



fuze

Yealink T48 Series

Fuze for Yealink

Conference Calls

This module is best viewed as 'fit to page' via Google Chrome or Microsoft Edge.

Click Start to begin.

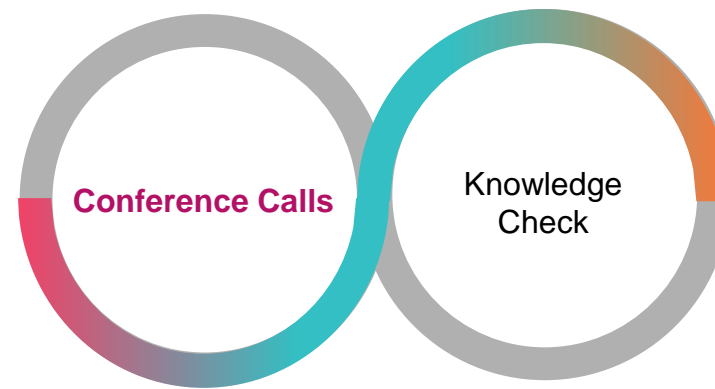
Start

Conference Calls

Call Options


This module will cover starting and managing a conference call from the Yealink T48 Series device.

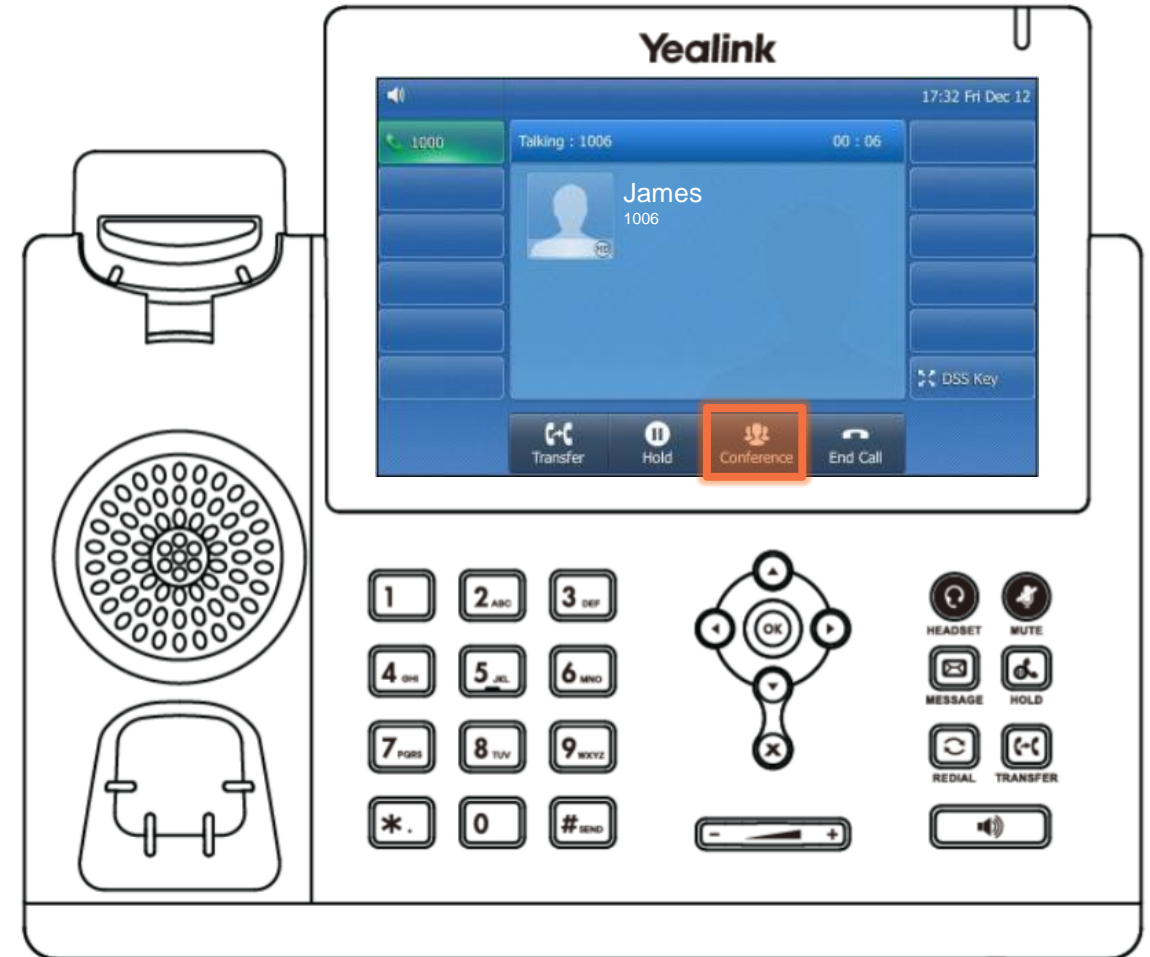
Use the 'Next' button to navigate through this interactive guide or click a section title to jump to that portion of the training.



Conference Calls

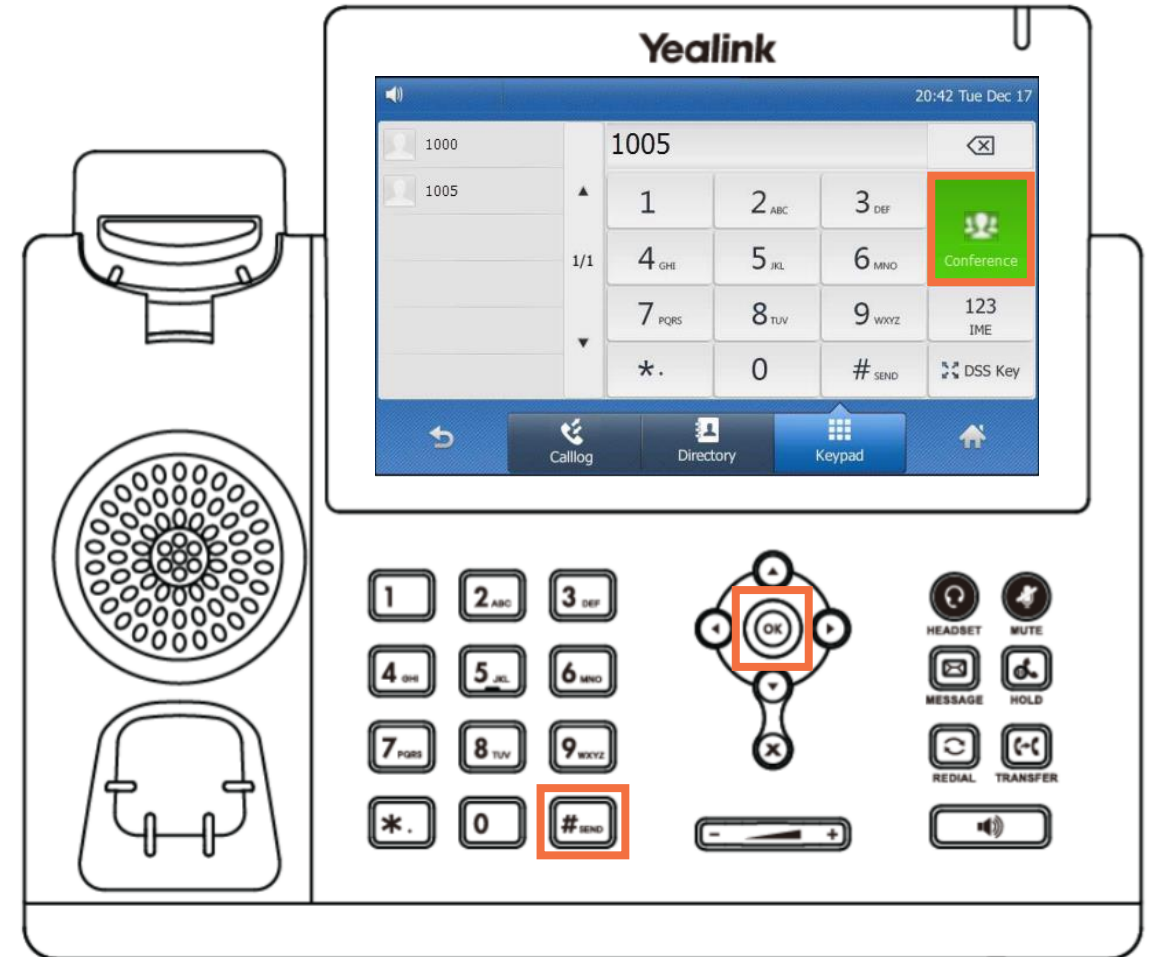
Conference calls can be initiated with two other people.

