

1. During a call, select **Park** (You may need to select the **More**( ) > **Park**).
2. Press the desired BLF key to park the call to the monitored line.
   On the T48S/T48G phones, select to back to the idle screen, and then tap the desired BLF key to park the call to the monitored line.

Retrieving a Parked Call

You can use the BLF key to retrieve a call that is parked to the monitored line.

Before You Begin

Your system administrator has set call park feature in the FAC mode.

Procedure

1. Select **Retrieve** on the dialing screen.
2. Press the desired BLF key to retrieve a call that is parked to the monitored line.
   On the T48S/T48G phones, tap to back to the idle screen, and then tap the desired BLF key to retrieve a call that is parked to the monitored line.

BLF List

BLF List feature enables you to monitor a list of users defined by your system administrator, and the respective key LEDs or icons will either flash or glow depending on the status of monitored lines.

Check with your system administrator to find out if this feature is available on your phone.

Topics

State Indicator of Remote Line by BLF List Key
Audio Alert for BLF Pickup
Visual Alert for BLF Pickup
Ring Type for BLF Parked Call Monitor
Visual Alert for BLF Parked Call Monitor
Picking up a Remote Call by BLF List Key
Transferring a Call by BLF List Key
Parking a Call by a BLF List Key
Retrieving a Call by a BLF List Key
Barging in an Active Call by BLF List Key
Retrieving a Call Parked to the Monitored Line

State Indicator of Remote Line by BLF List Key

You can get the monitored line's status by viewing the LED and icon indicator of the BLF List key.

The state indicator of the BLF list key varies by phone models.

LED Status	Icons		Description
	T48S/T48G	T46S/T46G	
Solid green			The monitored line is idle.
Fast-flashing red	(Flashing)		The monitored line is ringing.
	(Flashing)		The monitored line is dialing.
Solid red			The monitored line is busy or in a call.
Slowly-flashing red			The monitored line places a call on hold.
			A call is parked to the monitored line.
Off			The monitored line fails to register or does not exist.

Audio Alert for BLF Pickup

The Audio Alert for BLF Pickup feature allows your phone to play a tone when the specified monitored line receives an incoming call.

Setting an Alert Tone for Monitored Lines

You can set the alert ring type for the monitored lines to make it easier to recognize.

Before You Begin

Check with your system administrator to find out if the Audio Alert for BLF Pickup feature is available.

Procedure

1. Navigate to **Menu** > **Basic** > **Sound** > **BLF Ring Type**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Sound** > **BLF Ring Type**.
2. Select the desired ring tone.
3. Select **Save**.

Visual Alert for BLF Pickup

Your system administrator can configure your phone to display the call information when the specified monitored line receives an incoming call.

You can select to pick up the call to the monitored line, place a call to the monitored line, place a new call or go back to the idle screen.

Note: If you press **Cancel** to go back to the idle screen, you can long press the BLF List key to enter the Calls for Pickup screen again.

Ring Type for BLF Parked Call Monitor

The Audio Alert for BLF Parked Call Monitor feature allows your phone to play a tone when a call is parked against the monitored user's phone number.

Topic

Setting an Alert Tone for the BLF Parked Call Monitor

Setting an Alert Tone for the BLF Parked Call Monitor

You can set the alert ring type when there is a call parked to the monitored lines.

Before You Begin

Check with your system administrator to find out if the Audio Alert for BLF Parked Call Monitor feature is available.

Procedure

1. Navigate to **Menu** > **Basic** > **Sound** > **Ring Type for BLF Parked Call Monitor**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Sound** > **Ring Type for BLF Parked Call Monitor**.
2. Select the desired ring tone.
3. Select **Save**.

Visual Alert for BLF Parked Call Monitor

Your system administrator can configure your phone to display the call information when the specified monitored line receives an incoming call.

You can select to retrieve the call parked to the monitored line, place a call to the monitored line, place a new call or go back to the idle screen.

Picking up a Remote Call by BLF List Key

When the monitor user is not at his/her desk and someone rings his/her line, you can pick up the call simply by pressing the flashing BLF List key. You can also check the caller ID first, and then pick up the incoming call.

Before You Begin

Check with your system administrator to find out if this feature is available on your phone.

Procedure

1. Do one of the following:
   - Press the BLF List key to pick up the call for the monitored line directly.
   - Long press the BLF List key.

     *The **Pick Up**, **Send**, **New Call** and **Cancel** appear on the screen.*

     Select **Pick Up** to pick up the call.

   If there are multiple incoming calls on the monitored line, select the desired call to pick up.

Transferring a Call by BLF List Key

When there is already an active call on the IP phones, you can transfer the active call to the monitored user by pressing the BLF List key.

The phone transfers (Blind Transfer or Attended Transfer) the active call differently depending on the Transfer Mode via Dsskey feature configured by your system administrator.

Note: During a call, you can press the BLF List key to select a transfer mode. Check with your system administrator to find out if this feature is available on the phone.

Topics

Performing a Blind Transfer
Performing a Semi-attended/Attended Transfer

Performing a Blind Transfer

During a call, you can use the BLF List key to perform a blind transfer to the monitored line.

Before You Begin

Check with your system administrator to make sure that the Transfer Mode via Dsskey is set to **Blind Transfer**.

Procedure

1. During a call, press the BLF List key of the monitored line which you want to transfer this call to.

Performing a Semi-attended/Attended Transfer

During a call, you can use the BLF List key to perform a semi-attended/attended transfer to the monitored line.

Before You Begin

Check with your system administrator if the Transfer Mode via Dsskey is set to **Attended Transfer**.

Procedure

1. During a call, press the BLF List key of the monitored line which you want to transfer this call to.

   The phone will dial out the number of the monitored line.
2. Press the BLF List key of the monitored user again or **Transfer** (**Trans**) to complete the transfer when the monitored user receives ringback or after the monitored user answers the call.

Parking a Call by a BLF List Key

You can use the BLF List key to park a call to the monitored user who is idle.

Before You Begin

Check with your system administrator to find out if this feature is available on your phone.

Procedure

1. During a call, press the desired BLF List key.

Retrieving a Call by a BLF List Key

You can use the BLF List key to retrieve a call that is parked to the monitored line.

Before You Begin

Check with your system administrator to find out if this feature is available on your phone.

Procedure

1. Do one of the following:
   - Press the desired **BLF List** key to retrieve a call that is parked to the monitored line.
     On the T48S/T48G phones, tap to return to the idle screen, and then tap the desired BLF list key to retrieve a call that is parked to the monitored line.
   - Long press the BLF List key.
     *The **Retrieve**, **Send**, **New Call** and **Cancel** appear on the screen.*
     Select **Retrieve** to retrieve the call.
     On the T48S/T48G phones, tap to return to the idle screen, long tap the desired BLF List key, and then tap **Retrieve** to retrieve a call that is parked to the monitored line.

Barging in an Active Call by BLF List Key

You can use the BLF List key to barge in a conversation and set up a conference call.

Before You Begin

Check with your system administrator to find out if this feature is available on your phone.

Procedure

1. Do one of the following:
   - Press the BLF List key.
   - Long press the BLF List key.
     *The **Barge In**, **Send**, **New Call** and **Cancel** appear on the screen.*
     Select **Barge In**.

   The phone dials out the barge-in code followed by the monitored line, and then you can join the call. Each of the three parties can hear the other two parties.

Retrieving a Call Parked to the Monitored Line

When a call is parked to the monitored line, you can retrieve the parked call on the phone.

Before You Begin

Check with your system administrator to find out if Visual Alert for BLF Parked Call Monitor is enabled on your phone.

Procedure

1. Select **Retrieve**.

Shared Line

Yealink phone supports using Shared Call Appearance (SCA) or Bridged Line Appearance (BLA) to share a line. So that this line can be registered on more than one phone at the same time.

Your system administrator can set your phone to use the shared line.

Topics

Placing Calls on a Shared Line
Answering Calls on a Shared Line
Placing a Call on Public Hold
Placing a Call on Private Hold
Retrieving a Held Call on a Shared Line
Barging in an Active Call on a Shared Line
Pulling a Shared Call on a Shared Line

State Indicator of Shared Line

You can get the shared line's status by viewing the LED and icon indicator of the shared line key.

The following table shows all kinds of LED and icon indicator associated with the shared line and the corresponding descriptions:

Line Key LED except for T48S/T48G	Icons		Description
	T48S/T48G	T46S/T46G	
Off			The shared line is idle.
Solid green			The shared line is seized.
Fast-flashing green	(Flashing)		The shared line receives an incoming call.
Solid green	(Flashing)		The shared line is dialing.
Solid green			The shared line is busy or is in a call.
Slowly-flashing green (local phone) Slowly-flashing red (other phones)			The call on the shared line is placed on public hold.
Slowly-flashing green (local phone) Solid red (other phones)	(Local SCA Phone) (Other Phone)	(Local SCA Phone) (Other Phone)	The call on the shared line is placed on private hold.
Solid green			The call on the shared line is barged in by the other shared line user.
Slowly-flashing green			In a multi-party call, place the call on hold locally.

Placing Calls on a Shared Line

You can place one or multiple calls on a shared line.

The phone places a call on the first shared line key automatically. You can select the desired shared line key first and place a call using this key.

Related Topic

Answering Calls on a Shared Line

You can answer one or more calls on the shared line.

When an incoming call arrives on the shared line, all the registered phones will ring simultaneously, and the call can be answered on any one of the phones. Incoming calls will be distributed evenly among the available shared line keys.

Note: If the number of incoming calls is greater than the configured line keys, the line keys will be used by sequence circulation. Contact your system administrator for more information.

Related Topic

Answering Calls

Placing a Call on Public Hold

You can place a call on public hold that any shared line phone can retrieve the held call.

Procedure

1. During a call, press the HOLD key or **Hold**.
   The call is held on your phone, and all of the phones registered with a shared line show the call is in a held state on the shared line key.

Placing a Call on Private Hold

In the SCA scenario, you can place a call on private hold that only you can retrieve the held call.

The **PriHold** soft key can be preset by your system administrator, you can also set a line key as the private hold key manually if the **PriHold** soft key is not available on your phone. You need to configure a private hold key before you place the call on private hold.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Private Hold** from the **Key Type** field.
5. (Optional.) Enter the string that will display on the phone screen in the **Label** field.
6. Select **Save**.

Tip: By default, you can long press the desired line key to set it.

During an SCA call, press **PriHold** or Private Hold key on the phone (You may need to press the **More**( ) soft key to see the **PriHold** soft key). Then the call is held on your phone, and the other phones registered with a shared line show the call is in the busy state on the shared line key. Other users on the shared line cannot resume your held call.

Retrieving a Held Call on a Shared Line

If you place a call on hold on a shared line, you can resume this call at any time. When the shared line key shows a call that is in a held state, you can resume the held call remotely from other user's phone.

Before You Begin

There is at least one call placed on public hold on the shared line.

Procedure

1. Do one of the following:
   - Press the line key or select .
   - In the SCA scenario, long press the shared line key. On the T48S/T48G phones, long tap .

     *The **Cancel**, **Call Pull** (**CallPull**), **New Call** (**NewCall**) and **Retrieve** appear on the screen.*

     Select **Retrieve** to retrieve the call.

Barging in an Active Call on a Shared Line

In the SCA scenario, you can barge into an active call on the shared line. After you barge into a call, the call turns into a three-party conference.

Note: Only one user can barge into an active call on the shared line at a time.

Before You Begin

There is at least one active call on the shared line.

Procedure

1. Long press the desired line key, and then select an active call.

*The **Cancel**, **Call Pull** (**CallPull**), **New Call** (**NewCall**) and **Barge In** (**BargeIn**) appear on the phone screen.*

2. Select **Barge In** (**BargeIn**) to interrupt the active call.

Pulling a Shared Call on a Shared Line

In SCA scenario, both you and other users can pull an existing call from another shared phone that is an active or hold state.

Check with your system administrator to find out if this feature is available for your phone.

Before You Begin

There is an active or held call on the shared line.

