



BT One Phone Yealink T67 4G guide



What's in this guide

Need help?

If you have any problems setting up or using your phone, contact the BT One Phone helpdesk on **0345 154 8844** (or **8844** from a BT One Phone device).

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1. Before you begin

This guide provides information you need to quickly use your new Yealink T67 phone.

Make sure you place the phone in a location with strong 4G signal to ascertain the proper activation and functioning of the device.

The Phone's primary method of communication is the EE Mobile 4G network; this means the phone will use Mobile data so please ensure your Mobile data packages take your T67 phones into account. If you also connect your T67 to your local Wi-Fi this will mean that regular data flow or firmware updates will be sent down via Wi-Fi and not the Mobile data network.

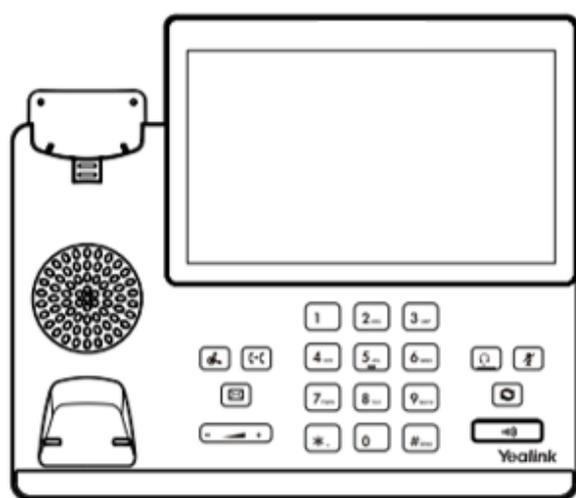
This device does not currently support Wi-Fi calling and all calls are transported over the EE 4G network.

Before you use your phone, take some time to get familiar with it's features and user interface. The terms "the phone" and "your phone" refer to the T67LTE Desk phone which is a 4G LTE enabled Desk phone.

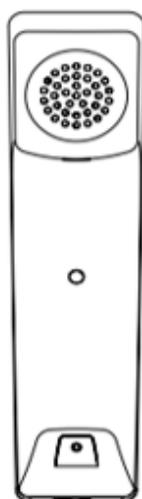
1.1 Got everything?

In the box, you should have:

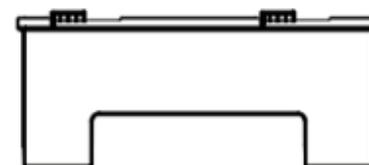
- T67 phone.
- Handset.
- Handset cord.
- Phone stand.
- Power Adapter
- Guide (please do not use the Guidebook included in the box)