- While on the active call with James, tap **Conference** 




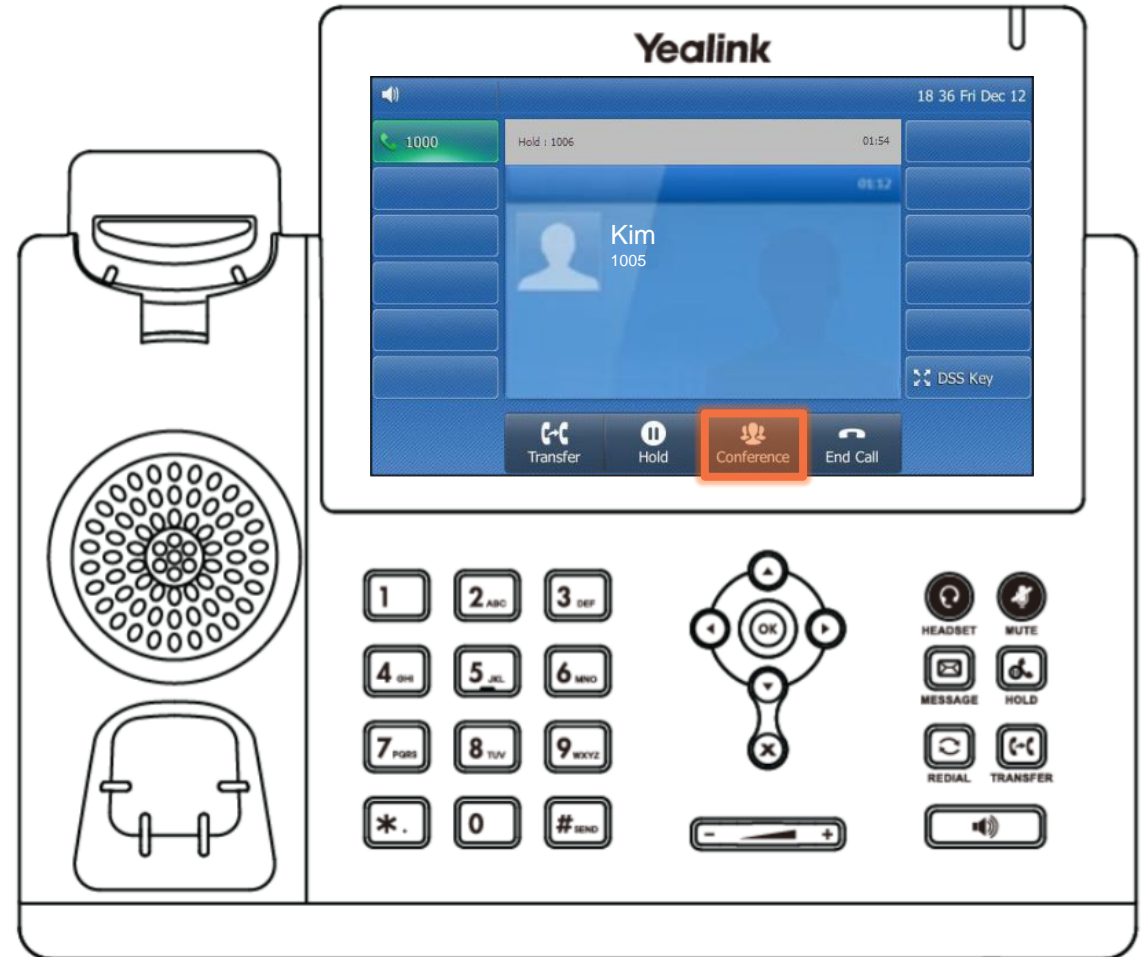
Conference Calls

- Enter the number of the second party, then press





Conference Calls

- When the second party answers, tap **Conference**  to join all parties

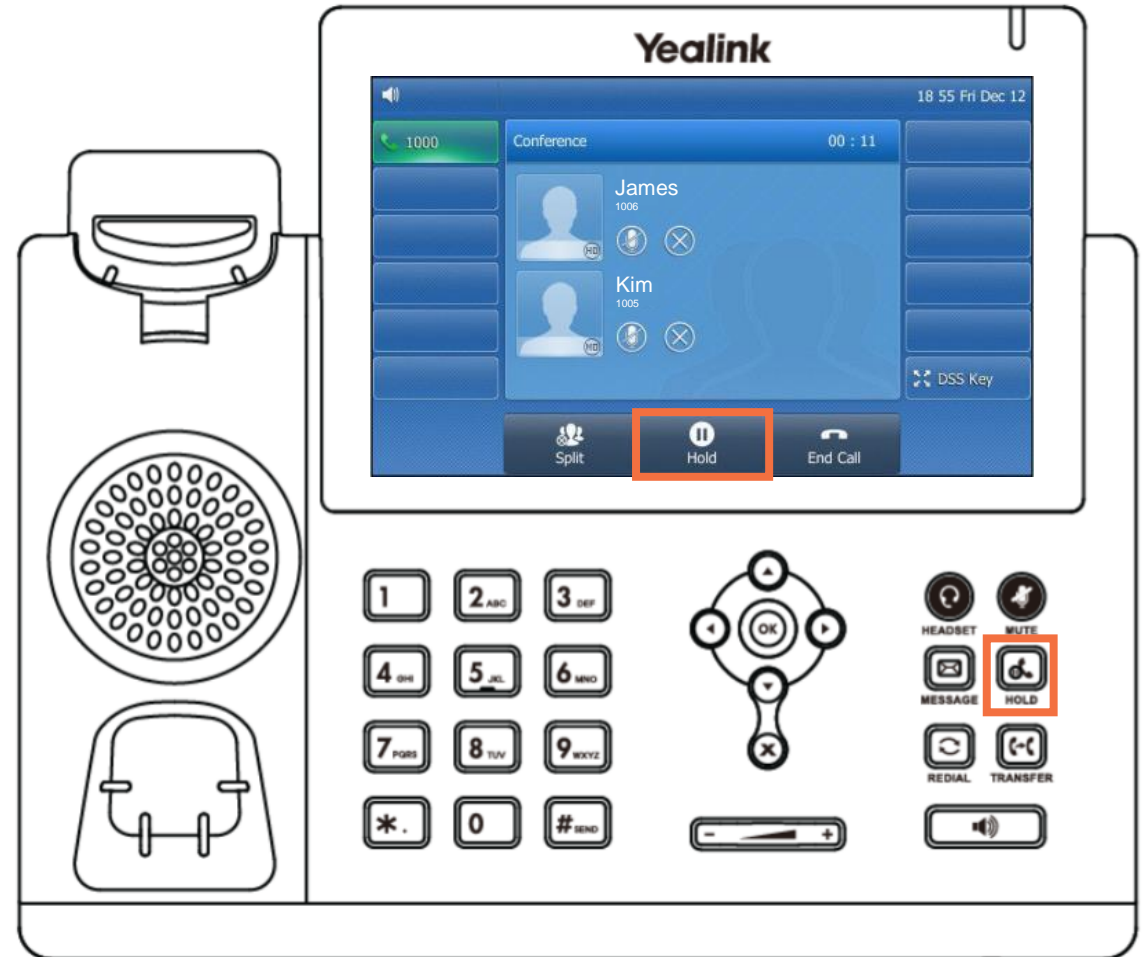


Holding Conference Calls

Once the conference call has begun, the call may need to be placed on hold.