Procedure

1. Long press the line key, and then select a call.

2. Select **Call Pull** (**CallPull**) to pull the call.

Intercom

Intercom is a useful feature in an office environment to quickly connect with the operator or the secretary.

Intercom enables you to place an intercom call that is answered automatically on the contact's phone as long as the contact is not in an active call.

Note: Intercom is not available on all servers. Contact your system administrator for more information.

Topics

State Indicator of the Intercom key
Placing an Intercom Call
Picking up an Incoming Call of the Target Extension
Answering an Intercom Call

State Indicator of the Intercom key

On T48S/T48G/T46S/T46G phones, you can get the intercom status by viewing the icon indicator of the Intercom key.

For T48S/T48G phones:

Icons	Description	Icons	Description
	Target extension is available.		Target extension is ringing.
Callout	Target extension is dialing.	Talking	Target extension is busy or is in a call.
	Target extension fails to register.		

For T46S/T46G phones:

Icons	Description	Icons	Description
	Target extension is available.		Target extension is ringing.
Callout	Target extension is dialing.	Talking	Target extension is busy or is in a call.
	Target extension fails to register.		

Placing an Intercom Call

You can place an intercom call to quickly relay a message to a contact.

The target phone plays a warning tone and automatically answers the call in speakerphone (hands-free) mode by default. When the target phone has an active call, the intercom call is answered automatically after the active call ends.

You can also press the BLF/BLF List key to initiate an outgoing intercom call to the monitored user. Check with your system administrator to find out if it is available on your phone.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Intercom** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. Do one of the following:
   - (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
     Enter the target extension number in the **Value** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
6. Select **Save**.
7. Press the Intercom key to place an intercom call.

Tip: By default, you can long press the desired line key to set it.

Related Topic

Setting a BLF Key

Picking up an Incoming Call of the Target Extension

You can pick up the target extension's incoming call by pressing the Intercom key.

Before picking up an incoming call, make sure that the directed call pickup code has been configured either for an Intercom key or for Call Pickup feature in advance.

Check with your system administrator to find out if this feature is available on your phone.

Note: If the directed call pickup code is not set, the phone will place a call to the target extension instead of picking up an incoming call of the target extension when you press the Intercom key.

Before You Begin

Get the directed call pickup code from your system administrator.

Procedure

1. Long press the Intercom key.
2. Enter the directed call pickup code in the **Extension** field.
3. Select **Save**.

When the target extension receives an incoming call, the Intercom key icon of the target extension will change to on the T48S/T48G phones, the Intercom key LED of the target extension will flash green on all other IP phones.
Press the Intercom key to pick up the incoming call directly.

Answering an Intercom Call

By default, when there is an incoming intercom call, the phone plays a warning tone and automatically answer the incoming call.

During the intercom call, you can switch among the Speakerphone (hands-free), Handset and headset modes. If your phone is set to answer intercom calls with your microphone muted, you need to press the Mute key to unmute your microphone before responding to the call.

You can configure the following behaviors when receiving an intercom call.

Intercom Allow

Intercom Allow feature allows the phone to automatically answer an incoming intercom call. If you disable this feature, the phone will handle an incoming intercom call like a normal incoming call.

Note: Your system administrator can set a period of delay time before the phone automatically answers intercom calls.

Intercom Mute

Intercom Mute feature allows the phone to mute the microphone when incoming intercom calls are answered automatically.

Intercom Tone

Intercom Tone feature allows the phone to play a warning tone before answering an intercom call automatically.

Intercom Barge

Intercom Barge allows the phone to automatically answer an incoming intercom call while an active call is in progress. The active call will be placed on hold. If you disable this feature, the phone will handle an incoming intercom call like a normal incoming call while there is already an active call on the phone.

Note: To enable the phone to receive a new incoming call when it already has an active call, make sure that the call waiting feature is enabled on the phone in advance.

Procedure

1. Navigate to **Menu** > **Features** > **Intercom**.
2. Make the desired changes.
3. Select **Save**.

Related Topics

Switching Among the Handset, Speakerphone and Headset Modes
Muting/Unmuting Audio
Answering a Call When in a Call

Short Message Service (SMS)

Text messages can be stored in your phone's Inbox, Sentbox, Outbox or Draftbox, and each box stores up to 100 text messages.

If there are more than 100 text messages in any one of the boxes, the phone will directly delete the oldest text message in the box.

Note: SMS is not available on all servers. Contact your system administrator for more information.

Topics

Reading a Text Message
Sending a Text Message
Replying to a Text Message
Deleting a Text Message

Reading a Text Message

You can read your text messages on the phone, to obtain text information sent by a contact.

Procedure

1. Navigate to **Menu** > **Message** > **Text Message** > **Inbox**.
2. Highlight the desired message and select **View**.
   On the T48S/T48G phones, tap the desired text message to read.

Tip: If the phone prompts you there is a new text message, you can select the **View** soft key to read the new messages directly. But your system administrator can disable the prompt box for the new message(s)

Sending a Text Message

The phones can send text messages.

Procedure

1. Navigate to **Menu** > **Message** > **Text Message** > **New Message**.
2. Compose the new text message.
3. On all phones except the T48S/T48G phones, select **Send**.
4. Select the desired account from the **From** field.
5. Do one of the following:
   - Enter the number you want to send the message to in the **To** field.
   - On the T46S/T46G phones, highlight the **Label** or **Value** field. Select **Directory** (**Dir**) and select the desired contact from the Directory list.
     On the T48S/T48G phones, select , and then select the desired contact.
6. Send the message.

Replying to a Text Message

You can reply to a message after reading a text message.

Procedure

1. Navigate to **Menu** > **Message** > **Text Message** > **Inbox**.
2. Highlight the desired message and select **Reply**.
   On the T48S/T48G phones, tap the desired message and tap **Reply**.
3. Compose the new text message.
4. Select **Send** or **Send Message**.

Deleting a Text Message

You can delete messages from your phone after reading.

Procedure

1. Navigate to **Menu** > **Message** > **Text Message** > **Inbox** (**Sentbox**, **Outbox** or **Draftbox**).
2. Highlight the desired message.
   On the T48S/T48G phones, tap the desired message.
3. Select **Option** > **Delete**.
   On the T48S/T48G phones, tap **Delete**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, press **Delete**.
   The phone prompts you to delete the message or not.
4. Select **OK**.

You can also delete all text messages by selecting the **Delete All**.

Voice Mail

Voice Mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your IP phones.

This feature is set up on the server-side and not all servers support this feature.

Topics

Setting the Voice Mail Code
Leaving Voice Mails
Listening to Voice Mails

Setting the Voice Mail Code

If you want to connect your phone to the message center, you need to set the voice mail code on your phone.

Before You Begin

Get the voice mail code from your system administrator.

Procedure

1. Navigate to **Menu** > **Message** > **Voice Mail** > **Set Voice Mail Code**.
   You can also press the MESSAGE key when the voice mail code is not configured.
2. Enter the voice mail code (for example, *4) in the desired account field.
3. Select **Save**.

Leaving Voice Mails

You can leave a voice mail to someone who is busy or inconvenient to answer the call.

Procedure

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

Listening to Voice Mails

You can listen to your voice mails on the phone, to obtain voice information sent by a contact.

Before You Begin

You need to set the voice mail code in advance.

Procedure

1. Navigate to **Menu** > **Message** > **Voice Mail** > **View Voice Mail**.
   The phone screen displays the amount of new and old voice mails.
2. Highlight an account, and then select **Connect**.
   On the T48S/T48G phones, tap the account.
3. Follow the voice prompt to listen to your voice mails.

Tip: When the phone prompts that the phone receives a new voice mail, you can press the MESSAGE key or **Connect** soft key to dial out the voice mail access code directly.

Related Topic

Setting the Voice Mail Code

Using the Hot Desking

You can use hot desking to log out from the current account and then log in to a new account. So many users can share one phone resource at different times.

Note: Hot desking is not available on all servers. Contact your system administrator for more information.

Before You Begin

Your system administrator has set a Hot Desking key for you to use this feature. Get the login account information from your system administrator.

Procedure

1. Press the Hot Desking key when the phone is idle.
   The phone prompts you to clear the account configuration or not.
2. Select **OK**.
   Registration configurations of all accounts on the phone will be cleared immediately.
   The login wizard will be displayed.
3. Enter the login information.
4. Select **Save**.

Automatic Call Distribution (ACD)

ACD is often used in offices for customer service, such as call center.

The ACD system handles large volumes of incoming calls from callers who have no need to talk to a specific person but who require assistance from any of multiple persons at the earliest opportunity. ACD on all IP phones allows the ACD system to distribute large volumes of incoming calls to the registered ACD users.

ACD is not available by default. Check with your system administrator to find out if this feature is available on your phone.

Topics

State Indicator of ACD User
Logging into the ACD System
Changing the ACD Status

State Indicator of ACD User

You can get the ACD user's status by viewing the line key LED and icon indicator of the ACD key.

The state indicator of the ACD key varies by phone models.

Line key LED Status (not support on T48S/T48G)	Icon			Description
	T48S/T48G	T46S/T46G	T42S/T42G/T41S/T41P/T40P/T40G	
Off				Log out
Solid green				Available/Log in
Solid red				Wrap up

Line key LED Status (not support on T48S/T48G)	Icon			Description
	T48S/T48G	T46S/T46G	T42S/T42G/T41S/T41P/T40P/T40G	
Fast-flashing green			×	Unavailable

Logging into the ACD System

After logging into your ACD account, you are ready to receive calls from the ACD system.

Before You Begin

Your system administrator has set an ACD key for you to log into the ACD system. Get your ACD account information from your system administrator.

Procedure

1. Press the ACD key when the phone is idle.
2. Enter your ACD account information.
3. Select **Login**.

Changing the ACD Status

You can press the ACD key to change your current ACD user status.

Procedure

1. Select **Available** (**Avail**)/**Unavailable** (**Unavail**).
   ACD user status synchronizes on both the phone and ACD system.
2. To log out of the ACD system, select **Logout**.

Directory

The phone provides several types of phone directories, which can be customized by your system administrator.

Topics

Local Directory
Favorites
Blacklist
Mobile Contacts
Google Contacts
Remote Phone Book

Local Directory

You can store up to 1000 contacts and 48 groups in your local directory, you can search, add, edit and delete a contact.

Note: You can back up the Local Directory to the provisioning server. For more information, contact your system administrator.

Topics

Managing the Local Directory Contacts
Moving a Local Directory Contact to Blacklist
Searching for Contacts

Managing the Local Directory Groups

You can manage the Local Directory groups when the phone is idle.

Topics

Adding Contact Groups
Editing Contact Groups
Deleting Contact Groups

Adding Contact Groups

To organize your contacts and make them easier to find, you can add additional groups in the Local Directory.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select **Add Group** (**AddGr**).
   On the T48S/T48G phones, tap **Settings** > **New Group**.
3. Enter the desired group name.
4. Select **Save**.
   On the T48S/T48G phones, tap .
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, press **Add**.

Editing Contact Groups

You can change or add the group's information.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.

2. Highlight the desired group.
   On the T48S/T48G phones, tap **Settings**, and select the desired group.
3. Select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the group name.
4. Edit the group information.
5. Select **Save**.
   On the T48S/T48G phones, tap .

Deleting Contact Groups

When you delete a contact group, the contacts in the group will not be deleted. You can view the contacts in **All Contacts** list.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Highlight the desired group.
   On the T48S/T48G phones, tap **Settings**, and select the desired group.
3. Select **Option** > **Delete**.
   On the T48S/T48G phones, tap before the group name.
   The phone prompts you to delete the group or not.
4. Select **OK**.

Managing the Local Directory Contacts

You can manage the Local Directory contacts when the phone is idle.

Topics

Adding Contacts
Viewing Contacts
Editing Contacts
Deleting a Contact
Deleting All Contacts

Adding Contacts

When you add a contact to your Local Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select **Add**.
4. Enter your contact's information.
5. Select the desired account from the **Account** field.
6. On the T48S/T48G/T46S/T46G phones, select the desired photo from the **Photo** field.