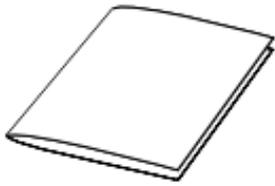
Phone



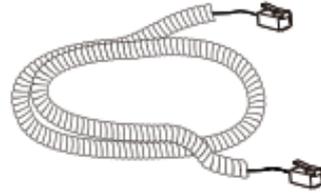
Handset



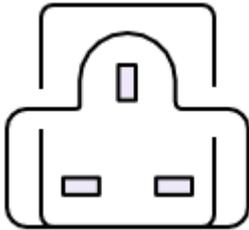
Stand



Quick-start guide

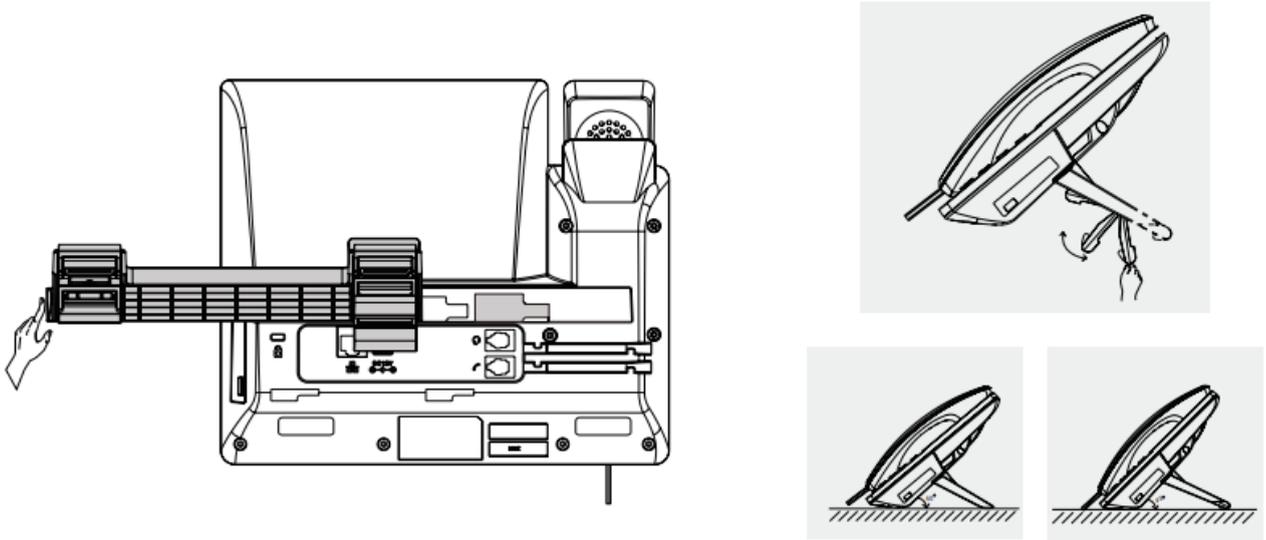


Handset cord



Power adaptor

1.2 Set the position of your phone Click the phone stand into the back of your phone at the angle you'd like.



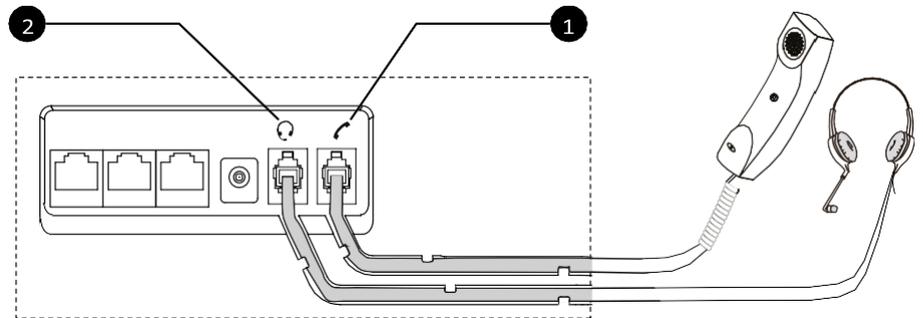
1.3 Get connected

Connect your handset.

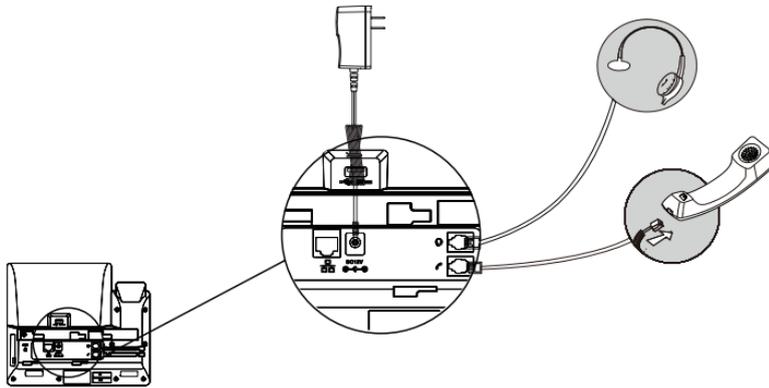
There are five ports on the back of your phone. The handset goes in port 1.

Connect your headset.

If you're adding a wired headset to your phone, that goes into port 2.

