



fuze

Yealink T48 Series

Fuze for Yealink

Phone Settings

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

Click Start to begin.

Start

Phone Settings

Phone Options

In this module we will cover the different settings and options of the Yealink T48 Series desk phone such as Do Not Disturb, Forwarding Calls, and Voicemail.

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

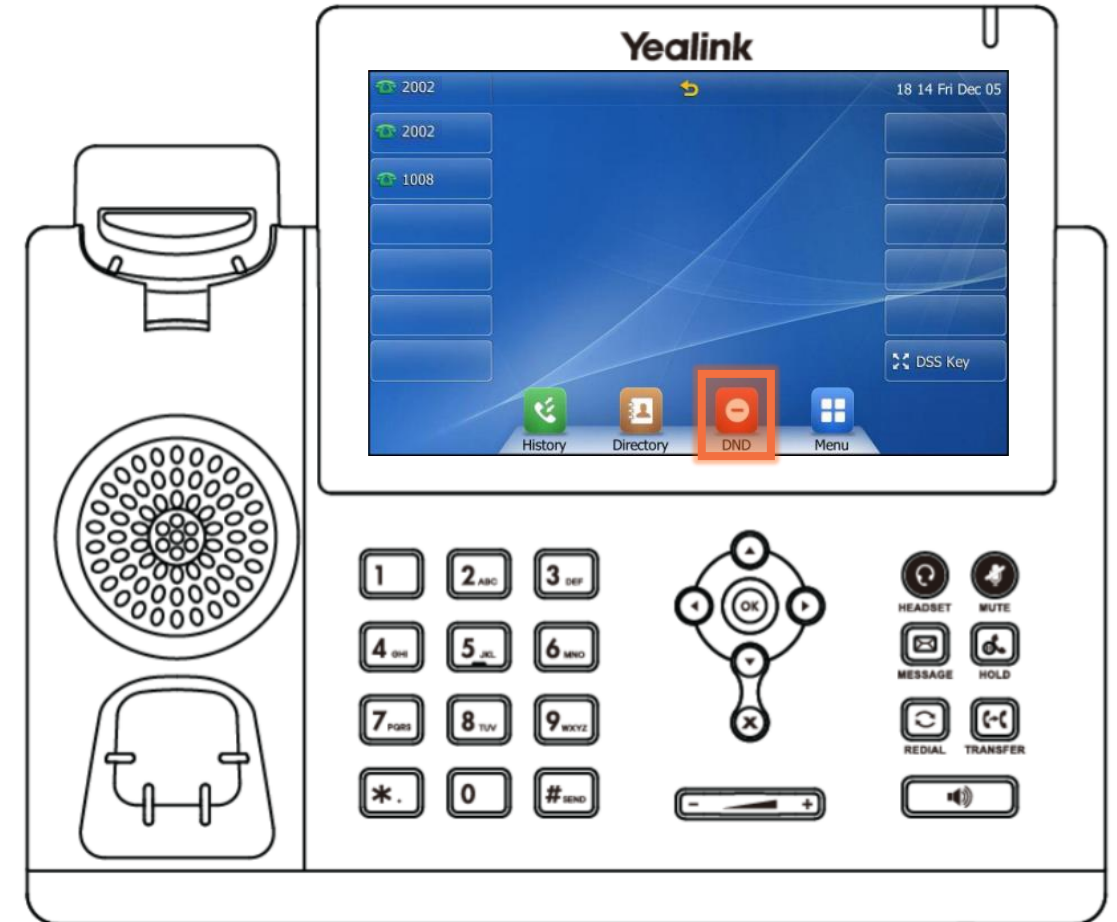


Utilizing Do Not Disturb (DND)

Throughout the day, there are times in which work must be completed without being interrupted by phone calls. The Do Not Disturb function will allow this to be accomplished.


Do Not Disturb (DND) mutes the ring tone and sends all incoming calls to voicemail.

- Tap the **DND**  shortcut key



Utilizing Do Not Disturb (DND)

While in **DND**, there will be no visual indication of an incoming call, other than showing a missed call.

- The  icon on the status bar indicates that **DND** is enabled



To begin receiving calls again, press the **Exit** soft key to end DND mode.

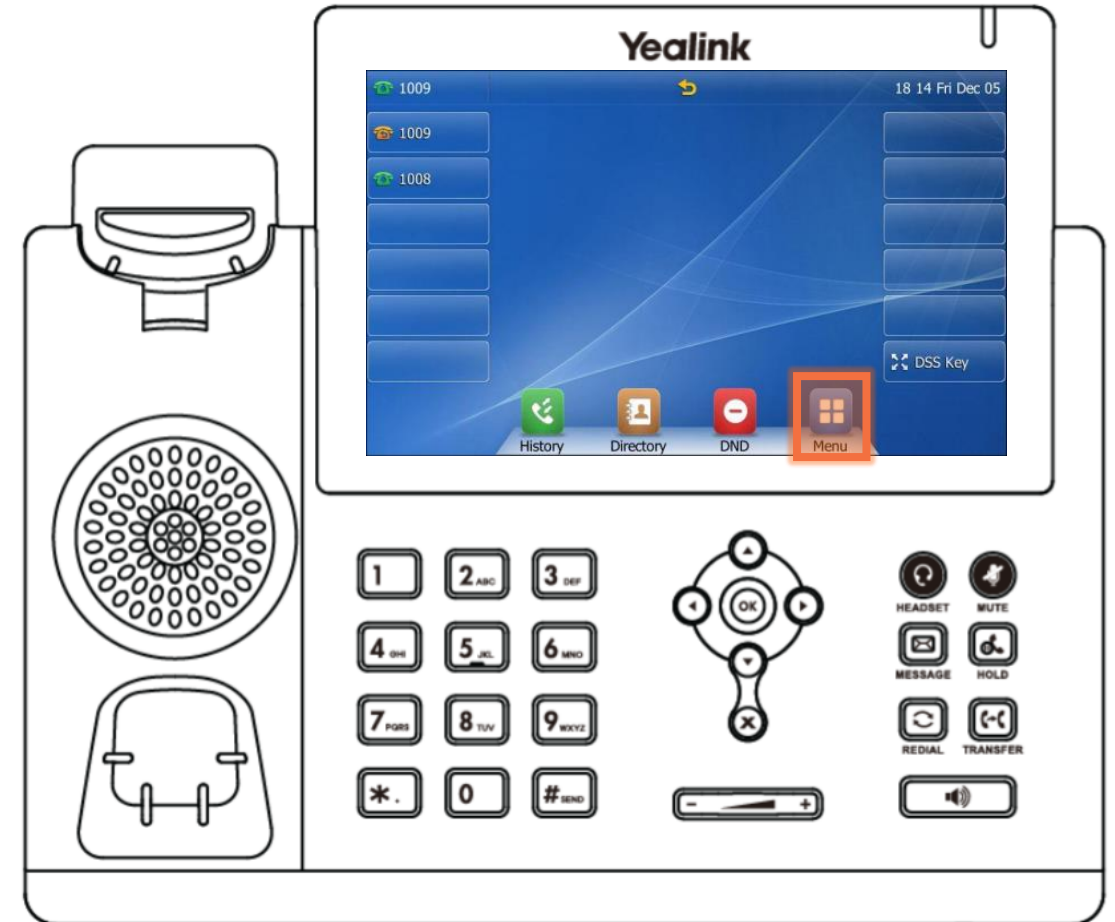


Forwarding Calls

Whether sending calls to a mobile device, or sending calls to a co-worker, the Yealink T48 Series allows for forwarding of incoming calls to a device.

