Yealink T48 Series

Fuze for Yealink

Contact Directory

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

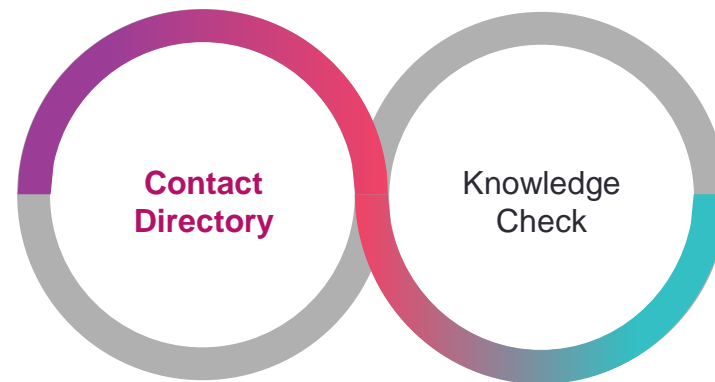*Click Start to begin.*

Start

Contact Directory

Contacts, Speed Dial, Buddy Watch

This module will cover the contact directory and setting up line key functionality.

Use the 'Next' button and clickable hotspots to navigate through this interactive guide.

Contact Directory

Knowledge Check
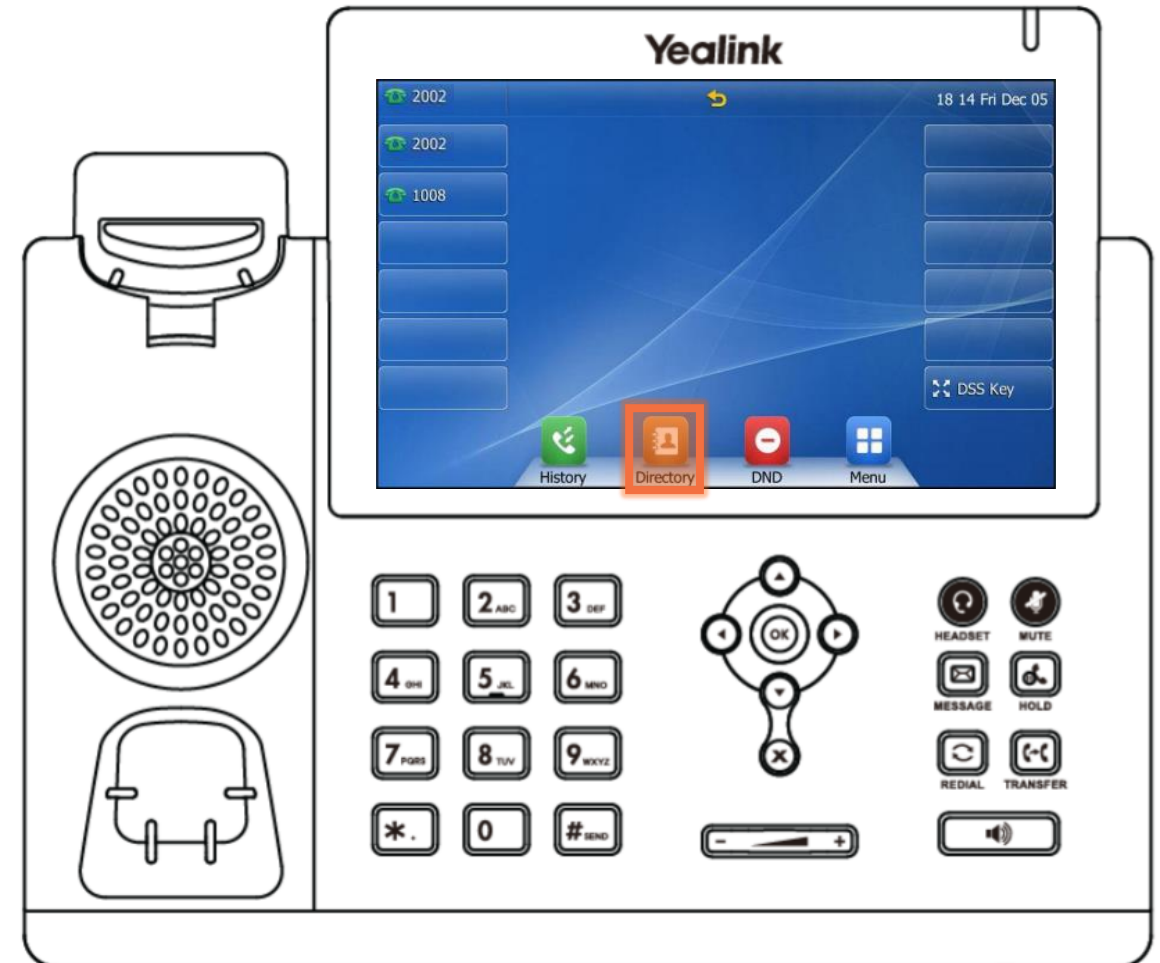
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Next

Accessing the Contact Directory

The Contact Directory may be synced to include company contacts as well as a local directory on the phone.
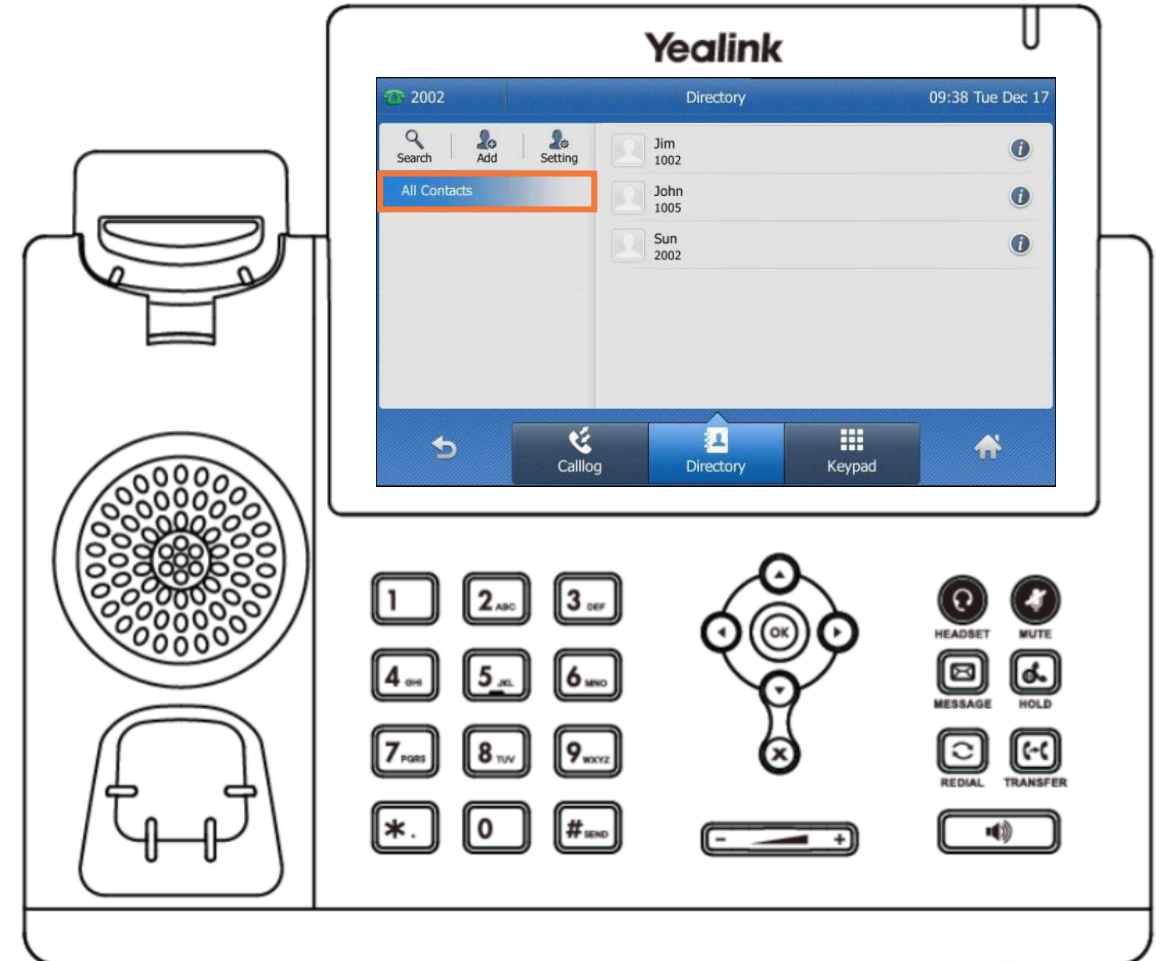
To access the Contact Directory:

- Tap the **Directory** shortcut key

Accessing the Contact Directory

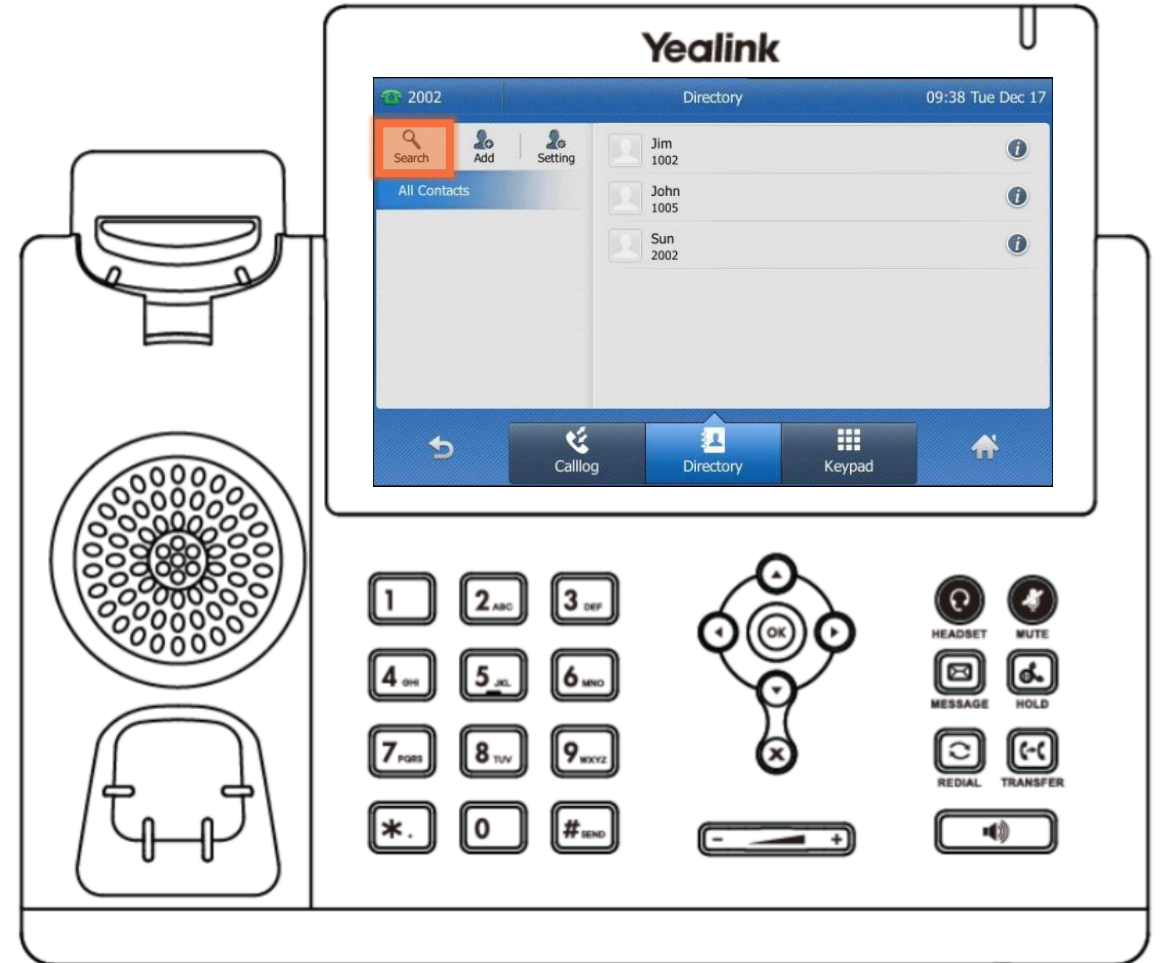Tap to highlight the appropriate directory.