Viewing Contacts

You can view the local contacts from the Local Directory on your phone.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.

On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.

2. Select the desired contact group or **All Contacts**.
   The contact names are displayed in alphabetical order.

Editing Contacts

You can update your contacts' information.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact, and select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the desired entry.
4. Edit the contact information.
   On the T48S/T48G phones, you can tap or to switch the contact you want to edit, and then edit the contact information.
5. Select **Save**.

Deleting a Contact

You can delete any contact from the Local Directory.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact, and select **Option** > **Delete**.
   On the T48S/T48G phones, tap > **Delete**.
   The phone prompts you to delete the contact or not.
4. Select **OK**.

Note: If the contact added to the Favorites directory is deleted in the Local Directory, it will be automatically deleted from the Favorites directory.

Deleting All Contacts

You can delete all contacts from the Local Directory.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select **Option** > **Delete All**.
   On the T48S/T48G phones, tap **Settings** > **Select All** > **Delete**.
   The phone prompts you to delete all contacts or not.
4. Select **OK**.

Note: If the contact added to the Favorites directory is deleted in the Local Directory, it will be automatically deleted from the Favorites directory.

Moving a Local Directory Contact to Blacklist

You can move a contact in the Local Directory to blacklist. Incoming calls from this contact will be rejected automatically.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact, and select **Option** > **Add to Blacklist**.
   On the T48S/T48G phones, tap > **Blacklist**.

   The phone prompts you to move to the blacklist or not.
4. Select **OK**.

Searching for Contacts

In the Local Directory, you can enter search criteria to find your desired contact quickly.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, tap **Directory** or navigate to **Menu** > **Directory**.
2. Select **Search**.
3. Enter your search criteria in the search field.

Favorites

Favorites are the contacts in your Local Directory that you call most often.

If your system administrator has enabled this feature for you, you can add contacts as favorites, view favorites on the idle screen, reorder favorites, and delete favorites.

Topics

Adding Favorites
Viewing Favorites
Reordering Favorites
Deleting Favorites

Adding Favorites

After adding a contact as a favorite, your phone will automatically assign a Speed Dial key for it. You can quickly dial a contact using the Speed Dial key on the idle screen.

On all IP phones except the black-and-white screen phones, a star is displayed in the Local Directory for a contact saved as the favorite.

Topics

Adding an Existing Contact to Your Favorites
Adding a New Contact to Your Favorites

Adding an Existing Contact to Your Favorites

You can add an existing contact as a favorite from the Local Directory.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.

On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.

2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact and select **Option**.
   On the T48S/T48G phones, tap after the desired entry.
4. Select **Copy to Favorites** or **Favorites**.
   The phone prompts you to automatically accept the next available index number or manually enter your own.
5. Select **OK** to automatically accept an index number or select **Edit** or **Cancel** to enter an index number (1-999999999).

Adding a New Contact to Your Favorites

You can add a new contact as a favorite by designating an index number.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select **Add**.
4. Enter the contact information.
5. Enter the desired index number (1-999999999) in the **Favorite Index** field.
6. Select **Save** or **Add**.

Tip: To quickly add a favorite, long press the desired line key to enter the Add Contact screen. Check with your system administrator to find out if this feature is available on your phone.

Viewing Favorites

You can view a list of favorites in the Favorites directory.

Procedure

1. Navigate to **Menu** > **Directory** > **Favorites**.
   On the T48S/T48G phones, you can also tap **Directory** > **Favorites**.

Reordering Favorites

You can reorder favorites to change the display order in the Favorite.

Procedure

1. Navigate to **Menu** > **Directory** > **Favorites**.
   On the T48S/T48G phones, you can also tap **Directory** > **Favorites**.
2. Highlight the desired contact, and select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the desired entry.
3. Enter a new index number in the **Favorites Index** field.
4. Select **Save**.

Deleting Favorites

You can delete favorites to make room for new favorites.

Procedure

1. Navigate to **Menu** > **Directory** > **Favorites**.
   On the T48S/T48G phones, you can also tap **Directory** > **Favorites**.
2. Highlight the desired contact, and then select **Option** > **Detail**.

On the T48S/T48G phones, tap after the desired contact.

3. Delete the favorite index number in the **Favorites Index** field.
4. Select **Save**.
   The contact is removed from Favorites directory, while it still remains in your Local Directory.

Tip: You can also delete a favorite by selecting **Option** > **Remove from Favorites**.

Blacklist

Incoming calls from the Blacklist are rejected automatically. You can store up to 30 contacts in the blacklist to block unwanted callers.

Topics

Adding a Blacklist Contact
Viewing Blacklist Contacts
Editing a Blacklist Contact
Deleting Blacklist Contacts
Moving a Blacklist Contact to the Local Directory

Adding a Blacklist Contact

You can add a blacklist contact on the phone to prevent someone from calling you.

Procedure

1. Navigate to **Menu** > **Directory** > **Blacklist**.
   On the T48S/T48G phones, you can also tap **Directory** > **Blacklist**.
2. Select **Add**.
3. Enter the blacklist contact's information.
4. Select **Save** or **Add**.

Viewing Blacklist Contacts

You can view the blacklist contacts from the Blacklist on your phone.

Procedure

1. Navigate to **Menu** > **Directory** > **Blacklist**.
   On the T48S/T48G phones, you can also tap **Directory** > **Blacklist**.

Editing a Blacklist Contact

You can update your blacklist contacts' information.

Procedure

1. Navigate to **Menu** > **Directory** > **Blacklist**.
   On the T48S/T48G phones, you can also tap **Directory** > **Blacklist**.
2. Highlight the desired blacklist contact, and select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the desired entry.
4. Select **Save**.

Deleting Blacklist Contacts

You can delete one or all blacklist contacts. If a contact is removed from the blacklist, you can answer the call from the contact normally.

Topics

Deleting a Blacklist Contact
Deleting All Blacklist Contacts

Deleting a Blacklist Contact

If you want to answer a call from a specific contact, you need to remove it from the Blacklist.

Procedure

1. Navigate to **Menu** > **Directory** > **Blacklist**.
   On the T48S/T48G phones, you can also tap **Directory** > **Blacklist**.
2. Select the desired blacklist contact.
   On the T48S/T48G phones, tap after the desired blacklist contact.
3. Select **Option** > **Delete**.
   On the T48S/T48G phones, tap **Delete**.
   The phone prompts you to delete the contact or not.
4. Select **OK**.

Deleting All Blacklist Contacts

You can delete all contacts from the Blacklist when you are ready to answer calls from them again.

Procedure

1. Navigate to **Menu** > **Directory** > **Blacklist**.
   On the T48S/T48G phones, you can also tap **Directory** > **Blacklist**.
2. Select **Option** > **Delete All**.
   On the T48S/T48G phones, tap **Settings** > **Select All** > **Delete**.
   The phone prompts you to delete all contacts or not.
3. Select **OK**.

Moving a Blacklist Contact to the Local Directory

You can move a blacklist contact to a Local Directory. Incoming calls from this contact will not be rejected automatically.

Procedure

1. Navigate to **Menu** > **Directory** > **Blacklist**.
   On the T48S/T48G phones, you can also tap **Directory** > **Blacklist**.
2. Highlight the desired contact, and then select **Option**.
   On the T48S/T48G phones, tap after the desired entry.
3. Select **Add to Contacts**.
   On the T48S/T48G phones, select **All Contacts** from the **Group** drop-down menu.
   The phone prompts you to move to contact or not. (except the T48S/T48G phones).
4. Select **OK** or **Save**.

Mobile Contacts

On the T48S/T48G/T46S/T46G/T42S/T41S phones, you can synchronize the contacts on your mobile phone to your IP phone. The mobile phone contacts will be imported to your IP phones and stored under the Mobile Contacts directory.

You can save mobile contacts to the local directory, but you cannot save a local contact to the Mobile Contacts directory.

Note: If you disconnect the Bluetooth-enabled mobile phone from phone or disable the phone to synchronize phone contacts, the mobile contacts will not be displayed.

Topics

Saving a Mobile Contact to the Local Directory
Searching for Mobile Contacts
Updating the Mobile Contacts

Saving a Mobile Contact to the Local Directory

You can save any mobile contact to the Local Directory, to conveniently call this contact after disconnecting the mobile phone from the phone.

Before You Begin

Make sure your Bluetooth-enabled mobile phone has been paired with your IP phones, and mobile contact sync feature is enabled.

Procedure

1. Navigate to **Menu** > **Directory** > **Mobile Contacts**.
   On the T48S/T48G phones, you can also select **Directory** > **Mobile Contacts**.
2. Highlight the desired contact, and select **Option** > **Add to Contacts**.
   On the T48S/T48G phones, select > **Add**.
3. Edit the contact information.
4. Select **Save**.

Related Topics

Pairing and Connecting the Bluetooth-enabled Mobile Phone
Syncing the Mobile Contacts to the Phone

Searching for Mobile Contacts

In Mobile Contacts, you can enter search criteria to find your desired mobile contact quickly.

Before You Begin

Make sure your Bluetooth-enabled mobile phone has been paired with and connected to your IP phones, and mobile contact sync feature is enabled.

Procedure

1. Navigate to **Menu** > **Directory** > **Mobile Contacts**.
   On the T48S/T48G phones, you can also select **Directory** > **Mobile Contacts**.
2. Select **Search**.
3. Enter your search criteria.
   The contacts whose name or phone number matches the search string will be displayed in the result list.

Related Topics

Pairing and Connecting the Bluetooth-enabled Mobile Phone
Syncing the Mobile Contacts to the Phone

Updating the Mobile Contacts

You can update the Mobile Contact to synchronize the contacts you add, edit, and delete on the mobile phone to your phone.

Before You Begin

Make sure your Bluetooth-enabled mobile phone has been paired with and connected to your phones, and mobile contact sync feature is enabled.

Procedure

1. Navigate to **Menu** > **Directory** > **Mobile Contacts**.
   On the T48S/T48G phones, you can also select **Directory** > **Mobile Contacts**.
2. Select **Option** > **Update**.
   On the T48S/T48G phones, select **Update**.
   The phone prompts "Updating, please wait…".

Note: If you disconnect the mobile phone from the phone when the phone is updating the Mobile Contacts, the phone screen will prompt "Fail to download mobile contacts!", and the mobile contacts disappear from the phone directory list.

Related Topics

Pairing and Connecting the Bluetooth-enabled Mobile Phone
Syncing the Mobile Contacts to the Phone

Google Contacts

If the Google Contacts feature has been enabled by your system administrator, you can access the Google Contacts, which lists contacts and groups within your Google account.

Topics

Viewing Google Contacts
Updating Google Contacts
Searching for Google Contacts

Viewing Google Contacts

You can view Google contacts on your phone.

Procedure

1. Navigate to **Menu** > **Directory** > **Google Contact**.
   On the T48S phones, you can also tap **Directory** > **Google Contact**.

Updating Google Contacts

The Google contacts may be updated on the Google Contact Server, you can update Google contacts on your phone to get the newest Google contacts.

Procedure

1. Navigate to **Menu** > **Directory** > **Google Contact**.
   On the T48S phones, you can also select **Directory** > **Google Contact**.
2. Select **Update**.

Searching for Google Contacts

You can enter search criteria to find your desired Google contacts quickly.

Procedure

1. Navigate to **Menu** > **Directory** > **Google Contact**.
   On the T48S phones, navigate to **Directory** > **Google Contact** > **Search**.
2. Enter the search criteria.
   The contacts whose name or phone number matches the search criteria will be displayed in the result list.

Remote Phone Book

If the Remote Phone Book feature has been enabled by your system administrator, you can access your corporate directory directly from your phone.

Topics

Searching for Remote Phone Book Contacts
Viewing Remote Phone Book Contacts
Saving a Remote Phone Book Contact to the Local Directory
Saving a Remote Phone Book Contact to the Blacklist

Searching for Remote Phone Book Contacts

In the Remote Phone Book, you can enter search criteria to find your desired contact quickly.