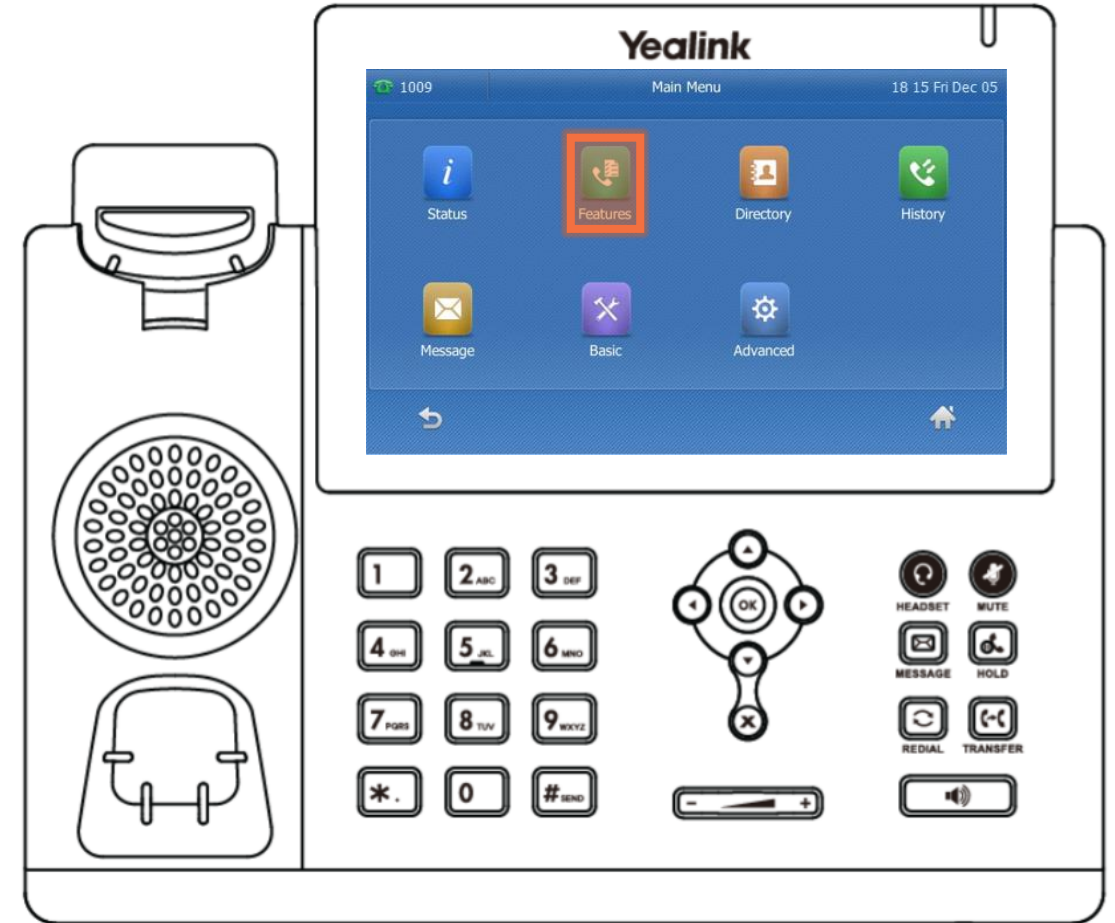
To enable call forwarding:

- Tap the **Menu**  shortcut key



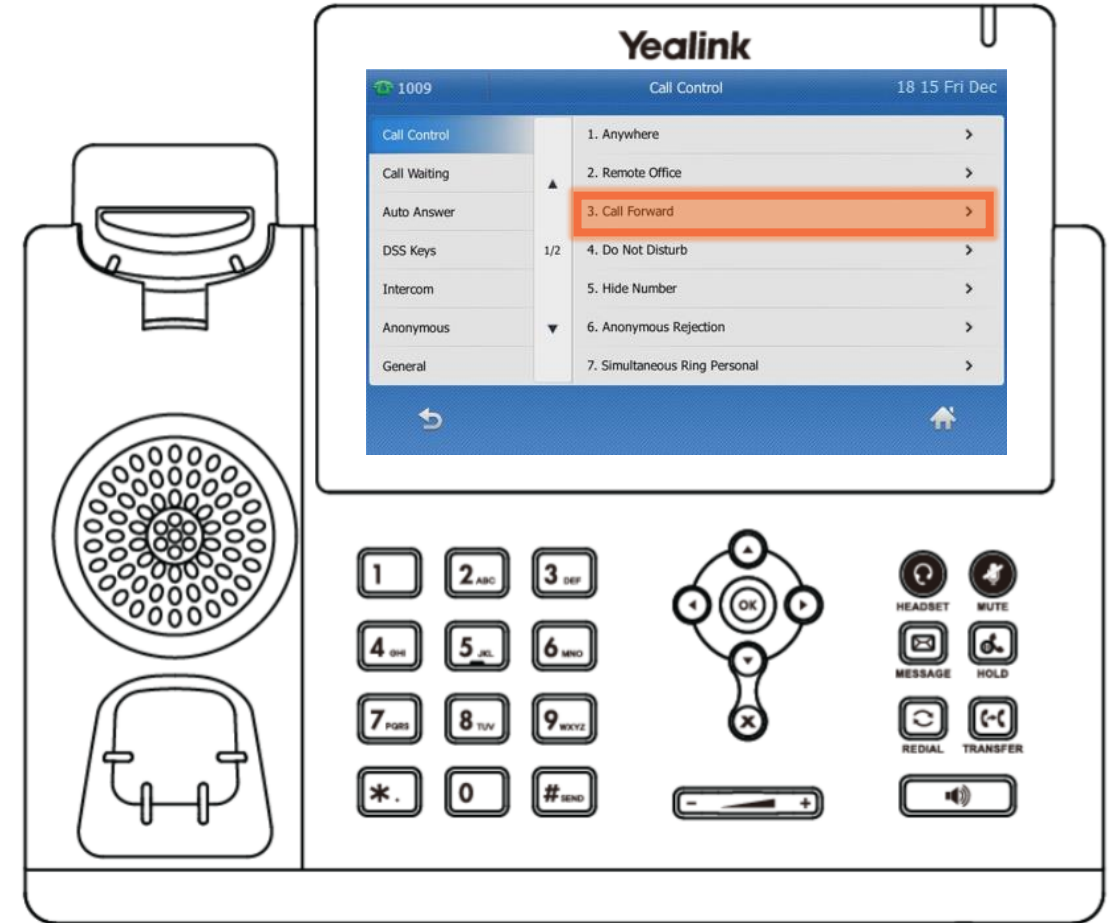
Forwarding Calls

- Tap **Features** 



Forwarding Calls

- Tap **Call Forward**

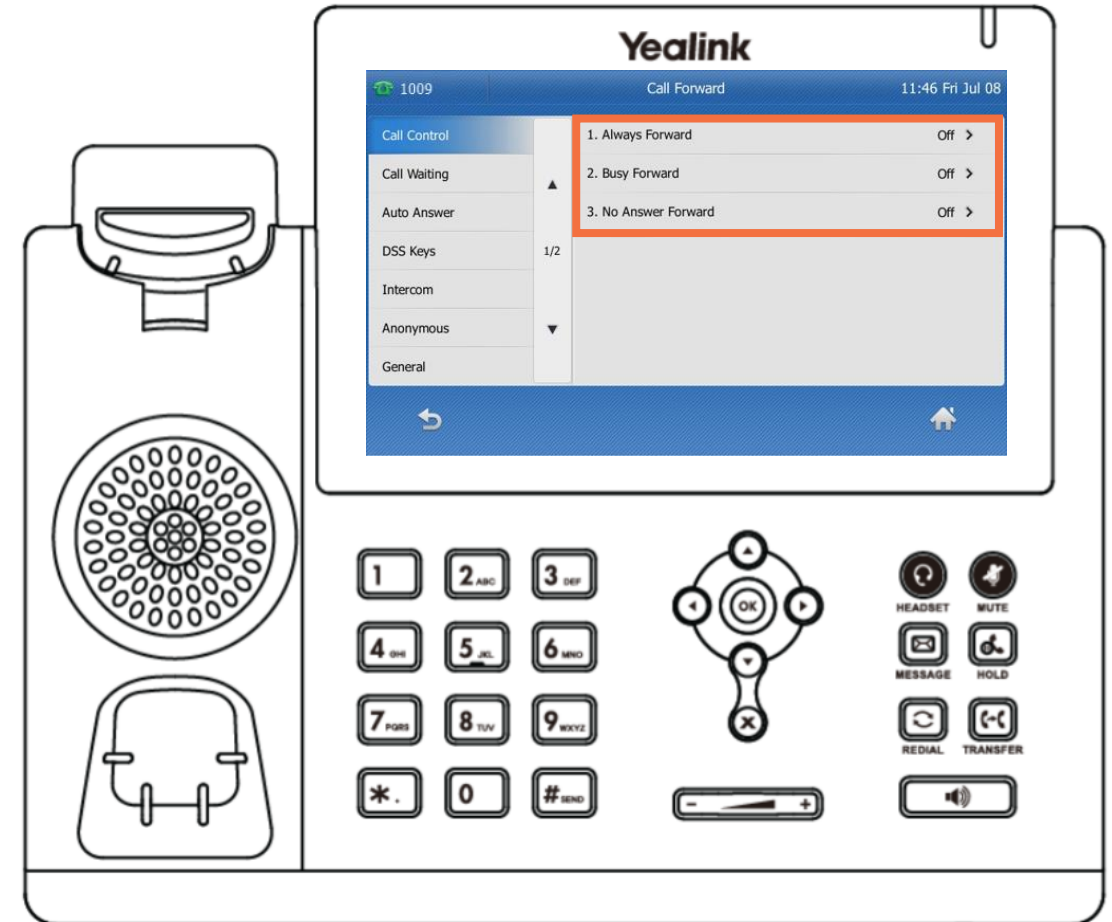


Forwarding Calls

There are three types of call forwarding:

- **Always Forward** forwards all incoming calls
- **Busy Forward** forwards calls that arrive when already in a call
- **No Answer Forward** forwards all unanswered incoming calls

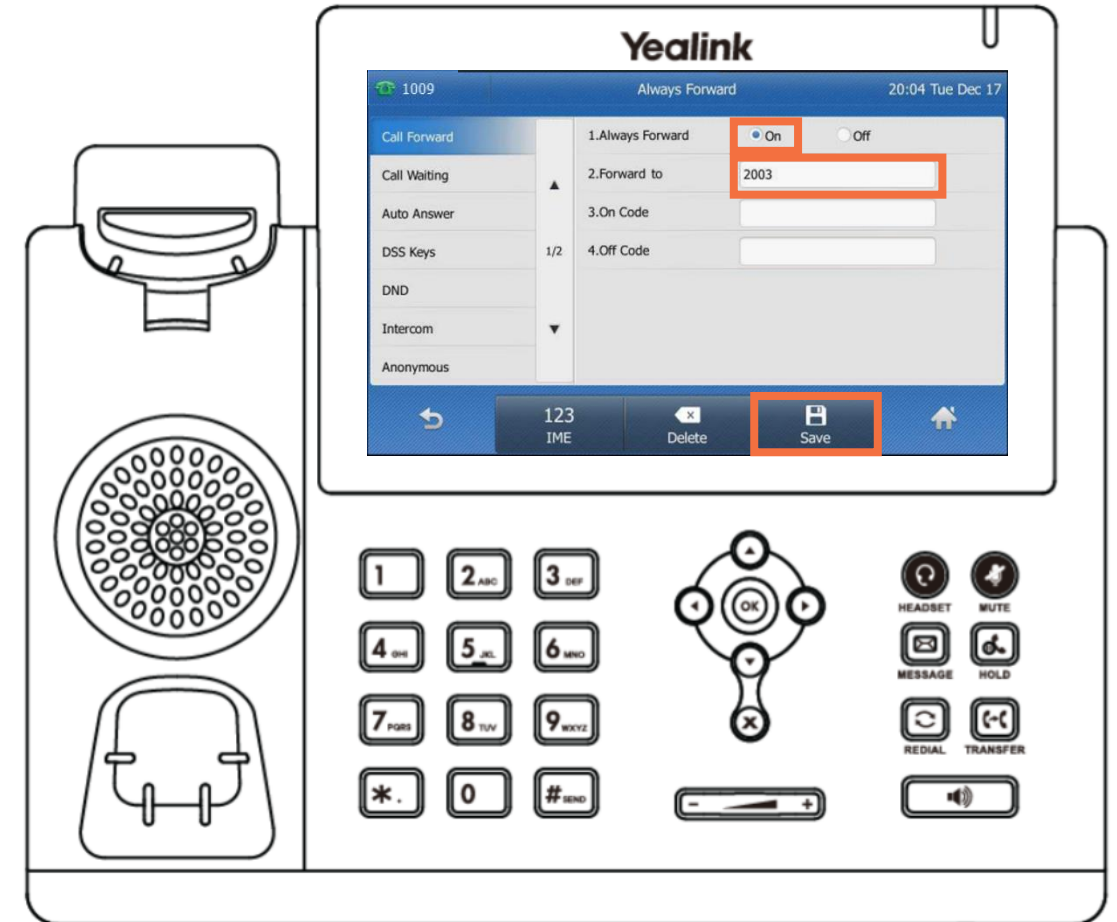
Tap the appropriate forwarding type.



Forwarding All Calls

Using **Always Forward** as an example:

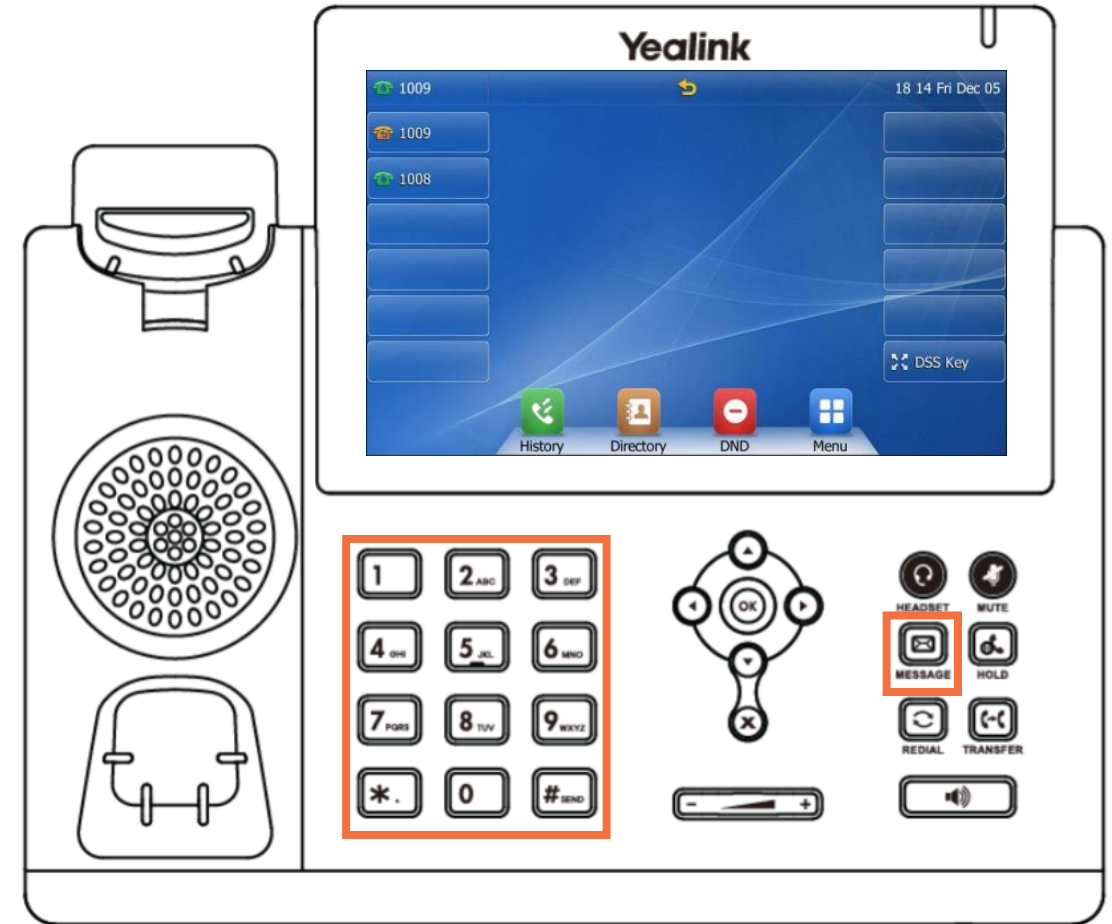
- Tap the **On** radio button
- Enter the destination number to forward all incoming calls to in the **Forward to** field
- Tap **Save** when finished



Setting Up Voicemail

The Message Center will allow for set up and configuration of voicemail at any time. To access the message center:

- Press  or dial ***123** on the keypad

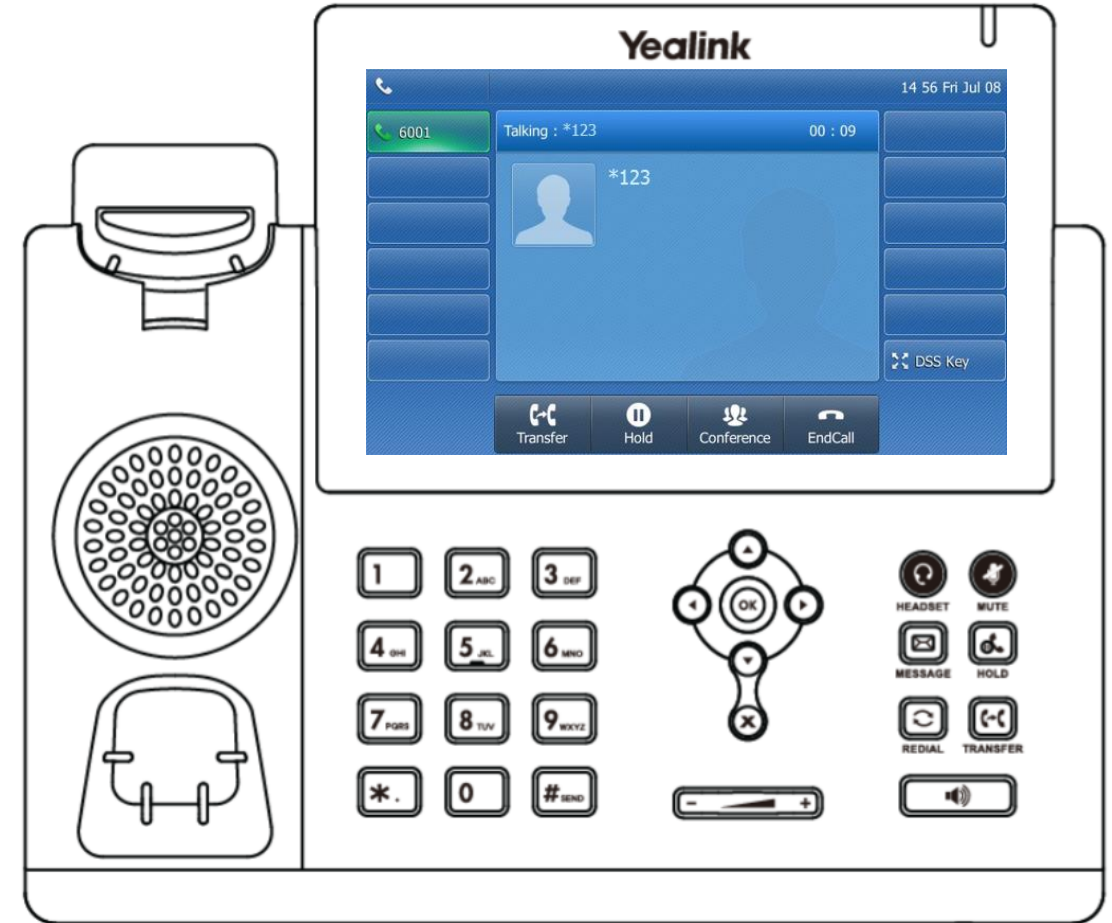


Setting Up Voicemail

After accessing the message center:

- Enter the temporary password when prompted
 - This is your extension
- Follow the prompts to record your name and standard greeting (busy message not supported)
- Create a new permanent password (4-15 digits)
- New password cannot be your extension number, a replicated digit (1111) or a sequential digit (1234)

To record a temporary message, choose option 4.




Accessing Voicemail

When the touch screen displays **New Voice Mail(s)**:

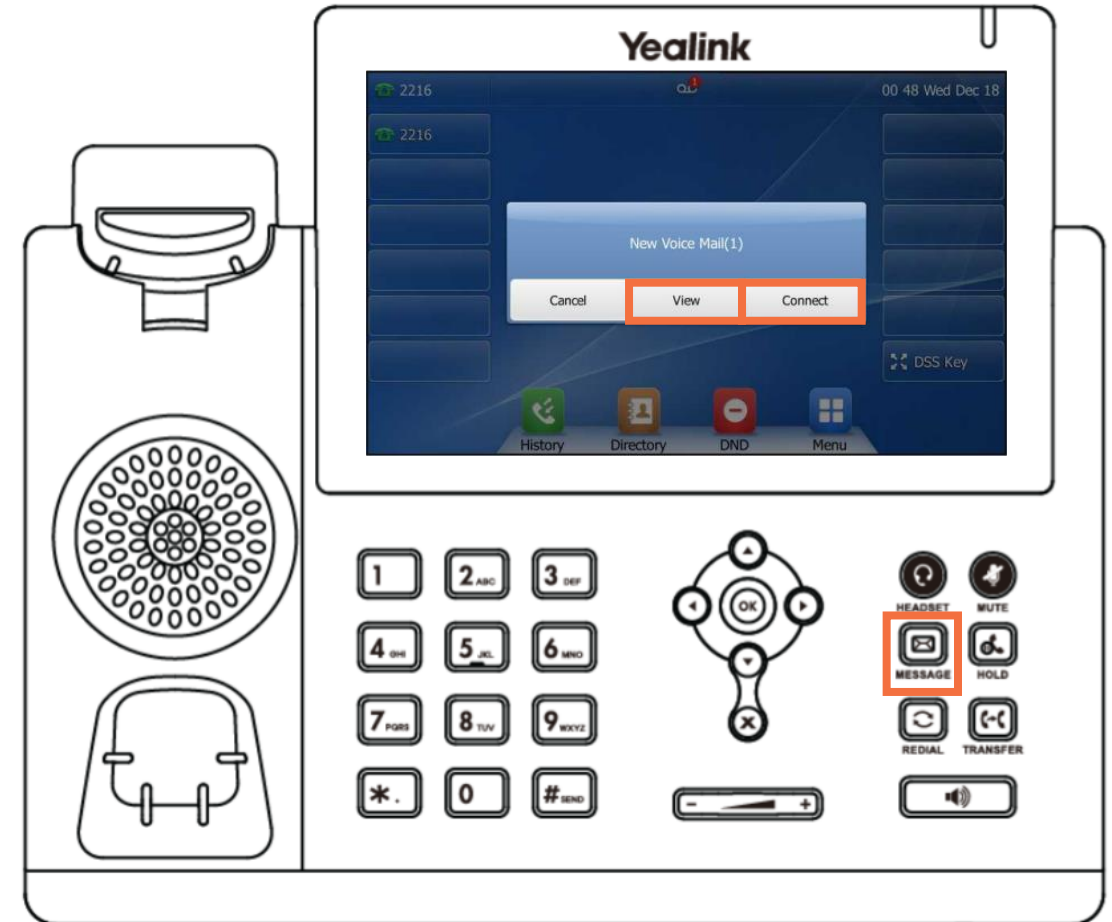
- Tap **View** to show an itemized list of voicemails

OR

- Tap **Connect** or  to access the message center



Voicemail can also be checked from an outside line by dialing the full 10-digit Fuze number. Wait for your voicemail to answer the call, then press * during the greeting. There will be a prompt for your voicemail password (PIN).



Knowledge Check

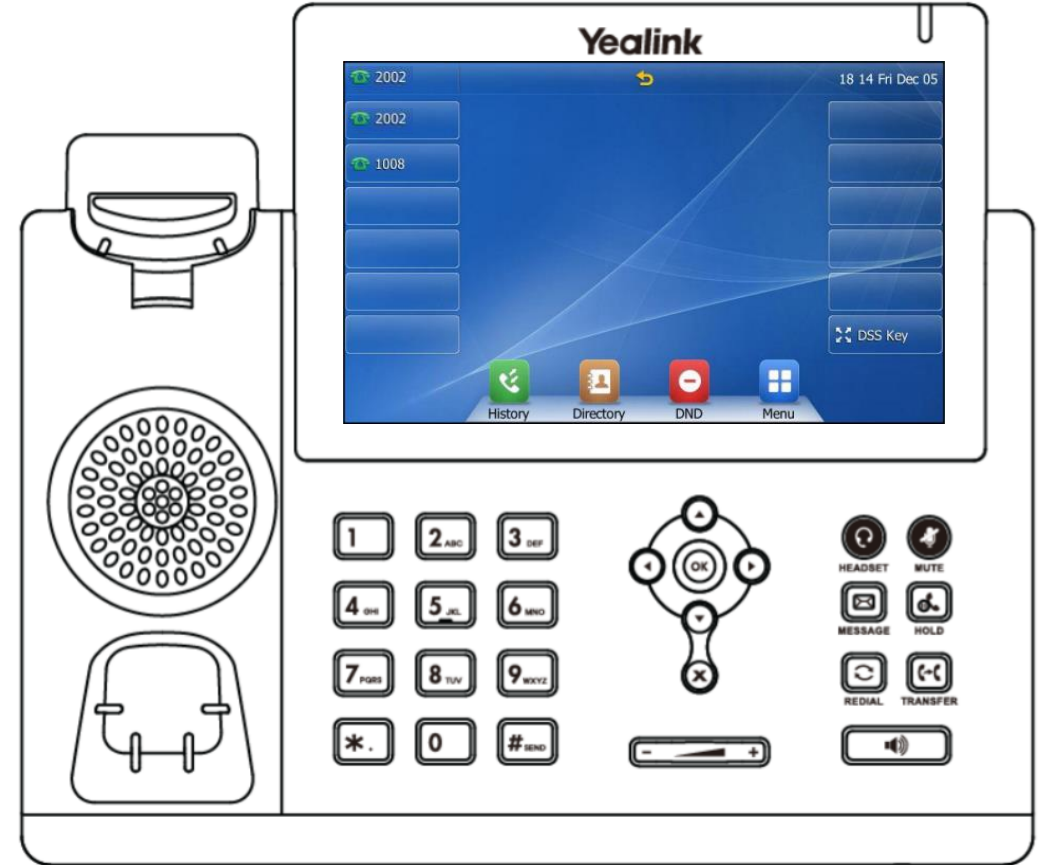
An ungraded knowledge check will be presented to determine understanding of this module.