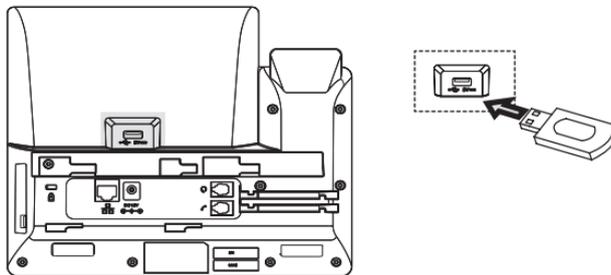


Connecting cable

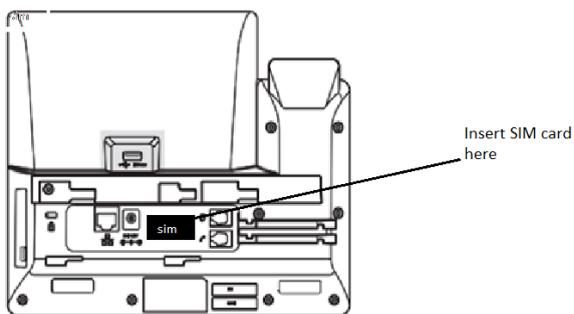


Note: The T67LTE Desk Phone should be used with a Yealink® original power adaptor (12 V/1 A) only. The use of a third-party power adaptor may cause the damage to the phone.

2. Connect any USB devices (optional)



3. Inserting sim card

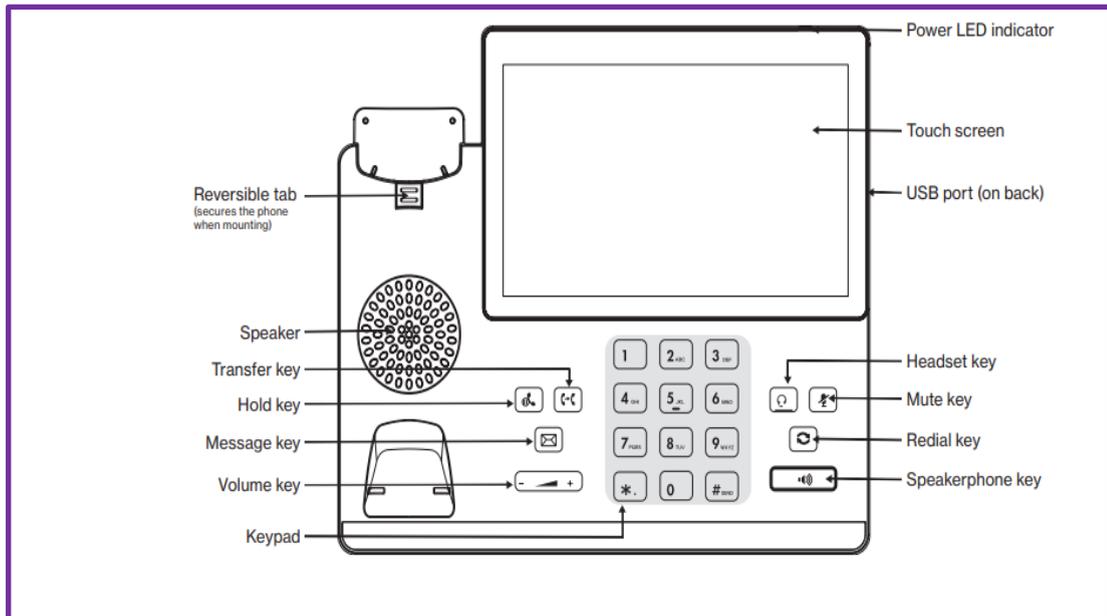


Once the phone is powered on, it will automatically begin the initialization process and connect to the EE 4G network. The phone will go through a series of screens and update the firmware on the device; the first-time setup process takes about 15 minutes and should not be interrupted.

