



# **Yealink T47 - Changing Buttons**

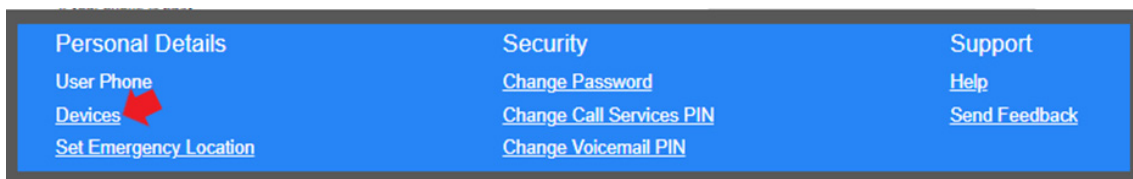
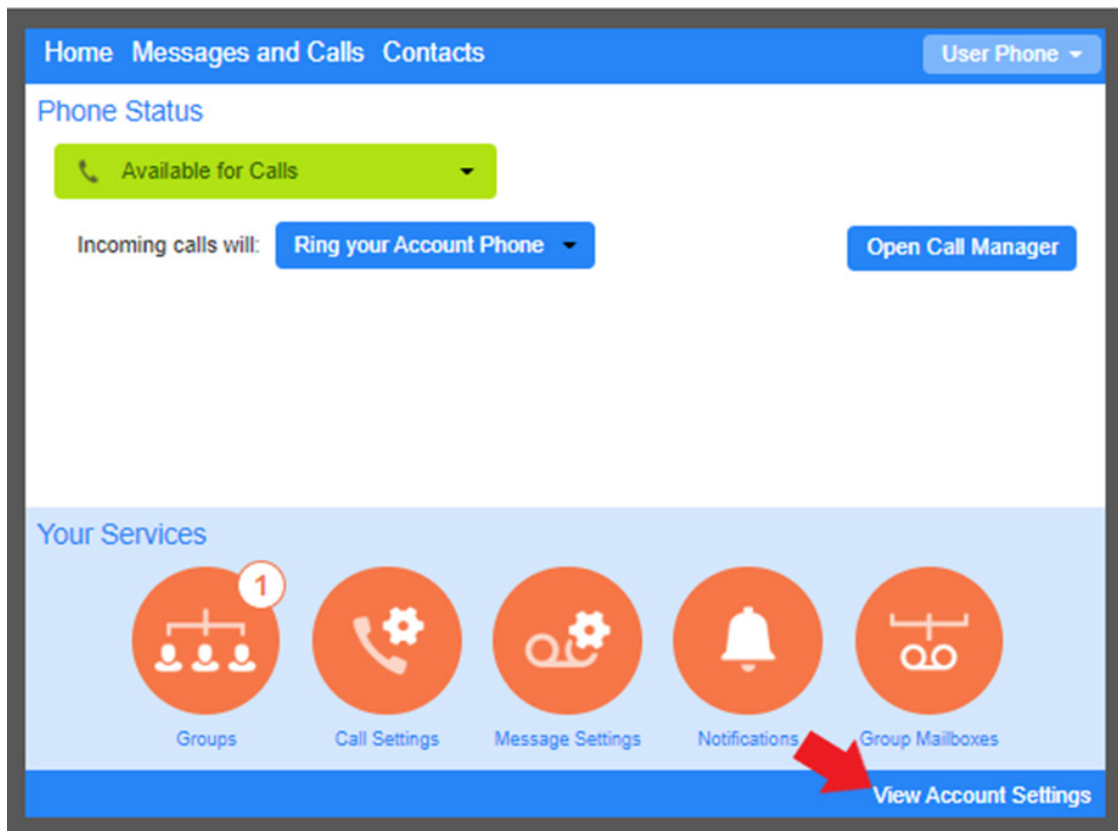
## **Quick Setup Guide**



# CHANGING BUTTONS - YEALINK T46 PHONE

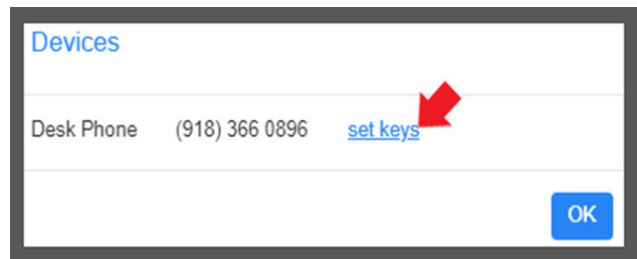
## CHANGING BUTTONS ON A YEALINK T46 PHONE

1. Log into the Comm Portal: <https://voice.btcbbroadband.com/login/#login.html>
2. User name is the 10-digit phone number, no spaces or characters – just numbers.
3. If you do not know your password, contact your business admin to reset your password.
4. At the bottom of the page, Click on View Account Settings, then click on Devices