Note: You can only search the contact name or contact numbers, search criteria do not include extra information on the contact.

Procedure

1. Navigate to **Menu** > **Directory** > **Remote Phone Book**.
   On the T48S/T48G phones, you can also tap **Directory** > **Remote Phone Book**.
2. Select the desired remote phone book.
3. Select **Search**.
4. Enter your search criteria in the search field.

Viewing Remote Phone Book Contacts

You can view the contact list of the remote phone book on your phone.

Procedure

1. Navigate to **Menu** > **Directory** > **Remote Phone Book**.
   On the T48S/T48G phones, you can also tap **Directory** > **Remote Phone Book**.

Saving a Remote Phone Book Contact to the Local Directory

You can save any remote phone book contact to the Local Directory, to conveniently call this contact when you cannot access the remote phone book.

Procedure

1. Navigate to **Menu** > **Directory** > **Remote Phone Book**.
   On the T48S/T48G phones, you can also tap **Directory** > **Remote Phone Book**.
2. Select the desired remote phone book.
3. Highlight the desired contact, and then select **Option** > **Add to Contacts**.
   On the T48S/T48G phones, select > **Add**.
4. Edit the corresponding fields.
5. Select **Save**.

Saving a Remote Phone Book Contact to the Blacklist

You can save any remote phone book contact to the Blacklist on the phone, to prevent this contact from calling you.

Procedure

1. Navigate to **Menu** > **Directory** > **Remote Phone Book**.
   On the T48S/T48G phones, you can also tap **Directory** > **Remote Phone Book**.

2. Select the desired remote phone book.
3. Highlight the desired contact and select **Option** > **Add to Blacklist**.
   On the T48S/T48G phones, select > **Blacklist**.
4. Edit the contact information.
5. Select **Save**.

Call History

The call history list includes Missed Calls, Placed Calls, Received Calls and Forwarded Calls, and each list holds 100 entries.

Topics

Call History Icons
Viewing History Records
Saving a History Record to Local Directory
Saving a History Record to Blacklist
Deleting History Records
Disabling History Record

Call History Icons

Each icon in the Call History indicates the corresponding call history status.

For T48S/T48G phones:

Icons	Description	Icons	Description
	Received Call		Missed Call
	Placed Call		Forwarded Call

For T46S/T46G phones:

Icons	Description	Icons	Description
	Received Call		Missed Call
	Placed Call		Forwarded Call

For T42S/T42G/T41S/T41P/T40P/T40G phones:

Icons	Description	Icons	Description
	Received Call		Missed Call
	Placed Call		Forwarded Call

Viewing History Records

The history record saves the call information such as the caller's name and number, local line and call duration.

Procedure

1. Press **History** or navigate to **Menu** > **History**.
2. Select the desired list.
3. Select the desired entry.
4. Select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the desired entry.

Saving a History Record to Local Directory

To identify someone's call the next time, you can save a history record to the Local Directory.

Procedure

1. Select **History** or navigate to **Menu > History**.
2. Highlight the desired entry, and select **Option** > **Add to Contacts**.
   On the T48S/T48G phones, select > **Add**.
3. Edit the contact information.
4. Select **Save**.

Saving a History Record to Blacklist

You can prevent someone from calling you again by saving a history record to Blacklist.

Procedure

1. Select **History** or navigate to **Menu** > **History**.
2. Select the desired list.
3. Highlight the desired entry, and select **Option** > **Add to Blacklist**.
   On the T48S/T48G phones, select > **Blacklist**.
4. Edit the contact information.
5. Select **Save**.

Deleting History Records

You can delete one or all call records from the call history list.

Topics

Deleting a Call Record
Deleting All Call Records

Deleting a Call Record

You can delete any call record from the call history list.

Procedure

1. Press **History** or navigate to **Menu** > **History**.
2. Select the desired list.
3. Highlight the desired entry, and select **Delete**.
   On the T48S/T48G phones, tap > **Delete**. The phone prompts whether to delete the record, tap **OK**.

Deleting All Call Records

You can delete all call records from the call history list.

Procedure

1. Press **History** or navigate to **Menu** > **History**.
2. Select the desired list.
3. Select **Option** > **Delete All**.
   On the T48S/T48G phones, tap **Settings** > **Select All** > **Delete**.
   The phone prompts you to delete all the records or not.
4. Select **OK**.

Disabling History Record

If you disable history record, you cannot save any call log on the phone.

Procedure

1. Navigate to **Menu** > **Features** > **Others** > **General**.
   On the T48S/T48G phones, navigate to **Menu** > **Features** > **General**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Features** > **History Settings**.
2. Select **Disabled** or **Off** from the **History Record** field.
3. Select **Save**.

Customizing Your Phone

You can make your phone more personalized by customizing various settings.

Topics

Changing the Administrator Password
Wallpaper
Adjusting Transparency
Screen Saver
Changing the Backlight and Time
Adjusting the Screen Contrast
Changing the Language
Time & Date
Setting a Key as Send
Customizing the Soft Keys
Phone Lock
Extending the Line Key Labels
Locking the Line Key

Changing the Administrator Password

By default, you require an administrator password to access the **Advanced/Advanced Settings** menu. The default password is “admin”. For security reasons, you should change the default password as soon as possible.

Note: If you do not change the default password, the phone displays a warning icon in the status bar. For T41S/T42S phone, it displays the warning message on the idle screen.

Procedure

1. Navigate to **Menu** > **Advanced** > **Change Password**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Advanced Settings** > **Change Password**.
2. Enter your old and new password information.
3. Select **Save**.

Related Topic

Warnings

Wallpaper

You can change the background picture that is displayed on your phone.

The phone comes with a default background picture, you can change it to another built-in picture. You can also add personal pictures stored on a USB flash drive, or use a custom picture uploaded by your system administrator as the wallpaper.

Only T48S/T48G/T46S/T46G phones support wallpaper.

Topics

Changing Wallpaper on Idle Screen
Changing Wallpaper on Dsskey Screen
Adding a Wallpaper from a USB Flash Drive
Adding a Dsskey Screen Wallpaper from a USB Flash Drive

Changing Wallpaper on Idle Screen

You can set one of your pictures as the background image on your phone's idle screen.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Wallpaper**.
2. Select the desired image.
3. Select **Save**.

Changing Wallpaper on Dsskey Screen

You can change the background picture that is displayed when unfolding the line key list on the T48S/T48G phones.

Tap **More** when the phone is idle to unfold the line key list. After unfolding, the screen is shown below:

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Dsskey Wallpaper**.
2. Select the desired image.
3. Select **Save**.

Adding a Wallpaper from a USB Flash Drive

You can use a picture that is stored on a USB flash drive as the background image of your phone.

We recommend that you add a picture less than 2.0 megapixels for T48S/T48G, 1.8 megapixels for T46S/T46G. Either the smaller or larger picture will be scaled proportionally to fit the screen.

Before You Begin

Make sure that the picture is in the root directory of your USB flash drive, and the USB flash drive is connected to your phone successfully.

Procedure

1. Navigate to **Menu** > **USB** > **Browse Photo**.
2. Highlight the desired picture and select **Preview**.
   On the T48S/T48G phones, tap the desired picture to preview.
3. Select **Set as** > **Set as wallpaper**.
4. Select **OK**.
   The phone background image will change to the selected picture.

Adding a Dsskey Screen Wallpaper from a USB Flash Drive

On the T48S/T48G phones, you can set a picture that is stored in the USB flash drive as the background image for the dsskey screen.

We recommend that you add a picture less than 2.0 megapixels. Either the smaller or larger picture will be scaled proportionally to fit the screen.

Before You Begin

Make sure that the picture is in the root directory of your USB flash drive, and the USB flash drive is connected to your phone successfully.

Procedure

1. Navigate to **Menu** > **USB** > **Browse Photo**.
2. Select the desired picture.
3. Select **Set as** > **Set as dsskey wallpaper**.
4. Select **OK**.
   The background image of dsskey screen will change to the selected picture.

Adjusting Transparency

If the background picture affects the idle screen display, you can change the transparency to make the texts of the line key and status bar easier to read.

It is only applicable to the T48S/T48G phones.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Transparency**.
2. Select the desired value from the **Transparency** field.
3. Select **Save**.
   The following figure shows an example of the screen display when the transparency is set to 80%:

Screen Saver

The screen saver starts automatically when your phone has been idle for the preset waiting time. You can stop the screen saver by pressing any key.

Topics

Changing the Waiting Time for Screen Saver

Disabling Time & Date and Status Icons Display
Adding a Screen Saver from a USB Flash Drive
Setting the Screen Saver Type

Changing the Waiting Time for Screen Saver

You can set the waiting time after no activity before displaying the screen saver.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Screensaver**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Display** > **Screensaver**.
2. Select the desired waiting time from the **Wait Time** field.
3. Select **Save**.

Disabling Time & Date and Status Icons Display

For the T48S/T48G/T46S/T46G phones, you can disable your phone to display time, date and status icons on the screen saver.

The Time & Date and status icons display on the screen saver, as shown below:

Note: You cannot configure Time & Date and status icons display if your system administrator has set your phone to display custom information on the screen saver.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Screensaver**.
2. Select **Disabled** or **Off** from the **Display Clock** field.
3. Select **Save**.

Adding a Screen Saver from a USB Flash Drive

You can use a picture that is stored in your USB flash drive as the screen saver on your phone.

We recommend that you add a picture less than 2.0 megapixels for T48S/T48G, 1.8 megapixels for T46S/T46G. Either the smaller or larger picture will be scaled proportionally to fit the screen.

Before You Begin

Make sure that the picture is in the root directory of your USB flash drive, and the USB flash drive is connected to your phone successfully.

Procedure

1. Navigate to **Menu** > **USB** > **Browse Photo**.
2. Highlight the desired picture and select **Preview**.

On the T48S/T48G phones, tap the desired picture to preview.

3. Select **Set as** > **Set as screensaver**.
4. Select **OK**.

Setting the Screen Saver Type

The screen saver can start with different types and you can set it manually.

For T48S/T48G/T46S/T46G phones, you can choose one of the following screen saver types:

- System
- Custom
- Server XML (shows custom information on the screen saver)

The T42S/T42G/T41S/T41P/T40P/T40G phones can only display custom information that is preset by your system administrator as the screen saver.

Before You Begin

If you want to set a custom picture as the screen saver, make sure that the custom picture has been uploaded by your system administrator.

If you want to show custom information on the screen saver, make sure that the custom information has set by your system administrator.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Screensaver**.
2. Select the desired screen saver type from the **Screensaver Type** field.
   - If you select **System**.
     The phone automatically sets the built-in picture as the screen saver.
   - If you select **Custom**.
     The phone automatically set the custom pictures as the screen saver, and display these pictures alternately.
   - If you select **Server XML**.
     The phone automatically displays the custom information (for example, notifications or company logo) on the screen saver.
3. Select **Save**.

Changing the Backlight and Time

You can change the brightness of the phone screen during phone activity and inactivity. The brightness automatically changes after the phone has been idle for a specified time.

You can change the screen backlight and time in the following settings:

Active Level: The brightness level of the phone screen when the phone is active. Digits 1 to 10 represent different brightness levels. 10 is the brightest level. It is only available for the T48S/T48G/T46S/T46G phone.

Inactive Level: The brightness of the phone screen when the phone is inactive. You can select a low brightness or turn off the backlight. It is only available for the T48S/T48G/T46S/T46G phones.

Backlight Time: The delay time to change the brightness of the phone screen when the phone is inactive. Backlight time includes the following settings:

- **Always On**: Backlight is on permanently.
- **Always Off**: Backlight is off permanently. It is not available for the T48S/T48G/T46S/T46G phone.
- **15s**, **30s**, **1min**, **2min**, **5min**, **10min** or **30min**: Backlight is changed when the phone is inactive after the designated time.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Backlight**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Display** > **Backlight**.
2. On the T48S/T48G/T46S/T46G phones, select the desired level from the **Active Level** field.
3. On the T48S/T48G/T46S/T46G phones, select the desired level from the **Inactive Level** field.
4. Select the desired time from the **Backlight Time** field.
5. Select **Save**.