If no other directories have been added, the **All Contacts** directory will be highlighted.
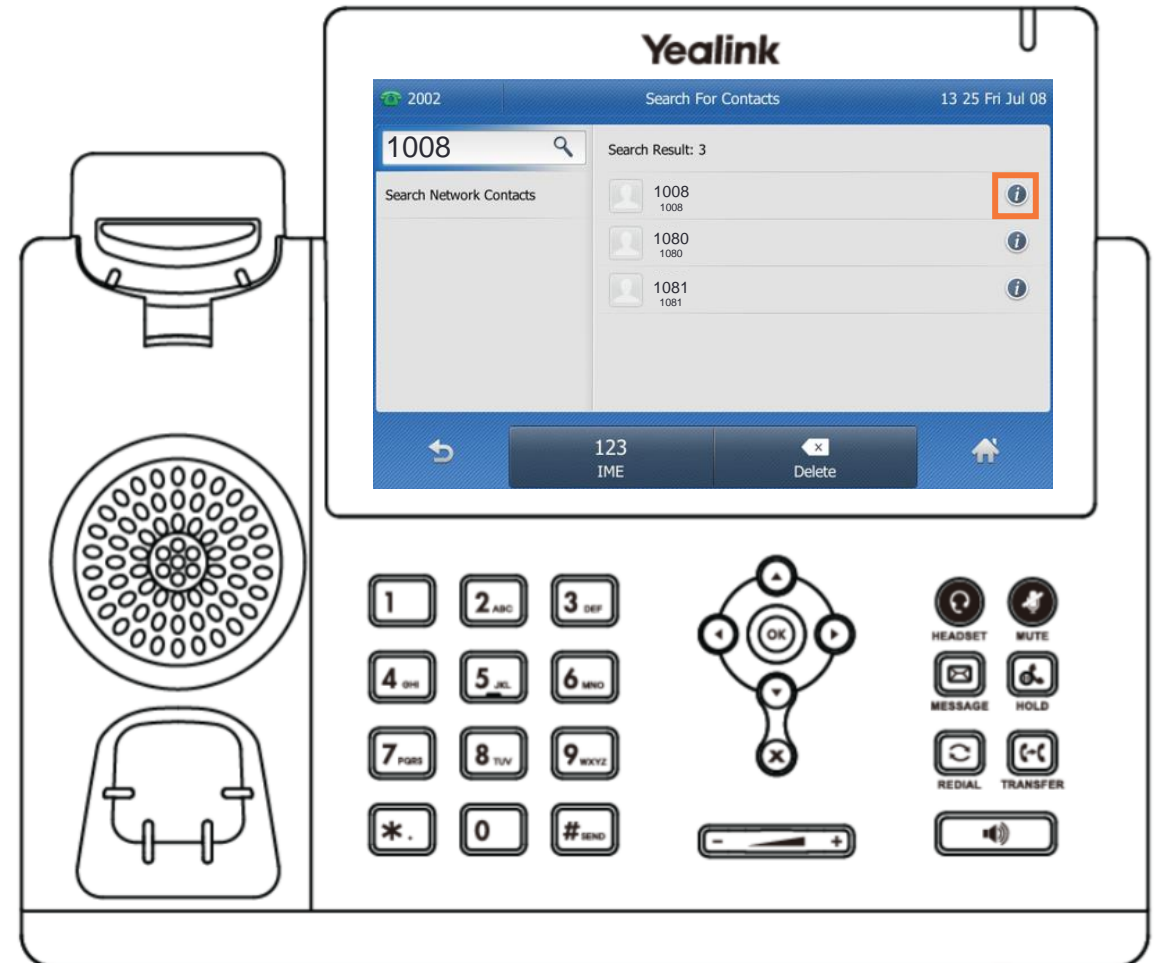
Next

Searching the Contact Directory

To search for a contact within the directory:

- Tap **Search** 🔍 Search

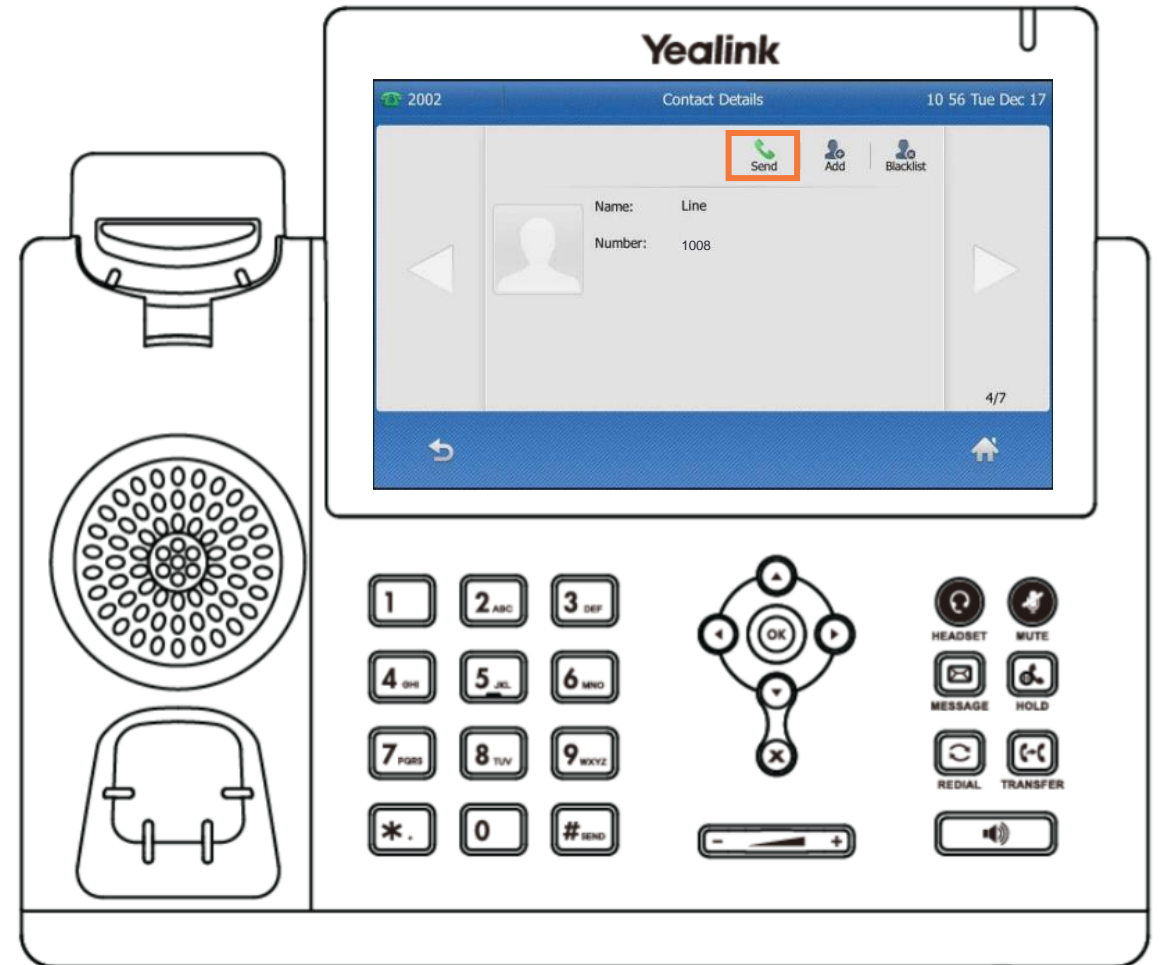# Searching the Contact Directory

- Use the dial pad to enter search criteria for the contact

  - It is possible to search by first or last name, or by the contact's extension

- Once the search results display, tap the ⓘ icon next to the contact

Next

Calling a Contact

With the contact selected:

- Tap **Send**
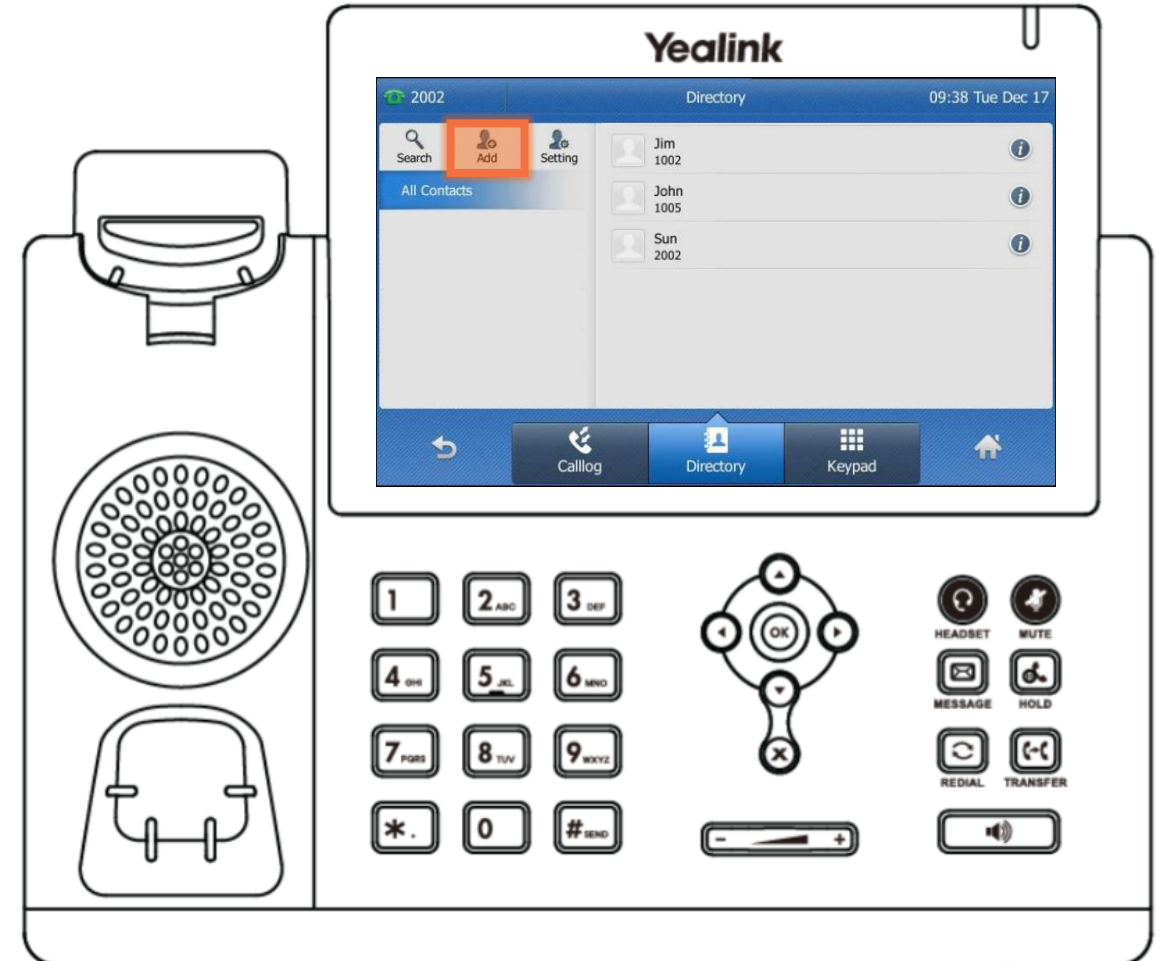
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Next

Adding a Contact

Daniel is a regular customer but is not currently included in the phone's directory.