Click Next to begin the knowledge check.



Knowledge Check 1 of 4

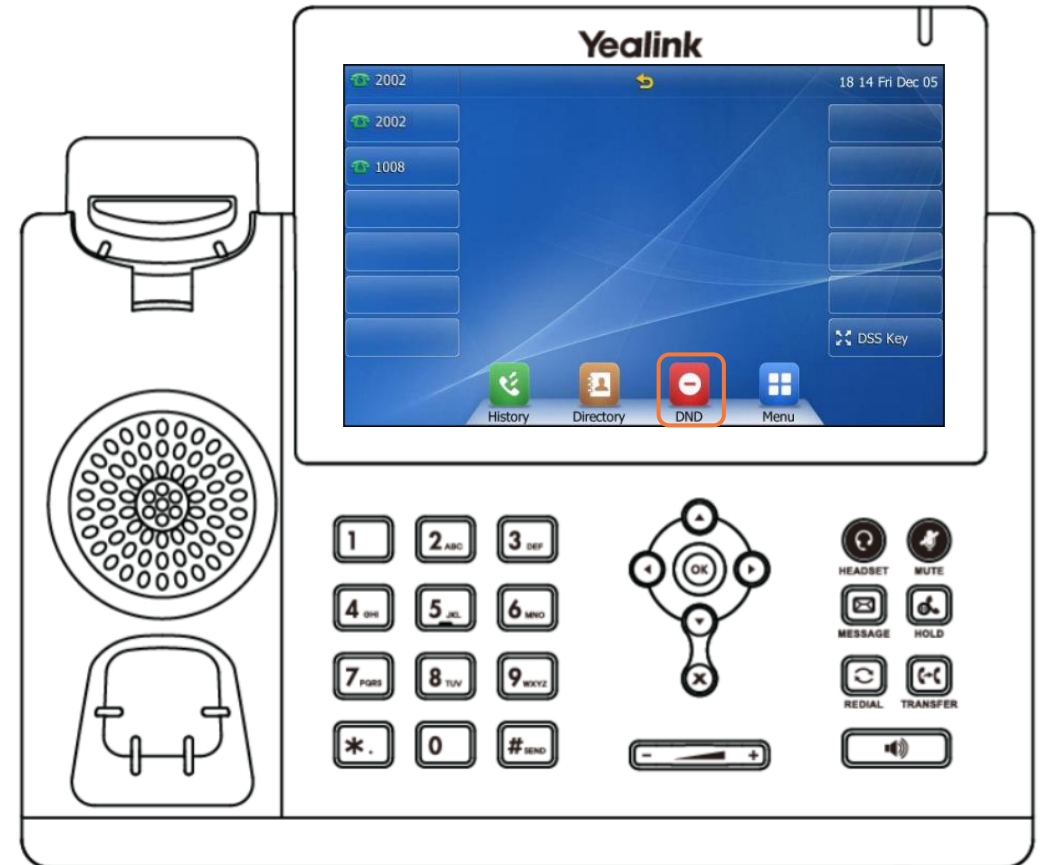
Click on-screen to enable Do Not Disturb.



Knowledge Check 1 of 4

That is correct!

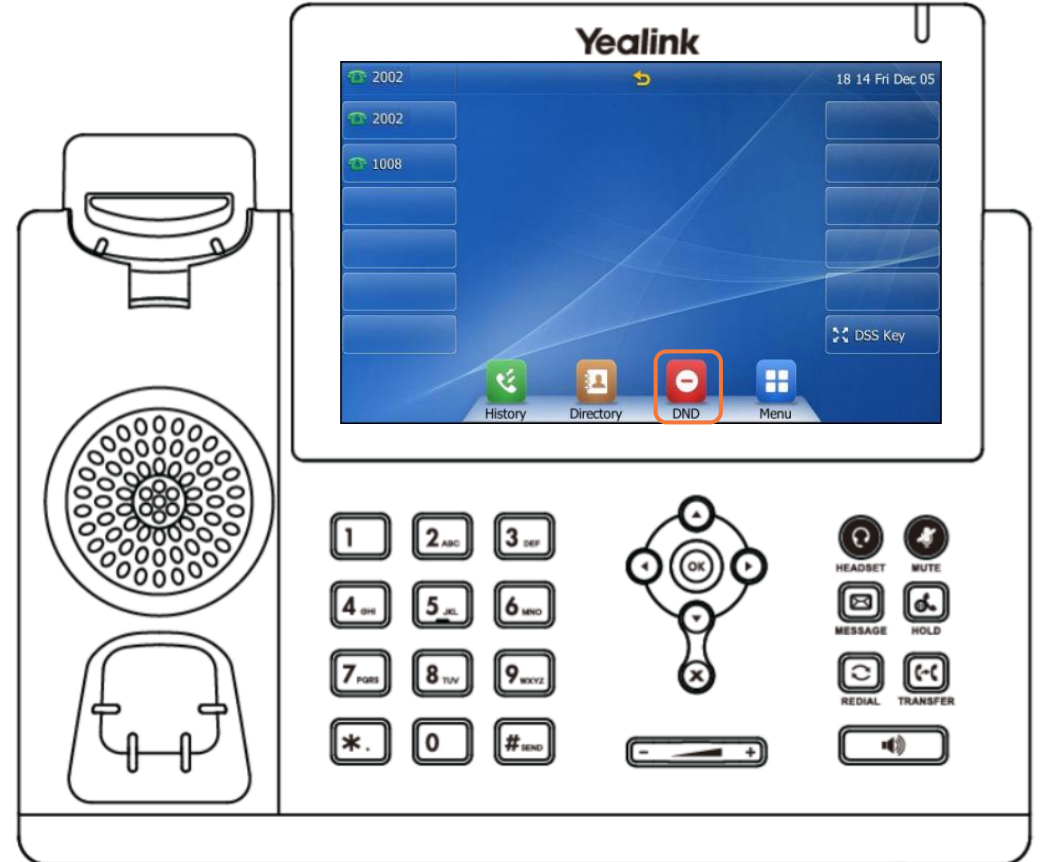
DND is the abbreviation of Do Not Disturb and will be associated with a shortcut key.



Knowledge Check 1 of 4

Sorry, that is incorrect.

DND is the abbreviation of Do Not Disturb and will be associated with a shortcut key.



Knowledge Check 2 of 4

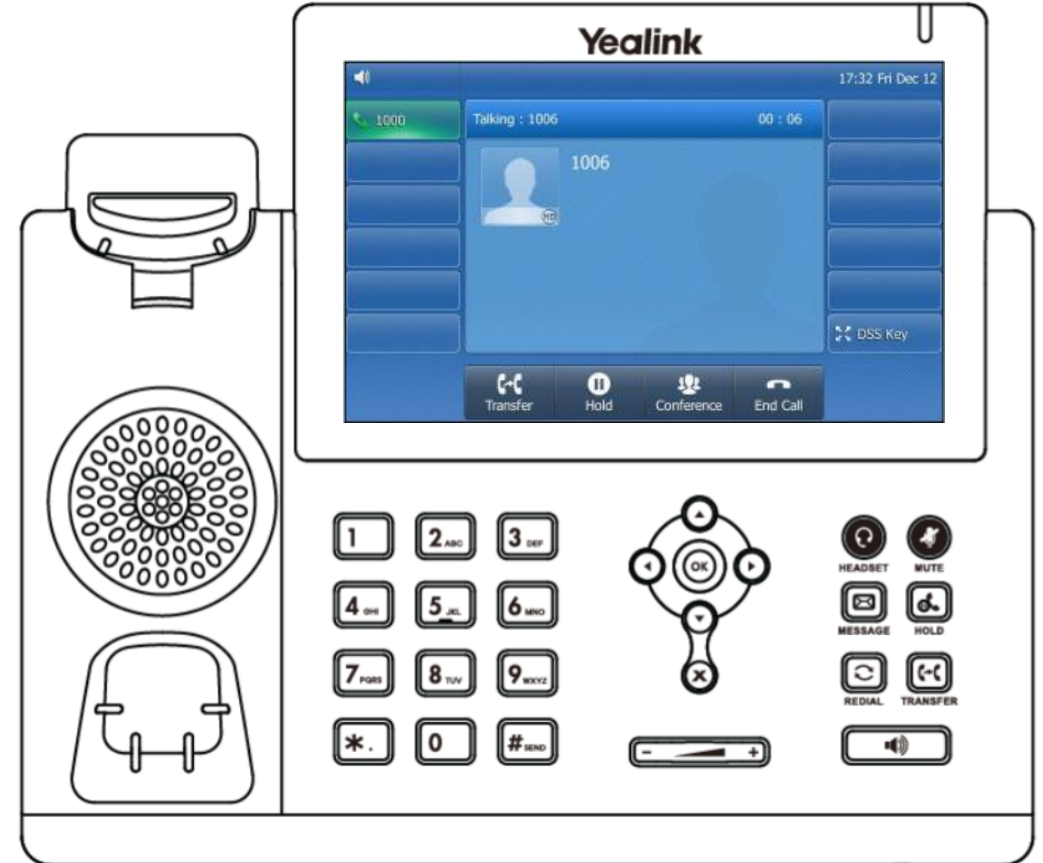
Which answer choice is meant to forward calls that arrive when already in a call?