Adjusting the Screen Contrast

You can adjust the screen contrast of the phone to make it easier to read.

The intensity of screen contrast ranges from 1 to 10 and the highest intensity is 10. It is only available on the T40P/T40G phones.

Procedure

1. Navigate to **Menu** > **Settings** > **Basic Settings** > **Display** > **Contrast**.
2. Select the desired value from the **Contrast** field.
3. Select **Save**.

Changing the Language

Your phone supports several languages that you can choose to use on the phone.

Contact your system administrator to find out exactly which languages are supported on your phone.

Note: The T48G/T46G/T42G/T41P phones do not support French (Canada), Portuguese (Latin) and Spanish (Latin).

Procedure

1. Navigate to **Menu** > **Basic** > **Language**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Language**.
2. Select the desired language.
3. Select **Save**.
   The phone language is changed to the selected one.

Time & Date

You can set the time and date manually. The time and date formats are also variable.

Topics

Setting the Time and Date Manually
Changing the Time and Date Format

Setting the Time and Date Manually

If your phone cannot obtain the time and date automatically, you can set it manually.

Procedure

1. Navigate to **Menu** > **Basic** > **Time & Date** > **General** > **Manual Settings**.
   On the T48S/T48G phones, navigate to **Menu** > **Basic** > **Time & Date** > **General**. And then select **Manual Settings** from the **Type** drop-down menu.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Time & Date** > **Manual Settings**.

2. Edit the date and time.
   On the T46S/T46G phones, you can also press the up or down navigation key to select the desired date and time.
3. Select **Save**.
   The time and date set on the phone will be changed accordingly.

Note: After the phone reboots, it will be forcibly switched to obtain the time and date from the NTP server.

Changing the Time and Date Format

You can set the phone to display the time in 12-hour format or 24-hour format. You can also change the date format, including the options to display the day (D), month (M), and year (Y).

Note: Your system administrator can customize the date format.

Procedure

1. Navigate to **Menu** > **Basic** > **Time & Date** > **Time & Date Format**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Time & Date** > **Time & Date Format**.
2. Select the desired time format or date format.
3. Select **Save**.

Setting a Key as Send

The pound key (#) is used as the send key by default. To type a phone number followed by the pound key (#), you can set the send key to the star key (*).

You can also disable “#” and ”*" to be used as the send key.

Procedure

1. Navigate to **Menu** > **Features** > **Others** > **General**.
   On the T48S/T48G phones, navigate to **Menu** > **Features** > **General**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Features** > **Key As Send**.
2. Select the desired value from the **Key As Send** field.
3. Select **Save**.

Customizing the Soft Keys

You can customize the function of the soft keys displayed on the bottom of the idle screen for the T42S/T42G/T41S/T41P/T40P/T40G phones.

The soft keys are typically used to access frequently used functions, and to create menu shortcuts to access frequently used phone settings. The soft keys perform the same functions as the hard keys.

Caution: We recommend that you keep a **Menu** soft key, otherwise you cannot access the phone settings.

Procedure

1. Navigate to **Menu** > **Settings** > **Advanced Settings** (default password: admin) > **Softkey Label**.
2. Select the desired soft key.
3. Select the desired key type from the **Type** field.
4. (Optional.) Select the desired line from the **Account ID** field.
5. (Optional.) Enter the string that will appear on the phone screen in the **Label** field.

6. (Optional.) Enter the corresponding value in the **Value** field.
7. Select **Save**.

Phone Lock

Phone lock helps you protect your phone from unauthorized use.

Topics

Setting the Phone Lock
Locking Your Phone Manually
Unlocking Your Phone
Changing Your Phone Unlock PIN

Setting the Phone Lock

You can manually lock the phone or wait a specified time to automatically lock the phone.

What unauthorized users can do depends on the settings of the phone lock type.

The phone supports the following phone lock types:

- **Menu key**: it prevents unauthorized users from accessing the menu, changing the personal settings for your phone.
- **Function key**: it only allows users to use the keypad for placing a call, answering or rejecting an incoming call and ending a call, and it prevents unauthorized users from other operations.
- **All keys**: it only allows users to use the keypad for dialing an emergency number or authorized numbers that set up by your system administrator, answering or rejecting an incoming call and ending a call, and it prevents unauthorized users from other operations. The T48S/T48G phones only support All Keys type of phone lock.

Note: The Volume key , HEADSET key and Speakerphone key are always available when you lock the phone.

Procedure

1. Navigate to **Menu** > **Basic** > **Phone Lock**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Phone Lock**.
2. Enter the desired PIN (default PIN: 123) in the **Unlock PIN** field.
3. Select **OK** or **Save**.
4. Select **Enabled** from the **Lock Enable** field.
5. On the phones except for T48S/T48G, select the desired type from the **Lock Type** field.
6. Enter the desired interval (0 - 3600 seconds) in the **Auto Lock** field.
   If the value is set to 0, the phone will not be automatically locked.
7. Select **Save**.

Locking Your Phone Manually

You can lock the phone manually before the phone is automatically locked.

Before You Begin

Make sure that the phone lock is set.

Procedure

1. Long press # key when the phone is idle.
   The lock icon appears on the phone screen.

Related Topic

Setting the Phone Lock

Unlocking Your Phone

You can use an unlock PIN to unlock the phone.

If you forget the unlock PIN, you can enter the administrator password to unlock your phone, and then automatically access the PIN change screen.

Procedure

1. Press any locked key, the phone prompts you to enter an unlock PIN.
   On the T48S/T48G phones, press any locked key or tap the touch screen.
2. Enter the desired PIN (default: 123) in the **Unlock PIN** field.
3. Select **OK**.
   The lock icon disappears from the phone screen.

Changing Your Phone Unlock PIN

The default unlock PIN is “123”. For security reasons, you should change the default unlock PIN as soon as possible.

Procedure

1. Navigate to **Menu** > **Basic** > **Change PIN**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Change PIN**.
2. Enter your old and new unlock PIN respectively.
   The unlock PIN length must be within 15 digits.
3. Select **Save**.

Extending the Line Key Labels

On the T46S/T42S/T41S phones, you can extend the line key labels to the half of the phone screen when the phone is idle or during the call.

Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Extend** from the **Key Type** field.
5. (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
6. Select **Save**.
7. When the phone is idle/during the call, press the Extend key to extend the line key labels.

Note: During the call, the phone automatically exits the Extended Dsskey screen within 1 minute if there is no operation. When the phone is idle, you need to press the Extend key again to exit the Extended Dsskey screen.

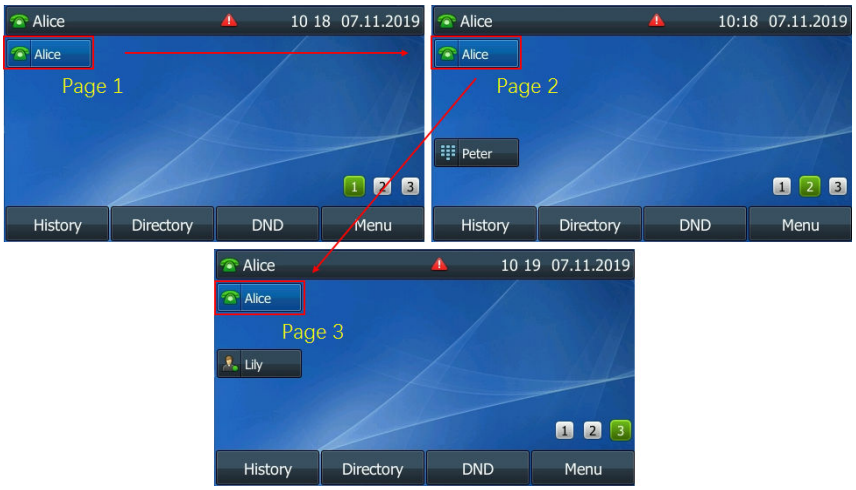
Locking the Line Key

On the T46S/T42S/T41S phones, you can make a Line key locate in the same position of different pages. Then you can use this Line key on every page to accept incoming calls.

For T46S, this feature is only applicable to line key 1-9.

For T42S/T41S, this feature is only applicable to line key 1-5.

The following figure shows that Line key 1 is locked in the same position on each page:



Procedure

1. Navigate to **Menu** > **Features** > **Dsskey**.
2. Select the desired line key.
3. Select **Line** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. (Optional.) Enter the string that will appear on the phone screen in the **Label** field.
6. Select **Lock** from the **Value** field.
7. Select **Save**.

Related Topic

Idle Screen

Audio Settings

You can change the basic audio settings on your phone.

Topics

Adjusting the Volume
Setting the Ring Tone
Disabling the Key Tone

Adjusting the Volume

You can adjust the volume of the ringer, media, and audio during a call.

Procedure

1. Press the Volume key .

Setting the Ring Tone

You can set distinctive ring tones for groups or contacts in your Local Directory so that you can identify the caller when your phone rings.

The ring tones are used according to this priority: Contact ring tone>Group ring tone>Account ring tone >Phone ring tone.

Topics

Setting a Ring Tone for the Phone
Setting a Ring Tone for an Account
Setting a Ring Tone for a Group
Setting a Ring Tone for a Contact

Setting a Ring Tone for the Phone

You can choose a ring tone for all incoming calls.

Procedure

1. Navigate to **Menu** > **Basic** > **Sound** > **Ring Tones** > **Common**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Sound** > **Ring Tones** > **Common**.
2. Select the desired ring tone.
3. Select **Save**.

Setting a Ring Tone for an Account

You can select a unique ring tone for an individual account.

Procedure

1. Navigate to **Menu** > **Basic** > **Sound** > **Ring Tones**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Sound** > **Ring Tones**.
2. Select the desired account.
3. Select the desired ring tone.
   *If **Common** is selected, this account will use the ring tone selected for the phone.*
4. Select **Save**.

Setting a Ring Tone for a Group

You can select a unique ring tone for various groups in your Local Directory.

Note: You can only set a ring tone for a group that is added manually.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Highlight the desired group.
   On the T48S/T48G phones, tap **Settings**, and then select the desired group.
3. Select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the group name.
4. Select the desired ring tone from the **Ring** field.
   If **Auto** is selected, this group uses the ring tone according to the default priority.
   If a specific ring tone is selected, this group uses the ring tone according to the priority: Contact ring tone>Group ring tone.
5. Select **Save** or **OK**.

Setting a Ring Tone for a Contact

You can select a unique ring tone for various contacts in your Local Directory. This helps you quickly identify callers according to the ring tones.

Procedure

1. Select **Directory** (**Dir**) or navigate to **Menu** > **Directory** > **Local Directory**.
   On the T48S/T48G phones, select **Directory** or navigate to **Menu** > **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Highlight the desired contact, and select **Option** > **Detail**.
   On the T48S/T48G phones, tap after the desired contact.
4. Select the desired ring tone from the **Ring** field.
   *If **Auto** is selected, the contact uses the ring tone according to the default priority.*
5. Select **Save**.

Disabling the Key Tone

If you disable the key tone, the phone will not produce a sound when pressing the keypad keys.

Procedure

1. Navigate to **Menu** > **Basic** > **Sound** > **Key Tone**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Sound** > **Key Tone**.
2. Turn off **Key Tone**.
3. Select **Save**.

Optional Accessories with Your Phone

The phone can use optional accessories when you need to extend your phone's capabilities.

The following optional accessories need to be purchased separately if required for your phone:

- Headset YHS33/UH33
- Wireless Headset Adapter EHS36/EHS40
- Bluetooth USB Dongle BT40/BT41
- Wi-Fi USB Dongle WF40/WF50
- Expansion Module EXP40

Check with your system administrator to find out which of these applications or accessories are available on your phone.

Caution: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in poor performance.