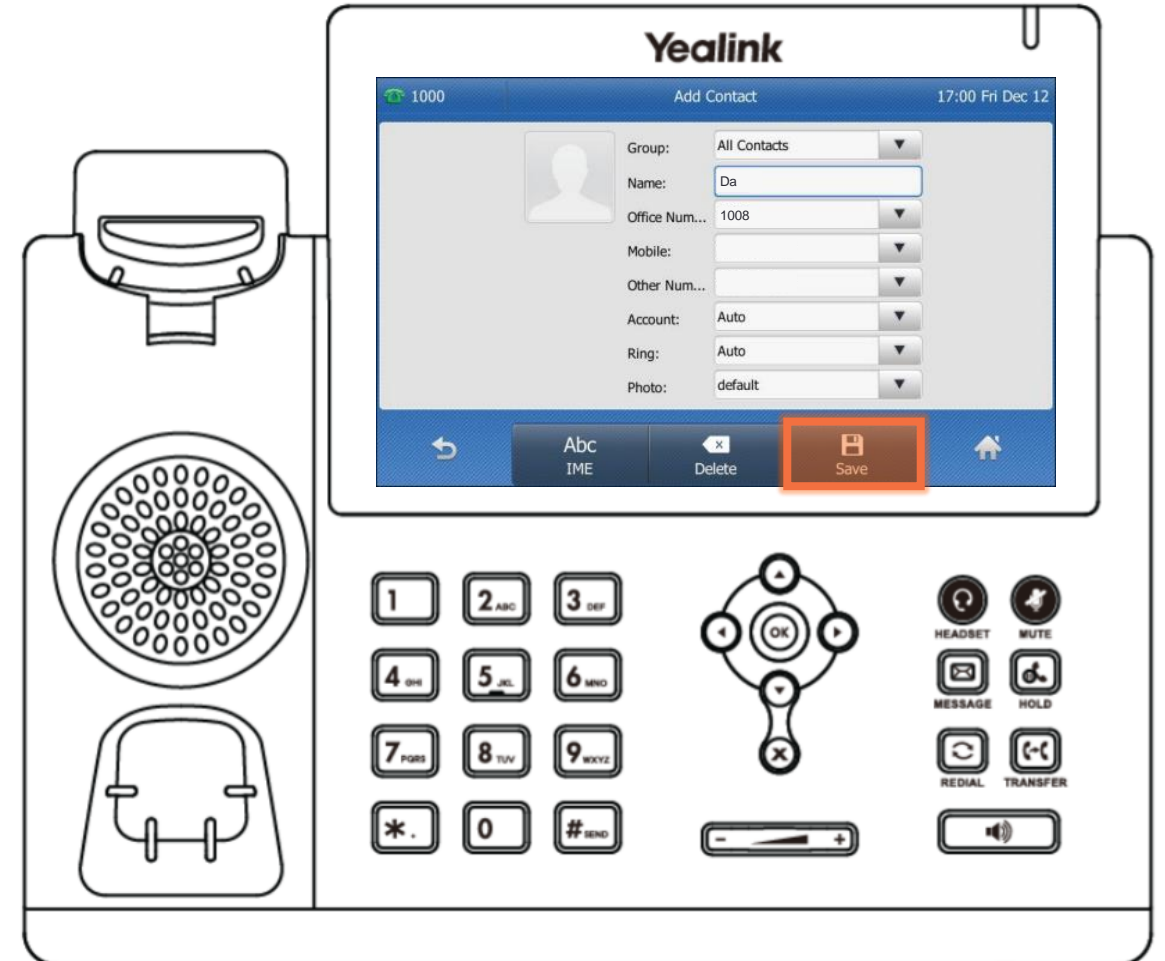Once inside the directory, to add a contact:

- Tap **Add**

Adding a Contact

After the contact information is entered using the dial pad:
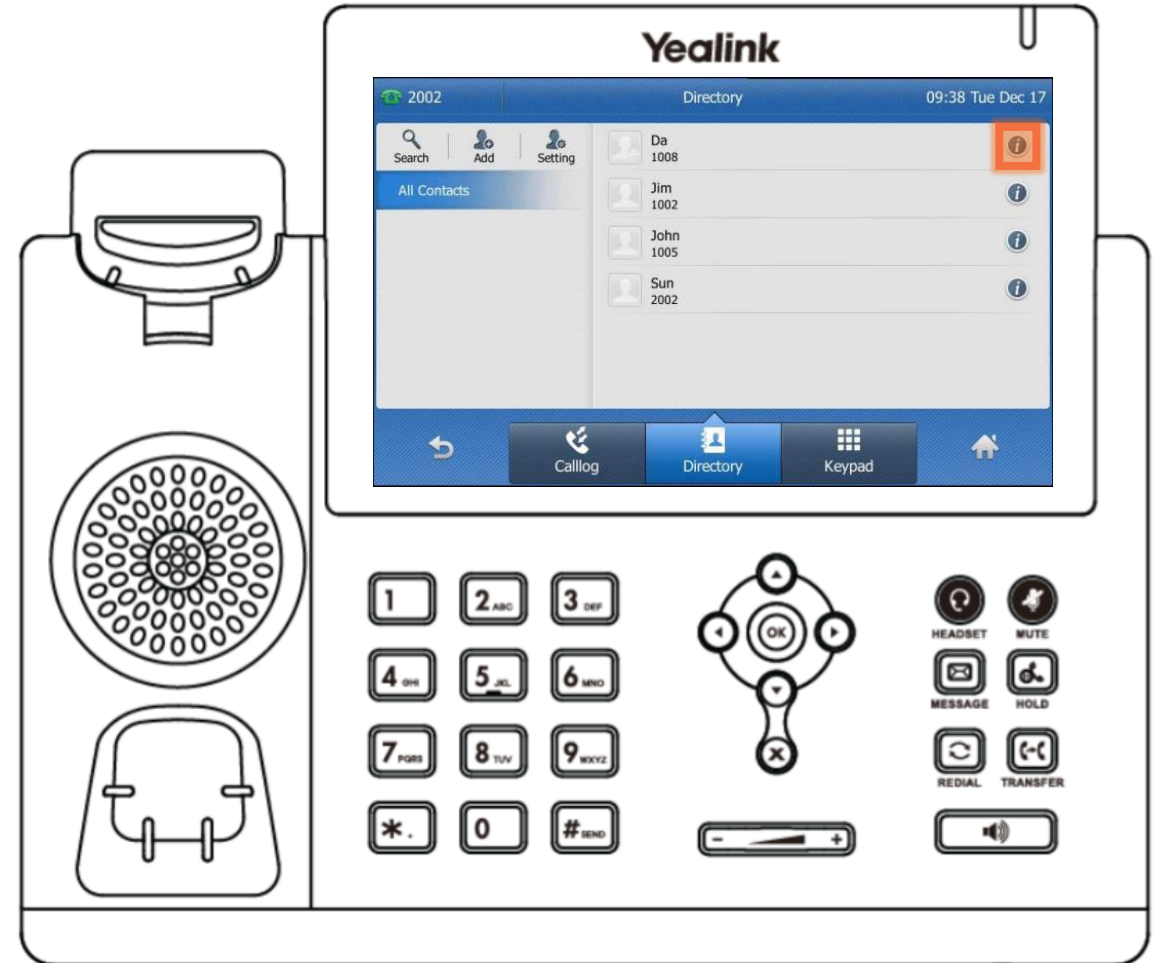
- Tap **Save** 🖫 Save

🎨 fuze tip The newly added contact will be saved in the local directory for the phone.

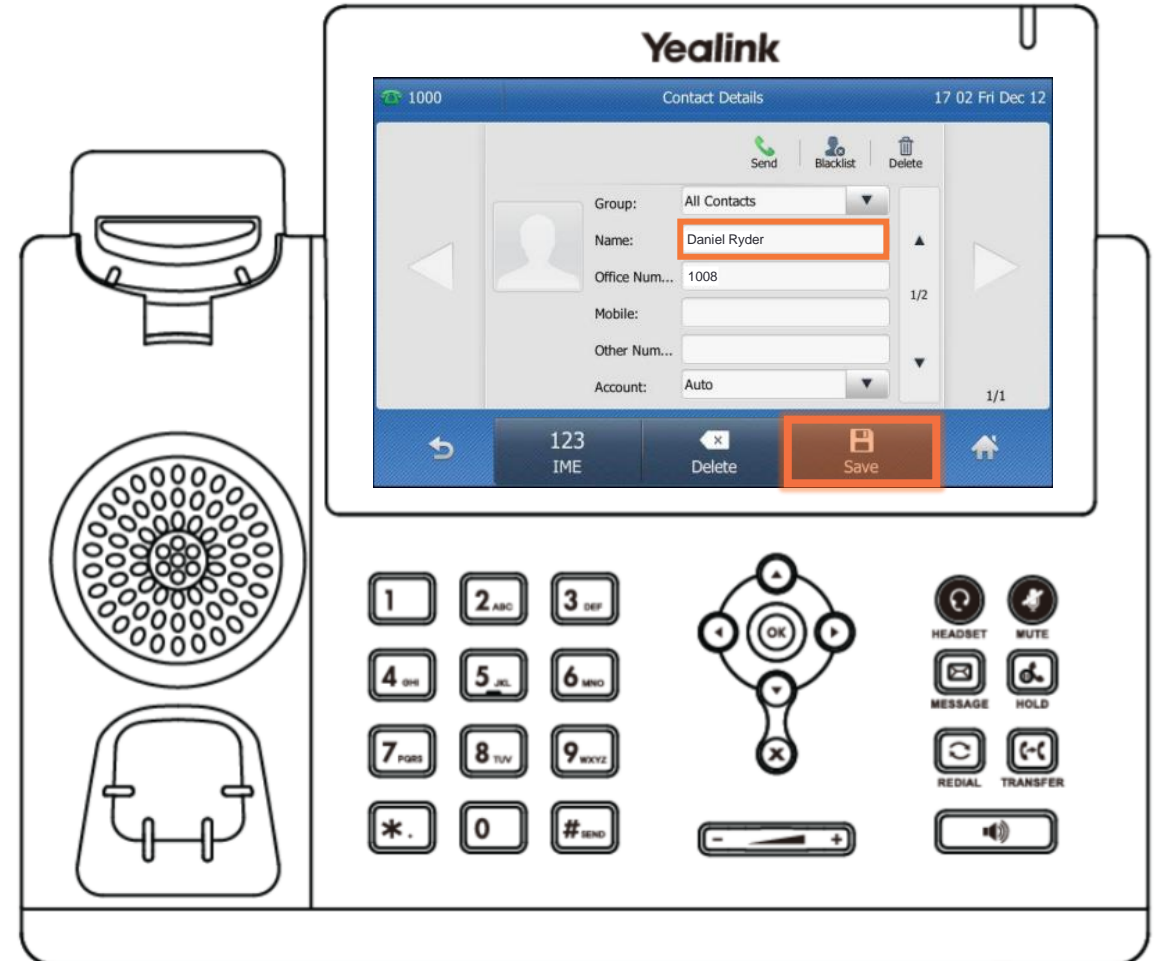# Editing a Contact

To edit contact information:

- Locate the contact in a directory

- Tap the ⓘ icon

Editing a Contact

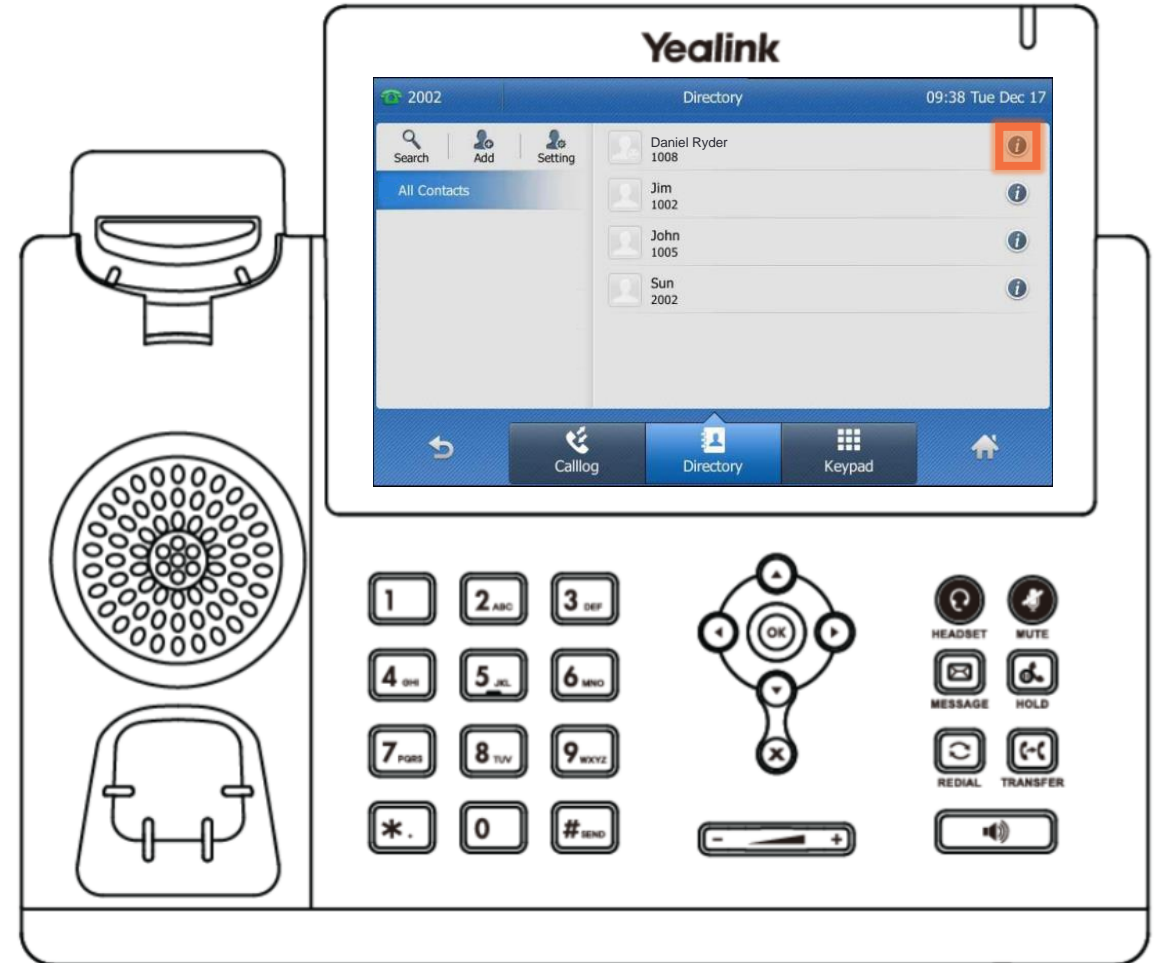Tap the fields to select the contact information to edit:

- Use the dial pad to edit the information

    - Using "0" permits the entering of a space between the contact's first and last name
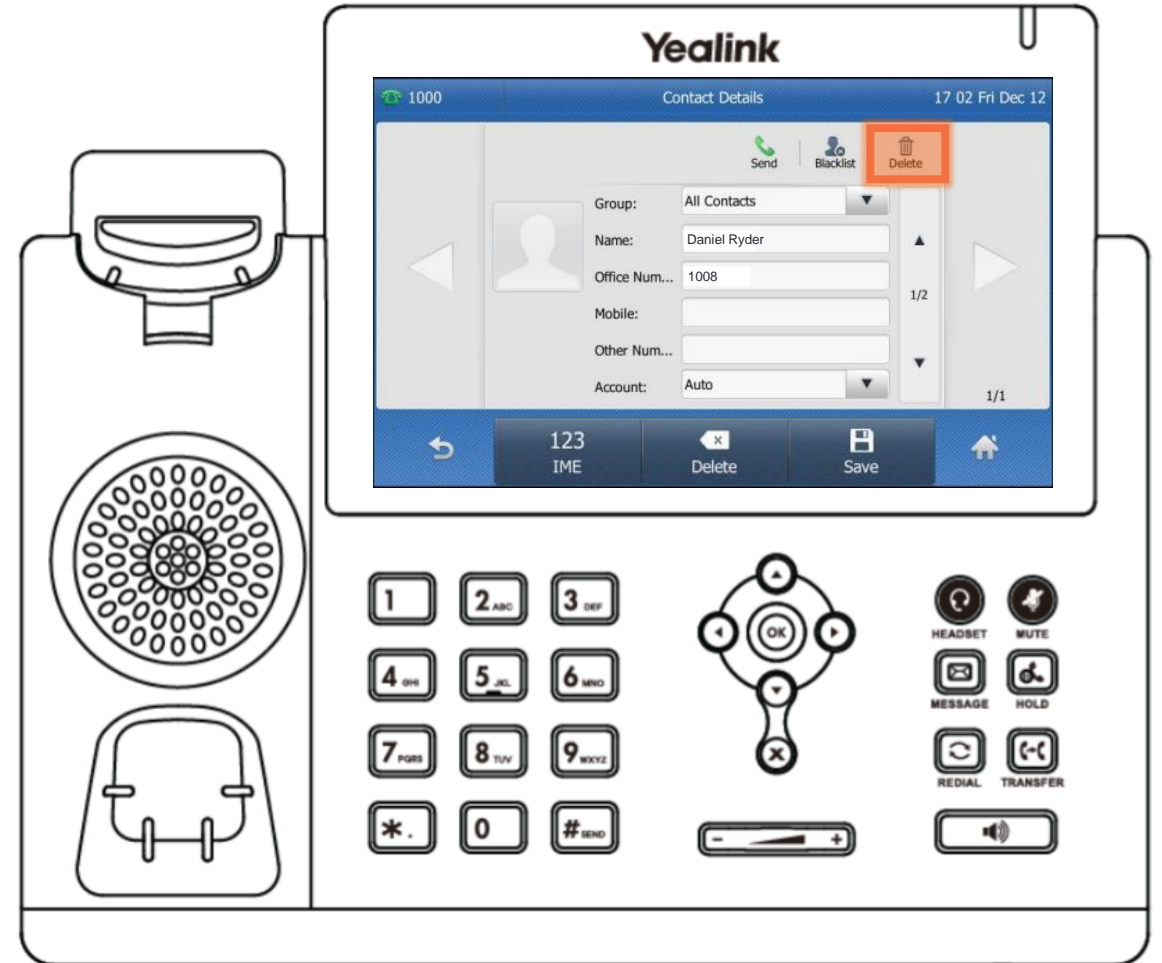
- Tap **Save**

Deleting a Contact

To delete a contact from within the directory:

- Locate the contact

- Tap the ⓘ icon

Deleting a Contact
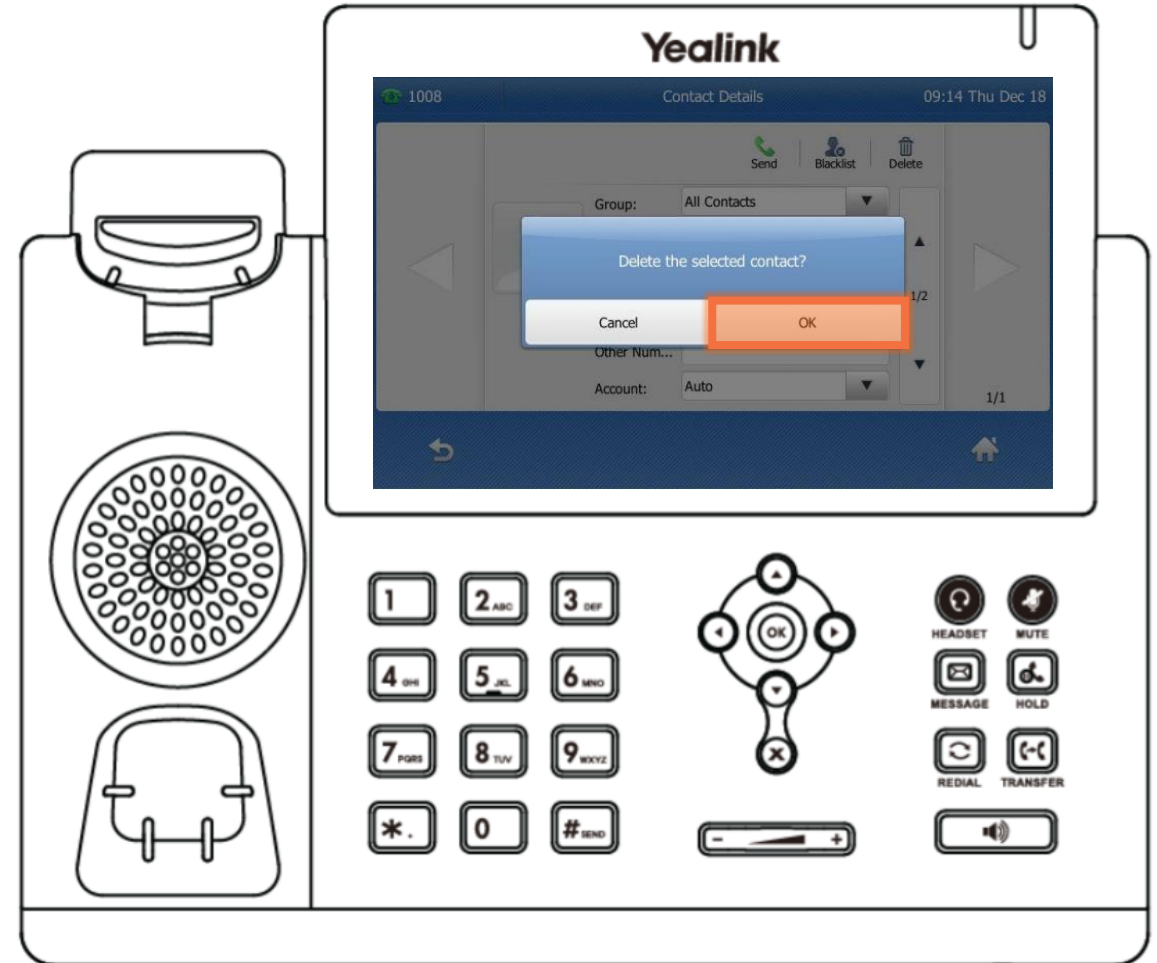
- Tap **Delete** 🗑 Delete