Always Forward

Busy Forward

No Answer Forward

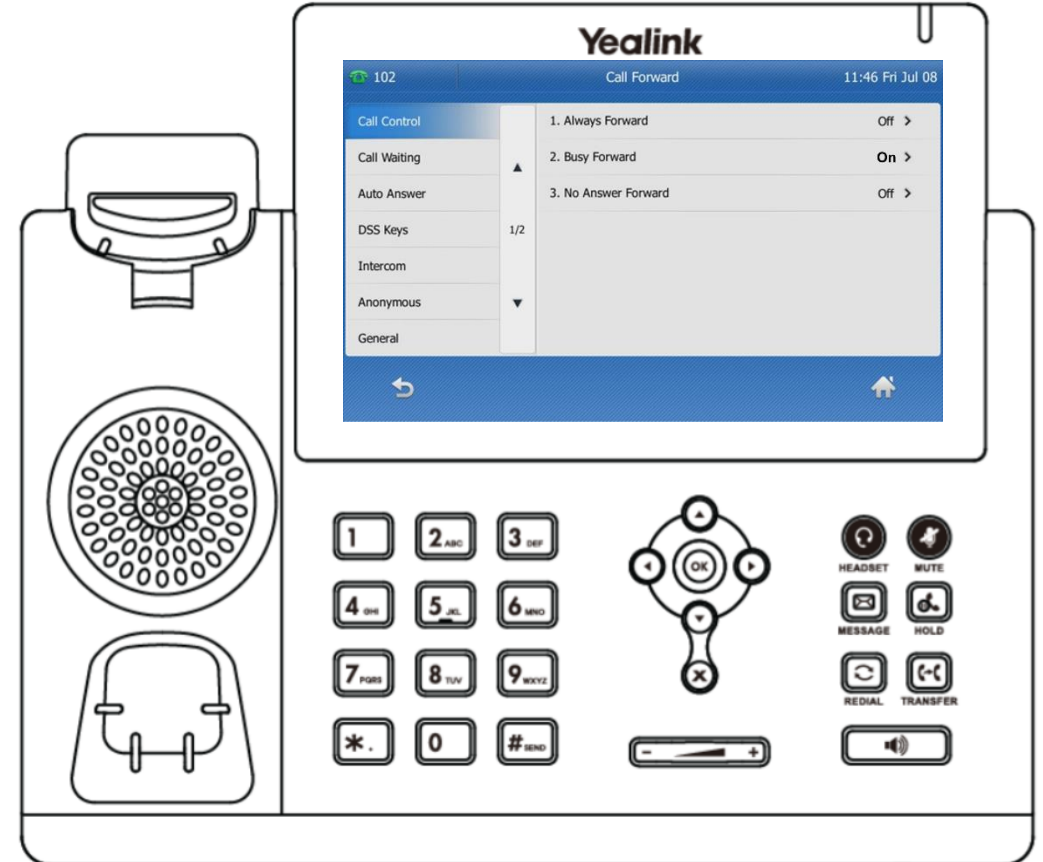
Attended Transfer



Knowledge Check 2 of 4

That is correct!

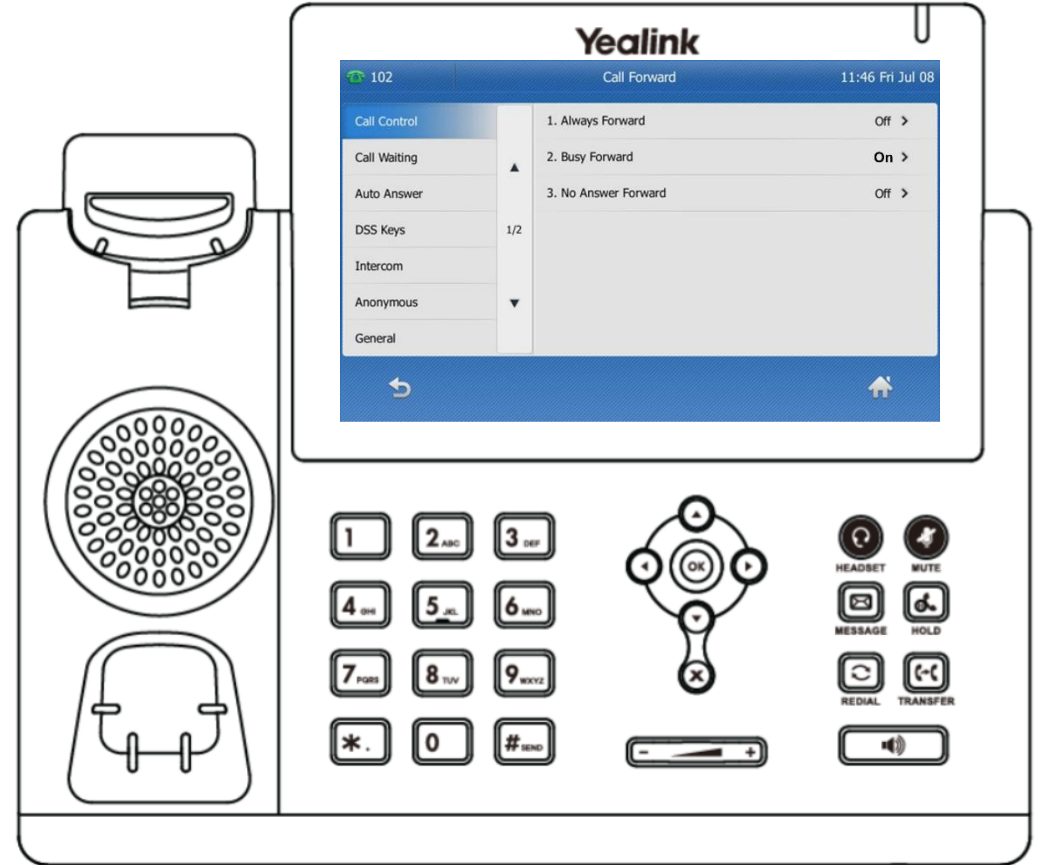
To forward all incoming calls while on an active call, enable **Busy Forward**.



Knowledge Check 2 of 4

Sorry, that is incorrect.

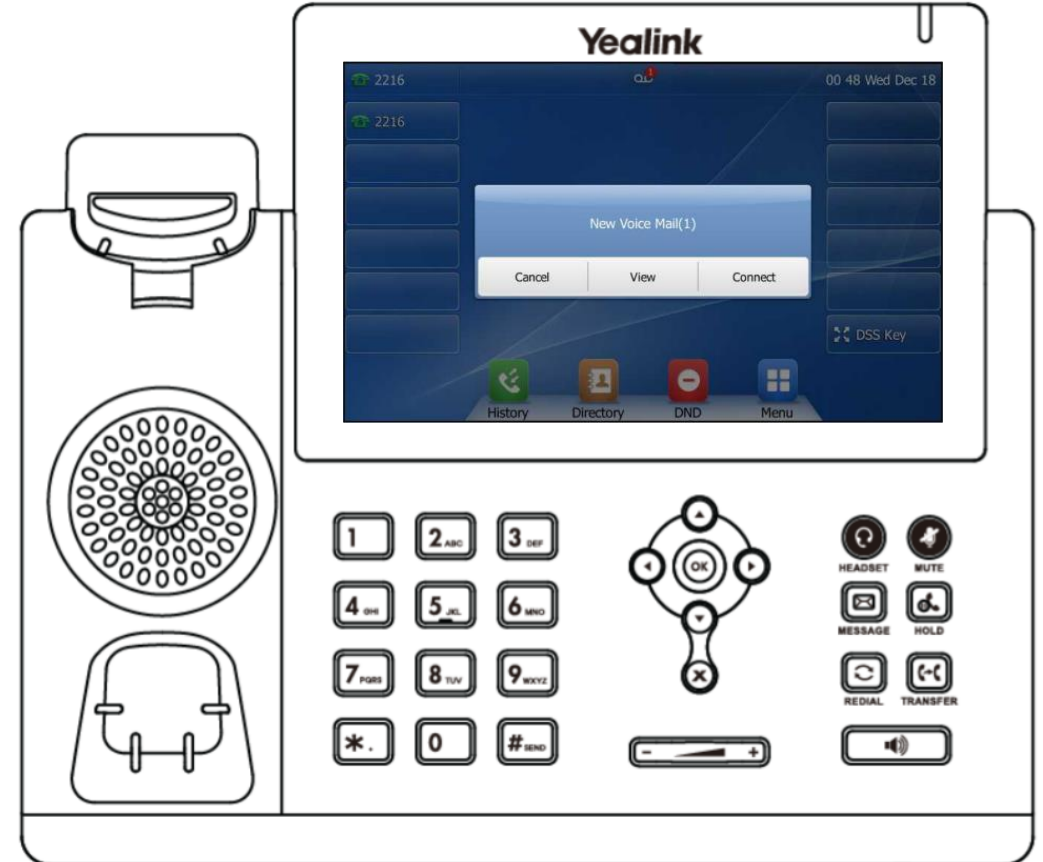
To forward all incoming calls while on an active call, enable **Busy Forward**.



