Communicator for tablet
Aplication
Desktop Customer
Sharing portal
Presence
Easy call
Mobility
Busy line
Attendant
Unified communications
Call forwarding
HD voice Videocall Chat
Programmable buttons
Free calling
Busy line field
Pickup groups
Voice mail
Communicator
for mobile Anywhere
Hand group
3-way conferencing
Pickup groups
Paralell ringing
Receptionist
Chat Calling line
Video call
Busy line
Virtual colaboration
Calling line
Desktop communicator
Mobility Easy call Attendant

# Yealink
# SIP-T48U

## Before you start

The IP phone package that you received from us contains the following: **IP telephone set, receiver, power supply adapter,** and **cables**. Take the base and click it to the rear side of the phone. The phone with the included base is designed for desktop installation. If you wish to mount the phone on the wall, you can order a special holder available separately. Plug the receiver cord to the receiver and to the phone socket marked with the receiver icon. Plug the LAN cable (black) to the socket on the bottom of the phone marked as **"Internet"** and the other end to the Internet modem, router, or switch. In case you have only one LAN socket available, you need to use it for the phone and connect the PC to the phone (socket on the bottom of the phone marked as **"PC"**). If your network does not support PoE (Power over Ethernet), you need to use the power supply adapter with the phone (optional accessories). This may take several minutes during which will update itself. This may include a restart.

| | |
|---|---|
| Line Keys | Power Indicator LED |
| Soft Keys | Line Keys |
| Navigation Buttons | LCD Screen |
| Keypad | Functional Keys |
| Volume Key | Speakerphone Key |

The phone will then switch itself on, displaying the message **"Welcome initializing...please wait"**. Then the phone logs into the network. You have a telephone directory available directly in the phone. You need to enter your phone number and the password assigned to you prior to opening the directory for the first time. You will receive the number and password at handover of the service.

Enter the phone's **directory** and use arrows and the OK button to choose the following items. Enter the password you use to log into the **portal-uc.gtsce.com** portal into **"Password"**. The **Name** is your **telephone number**. Here you can customize Virtual PBX to suit your needs. Help is available under **"Help"** button in the upper right corner. Additional manuals are also available there in the **"Download"** section.

### 1. Making a call

Pick up the receiver or push the **"Speakerphone"** key and enter the telephone number via the keypad. To end a call, push the **"Speakerphone"** key again or replace the receiver. You can adjust the receiver volume during the call using the rocker type **"Volume"** key. You can deactivate the microphone during the call by pushing the **"MUTE"** key and reactivate it by pushing the same key again.

### 2. Controls in general

Navigation buttons are used for browsing through the list. To select items, press on the phone's touch screen. The OK button is used for confirming the selection. The phone also features the following key groups: **Soft keys** and **Context based keys**. Soft keys are set as follows: Subscriber line, Buddies, My status (presence). To add additional functions, just hold down the soft key until the menu appears. Context based keys change their

function automatically according to the actual status of the phone.

The **HEADSET** key is used for switching between a headset and the speaker. The **MUTE** key is used for deactivation of your microphone, i.e.: the other party can't hear you. The **MESSAGE** key is used for dialling your voice mail. The **HOLD** key – the caller hears musing or silence depending on the PBX configuration. The **REDIAL** button is used for repeated dialling of the last dialled number. The **TRANSFER** button is used for transferring a call. The Speakerphone key is used for activation of the speaker that plays the call aloud.
Context based keys (variable):
**History** key is used for repeated dialling of the last dialled number and displaying the list of last dialled numbers – **Redial**. The **Direct.** key is used for entering the directory with your personal as well as corporate contacts. When

you press the **DND** key, you will be unavailable to all others. The **Menu** button is used for entering the configuration menu of the phone.

### 3. Telephone directory

Virtual PBX uses two telephone directories of the platform: corporate and personal. The corporate directory always contains all active users within the company. The personal director is intended for the user's private contacts. You can add, edit or delete items in the personal directory via the portal.uc.gtsce.com portal.

### 4. Searching the directory

Push the **Direct.** context key and the phone will load up the respective telephone director. Use up and down arrows to browse through the directory and select the contact by pushing OK. Or use the touch screen. For a quick search (by person's first or last name), touch the magnifying glass icon in the upper left corner of the screen.

## 6. Dialling the last dialled number (Redial)

Press the **REDIAL** key. This will display a list of recent calls. Click on the touch screen to dial the desired number.

## 7. Call transfer, call parking, conference calls

**Call forward without consultation:** During a call, press the **Forward** key, dial the telephone number, wait for the dialling tone and press **Forward** again or replace the receiver (no need to confirm by pressing # or Dial).

**Call transfer with consultation:** During a call, press the **Transfer** key, dial the telephone number and confirm by pressing # or Dial. You can talk to the dialled party and then transfer the call to them by pressing the **Transfer** key again and replacing the receiver. Call on hold: During a call, press the **Hold** key; the caller will hear music. You can restore the call by pressing **Hold** again.

**Conference call for 3 participants:** Call the first person. During the call, press the **Conference** key. This will put the active call with the first person on hold and you will hear the dialling tone. Call the other participant and start talking to them. You will establish a 3-way conference by pressing the **Conference** key again.

## 8. Receiver and speaker volume, ringing volume

**Adjustment of receiver and speaker volume:** Pick up the receiver and adjust the call volume in the receiver using the rocker type **Volume** (Minus and Plus) key. Speaker volume can be adjusted accordingly during a call.

**Adjustment of ringing volume:** You can adjust the ringing volume using the rocker type **Volume** (Minus and Plus) key when there is no call underway.

## 9. Czech language option

The language setting of the phone is dependent on the setting of the user profile on the **portal-uc.gtsce.com** portal.

## 10. Meet Me conference

We assume that you have a Meet me conference set up on the web portal **portal-uc.gtsce.com**, i.e. that you have set the access number, you have a conference ID available and potentially also moderator PIN/ID. Click the **Menu** button in the bottom right corner of the screen.

Select **and click on the Features icon**.

Select the **DSSkeys** line**.**

Now tap the position of the DSS key. Please use a position 7 and higher (positions 1-6 are reserved for the platform – you would delete the setting), e.g. **DDS Key 7**.

In the first line (Type) select Meet me using up or down arrows. In the second line (Account) select the line number, e.g. Line 1. Enter the conference name, e.g. Conference, in the third line (Name). Enter conference ID (telephone number) in the fourth line (BridgeID). Enter the conference password (ID) followed by **#** in the fifth line (PIN/ID). Click the **Save** button in the bottom of the screen.

The conference you have just created is now shown on the display. Join the teleconference by clicking the button next to the icon.