

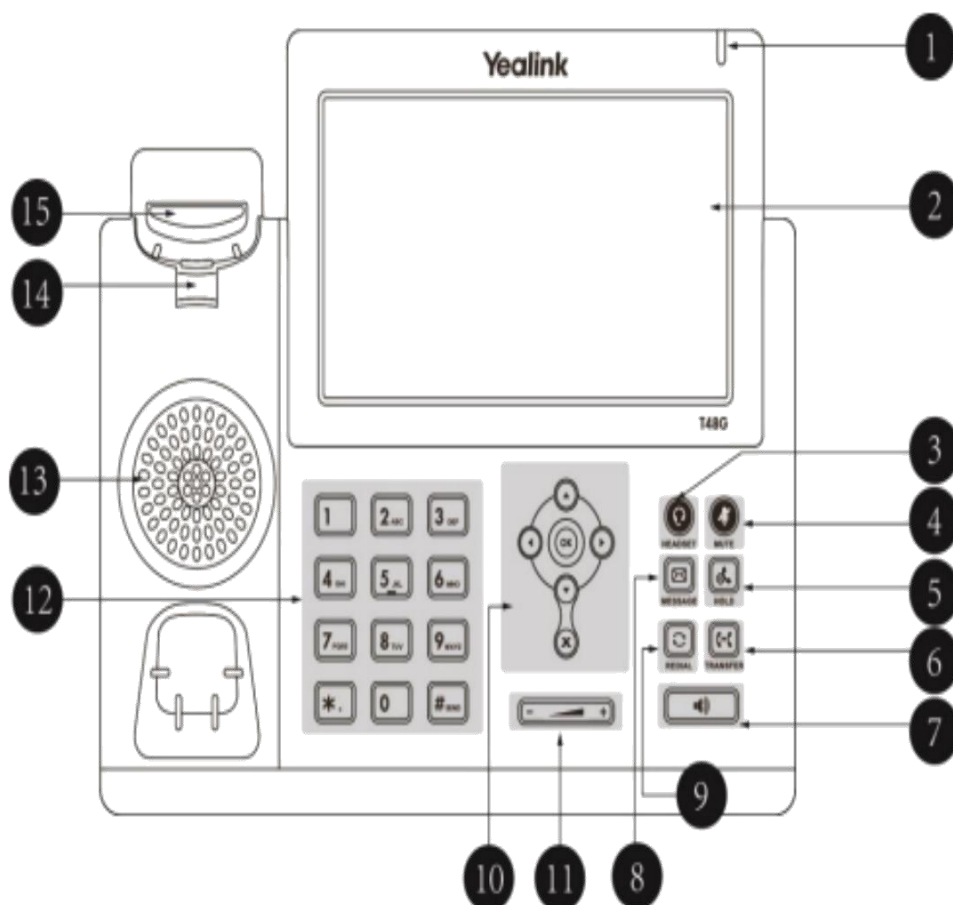
Verto Supreme Yealink T48 UserGuide

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January 2016








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Handset Description

























Icon Instruction








	Item	Description
①	Power Indicator LED	Indicates phone power and some feature statuses.
②	Touch Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> • Call information—caller ID, call duration • Icons (for example, ) • Missed call text or second incoming caller information • Prompt text (for example, "Saving file...") • Time and date
③	HEADSET Key	Toggles and indicates the headset mode.
④	MUTE Key	Toggles and indicates mute feature.
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 the hands-free speakerphone mode.
⑧	MESSAGE Key	Accesses voice messages.
⑨	REDIAL Key	Redials a previously dialed number.
⑩	 	Position the cursor. Enable or disable fields.
	 	Turn pages or scroll through values for a field. Scroll through items.
		Confirms actions or answers incoming calls.
		Cancels actions or rejects incoming calls.
⑪	Volume Key	Adjusts the volume of the handset, headset, speaker and ringer.
⑫	Keypad	Provides the digits, letters and special characters in context-sensitive applications.

Icons appearing on the touch screen are described in the following table:

Icons	Description
	Network is unavailable
	Registered successfully
	Register failed

Icons	Description
 (Flashing)	Registering
	Hands-free speakerphone mode
	Handset mode
	Headset mode
	Multi-lingual lowercase letters input mode
	Multi-lingual uppercase letters input mode
	Alphanumeric input mode
	Numeric input mode
	Multi-lingual uppercase and lowercase letters input mode
	Voice Mail
	Auto Answer
	Do Not Disturb
	Call Forward
	Call Hold

	Call Hold
	Call Mute
	Ringer volume is 0
	Received Calls
	Placed Calls
	Missed Calls
	Forwarded Calls
	Recording box is full

Icons	Description
	A call cannot be recorded
	Recording starts successfully
	Recording cannot be started
	Recording cannot be stopped
	Bluetooth mode is on
	Bluetooth headset is both paired and connected
	The default caller photo and contact icon

LED Instructions

Power Indicator LED


LED Status	Description
Solid red	The phone is initializing.
Fast flashing red	The phone is ringing.
Slow flashing red	The phone receives a voice mail.
Off	The phone is powered off. The phone is idle. The phone is busy. The call is placed on hold or is held. The call is mute.