Knowledge Check 3 of 4

There are multiple ways to access the message center to view voicemails.

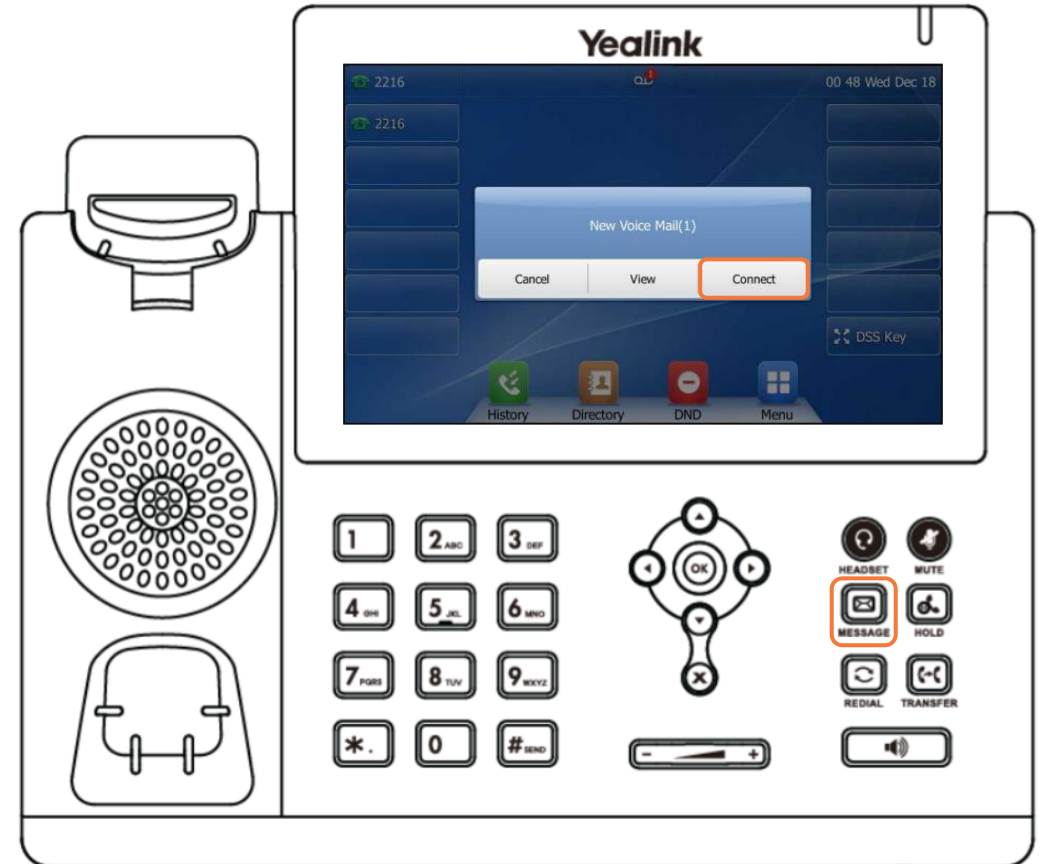
Click one of the ways on-screen to access the message center within one tap.



Knowledge Check 3 of 4

That is correct!

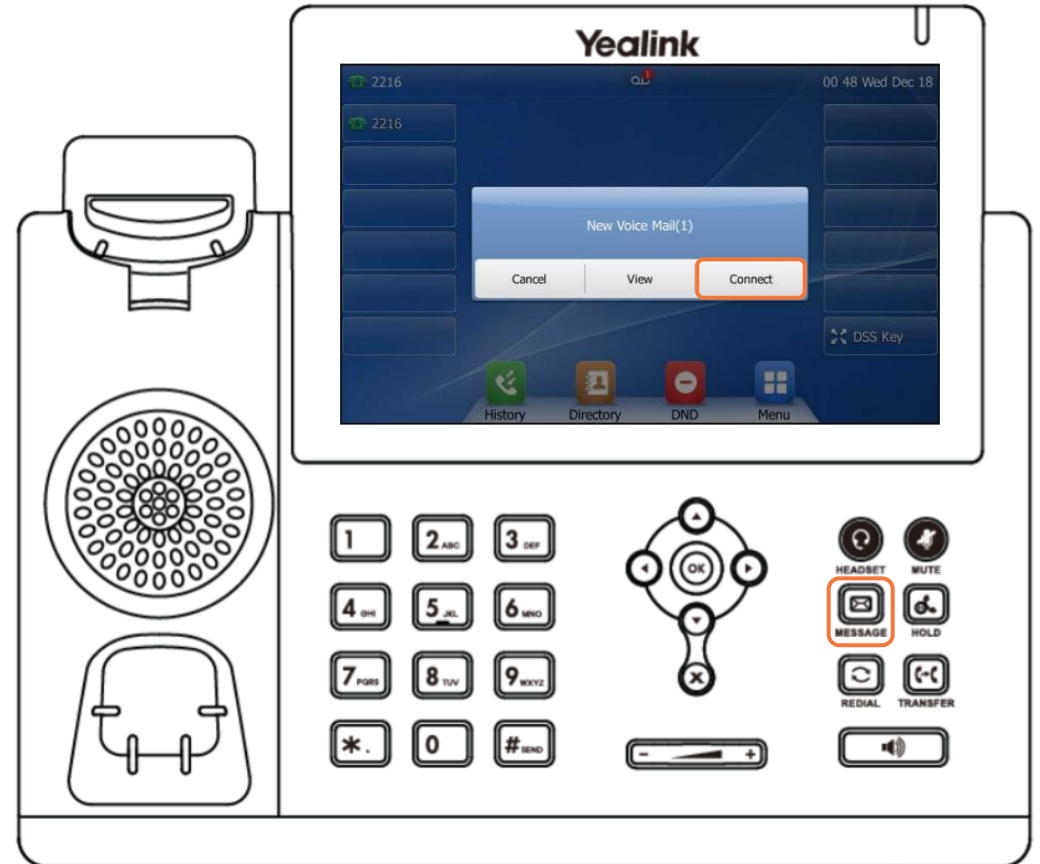
Tap **Connect** or the  key to access the message center.



Knowledge Check 3 of 4

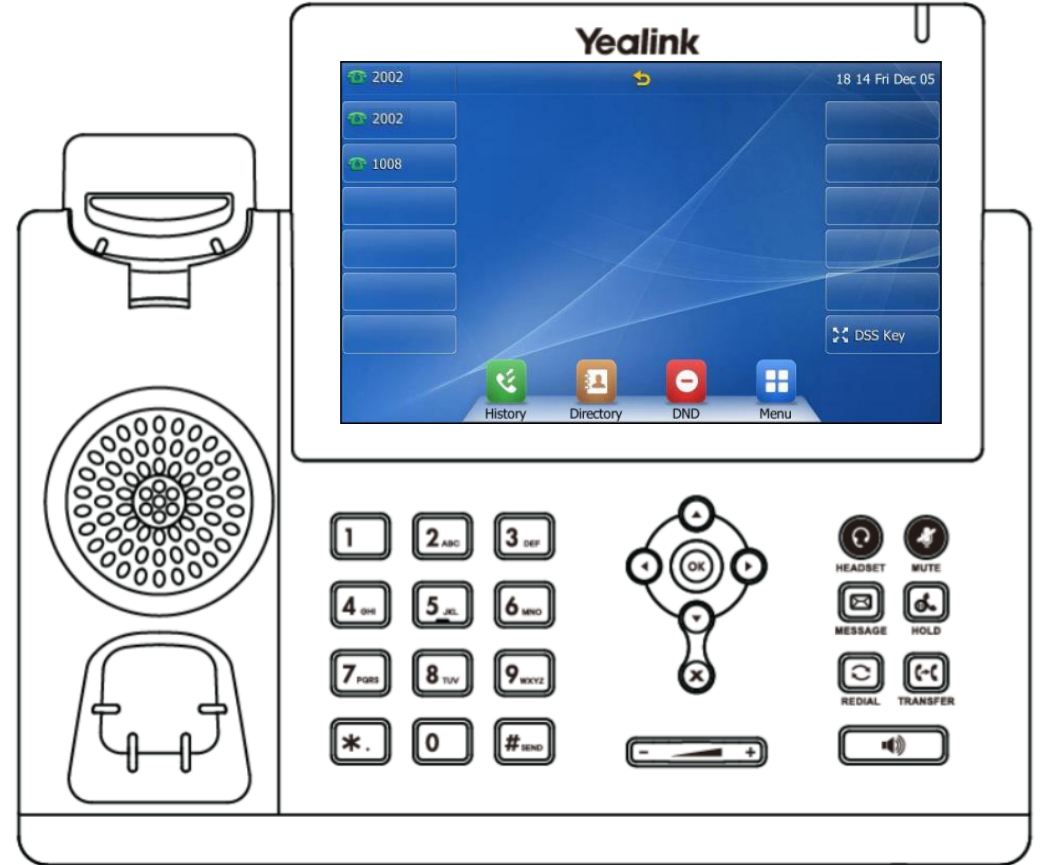
Sorry, that is incorrect.

