

Yealink T47 -Changing Buttons Quick Setup Guide



CHANGING BUTTONS ON A YEALINK T46 PHONE

- 1. Log into the Comm Portal: https://voice.btcbroadband.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 rest your password.
- 4. At the bottom of the page, Click on View Account Settings, then click on Devices

Home Messages and Calls Contacts	User Phone 👻
Phone Status	
Available for Calls	
Incoming calls will: Ring your Account Phone -	Open Call Manager
Your Services	
Groups Call Settings Message Settings Notifications	Group Mailboxes
	View Account Settings

Personal Details	Security	Support
User Phone	Change Password	<u>Help</u>
Devices	Change Call Services PIN	Send Feedback
Set Emergency Location	Change Voicemail PIN	

5. Click on set keys



6. Click on Edit



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



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

✓ Programmable Keys - Line Key	
⊁Key Capabilities	
>Key 1	
> Key 2	Line 2
>Key 3	Line 3
>Key 4	
>Key 5	
>Key 6	
>Key 7	
≯Key 8	

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.



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.

☆ Yealink SIP-T46S - E	dit settings for MSP	Lab / 9183660896	ter settings	Clear
	> Programma	ble Keys - Soft Key ble Keys - Line Key		
	> Features > Preference: > Provisionin	s g		
Add sidecar	>Line 1 >Line 2			
	Line 3 Line 4			
	Line 5Line 6			
	>Line 7 >Line 8			
	>Line 9 >Line 10			
	>Line 12 >Line 13			
	Line 14 Line 15			
Print + Expand all	>Line 16 Reset all to defaults		-	
		Update phone(s) immediately when saving	X Discard changes	changes

- 11. Close the window by clicking on the X.
- 12. On the portal page, click the arrow next to your name and click Logout.