Topics

Headset
Bluetooth
Wireless Network
Expansion Module and Your Phone

Headset

The phone supports wired or wireless headset, USB headset and Bluetooth headset to place and answer calls.

Not all phones support all types of the headsets, different headset have different supported phone models.

Handset	Supported Phone Models
Analog Headset	All phones
USB Headset	T48S/T48G/T46S/T46G/T42S/T41S phones
Bluetooth Headset	T48S/T48G/T46S/T46G/T42S/T41S phones
Wireless Headset	All phones

You can use only one headset at a time. The headset is used according to the priority: USB headset/Bluetooth headset>YHS33/UH33/wireless headset.

Note: Your system administrator can disable the headset feature. Check with your system administrator to find out if it is available on your phone.

Topics

Connecting the Analog Headset
Wireless Headset
Bluetooth Headset
USB Headset
Using Headsets

Connecting the Analog Headset

If you want to use an analog headset, you require an optional headset YHS33/UH33.

Procedure

1. Simply insert the headset connector into the headset port on the back of your IP phone.

Wireless Headset

You can use most wireless headsets with your phone.

EHS36/EHS40 provides the technical interface between your phone and an EHS-compatible wireless headset, such as Sennheiser/Jabra (GN Netcom) or Plantronics headset. After the EHS36/EHS40 and your headset are connected successfully, you can handle calls by your headset.

For more information on how to connect EHS36/EHS40, see the EHS36 User Guide/EHS40 User Guide on Yealink Technical Support page. For more information on how to use your headset, see your headset documentation from the manufacturer.

Bluetooth Headset

You can use a Bluetooth headset to handle calls on the T48S/T48G/T46S/T46G/T42S/T41S phones.

For more information, refer to the documentation from your Bluetooth headset manufacturer.

Related Topics

Pairing and Connecting the Bluetooth Headset
Deleting the Paired Bluetooth Device
Disconnecting the Bluetooth Device
Connecting the Analog Headset

USB Headset

You can use a USB headset to handle calls on the T48S/T48G/T46S/T46G/T42S/T41S phones.

For the information on how to connect a USB headset, see the Quick Start Guide for your phone on Yealink Support.

For a list of supported USB headsets, refer to Tested headset list compatible with Yealink IP Phone for your IP phones on Yealink Support. USB headsets that are not listed may not function properly if you connect them to your phone.

For more information on how to use your USB headset, refer to the related documentation from the manufacturer.

Using Headsets

After connecting a headset to your phone, you can activate the headset mode and use the headset when answering and placing calls. If you do not want to use a headset to handle calls, you can deactivate the headset mode.

Procedure

1. Press the HEADSET key on the phone.
   The headset icon appears on the phone screen.
2. Press the HEADSET key again on the phone.
   The headset icon disappears from the phone screen.

Note: You can initiate or end calls by pressing the HEADSET key. Check with your system administrator to find out if it is available on your phone.

Related Topics

Switching Among the Handset, Speakerphone and Headset Modes
Placing Calls
Answering Calls

Bluetooth

When the Bluetooth mode is activated, you can pair and connect your Bluetooth device to the phone.

You can scan and pair up to 60 Bluetooth devices with your phone. However, only one device can be connected at a time. If you connect your Bluetooth-enabled mobile phone to the phone, you can synchronize the mobile contacts to the phone.

The T48S/T48G/T46S/T46G/T42S/T41S phones support Bluetooth.

Topics

Activating the Bluetooth Mode
Pairing and Connecting the Bluetooth Headset
Pairing and Connecting the Bluetooth-enabled Mobile Phone
Syncing the Mobile Contacts to the Phone
Viewing the Bluetooth Device Information
Editing Device Name of Your Phone
Deleting the Paired Bluetooth Device
Disconnecting the Bluetooth Device
Deactivating the Bluetooth Mode

Activating the Bluetooth Mode

You should activate the Bluetooth mode first when you need to connect the Bluetooth device to your phone.

Procedure

1. Insert the Bluetooth USB dongle into the USB port on the back of the phone.
   The phone prompts you to scan the Bluetooth devices right now.
2. Select **OK**.
3. On the T46S/T46G/T42S/T41S phones, select **On** from the **Bluetooth** field.
4. On the T46S/T46G/T42S/T41S phones, select **Save**.
   The phone scans the available Bluetooth devices automatically.

Pairing and Connecting the Bluetooth Headset

When you need the Bluetooth headset to handle calls, you should pair and connect it to your phone in advance.

Before You Begin

Make sure that the Bluetooth headset is discoverable.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth**.
2. On the T46S/T46G/T42S/T41S phones, select **Scan** to search the Bluetooth devices.
   The phone proceeds to scan the local Bluetooth devices, and the phone screen displays the available Bluetooth devices.

3. Find your Bluetooth headset, and select **Connect**.

On the T48S/T48G phones, tap your Bluetooth headset.

The Bluetooth icon appears on the phone screen except on the T42S/T41S phone.

Related Topic

Activating the Bluetooth Mode

Pairing and Connecting the Bluetooth-enabled Mobile Phone

After pairing and connecting the Bluetooth-enabled mobile phone, you can use the sync feature.

Before You Begin

Make sure that the Bluetooth-enabled mobile phone is discoverable.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth**.
2. On the T46S/T46G/T42S/T41S phones, select **Scan** to search for the Bluetooth-enabled mobile phone.
3. Find your Bluetooth-enabled mobile phone, and then select **Connect**.
   On the T48S/T48G phones, tap your Bluetooth-enabled mobile phone.
   The phone will prompt the connection passkey on the phone screen.
4. Make sure your mobile phone is showing the same passkey, and then select **OK** on both mobile phone and phone.
5. (Optional.) Select **OK** to enable the mobile contacts sync feature, or select **Cancel** to disable mobile contacts sync feature.

Note: If you enable mobile contacts sync feature, you also need to authorize the phone to sync the contacts temporarily on the mobile phone.

Related Topics

Activating the Bluetooth Mode
Syncing the Mobile Contacts to the Phone

Syncing the Mobile Contacts to the Phone

You can sync mobile contacts to your phone. This is a convenient way to view a contact without accessing your mobile phone.

Topics

Enabling the Mobile Contacts Sync Feature
Viewing Your Mobile Contacts on the Phones
Disabling the Mobile Contacts Sync Feature

Enabling the Mobile Contacts Sync Feature

To sync the mobile contacts to the phone, you should enable the sync feature in advance.

Before You Begin

Make sure that the Bluetooth-enabled mobile phone is paired and connected to your phone.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth** > **Paired Bluetooth Device**.
   On the T48S/T48G phones, navigate to **Menu** > **Basic** > **Bluetooth**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth** > **Paired Bluetooth Device**.

2. Select **Option** > **Detail**.
   On the T48S/T48G phones, tap ••• after the connected Bluetooth-enabled mobile phone name.
3. Select **On** from the **Mobile Contacts Sync** field.
   You need to authorize the phone to synchronize the contacts temporarily on the mobile phone first, and then the mobile contacts directory will appear in the phone directory list.

Related Topic

Pairing and Connecting the Bluetooth-enabled Mobile Phone

Viewing Your Mobile Contacts on the Phones

You can view a list of mobile contacts on the phone.

Before You Begin

Make sure that the mobile contact sync feature is enabled.

Procedure

1. Navigate to **Menu** > **Directory** > **Mobile Contacts**.
   *The contacts stored in your mobile phone will display in the **Mobile Contacts** list.*

Related Topic

Enabling the Mobile Contacts Sync Feature

Disabling the Mobile Contacts Sync Feature

When you no longer view and use the mobile contacts on the phone, you can disable the sync feature.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth** > **Paired Bluetooth Device**.
   On the T48S/T48G phones, navigate to **Menu** > **Basic** > **Bluetooth**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth** > **Paired Bluetooth Device**.
2. Select **Option** > **Detail**.
   On the T48S/T48G phones, tap ••• after the connected Bluetooth-enabled mobile phone name.
3. Select **Off** from the **Mobile Contacts Sync** field.
   The mobile contacts directory disappears from the phone directory list.

Tip: The mobile contacts directory also disappears from the phone directory list after deactivating the Bluetooth mode.

Related Topic

Deactivating the Bluetooth Mode

Viewing the Bluetooth Device Information

You can view the Bluetooth device information when the Bluetooth mode is activated.

Before You Begin

Make sure that the Bluetooth mode is activated and the Bluetooth device has been paired on your phone.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth** > **Paired Bluetooth Device**.
   On the T48S/T48G phones, navigate to **Menu** > **Basic** > **Bluetooth**.

On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth** > **Paired Bluetooth Device**.

2. Do one of the following:
   - On the T48S/T48G phones, view the device name, device mac address, and the connection status from the **Bluetooth Device(s)** field.
     Tap ••• to view the synchronization status with mobile contacts.
   - On the T46S/T46G/T42S/T41S phones, select the desired Bluetooth device.
     Select **Option** > **Detail** to view the device name, device mac address, and the synchronization status.

Related Topics

Activating the Bluetooth Mode
Pairing and Connecting the Bluetooth-enabled Mobile Phone

Editing Device Name of Your Phone

You can edit the device name of your phone for easily recognizable.

Before You Begin

Make sure that the Bluetooth mode is activated.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth** > **Edit My Device Information**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth** > **Edit My Device Information**.
   The phone screen displays the device name.
2. Enter the desired name in the **Device Name** field.
3. Select **Save**.

Related Topic

Activating the Bluetooth Mode

Deleting the Paired Bluetooth Device

You can delete the Bluetooth device paired from your phone, the next time you activate the Bluetooth mode, the phone will not automatically connect to this device.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth** > **Paired Bluetooth Device**.
   On the T48S/T48G phones, navigate to **Menu** > **Basic** > **Bluetooth**.
2. Select **Option** > **Delete**.
   On the T48S/T48G phones, tap ••• > **Delete**.
   The phone prompts you to delete the device or not.
3. Select **OK**.

Disconnecting the Bluetooth Device

You can disconnect your Bluetooth device from your phone. When you disconnect a Bluetooth device, it remains paired and you can reconnect it to your phone.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth** > **Paired Bluetooth Device**.
   On the T48S/T48G phones, navigate to **Menu** > **Basic** > **Bluetooth**.

2. Highlight the connected Bluetooth device and select **Disconnect**.
   On the T48S/T48G phones, tap the connected Bluetooth device.

Tip: You can quickly disconnect your Bluetooth headset by turning your headset off.

Deactivating the Bluetooth Mode

After you deactivate the Bluetooth mode, the Bluetooth device will disconnect from your phone, but it remains paired and you can reconnect it to your phone.

Procedure

1. Navigate to **Menu** > **Basic** > **Bluetooth**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Bluetooth**.
2. Select **Off** from the **Bluetooth** field.
3. On the T46S/T46G/T42S/T41S phones, select **Save**.

Wireless Network

You can connect the T48S/T48G/T46S/T46G/T42S/T41S phones to a wireless network if Wi-Fi is available within the area. For more information, contact your system administrator.

Topics

Activating the Wi-Fi Mode
Connecting to the Wireless Network
Viewing the Wireless Network Information
Managing the Saved Wireless Network
Disconnecting the Wireless Network Connection
Deactivating the Wi-Fi Mode

Activating the Wi-Fi Mode

You can activate the Wi-Fi mode to connect your phone to an available wireless network.

Procedure

1. Insert the Wi-Fi USB dongle into the USB port on the back of the phone.
   The phone prompts you to scan the Wi-Fi devices right now.
2. Select **OK**.
3. On the T46S/T46G/T42S/T41S phones, select **On** from the **Wi-Fi** field.
4. On the T46S/T46G/T42S/T41S phones, select **Save**.
   The phone scans the available wireless networks in your area.

Connecting to the Wireless Network

After you have activated the Wi-Fi mode, you can connect the phone to the wireless network.

Topics

Connecting to an Available Wireless Network Manually
Connecting to the Wireless Network Using WPS
Adding a Wireless Network Manually

Connecting to an Available Wireless Network Manually

When you enable the Wi-Fi mode, the phone is automatically connected to the saved wireless network, you can also connect it manually.