Tap **Connect** or the  key to access the message center.



Knowledge Check 4 of 4

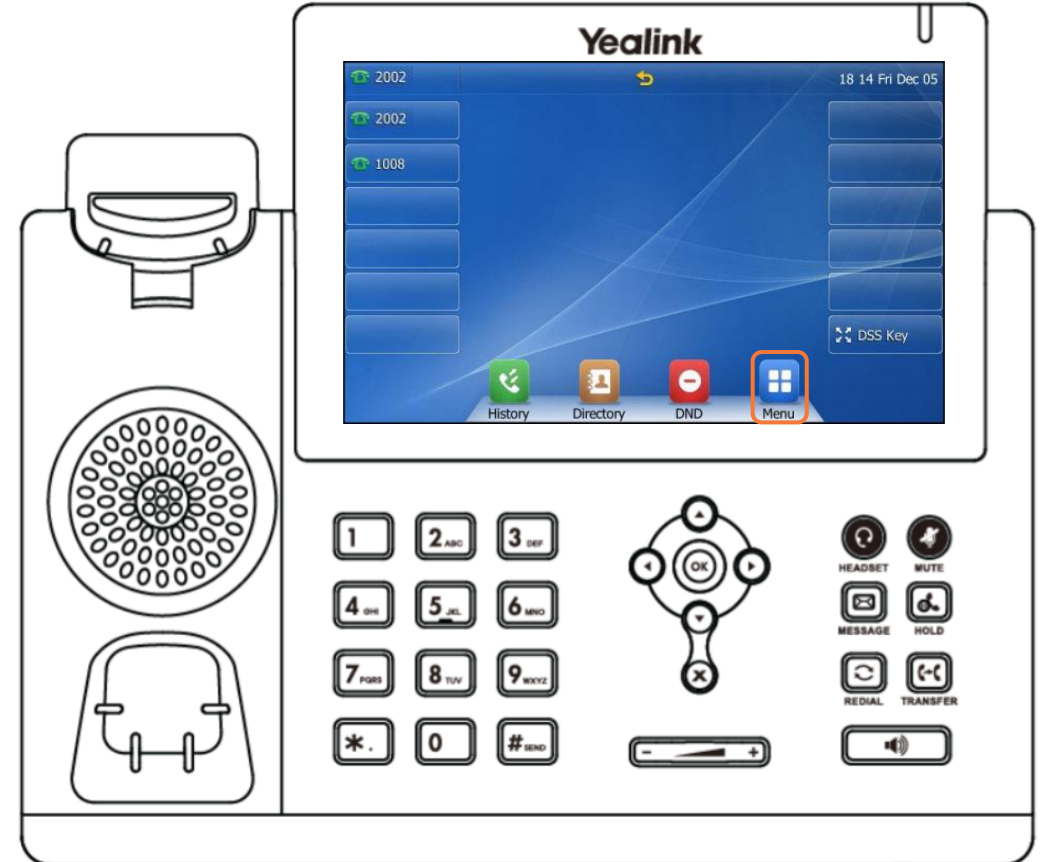
Click the shortcut key that will begin the process of forwarding all calls.



Knowledge Check 4 of 4

That is correct!

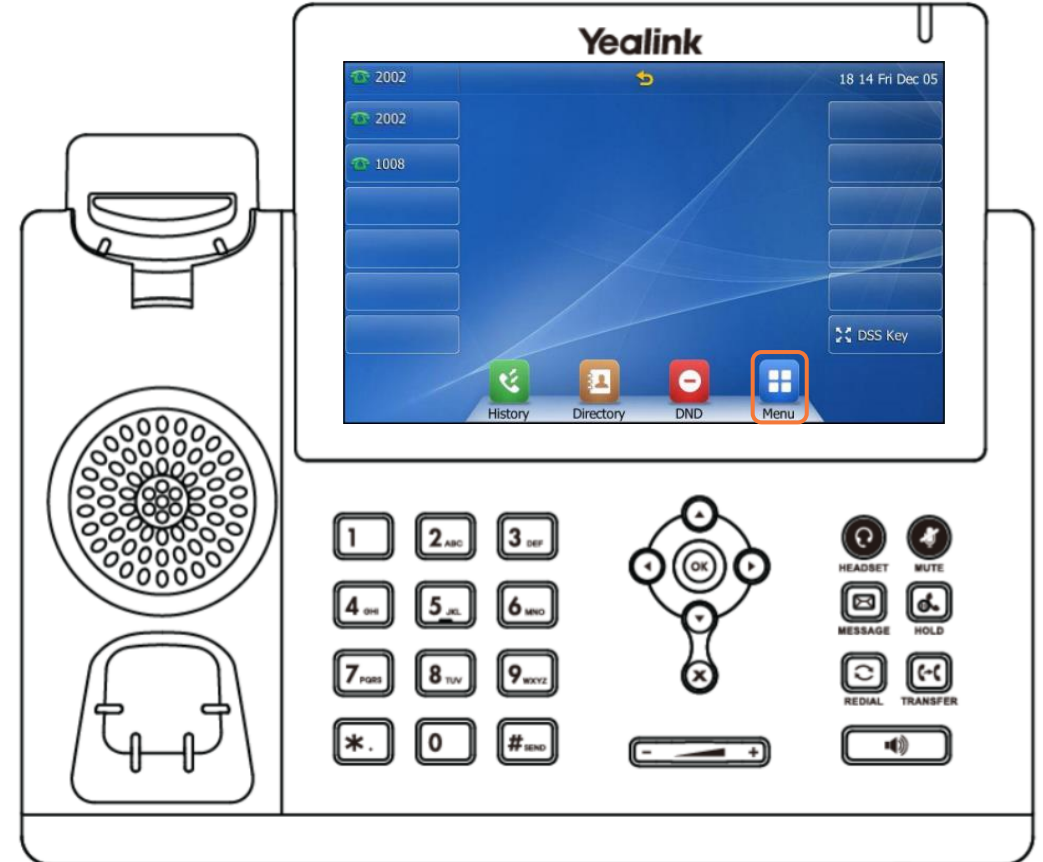
Settings such as forwarding calls can be accessed from the devices **Menu** screen.



Knowledge Check 4 of 4

Sorry, that is incorrect.

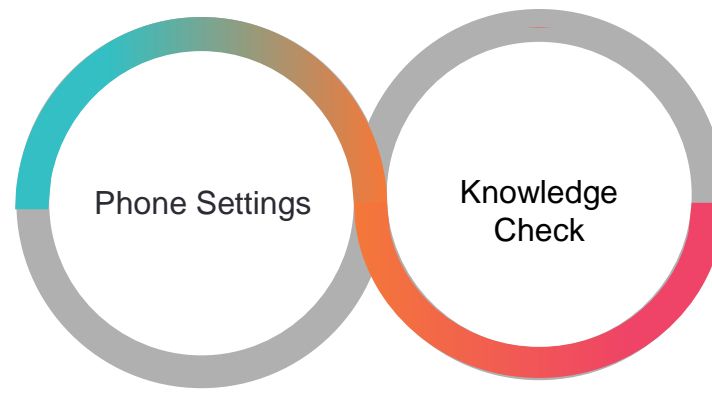
Settings such as forwarding calls can be accessed from the devices **Menu** screen.



Phone Settings Complete

This module on Yealink T48 model settings is now complete.

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



Restart