- Press  or tap **Hold** 
 - When a conference call is on hold, participants can not hear one another

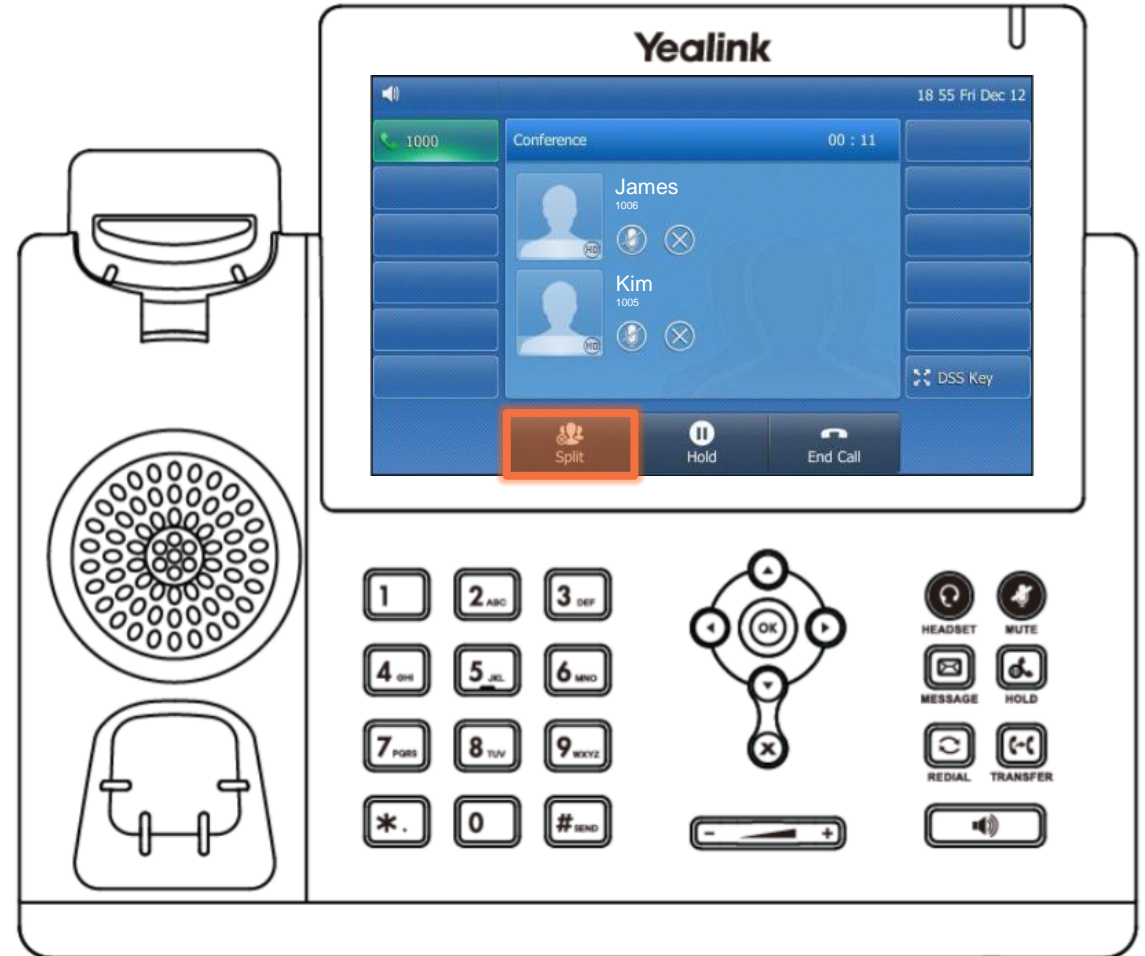
The same soft key will be used to toggle between **Hold** and **Resume**.



Splitting Conference Calls


At any time, the conference call may be split to place participants on hold on separate call lines.

- Tap **Split** 




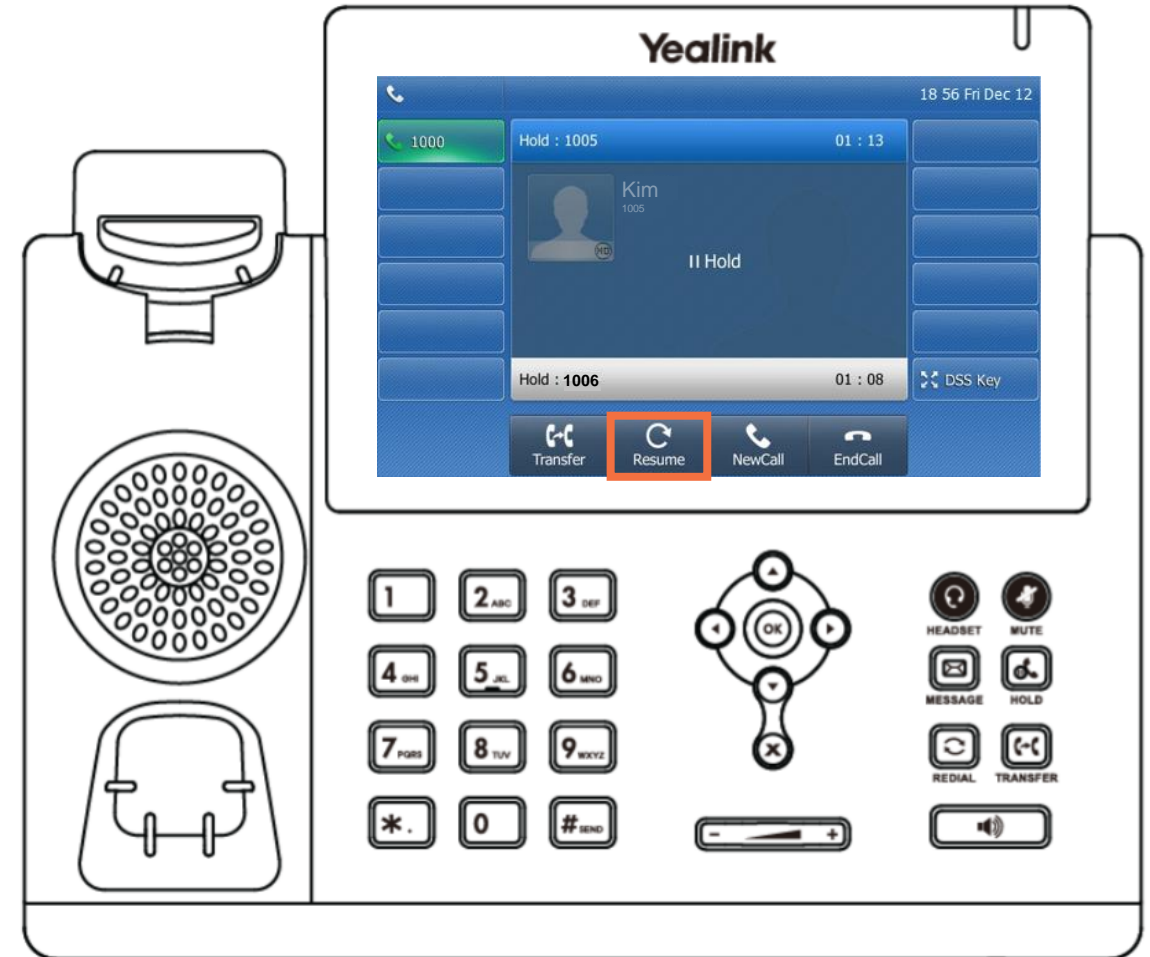
Split Conference Calls

Toggle between parties by tapping the extension to select the participant of which to speak with.