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Deleting a Contact

- Tap **OK** to confirm

 Deleting a contact removes them from the selected directory.

Adding a Speed Dial

Along with Oliver, Martina is a contact that is often called. It would be beneficial to add her contact to speed dial. This way, Martina can be called by tapping the associated line key.

To add a contact to speed dial:

* Tap and hold the desired line key

* Tap the **Type** and select **Speed Dial**

* Tap the **Label** field and enter the contact's name by using the dial pad

* Tap **Value** to enter the contact extension

* Tap **Save** to save the entry

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Next
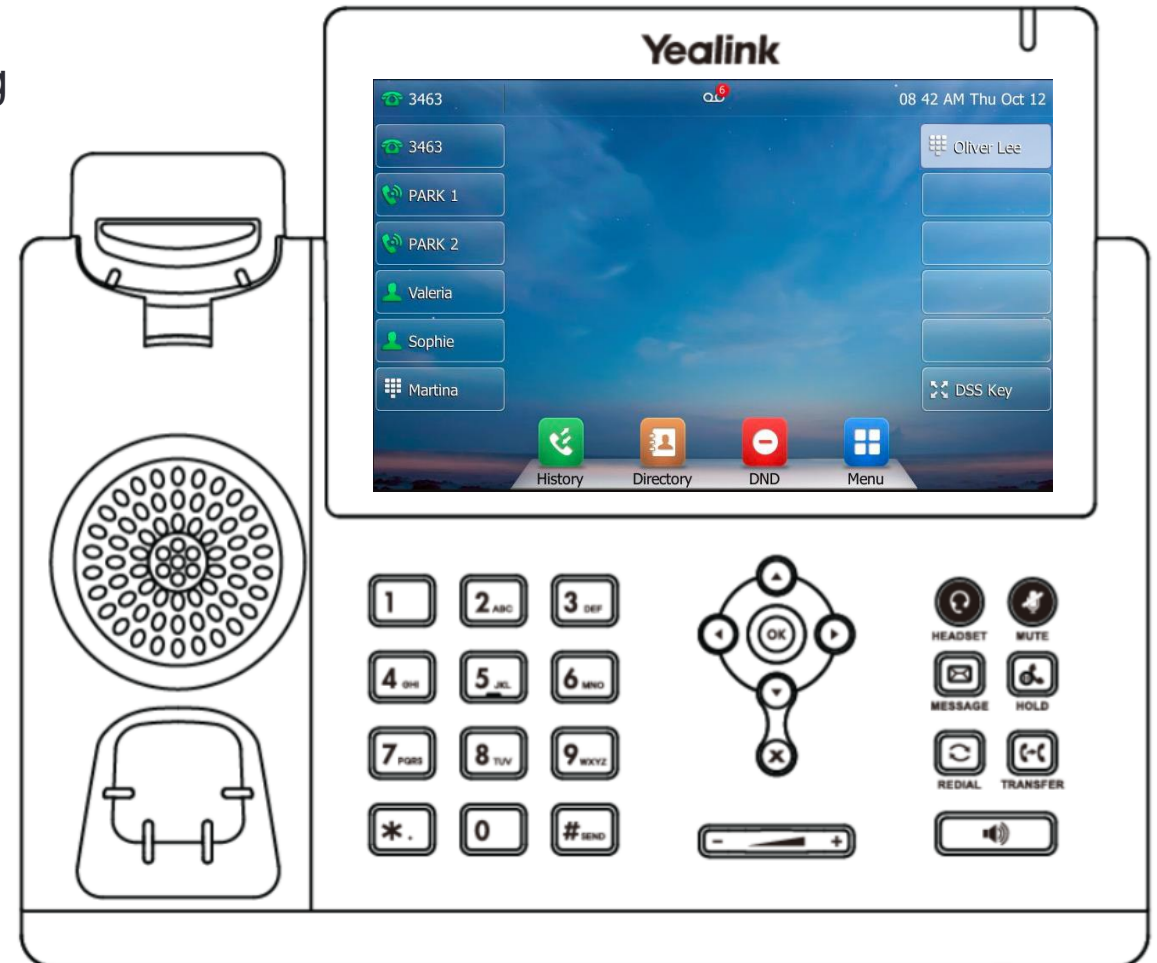
Buddy Lists

A Buddy List is a list of speed dial users whose status can be monitored from the phone.

- A green indicates the contact is currently available

- A red icon indicates the contact is currently on a call

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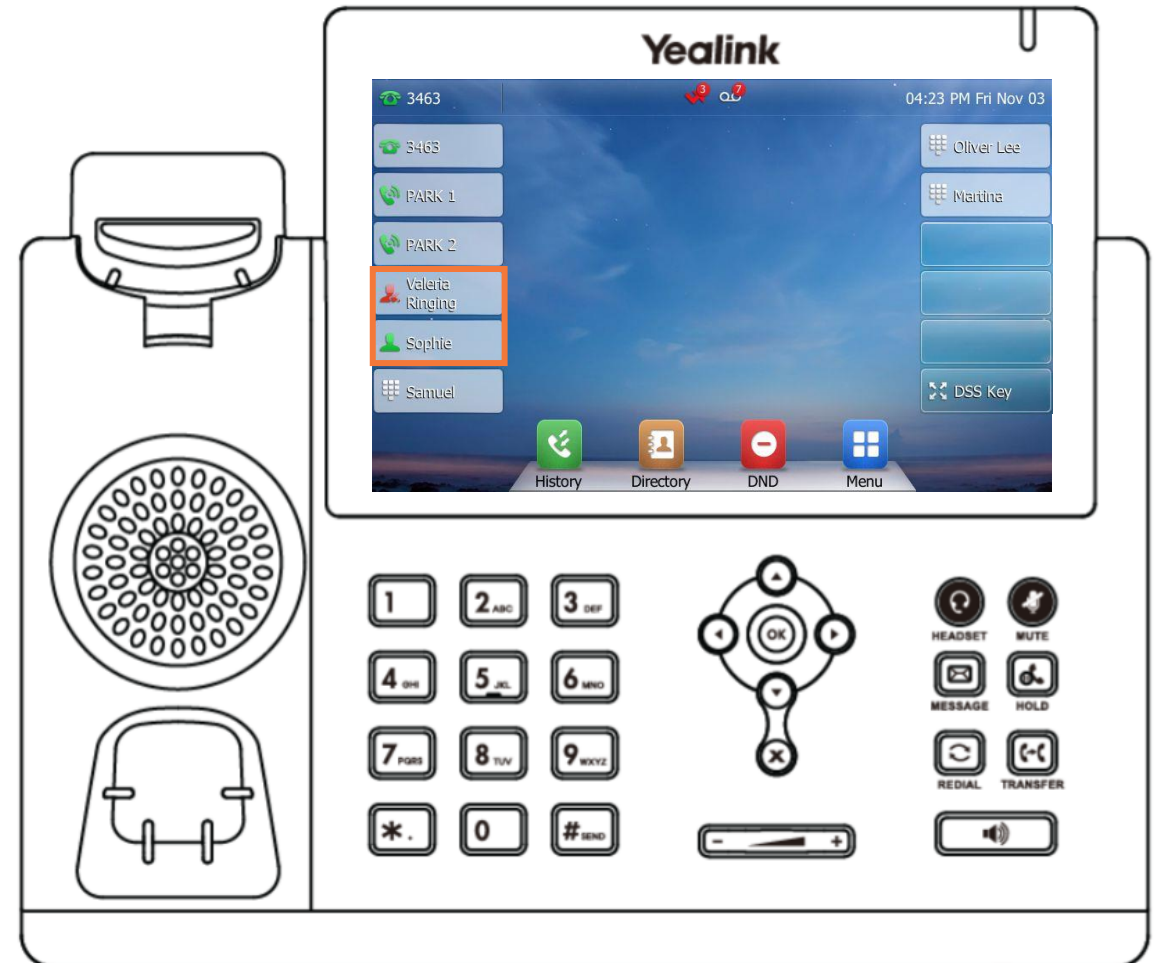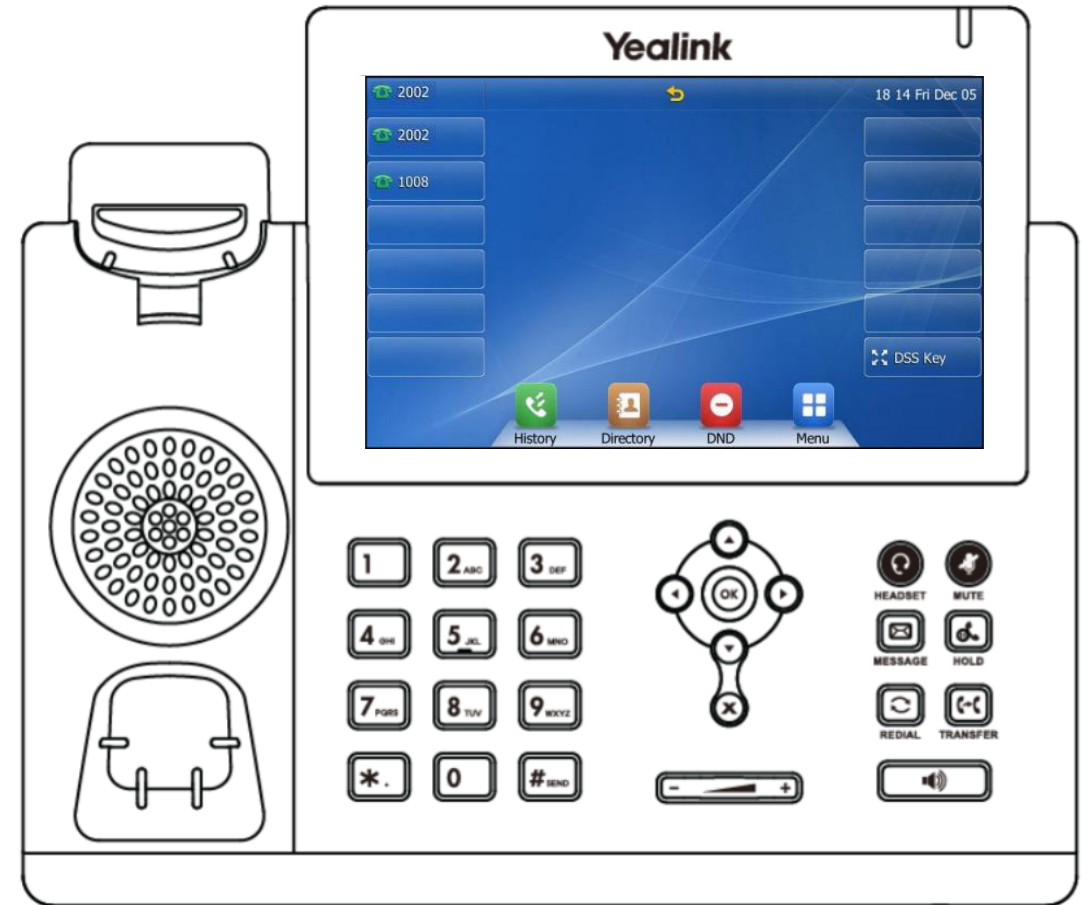
Next

