

SEND

- Press **Headset** or the **Speaker** key
- Press **Send** soft key

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VIEW RECENT CALLS

- Press **Soft** key to view lists of recent calls... you may look at All, Missed, Placed, or Received.



Use the navigation pad to switch list views, scroll, and select list items:

- Switch u between the call lists
- Scroll through listings

Press the **OK** button to select.

While viewing Recent Calls you may also:

- Press **Number**
- Press **Key** to see details

HOLD RESUME

On hold call displays only on the device used to place the call on hold.

- Press **Hold** button located on the right side of phone.
- Press **Hold** button to resume the call before picking up the handset.
- Press the **Hold** soft key
- Press **Soft** key

TRANSFER CALLS

Transfer calls to any extension

Consulted/Warm Transfer

Press **Transfer** or tap the **Transfer** soft key

Enter or select the extension or phone number and press **Send**, **OK** or the **#** button to dial

Speak to the recipient and press **Transfer** or tap the **Transfer** soft key again to send the call when ready.

Blind Transfer

Press **Transfer** or tap the **Transfer** soft key

Dial or select the ext/phone number

Press **Transfer** or tap the **Transfer** soft key again.

PARK RETRIE E CALLS

Parking allows any extension to pick up without transferring it

To Park a call:

1. Press and hold the Transfer soft key (bottom of the display) or press the **@** button.
2. Press 1 of the 4 park line buttons labeled Park 1, 2, 3, or 4.

Note: When you Park a call, all phones will show the call Parked on that line and allow anyone to answer the call.

3. Call the extension and inform them they have a call on Park Line 1, 2, 3, or 4.
4. Staff now can press the Park 1-4 line you specified to accept the call

END CALLS

You can only end active calls. To end an On Hold call, you must resume the call first.

To End an Active Call:

- Replace the handset in the cradle.
- Press the **End Call** soft key at the bottom of the display.
- Press the **Headset** button to end if using a headset
- Press the **Speaker** button to end if using speakerphone

Yealink T48 Phone Interface