- Tap **Resume**  to speak privately with the selected party displayed on screen



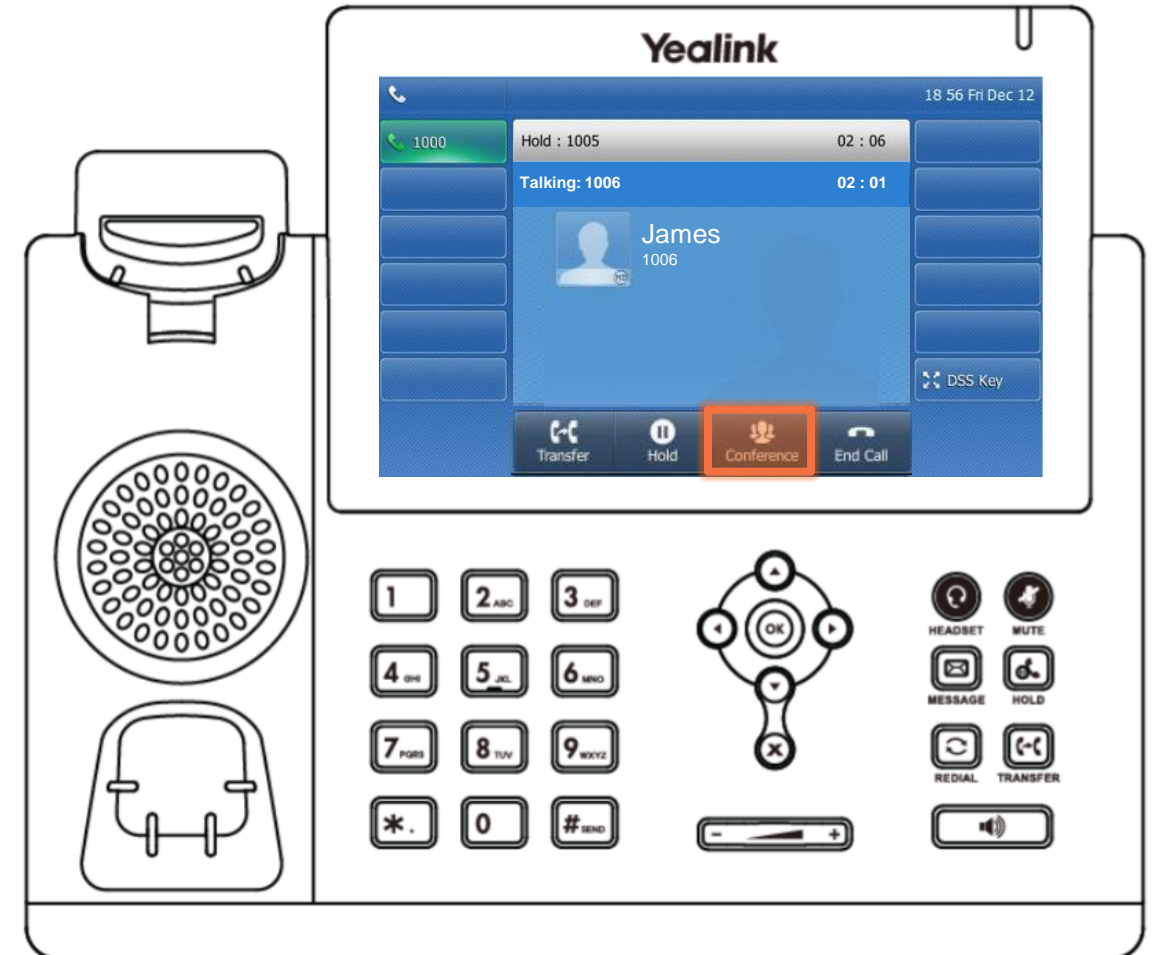
Tap **EndCall**  to end the call with the selected party, then tap **Resume** to speak with the remaining party.






Reestablish a Split Conference Call




After speaking with each member individually, it is determined that the conference call should be resumed. To reestablish the conference connection:

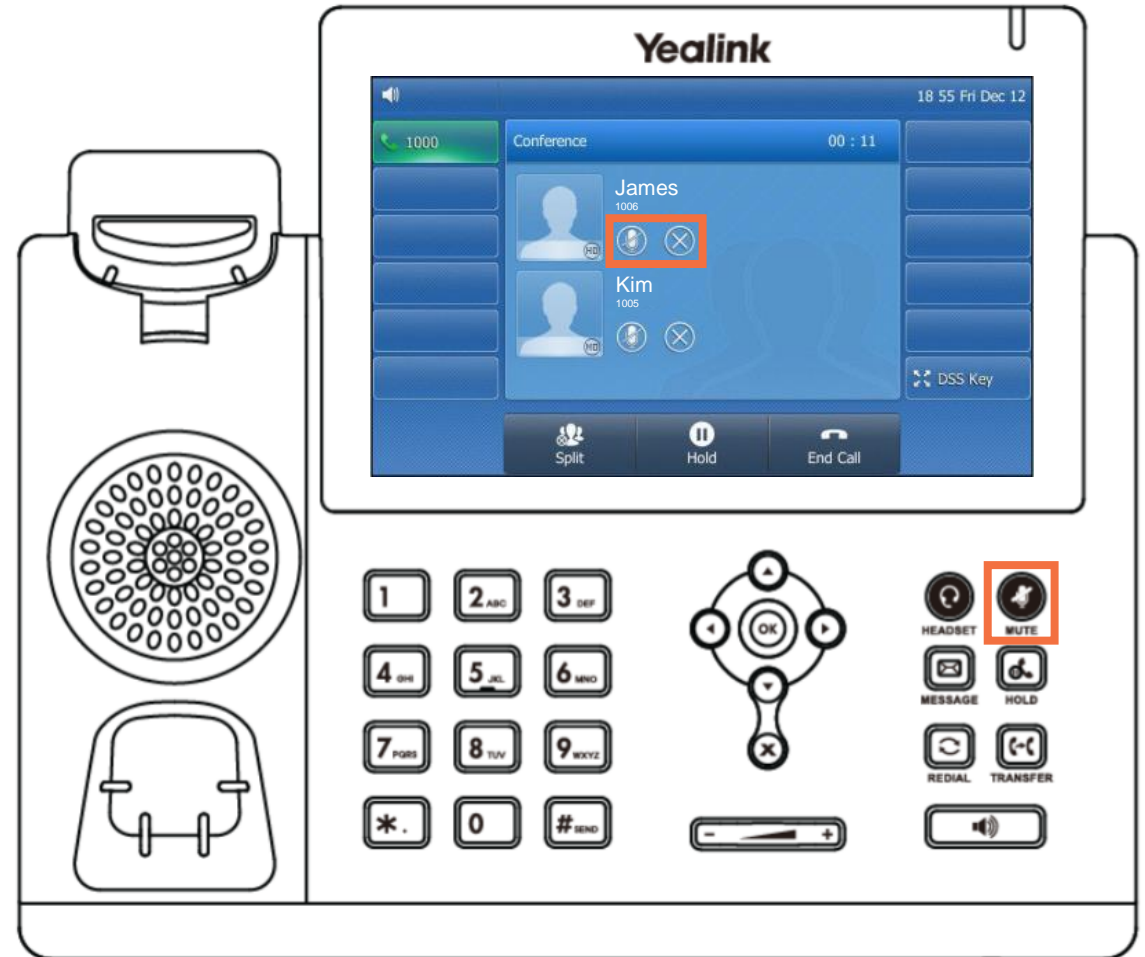
- Tap **Conference**  to join all parties



Manage the Conference Call


Managing a conference call can be preformed by tapping or pressing , , and .

-  **FarMute** - allows a party to listen, but not speak
-  **Remove** - removes the party from the conference call
-  Press the mute icon to mute the conference call