# CHANGING BUTTONS - YEALINK T46 PHONE

5. Click on set keys



6. Click on Edit



7. Click on > next to the  
Programmable Keys -  
Line Key

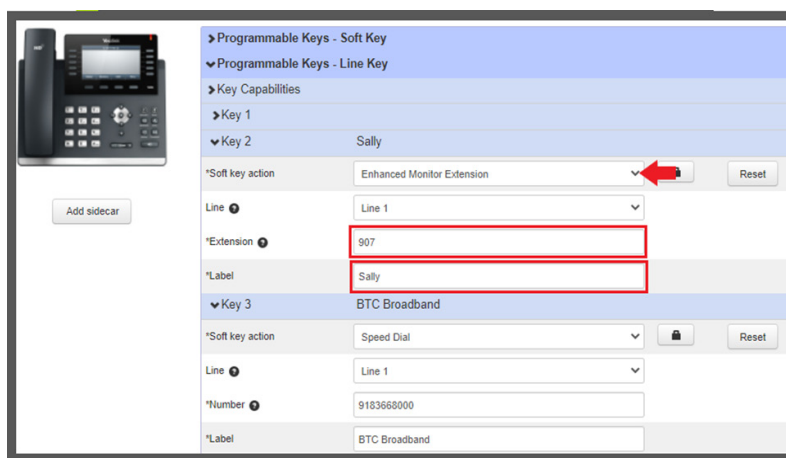


## CHANGING BUTTONS - YEALINK T46 PHONE

8. Click on > next to the key you want to change, and select the feature you want to change  
(never change key 1)

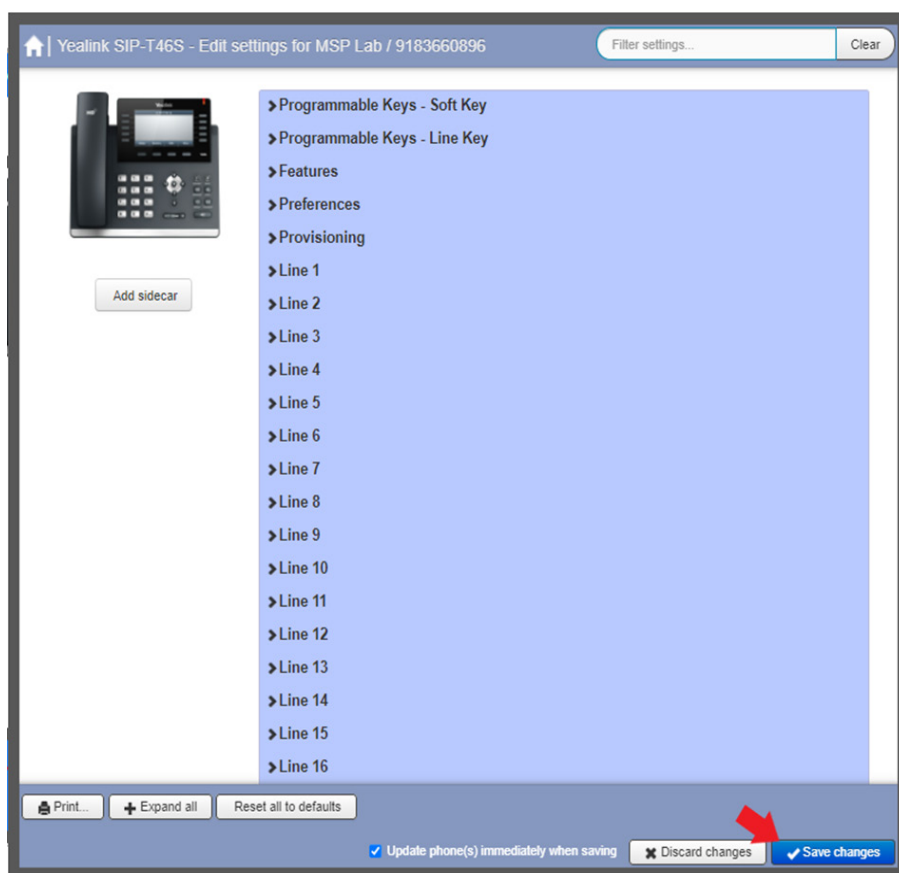


9. On Key 2, click on the drop down for Soft Key Action. Select Enhanced Monitor Extension. The line field will always be line 1. Never change line 1. This feature lets you program a button for an extension used by a co-worker. In the extension field, type the extension number or start typing the person's name within your business. In the label field, type the person's name. This button will show the status of the phone, and act as a speed dial. The button will show green if they are not on a call, and red if they are on a call.



# CHANGING BUTTONS - YEALINK T46 PHONE

10. After all the button changes have been made, Click Save Changes at the bottom of the screen. It may take up to 30 seconds to save, you will see the saving icon spin in the middle of your screen. When the system is done saving, your phone will update if your phone is idle. If you are currently talking on the phone, your phone will update when you hang up the call.



11. Close the window by clicking on the X.

12. On the portal page, click the arrow next to your name and click Logout.

**For additional assistance, please call (918) 366-8000.**