Knowledge Check

You will now be given an ungraded knowledge check to test your understanding of this module.

When you are ready, click Next to begin.

Contact Directory

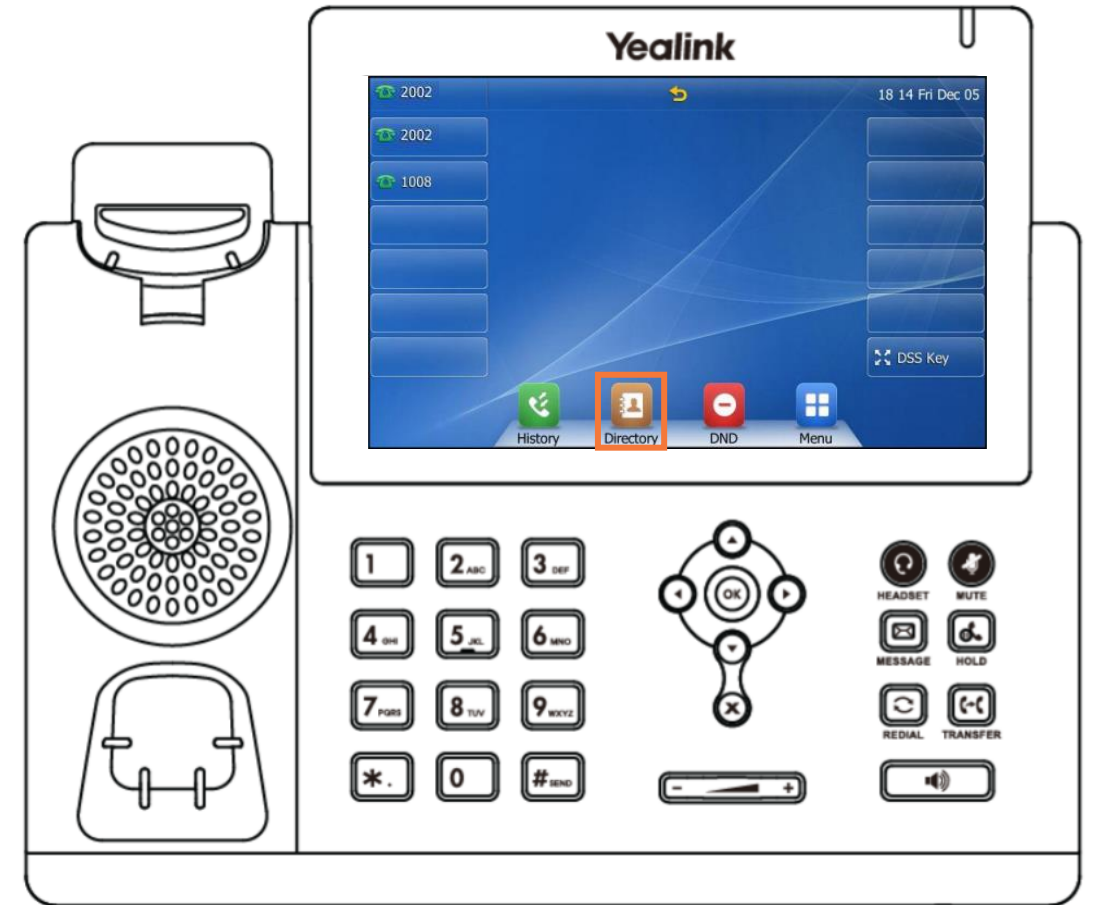**Knowledge Check**

Next
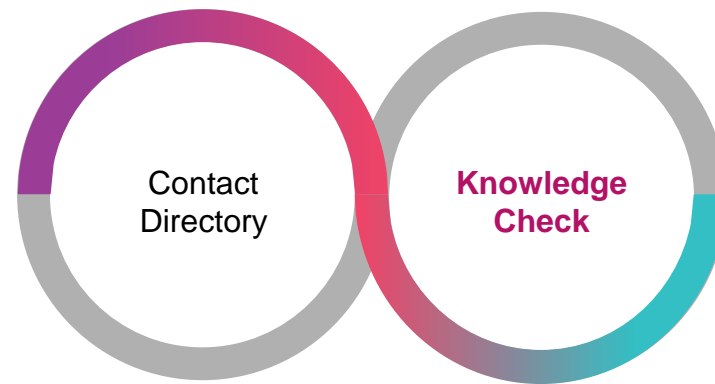
Click on-screen the correct key that will allow you to access the Contact Directory.

That is correct!
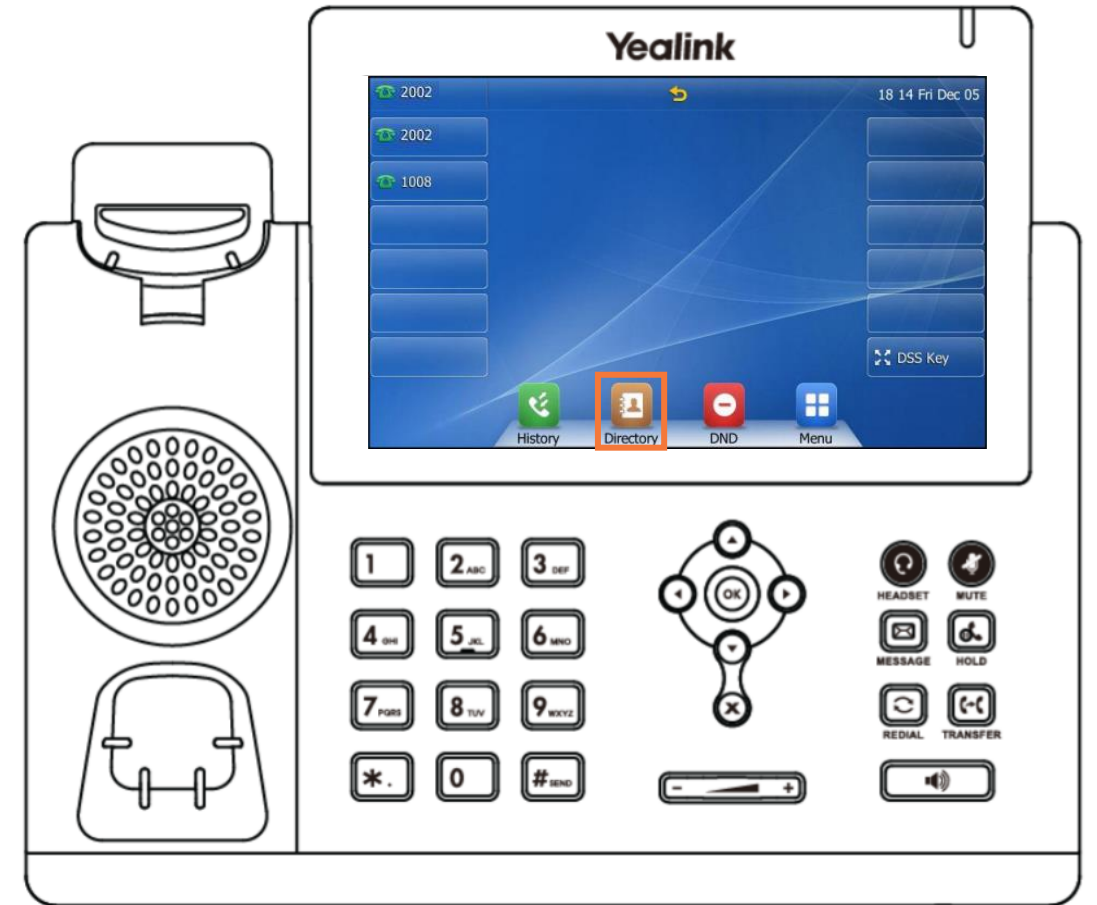
To access the contact directory, tap the **Directory** shortcut key.

Next

Sorry, that is incorrect.

To access the contact directory, tap the **Directory** shortcut key.