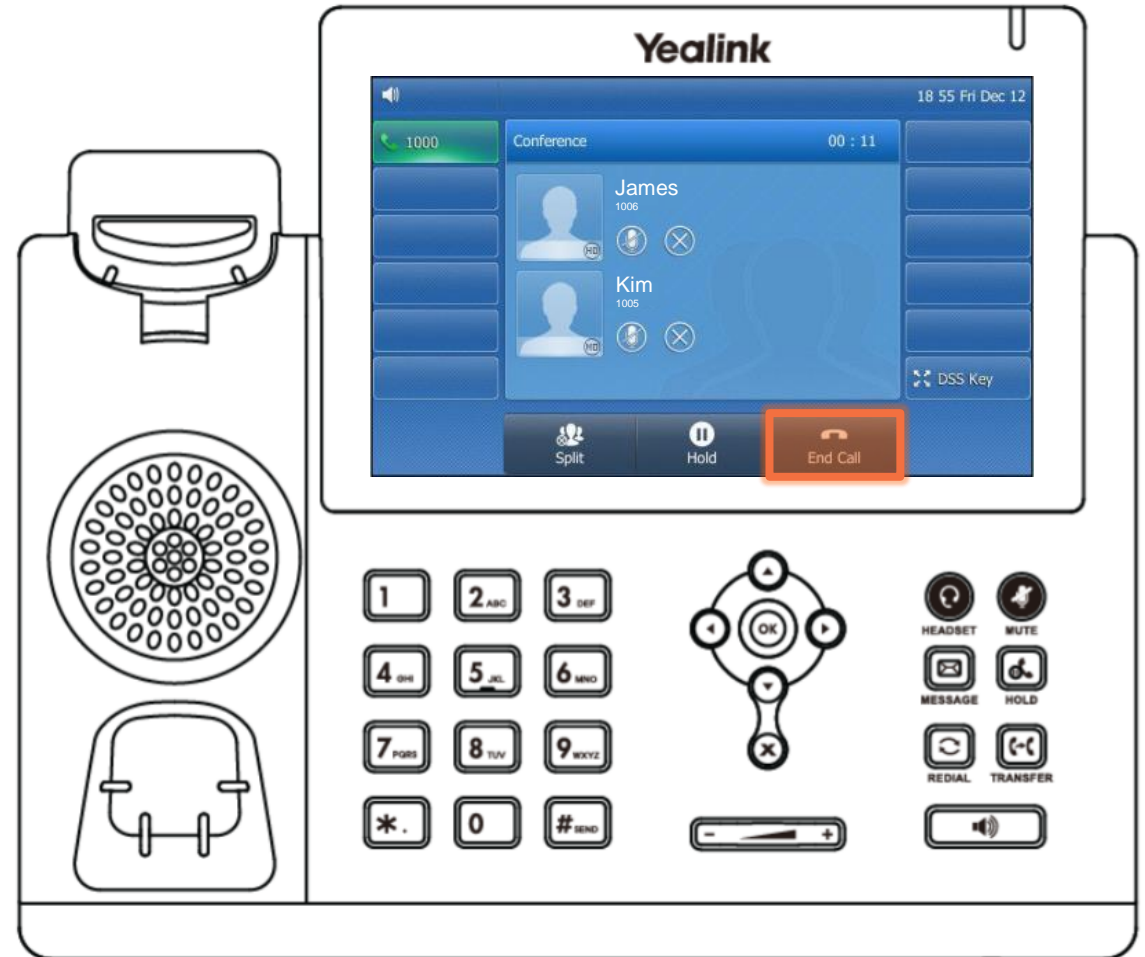
Ending the Conference Call

As the host, to end the conference call:

- Tap **EndCall**  to terminate the conference call
 - Ending the conference call will terminate the call for all parties



If any other party in the conference call ends the call, the remaining participants remain connected to each other.



Knowledge Check

An ungraded knowledge check will be presented to determine understanding of this module.

Click Next to begin the knowledge check.

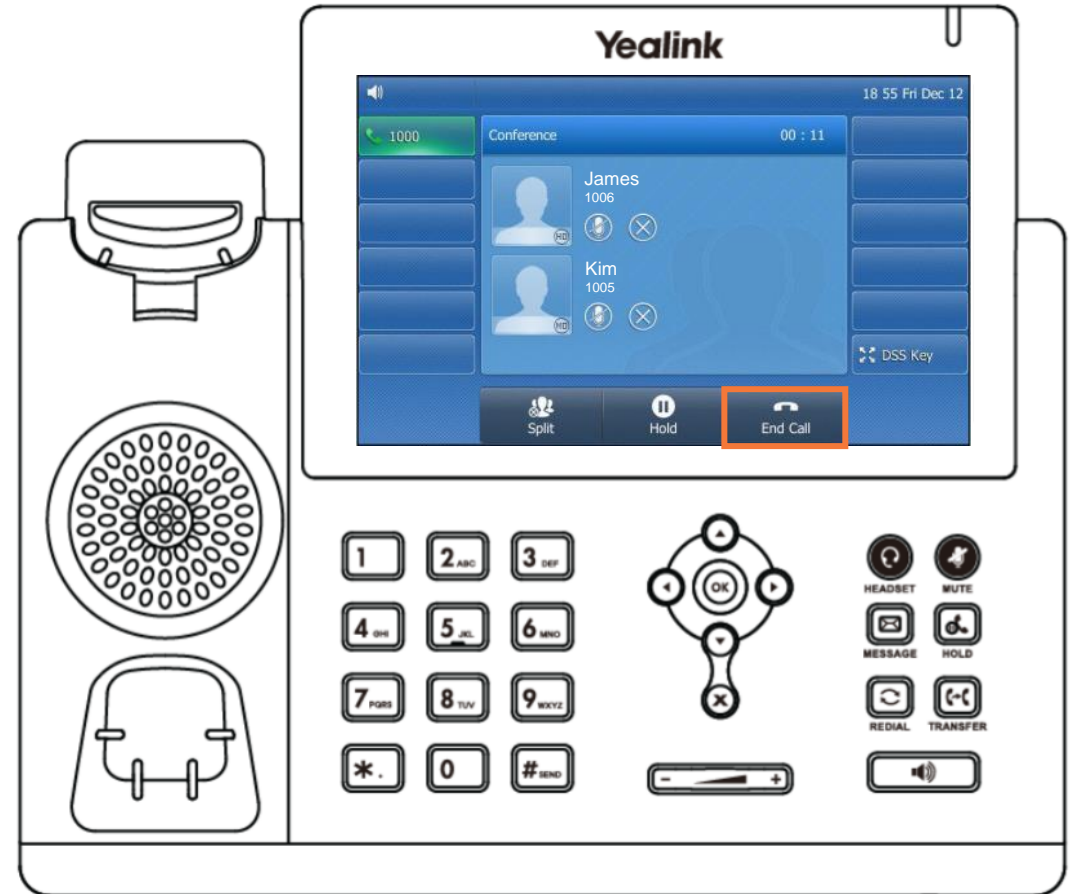


Knowledge Check 1 of 4

True or False. If a participant taps **EndCall** during a conference call, all parties will be disconnected.

True

False

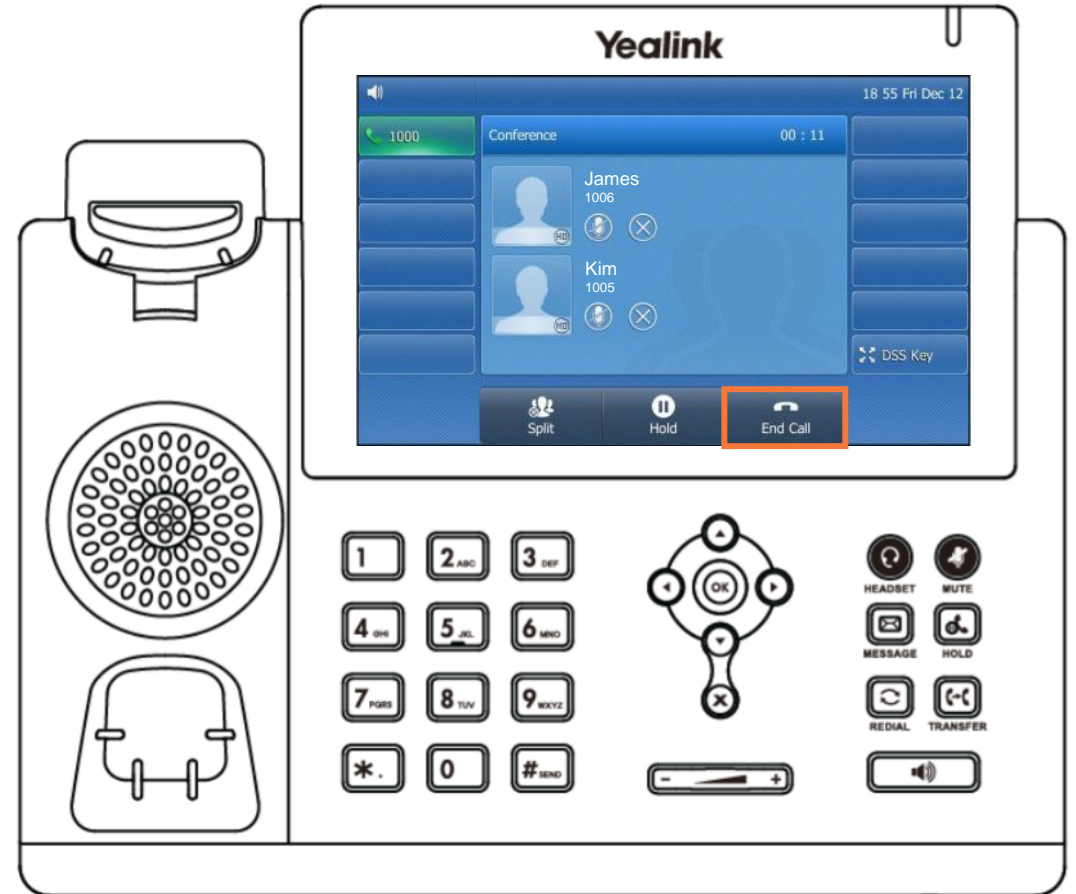


Knowledge Check 1 of 4

That is correct!