Note

The above introduces the default power indicator LED status. The status of the power indicator LED is configurable via web user interface. For more information, refer to *Yealink_SIP-T4X_IP_Phone_Family_Administrator_Guide_V72_2*.

Keypad Lock

To lock the keypad:

- ☐ Long Press the # key
- ☐ The icon  will be displayed on the top right corner of the idle screen.

To unlock the keypad:

- ☐ Press any navigation key, enter the PIN and press OK. *“Default PIN is 1122”*

To change the default PIN:

- ☐ Press **MENU->Basic Settings->Phone Unlock Pin**
- ☐ Enter the current Pin. *“Default = 1122”*
- ☐ Use the navigation key to scroll down.
- ☐ Enter the new Pin
- ☐ Use the navigation key to scroll down.
- ☐ Confirm the new PIN.
- ☐ Press **Save**

Directory:

Adding an entry

- ☐ Press **Directory**-> **Local Directory**->Select the Contact Group->**Ok**
- ☐ Press **Add** soft key; enter the Name, Office/Mobile number of the contact from the keypad. Use the 123 soft key to select between numeric and upper/lower case alphanumeric modes.
- ☐ Press **Save** soft key to add the contact or **Cancel** soft key to cancel the change.

Edit or Delete an entry

- ☐ Press **Directory**-> **Local Directory**->Select the Contact Group->**Ok**
- ☐ Use the navigation key to highlight the entry you want to edit or delete.
- ☐ Press the **Option** soft key.
- ☐ To delete the entry select **Delete** and press **OK**.
- ☐ To edit the entry, select **Detail**, make the desired changes and press **Save**.
- ☐ Press **Cancel** soft key to return to the Directory.

Black List

Callers added to the Black List will go straight to your voicemail.




- ☐ Press **Menu**
- ☐ Use the navigation key to select **Directory** and press **OK**
- ☐ Use the navigation key to select **Blacklist** and press **OK**
- ☐ Follow the steps above to add, edit or delete numbers.

Dialling from a Directory

- ☐ Press **Directory**-> **Local Directory**->Select the Contact Group->**Ok**
- ☐ Use the navigation key to highlight the entry you want dial.
- ☐ Press the **Send** or **OK** button.

Making a call

To make a phone call:

- ☐ Pick up the handset, the  icon will be showed in the idle screen.
- ☐ Press the Speaker button,  icon will be showed in the idle screen.
- ☐ Press the Headset button if the headset is connected to the Headset Port in advance.
The icon  will be showed in the idle screen.
- ☐ Enter the number using the keypad.
- ☐ Press **Ok**, **#** or **Send**

Note: You can also dial the number first, and then choose the method you will use to speak to the other party.

Placing a Call on Hold

- ☐ While on an active call, press the **Hold** button.
- ☐ To retrieve the held call, press the **Resume** button.

To active a 2nd or 3rd call:

- ☐ Place the 1st call on **Hold**.
- ☐ Select another **Line Key**.
- ☐ Dial the number and press **Send** or **OK**.
- ☐ To toggle between two calls on hold press **SWAP**.
- ☐ Toggle between 3 held calls by pressing the associated line button or use the navigation button and press **Resume**

Answering a call

Answering an incoming call

- ☐ If you are not on an active call, lift the handset, press the **Speaker** button/ **Answer** soft key to answer using the speakerphone or press the **Headset** button to answer using the headset.
- ☐ If you are on an active call, press the **Line key** to answer the 2nd call. This will place the 1st call on Hold and you can toggle between the calls by pressing the associated **Line button**.

Note: During the conversation, you can alternate between Headset, Handset and Speakerphone by pressing the corresponding buttons or picking up the handset.

Denying an incoming call

- ☐ Press **Reject** soft key to send the call to your voicemail.
- ☐ Press **Forward** to redirect the call to another destination, enter the destination and press **Send**.