Retry

Next

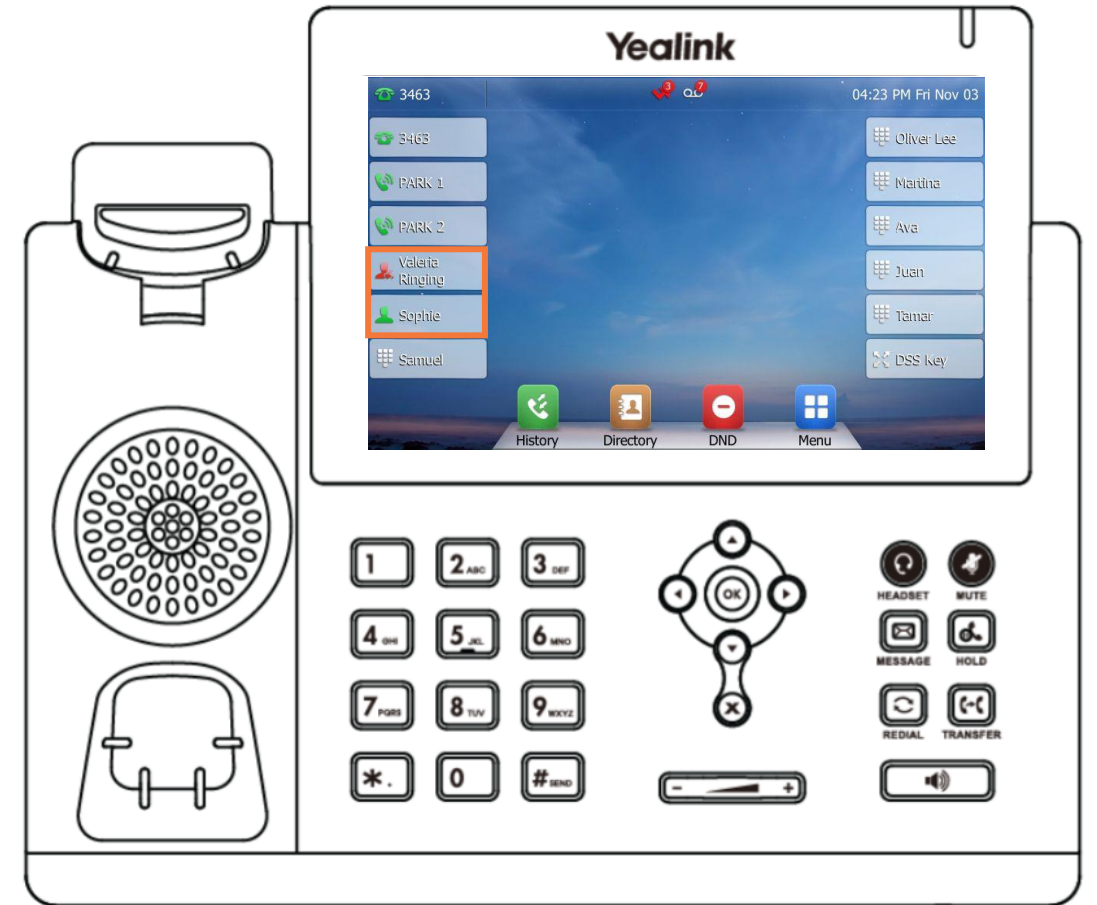*True or False.* A red icon in the buddy list indicates that contact is on a phone call.

True	False

That is correct!

A red icon indicates that the contact is currently on a call. While a green icon indicates that the contact is currently available.

Next

Sorry, that is incorrect.

A red icon indicates that the contact is currently on a call. While a green icon indicates that the contact is currently available.
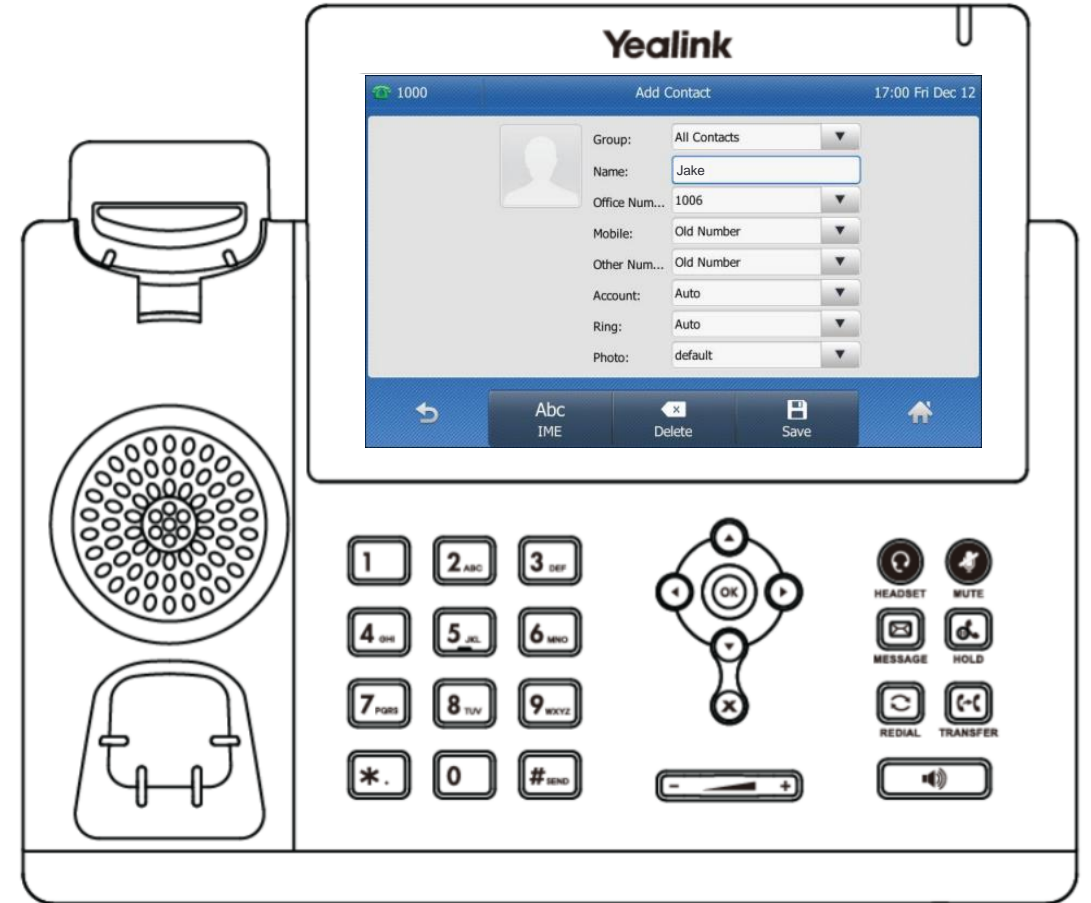
Retry

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Next

True or False. A newly added contact will be saved in the local directory for the phone.
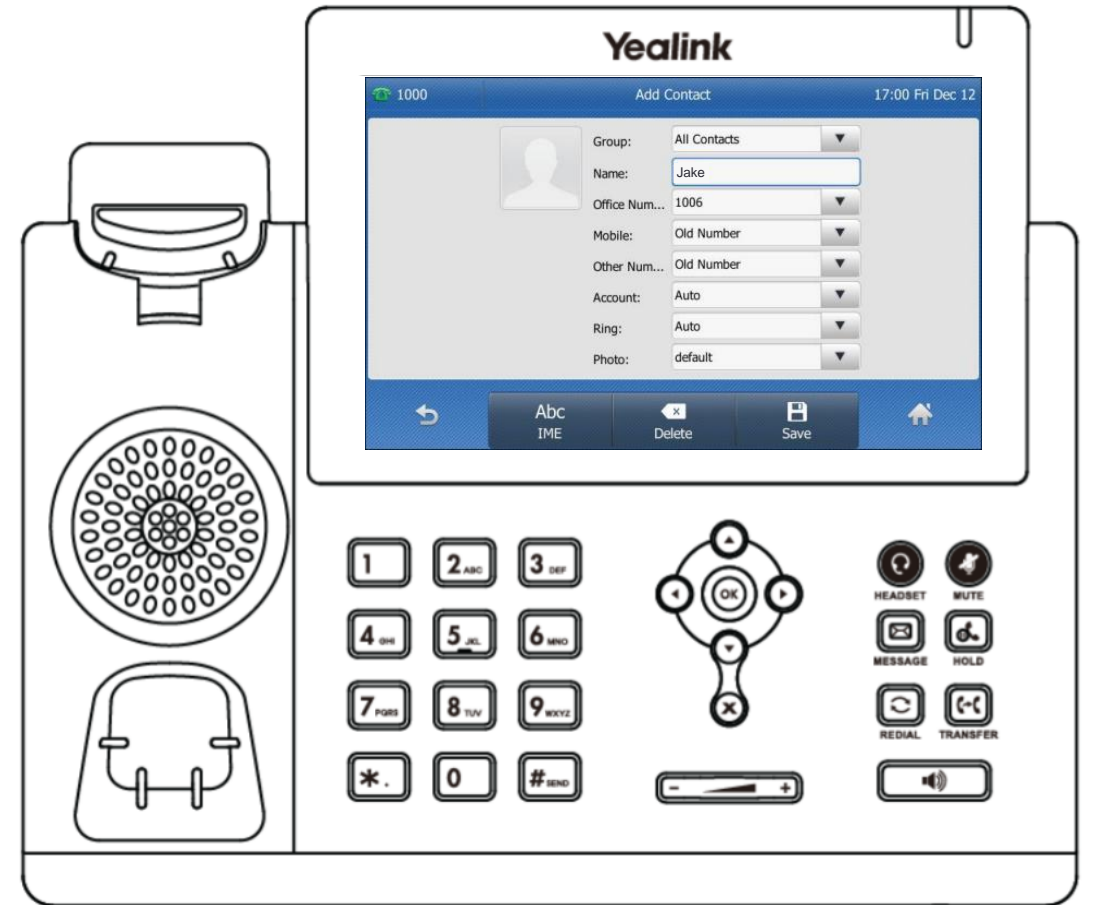
True

False

That is correct!

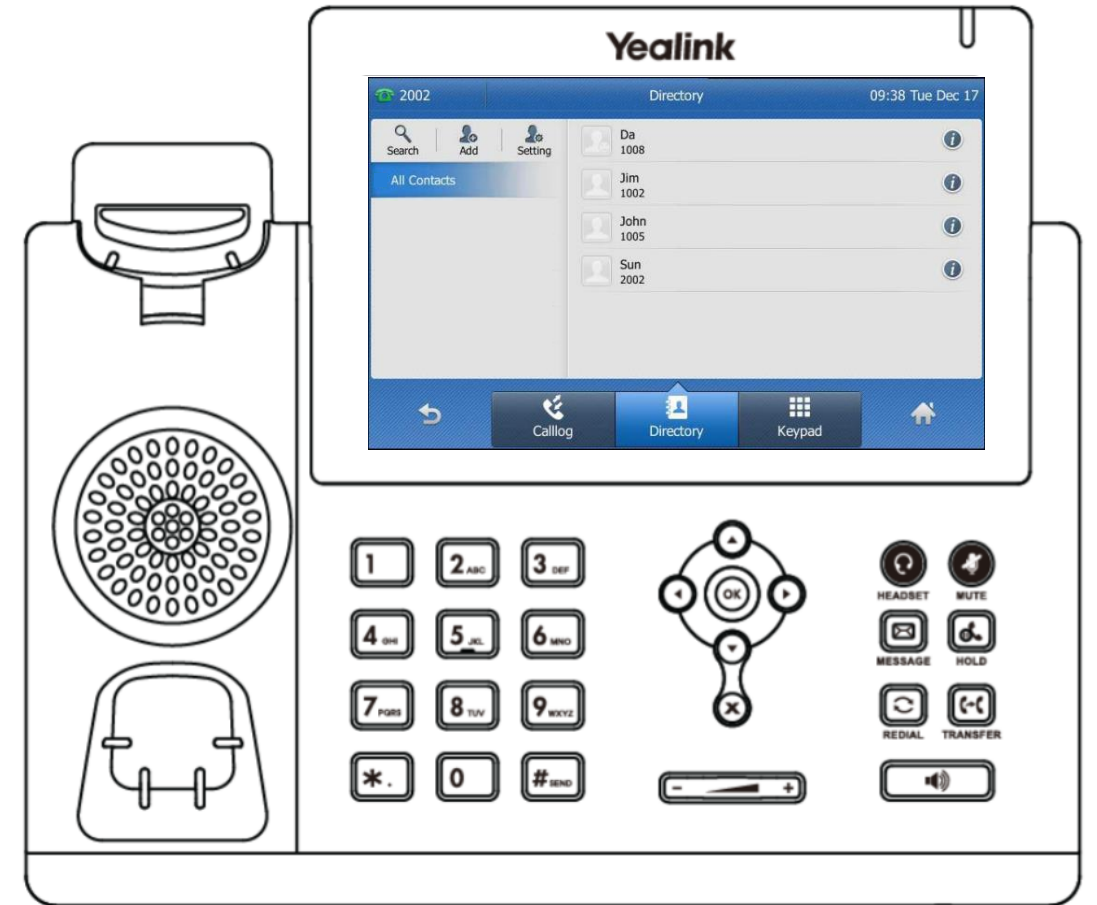The newly added contact will be saved in the local directory for the phone.