Before You Begin

Get the password of the wireless network from your system administrator. Make sure that the Wi-Fi mode is activated.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi**.
2. (Optional.) To research the available network, select **Scan**.
3. Highlight the desired wireless network and select **Connect**.
   On the T48S/T48G phones, tap the desired wireless network to connect or tap > **Connect**.
5. Enter the password in the **Password** field.
6. Select **Enabled** from the **Show Password** field to make the password visible.
7. Select **OK**.

Related Topic

Activating the Wi-Fi Mode

Connecting to the Wireless Network Using WPS

The Wi-Fi protected setup (WPS) provides simplified mechanisms to configure secure wireless networks which can automatically configure a wireless network with a network name (SSID) and strong WPA data encryption and authentication.

There are two supported methods in the Wi-Fi protected setup:

- **Push Button Configuration (PBC)**: The user simply has to press the WPS key on both the phone and gateway/router to connect.
- **Personal Identification Number (PIN)**: The user enters the PIN generated randomly by the phone on the gateway/router to connect.

Before You Begin

Make sure that the Wi-Fi mode is activated.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi**.
2. Do one of the following:
   - Select **WPS** > **WPS** (On the T48S/T48G phones, tap **WPS**) to use the PBC method, then long press the WPS key on your gateway or router.
     Once the WPS setup has completed successfully, the phone screen will prompt "Connect Success.".
   - Select **WPS** > **WPS-PIN** (On the T48S/T48G phones, tap **WPS-PIN**) to use the PIN method, then log into your gateway or router's web interface, and configure it to search the clients. For more information, refer to the documentation from the gateway or router manufacturer.
     Once WPS-PIN setup has completed successfully, the web interface of the gateway or router will prompt that the connection is successful.

Related Topic

Activating the Wi-Fi Mode

Adding a Wireless Network Manually

If SSID broadcast on your gateway or router is disabled, the wireless network might not appear in the scanning results. In that case, you must manually add a wireless network.

The phone can store up to 5 connected wireless networks.

Before You Begin

Get the available wireless network information from your system administrator. Make sure that the Wi-Fi mode is activated.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi**.
2. Highlight **Known Network(s)** and select **Add**.
   On the T48S/T48G phones, tap **Add**.
3. Do the following:
   - Select **None** from the **Security Mode** field.
   - If you select **WEP** or **WPA/WPA2-PSK** from the **Security Mode** field, enter the desired password.
   - If you select **802.1x EAP** from the **Security Mode** field, select the desired EAP method and enter the desired values in the corresponding fields.
4. Select **Save**.
   *The connected wireless networks will be saved to the **Known Network(s)** list.*

Related Topic

Activating the Wi-Fi Mode

Viewing the Wireless Network Information

You can view the wireless network information (for example, Profile Name, SSID or Signal Strength) when the Wi-Fi mode is activated.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi** > **Wi-Fi Status**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi** > **Wi-Fi Status**.

Managing the Saved Wireless Network

You can edit, reorder and delete the saved wireless network.

Once the phone has been connected to a wireless network successfully, this wireless network profile will be saved in **Known Network(s)** list. Next time you activate Wi-Fi mode, the phone will be automatically connected to the wireless network which has the highest priority (the top one).

Up to 5 wireless network profiles can be saved in **Known Network(s)** list. If you want to add a new one when the phone has already saved 5 wireless network profiles, delete an older one before adding.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi** > **Known Network(s)**.

On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi** > **Known Network(s)**.

2. Select **Option**.
   On the T48S/T48G phones, tap .
3. Do one of the following:
   - Select **Edit** to edit the wireless network profile, and select **Save**.
   - Select **Move Up** or **Move Down** to change the priority of the wireless network.
   - Select **Delete** or **Delete All** to delete the saved wireless network profile.

Disconnecting the Wireless Network Connection

When you no longer want to connect to the current wireless network, you can disconnect it.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi**.
2. Select **X Available Network(s)** (X represents the number of available networks).
3. Highlight the connected wireless network, and select **Disconnect**.
   On the T48S/T48G phones, tap the connected wireless network or tap > **Disconnect**.

Tip: You can also disconnect the wireless network when deactivating the Wi-Fi mode.

Related Topic

Deactivating the Wi-Fi Mode

Deactivating the Wi-Fi Mode

You should deactivate the Wi-Fi mode when you need to connect your phone to the wired network.

Procedure

1. Navigate to **Menu** > **Basic** > **Wi-Fi**.
   On the T42S/T41S phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Wi-Fi**.
2. Select **Off** from the **Wi-Fi** field.
3. On the T46S/T46G/T42S/T41S phones, select **Save**.

Expansion Module and Your Phone

The expansion module EXP40 is a console you can use to connect to a phone to add additional Ext keys and expand the functions of your phone. Only T48S/T48G/T46S/T46G phone supports it.

For more information on expansion module EXP40, refer to the LCD Expansion Module EXP40 user guide on Yealink Technical Support page.

Topics

Connecting the Expansion Module
Assigning the Features for Ext Keys
Adjusting the Contrast of the Expansion Module
Adjusting the Backlight of the Expansion Module

Connecting the Expansion Module

You can connect the expansion module to your phone, using the supplied materials in the expansion module's packaging.

Procedure

1. Connect the expansion module to the phone using the connecting sheet and screws.
2. Connect the supplied cord from the Ext jack on the host phone to the Ext in jack on the expansion module.

For more detailed information about how to connect the expansion module, refer to the LCD Expansion Module quick start guide on the Yealink Technical Support page.

Assigning the Features for Ext Keys

You can customize features for Ext keys on the connected phone.

Procedure

1. Long press the desired Ext key on the expansion module.
   The phone screen will enter the user setting interface of this key.
2. Customize the specific feature for this key on the phone.
3. Select **Save**.

Adjusting the Contrast of the Expansion Module

You can configure the contrast of the expansion module via the host phone to make it easier to read.

Procedure

1. Navigate to **Menu** > **Basic** > **Display** > **Contrast**.
2. Select the desired value between 1 and 10 (highest intensity) from the **Contrast** field.
3. Select **Save**.

Adjusting the Backlight of the Expansion Module

When you change the backlight intensity settings on your T48S/T48G/T46S/T46G phones, the backlight on expansion module connected to your phone automatically changes to match the new settings.

Related Topic

Changing the Backlight and Time

Maintaining Your Phone

When your phone is unable to operate properly, you need to investigate or troubleshoot issues along with other tasks your system administrator may ask you to perform.

Topics

Warnings
Diagnosing the Network
Rebooting Your Phone
Resetting to Factory Settings
Updating the Phone Configuration
Clearing User's Personalized Configuration Settings

Warnings

When some issues occur on your phone, on the T48S/T46S/T40G/T40P phones, a warning icon appears in the status bar. On the T42S/T41S phones, a warning message appears on the idle screen.

The following lists the detailed situations:

- The default password is being used
- Failed to register the account
- Provisioning credentials are wrong
- Network is unavailable

Topics

Investigating Warnings
Re-provisioning Your Phone
Clearing Warnings

Related Topic

Changing the Administrator Password

Investigating Warnings

The warning icon or message lets you know that your phone has one or more important issues. You can view details about warnings on the **Status** screen.

Procedure

1. Navigate to **Menu** > **Status**.
2. Select **Warnings**.

   *The **Warnings** screen is displayed listing any issues.*

Tip: You can also press the **OK** key when the phone is idle, and then select **Warnings**.

Re-provisioning Your Phone

When the provisioning credentials are wrong, you need to ask your system administrator for the valid provisioning credentials to re-provision your phone.

Procedure

1. Navigate to **Menu** > **Status** > **Warnings**.
2. Select **Auto-p credentials failed** > **Re Provision**.

   On the T48S/T48G phones, tap **Auto-p credentials failed**.

3. Enter valid provisioning credentials, and select **Save**.
   The phone prompts you to provision now or not.
4. Select **OK**.

Clearing Warnings

For the T42S/T41S phones, you can temporarily remove the warning message from the idle screen; for other phones, you can temporarily remove the warning icon from the status bar. You can temporarily remove the warning icon from the status bar.

However, the warning icon/message appears again after the phone reboots or the phone has a new warning if the issue is not solved.

Procedure

1. Navigate to **Menu** > **Status** > **Warnings**.
2. Select **Clear Icon**.

Diagnosing the Network

When network problems occur on your phone, you can use the "ping" or "trace route" method to troubleshoot network connectivity problems.

Procedure

1. Navigate to **Menu** > **Features** > **Diagnostics** > **Network**.
2. Do one of the following:
   - Select **Ping**, then enter the desired IP address or URL in the **Ping IP or URL** field.
   - Select **Trace Route**, then enter the desired IP address or URL in the **Trace Route IP or URL** field.
3. Select **Start**.
   The screen displays the network status information.

Rebooting Your Phone

The improper operation may cause malfunction. If the malfunction occurs, your system administrator may ask you to reboot your phone.

Procedure

1. Navigate to **Menu** > **Basic** > **Reboot**.
   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Reboot**.
   The phone prompts you to reboot the phone or not.
2. Select **OK**.

Tip: You can also long press the Cancel key on the keypad when the phone is idle to reboot the phone.

Resetting to Factory Settings

When some issues occur on your phone and you have tried all troubleshooting suggestions but still do not solve the problem, you can reset your phone to factory configurations.

This operation will delete all your personal configuration settings, and reset all settings to the factory defaults. Check with your system administrator if the personalized settings are kept before resetting your phone to factory settings.

Procedure

1. Navigate to **Menu** > **Advanced** (default password: admin) > **Reset Config**.

On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Advanced Settings** (default password: admin) > **Reset Config**.

2. Select **Reset to Factory Settings** > **Reset**.

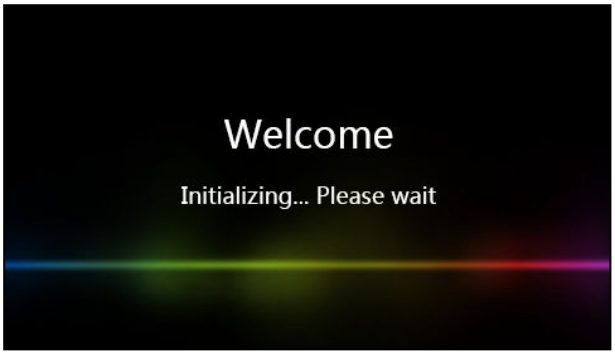
   The phone prompts you to reset the setting or not.

3. Select **OK**.

   The phone begins resetting.

Tip: You can also long press the OK key when the phone is idle.

After reset, the screen prompts "Welcome Initializing…Please wait".



The phone will be reset successfully after startup.

Note: Reset of your phone may take a few minutes. Do not power off until the phone has started up successfully.

Updating the Phone Configuration

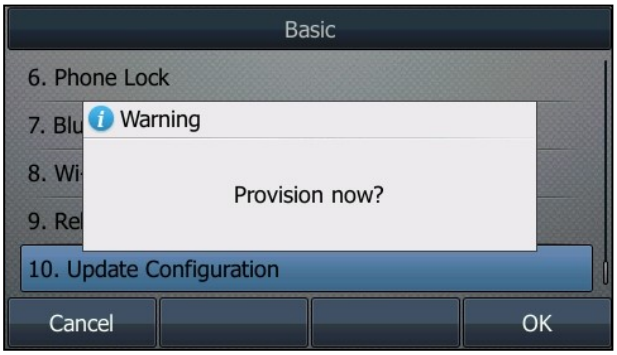
Your system administrator may ask you to update the configuration for your phone to apply any changes to system settings, which you can do without restarting it.

Procedure

1. Navigate to **Menu** > **Basic** > **Update Configuration**.

   On the T42S/T42G/T41S/T41P/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Update Configuration**.

   A message is displayed on the phone screen:



2. Select **OK**.

Tip: You can also long press the REDIAL key when the phone is idle to update the phone configuration.

