

2. Enter the number of the second party, and then tap the **Send** soft key.
3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Tap the **End Call** soft key to disconnect all parties.

**Note:** You can split the conference call into two individual calls by tapping the **Split** soft key.

### Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slow flashes red.

**To listen to voice messages** (Ensure voice mail code is already configured on the phone):

1. Tap  and then tap the **Connect** soft key, or press .
2. Follow the voice prompts to listen to your voice messages.

## Customizing Your Phone

### Call History

1. When the phone is idle, tap , and then tap the desired call list on the left.
2. Tap  or , or press  or  to scroll to the desired page.
3. Tap  after the desired entry, and then you can do the following:
  - Tap **Send** to place a call.
  - Tap **Add** to add the entry to the local directory.
  - Tap **Edit** to edit the phone number of the entry before placing a call.
  - Tap **Blacklist** to add the entry to the blacklist.
  - Tap **Delete** to delete the entry from the list.

### Contact Directory

**To add a contact:**

1. When the phone is idle, tap , and then tap the desired group on the left.
2. Tap **Add** to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Tap the **Save** soft key to accept the change.

**To edit a contact:**

1. When the phone is idle, tap , and then tap the desired group on the left.
2. Tap  after the desired contact.
3. Edit the contact information.
4. Tap the **Save** soft key to accept the change.

**To delete a contact:**

1. When the phone is idle, tap , and then tap the desired group on the left.
2. Tap  after the desired contact, and then tap **Delete**.
3. Tap the **OK** soft key when the touch screen prompts "Delete the selected contact?".

**Note:** You can add contacts from the call history easily. For more information, refer to **Call History** above.

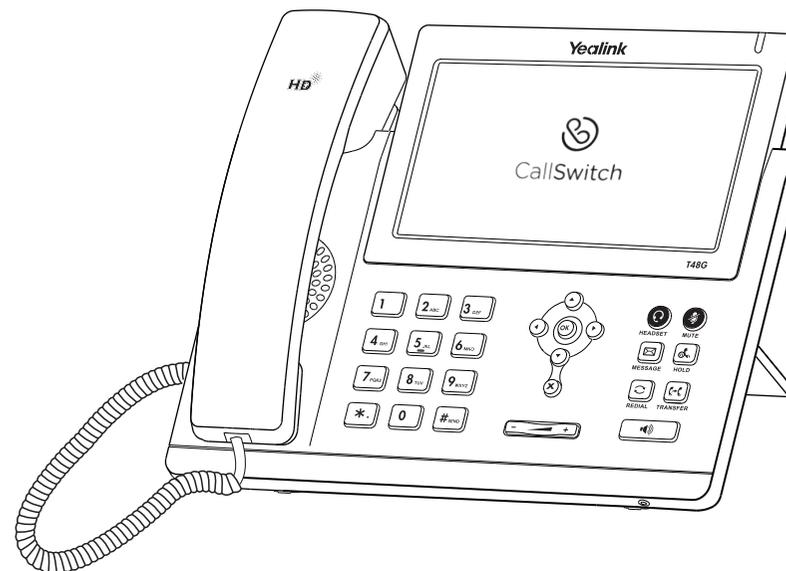
### Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle to adjust the ringer volume.

For more information, refer to:  
<http://www.support.callswitch.com>  
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# Ultra-elegant Gigabit IP Phone SIP-T48G



## Quick Reference Guide

<https://callswitch.net>

Applies to firmware version 72 or later.

## Using Your Phone

### Navigating the Touch Screen

- To enter the main menu, tap .
- To return to the idle screen, tap .
- To go back to the previous menu, tap .
- To select a soft key, tap the soft key.
- To select an item, tap the item.
- To turn pages, tap  or  on the touch screen.
- To scroll through values in a pull-down list, press  or .

### Entering and Updating Data

#### To enter data:

- Tap the field you want to edit.
- Tap the **IME** soft key to switch input modes.
- Enter data using the keypad.
- Tap the **Save** soft key.

#### To select a field option:

Tap the field name, and then tap the field's highlighted box. From the pull-down list, tap the desired option.

## Basic Call Features

### Placing a Call

#### Using the handset:

- Pick up the handset.
- Enter the number, and then tap the **Send** soft key.

#### Using the speakerphone:

- With the handset on-hook, press .
- Enter the number, and then tap the **Send** soft key.

#### Using the headset:

- With the headset connected, press  to activate the headset mode.
- Enter the number, and then tap the **Send** soft key.

**Note:** During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key or the **Speakerphone** key or picking up the handset. Headset mode requires a headset connected.

### Answering a Call

#### Using the handset:

Pick up the handset.

#### Using the speakerphone:

Press .

#### Using the headset:

Press .

**Note:** You can ignore an incoming call by tapping the **Reject** soft key.

### Ending a Call

#### Using the handset:

Hang up the handset or tap the **End Call** soft key.

### Using the speakerphone:

Press  or tap the **End Call** soft key.

### Using the headset:

Tap the **End Call** soft key.

### Redial

- Press  to enter the **Placed** call list, and then tap the desired entry.
- Press  twice when the phone is idle to dial out the last dialed number.

### Call Mute and Un-mute

- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

### Call Hold and Resume

#### To place a call on hold:

Press  or tap the **Hold** soft key during an active call.

#### To resume the call, do one of the following:

- If there is only one call on hold, press  or tap the **Resume** soft key.
- If there is more than one call on hold, tap the call you want to resume, and then press  or tap the **Resume** soft key.

### Call Transfer

You can transfer a call in the following ways:

#### Blind Transfer

- Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to.
- Press  or tap the **Transfer** soft key.

#### Semi-Attended Transfer

- Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to, and then press .
- Press  or tap the **Transfer** soft key when you hear the ring-back tone.

#### Attended Transfer

- Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to, and then press .
- Press  or tap the **Transfer** soft key when the second party answers.

### Call Forward

#### To enable call forward:

- When the phone is idle, tap  → **Call Features** → **Call Forward**.
- Select the desired forward type:
  - Always Forward----** Incoming calls are forwarded unconditionally.
  - Busy Forward----** Incoming calls are forwarded when the phone is busy.
  - No Answer Forward----** Incoming calls are forwarded if not answered after a period of time.
- Enter the number you want to forward to. For **No Answer Forward**, tap the pull-down list of **After Ring Time**, and then tap the desired ring time to wait before forwarding.
- Tap the **Save** soft key to accept the change.

### Call Conference

- Tap the **Conference** soft key during an active call. The call is placed on hold.