Next
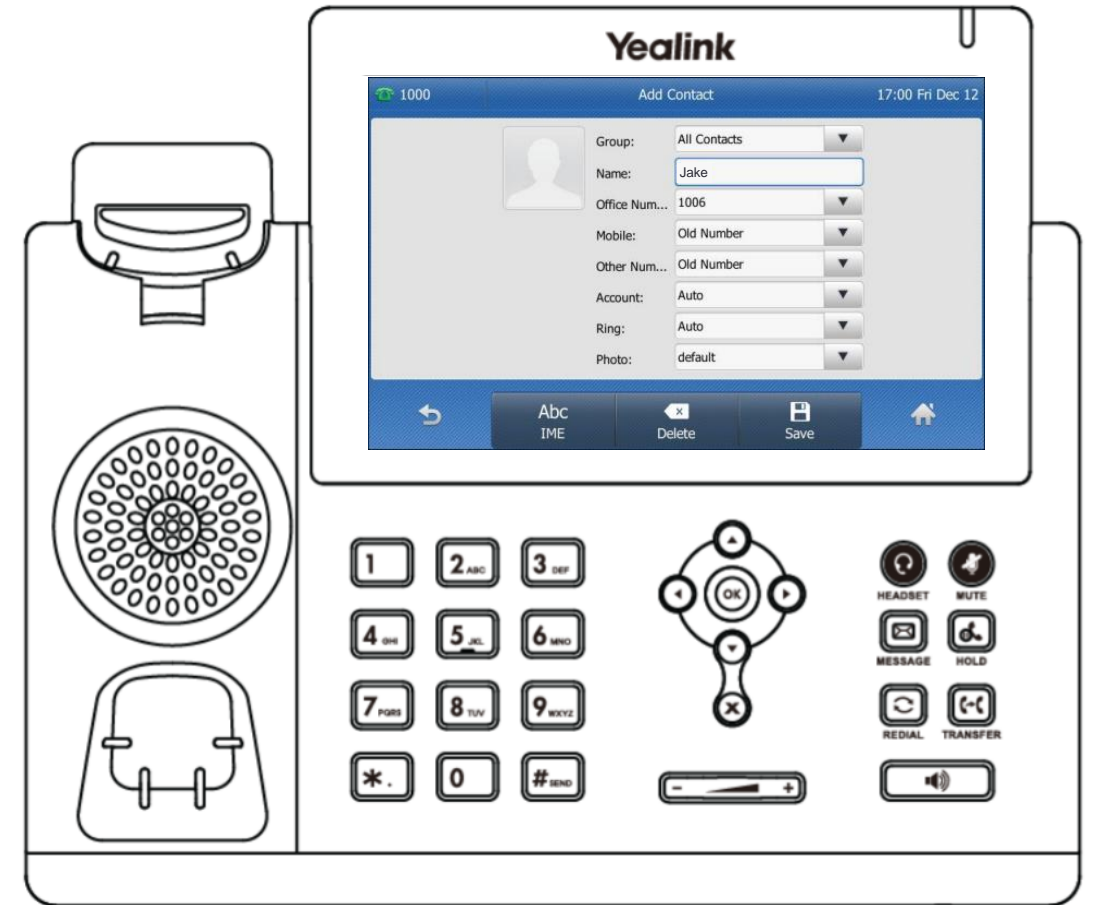
Sorry, that is incorrect.

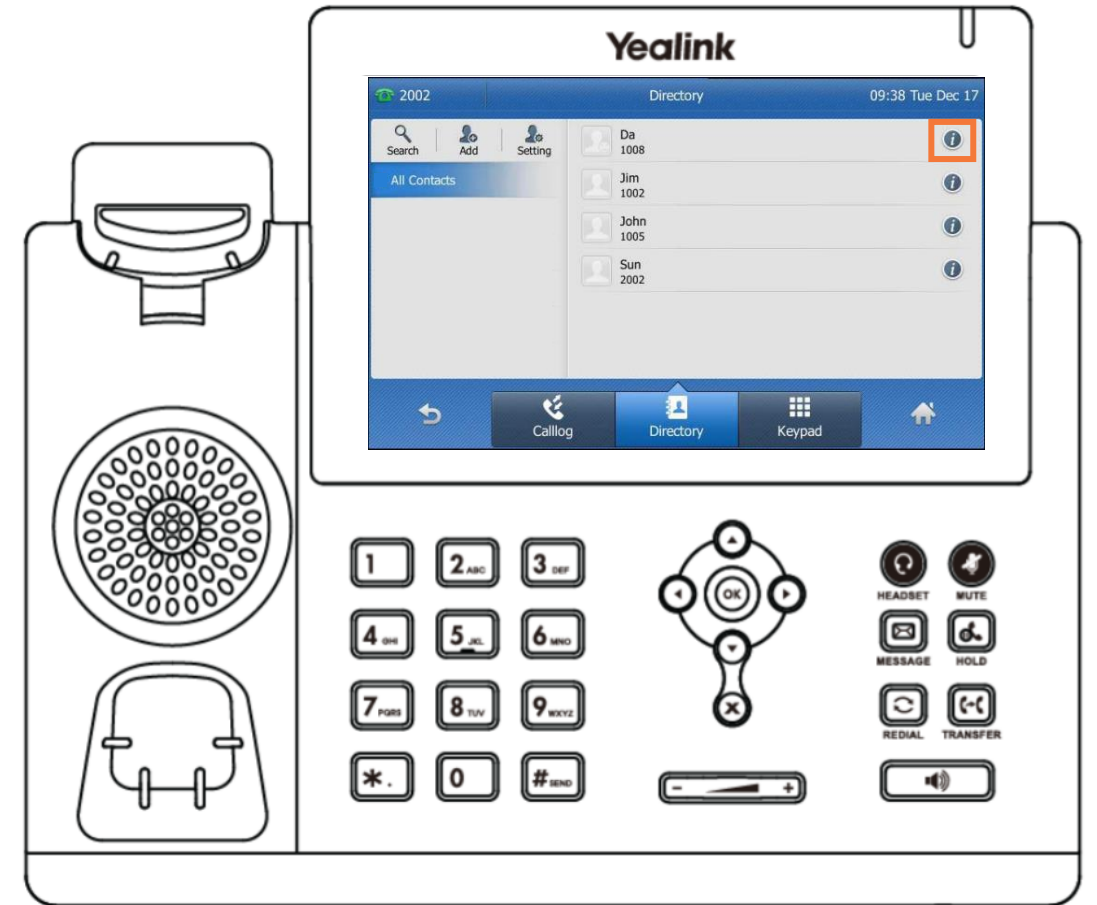The newly added contact will be saved in the local directory for the phone.

Retry

Next

Click on-screen the correct key that will allow you to edit a contact's information.

That is correct!
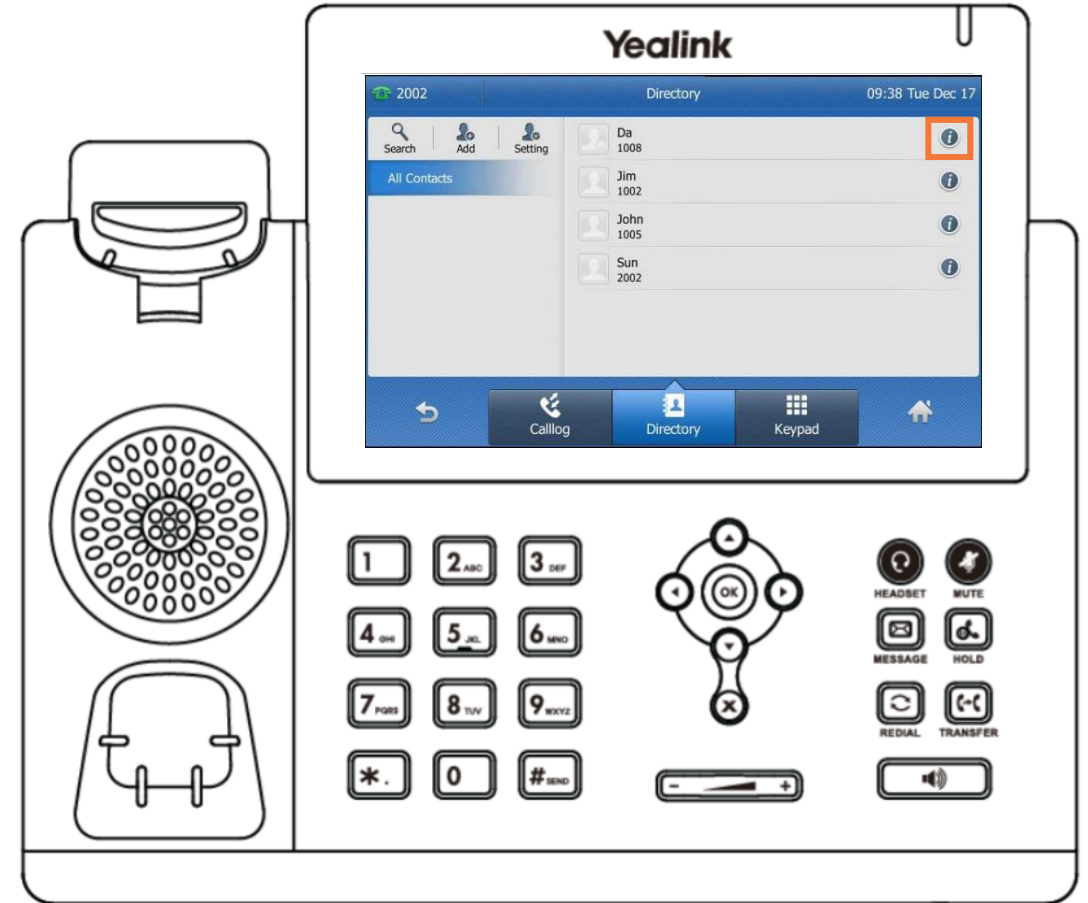
To edit a contact, press the ⓘ icon associated with the contact.

Next

Sorry, that is incorrect.

To edit a contact, press the ⓘ icon associated with the contact.

Retry

Next

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Contact Directory Complete

You have now completed the contact directory module for your Yealink device.

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

Contact Directory

Knowledge Check

Restart