Clearing User's Personalized Configuration Settings

You can clear the personalized configuration settings manually on the phone.

Before You Begin

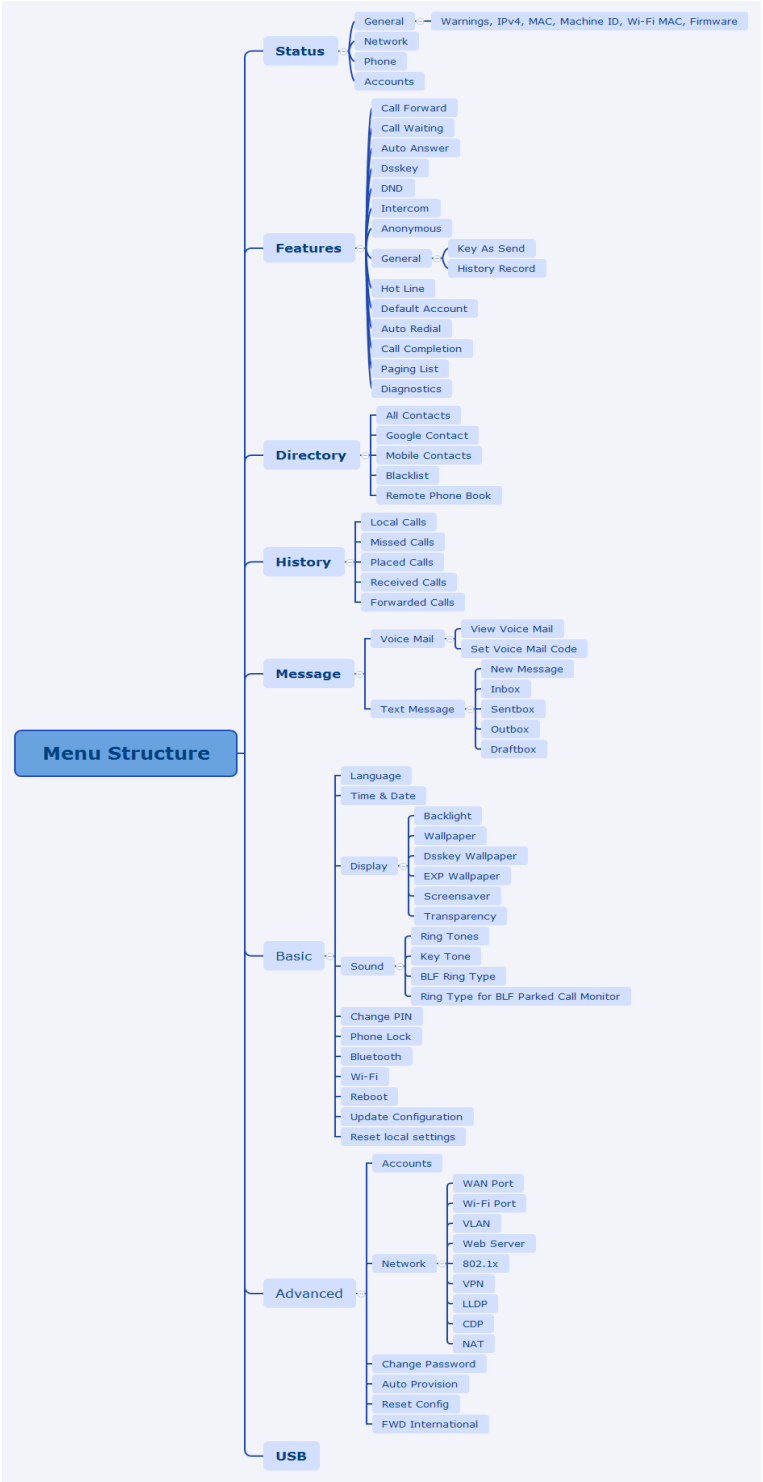
Your system administrator has enabled the phone to keep the user's personalized settings after auto provisioning.

Procedure

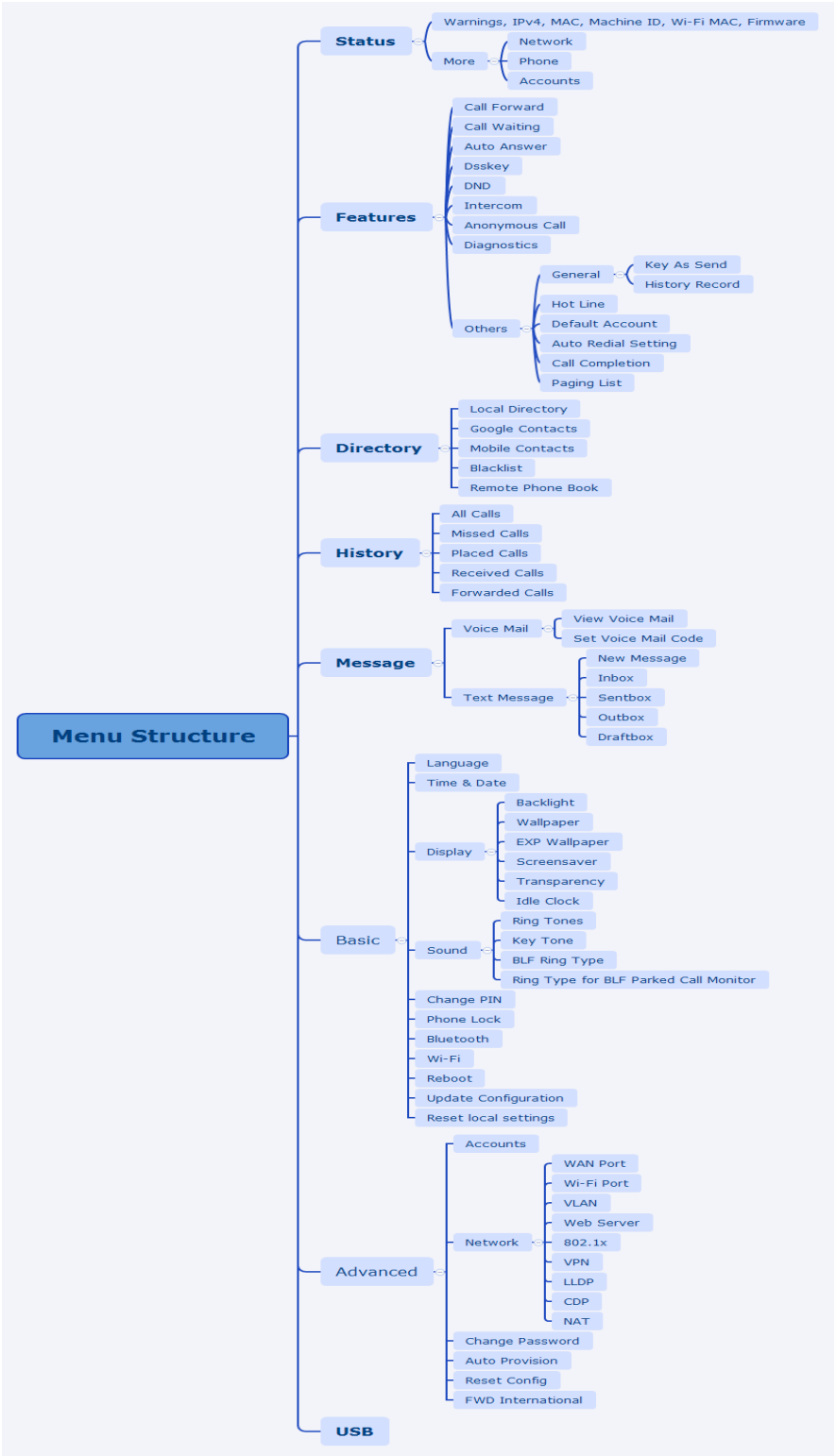
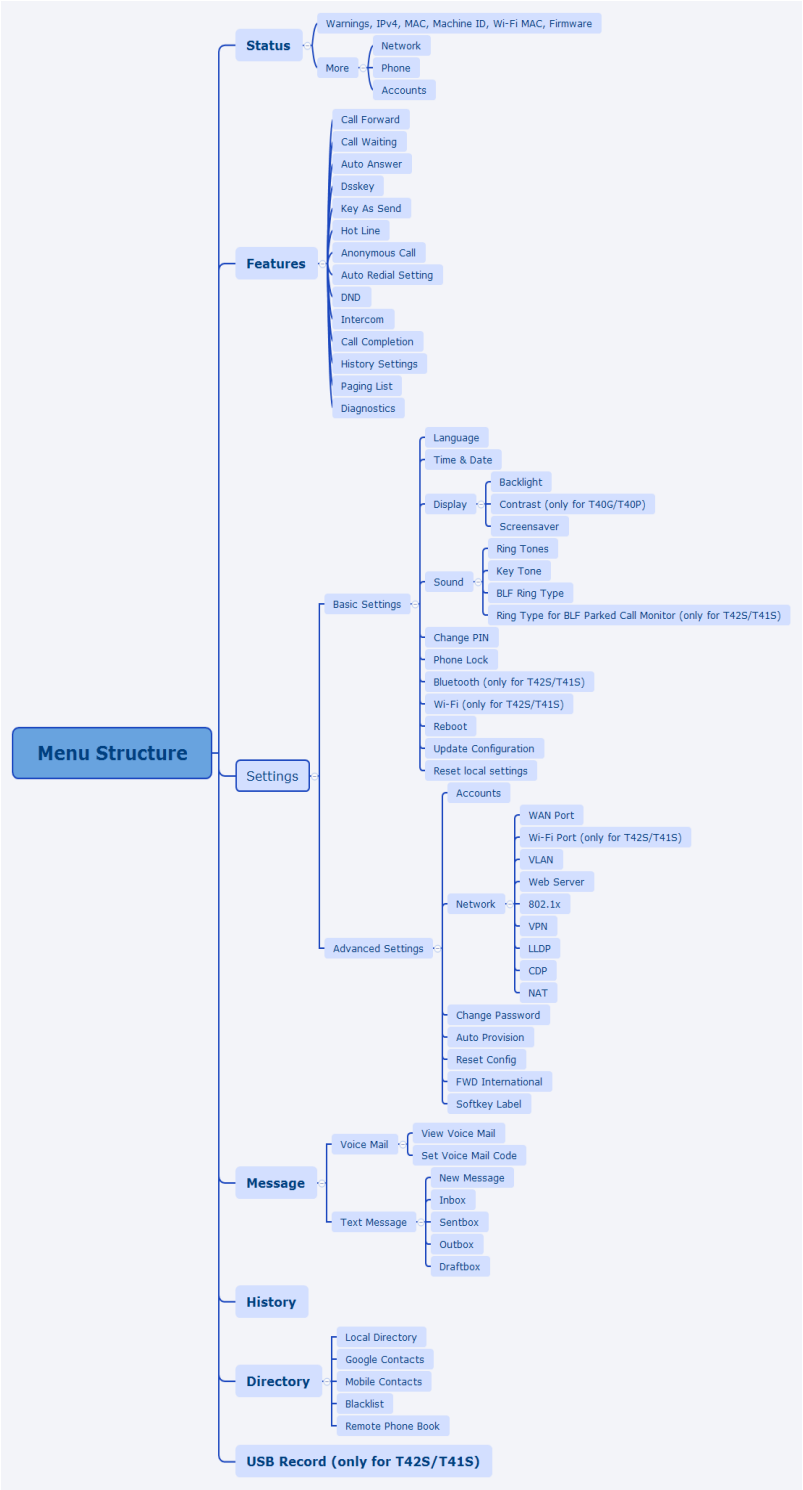
1. Navigate to **Menu** > **Basic** > **Reset local settings**.
   On the T42S/T41S/T40P/T40G phones, navigate to **Menu** > **Settings** > **Basic Settings** > **Reset local settings**.
   The phone prompts you to reset the local settings or not.
2. Select **OK**.

Appendix - Menu Structure

For the T48S/T48G Phone



For the T46S/T46G Phone



For the T42S/T42G/T41S/T41P/T40P/T40G Phone