All parties will only be disconnected when the host taps **EndCall**.

If another party chooses to end the call, all remaining participants will remain on the line.

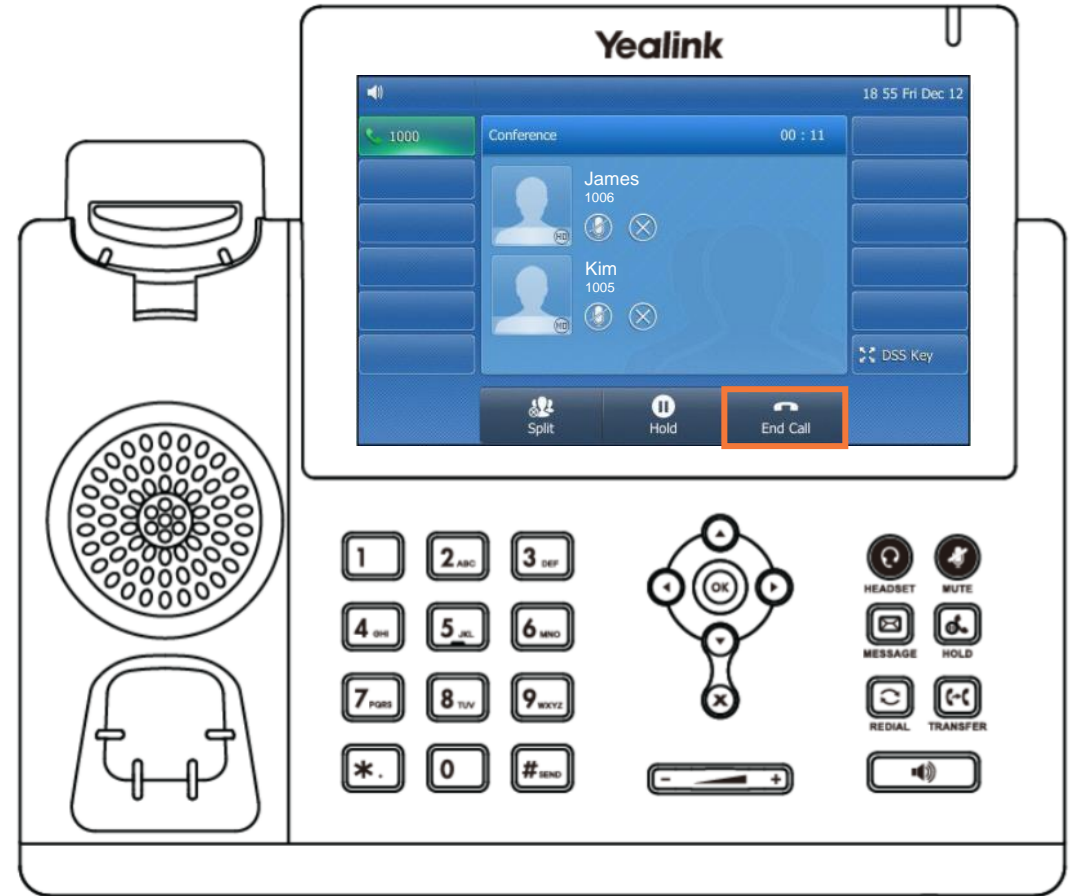


Knowledge Check 1 of 4

Sorry, that is incorrect.

All parties will only be disconnected when the host taps **EndCall**.

If another party chooses to end the call, all remaining participants will remain on the line.




Knowledge Check 2 of 4

Click on-screen to select the icon to remove a member from the conference call.



Knowledge Check 2 of 4


That is correct!

To remove a participant from a conference call tap  associated with the contact.



Knowledge Check 2 of 4

Sorry, that is incorrect.

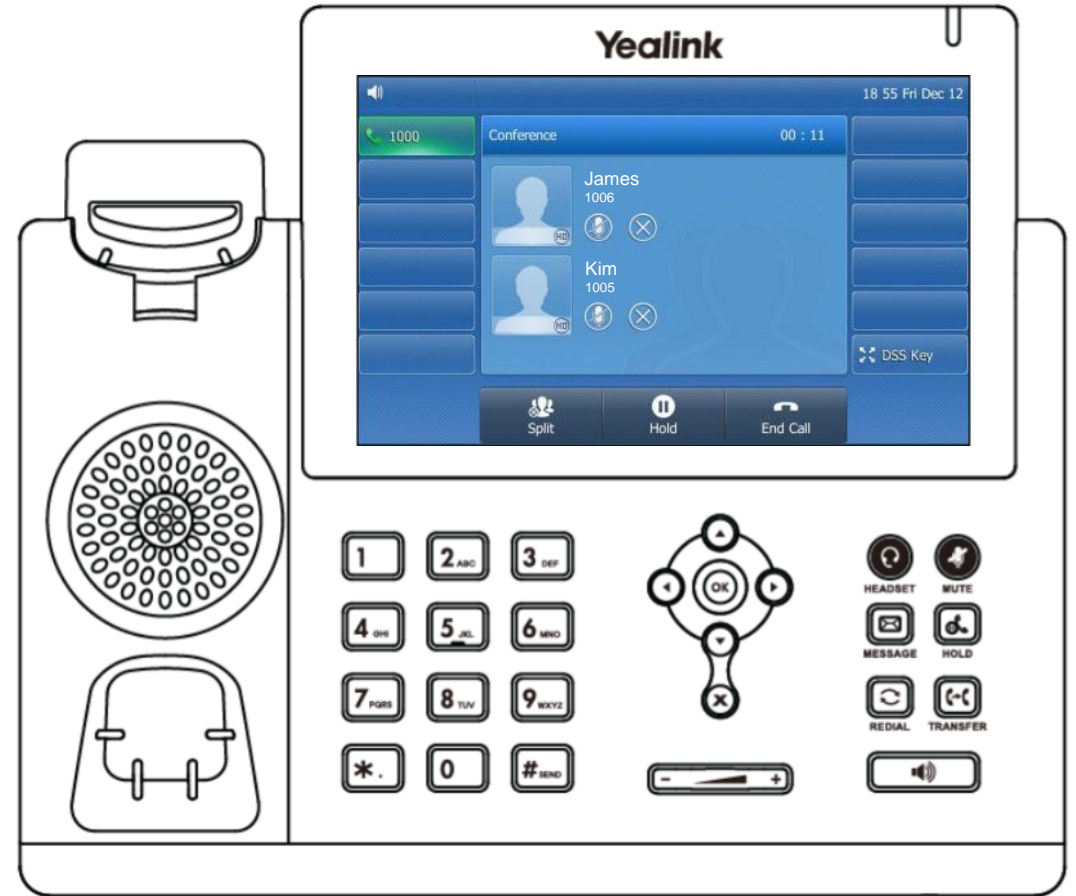
To remove a participant from a conference call tap  associated with the contact.



Knowledge Check 3 of 4


Which icon or key will allow the party to listen but not speak?