Call History

To access the handset call logs

- ☐ Press the **History** soft key.
- ☐ Use the navigation button to scroll to **All Call, Placed Calls, Received Calls, Missed Calls** or **Forwarded Calls**.
- ☐ Use the navigation key to select an entry.
- ☐ Press **Send** to dial the number.
- ☐ Press **Options** to check the detail of the call, add it to the phone book or black list or to delete the entry.

DND (Do Not Disturb)


Note: All calls will be directed to your voicemail when DND is active.

- ☐ Press **DND** soft key to active DND Mode. The  icon will display in the top right corner of the display.
- ☐ Press **DND** soft key again to deactivate DND mode.

Call Pick Up

- ☐ Press the flashing BLF Button.
- ☐ To answer a call ringing at another extension in the same pickup group, dial ***78**, use the **GPickup** softkey or press the **Pick Up** button if configured.
- ☐ To answer a call ringing at another extension not in the same pickup group, dial ***78 + extension number** or use the **DPickup** softkey

Call Forwarding

This feature allows you to forward an incoming call to another phone number e.g. another extension, a group or an external number. When call forwarding is active the display showed the icon  is displayed in the screen.

The following call forwarding events can be configured:

- ☐ **Cancel**: Call forwarding is deactivated.
- ☐ **Always**: All incoming calls are immediately forwarded.
- ☐ **Busy**: Incoming calls are forwarded when the phone is busy. (Note; for this feature to work, Call Waiting must be deactivated on the handset)
- ☐ **No Answer**: Incoming calls are forwarded when the phone is not answered after a specific period.

To configure Call Forwarding

- ☐ Select: **Menu->Call Features->Call Forward**.
- ☐ Select the type of forward you want.
- ☐ Use the navigation key to Enable or Disable the forward.
- ☐ Use the down Navigation key and enter the phone number you want to forward your calls to.
- ☐ Press **Save** to save the changes.
- ☐ When selecting **No Answer** forward, enter the time, in seconds that the handset should ring before forwarding the call.
- ☐ Once the forward has been configured you can toggle the forwarding feature on and off by pressing the **Forward** button if configured or the **TRANSFER** button while the phone is in idle state.

Note: By default, all calls will divert to your voicemail if not answered after a specific time.

Call Waiting

This call feature allows your phone to accept other incoming calls to an extension already in an active call.

To enable/disable Call Waiting:

- ☐ Select **Menu->Call Features->Call Waiting**.
- ☐ Use the navigation keys or **Disable/Enable** soft key to active/inactive call waiting.
- ☐ Use the navigation key to select if a **Tone** is played while call waiting is active.
- ☐ Press **Save** soft keys to save the changes.

Call Transfer

Blind Transfer

- ☐ Press **Transfer Button** or **Transfer** soft key during the active conversation, the call will be on hold.
- ☐ Dial the extension or telephone number.
- ☐ Press the **Transfer Button** or **Transfer** soft key.

Attended Transfer

- ☐ Press **Transfer Button** or **Transfer** soft key during the active conversation, the call will be on hold.
- ☐ Dial the extension or telephone number and press **OK**.
- ☐ Wait for the 3rd party to answer and announce the call.
- ☐ Press the **Transfer Button** or **Transfer** soft key.

3-way Conference

To establish a conference:

- ☐ Press the **Conference** soft key during an active call.
- ☐ The first call is placed on hold.
- ☐ Dial the number to conference in and press the **Send** soft key or **OK** button.
- ☐ Wait for the 2nd party to answer.
- ☐ Press the **Conference** soft key.
- ☐ Hang up to disconnect all parties.

Voicemail

Setting up your voicemail

Press the **Message** button, dial ***98** or your extension number.

You will be directed to the Main Menu of your mailbox.

- ☐ Select Option 1 to listen to your messages.
- ☐ Select Option 3 for personal options.
- ☐ Exit press *

Personal Options

- ☐ Press 2 for admin options
 - Press 1 to change your password. (default is 777)
 - Press 3 to change the prompt level.
 - Press 4 to toggle date and time announcement on or off.
 - Press 6 to toggle auto play on or off.
- ☐ Press 3 for personal greetings.
 - For extended absence greeting press 1.
 - For personal greeting press 2.
 - To record your name press 3.

Retrieving Voicemail Messages

- ☐ When messages are left in your mailbox, the message lamp will come on and the display will indicate that you have a new voice message.
- ☐ To access your mailbox press the **Message** button or the **Connect** soft key.
- ☐ Press 1.

While listening to voicemail messages:

- ☐ Press any digit to skip to the end of the message.
- ☐ To replay the message press 4
- ☐ To delete the message press 7
- ☐ To save the message press 9