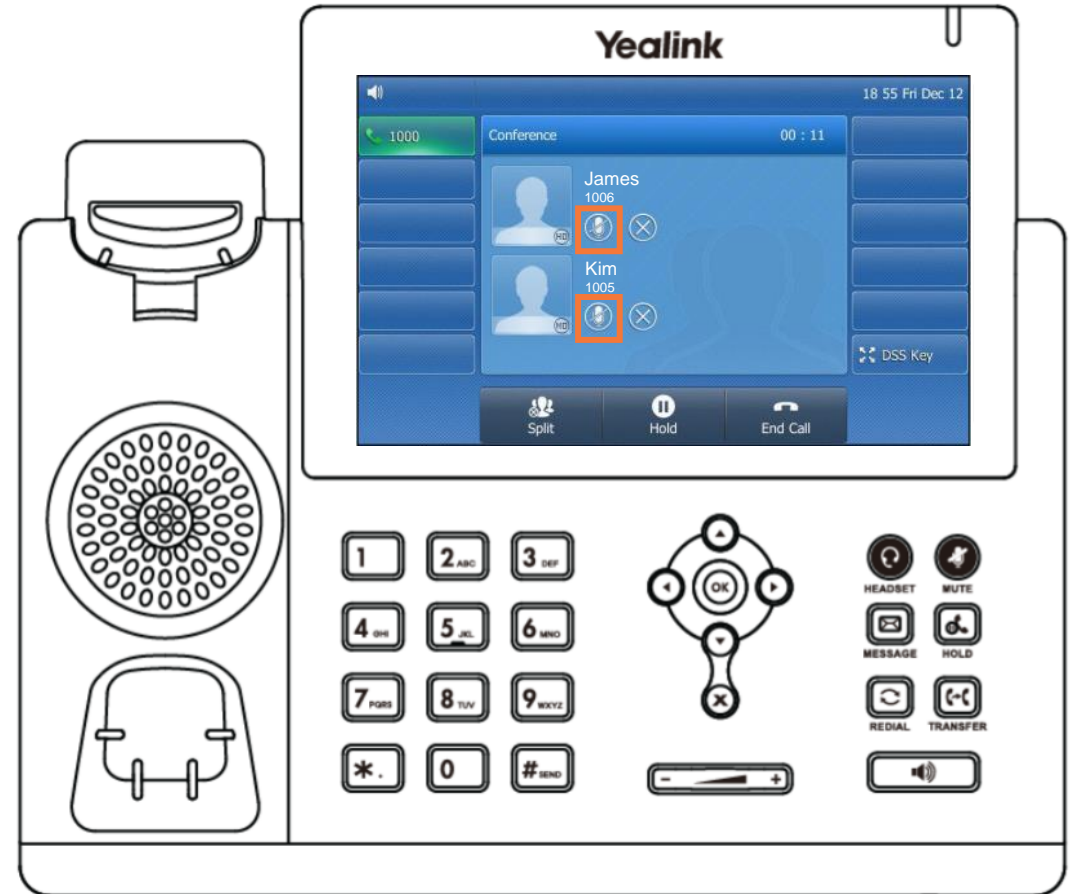
Click on-screen to select the correct soft key.



Knowledge Check 3 of 4


That is correct!

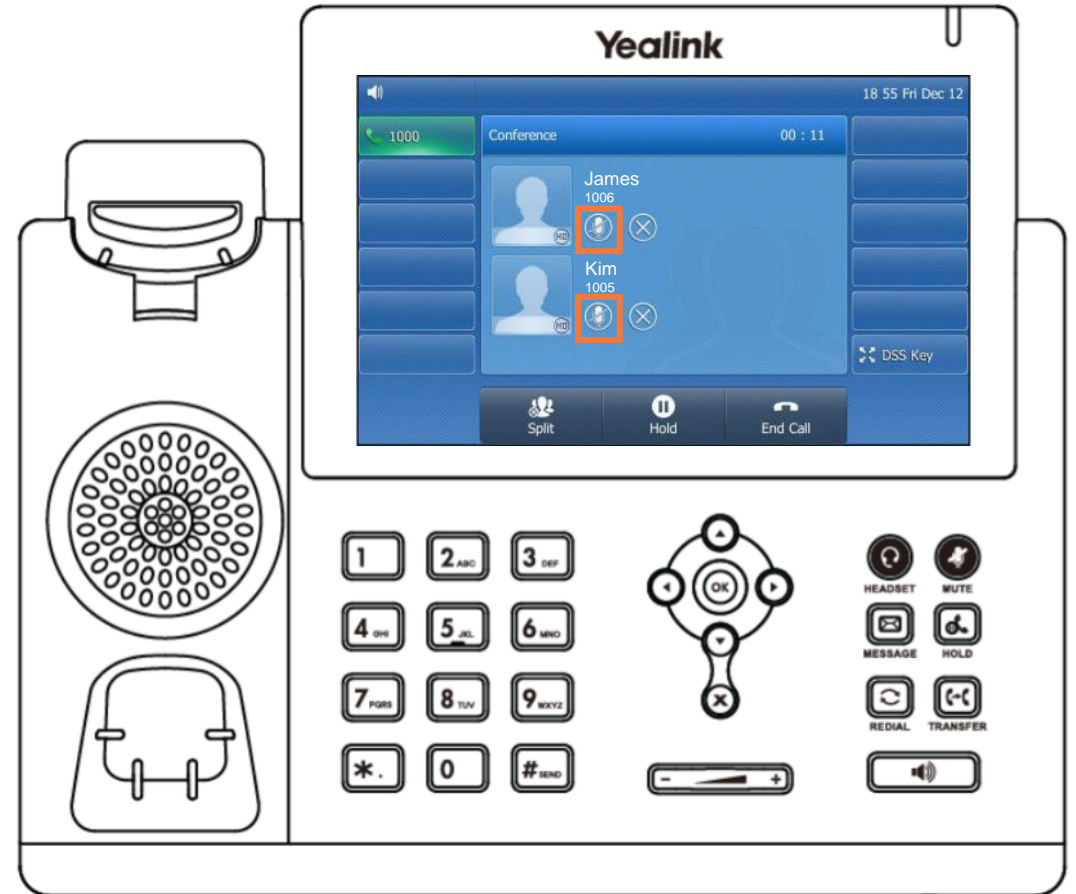
Tapping the **FarMute** icon  will place the party into a listen-only mode.



Knowledge Check 3 of 4

Sorry, that is incorrect.

Tapping the **FarMute** icon  will place the party into a listen-only mode.

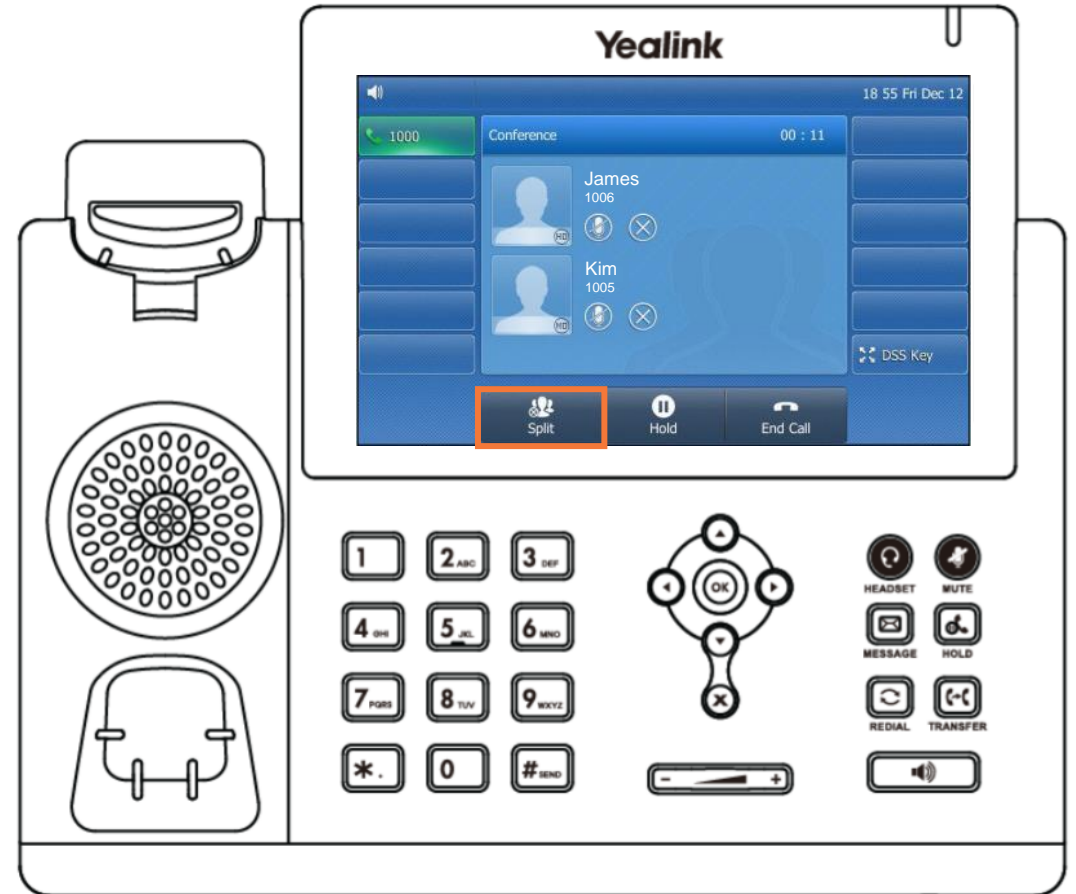


Knowledge Check 4 of 4

True or False. By tapping **Split** during a conference call, each participant is placed on a separate call line.

True

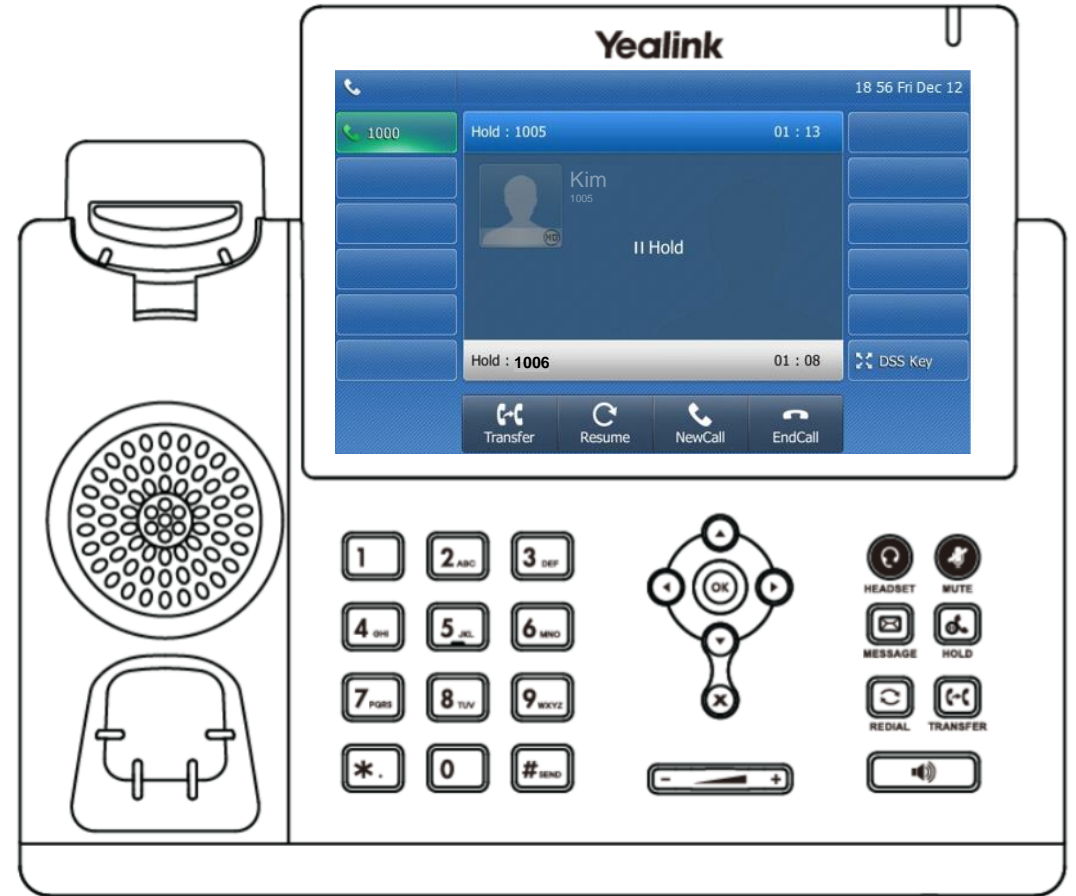
False



Knowledge Check 4 of 4

That is correct!

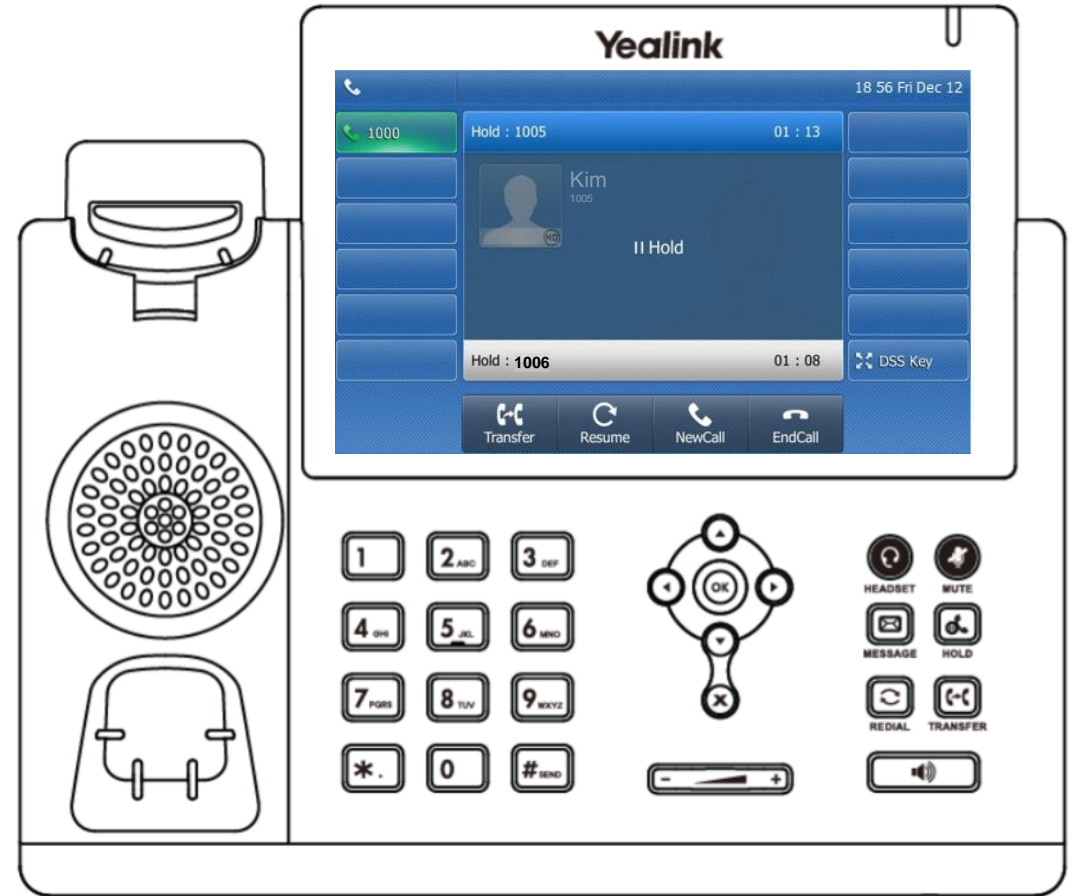
All parties will be placed on hold and on separate call lines, allowing for swapping between participants for a 1:1 call.



Knowledge Check 4 of 4

Sorry, that is incorrect.

All parties will be placed on hold and on separate call lines, allowing for swapping between participants for a 1:1 call.



Conference Calls Complete

The Conference Call module is now complete.

Click a section title to review that section or click Restart to review this module.



Restart