2. Getting to know your phone.

2.1 Features and keys

The most important parts of your T67 are the screen and the keypad.



1. Power LED

Indicates call status, message status and phone's system status.

Solid red the phone is initializing.

Fast-flashing red (0.3s) The phone is ringing.

Solid red for 0.5s and off for 3s alternately the phone in entering the power-saving mode.

2. Touch screen

Allows you to select items and navigate menus on the touch-sensitive screen. Tap to select and highlight screen items. Shows information about calls, messages, time, date and other relevant data.

3. Headset key

Toggles and indicates the headset mode. The key LED glows green when headset mode is activated.

4. Mute key

Toggles and indicates the mute feature. The key LED glows red when the call is muted.

5. Redial key

Redials a previously dialed number.

6. Speakerphone key

Toggles and indicates the hands-free (speakerphone) mode. The key LED glows green when the hands-free (speakerphone) mode is activated.

7. Transfer key

Transfers a call to another party. (Please see section 3.5 for more details on how to transfer calls)

8. Hold key

Places a call on hold or resumes a held call.

9. **Message key**

Access to text messages.

10. **Volume key**

Adjusts the volume of the handset, headset, and speaker.

11. **Keypad**

Provides the digits and special characters in context-sensitive applications.

12. **Speaker**

Provides hands-free (speakerphone) audio output.

13. **Reversible tab**

Secures the handset in the handset cradle when the phone is mounted vertically.

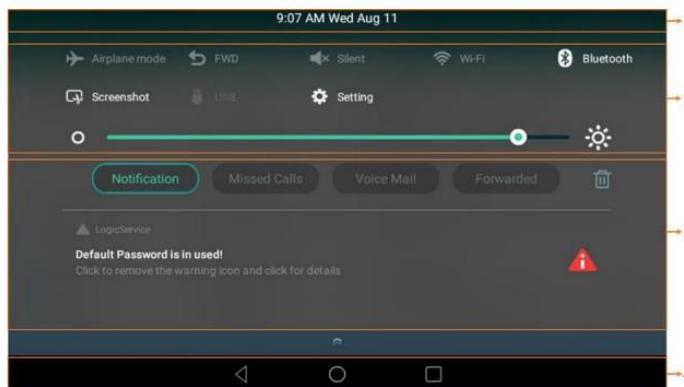
14. **USB2.0 port**

(on the back) Allows you to connect an optional USB device
(For example, USB flash drive) to your phone

2.2 Screens and Icons

The user screens and icon indicators can help you navigate and understand the valuable information on the phone's status.

Swipe down from the top of the phone screen whilst on home screen and you will see the screen shown below.



1. **Time and date**

Display the phone's time and date.

2. **Control Center.**

Airplane Mode, Tap to turn on/off airplane mode.

Silent mode, Tap to turn on/off silent mode.

Wi-Fi, Tap to turn on/off quickly/Long tap to enter the WI-FI setting screen

Bluetooth, Tap to turn on/off Bluetooth quickly/Long tap to enter the Bluetooth setting screen.

Screenshot, Tap to capture a screenshot.

USB, Tap to access the File Manager to manage the files in the USB flash drive. (USB must be inserted)

Setting, Tap to enter the Settings screen.

Backlight, Drag the slider to adjust the screen brightness quickly.

3. Notification center

Tap **Notification/Missed Calls** to view the corresponding notification list. (Please note Voice Mail/Forwarded does not work due to setting from BT)

Tap the desired notification message to view the details. Swipe left or right to delete a specific notification. Tap to delete all notifications.

You can swipe up from the bottom of the screen to hide this screen

On the home screen, you can view the phone's current state, and access the dialing, directory and history screens.



1. Status bar



Displays the phone's default account, icons, and time.

The phone's time is displayed on the right of the status bar.

Icons are displayed in the middle of the status bar. (See below) this is a full list of all possible icons that will be on your phone not just middle of screen

Icon	Description	Icon	Description	Icon	Description
	Wired network is unavailable		Multi-lingual lowercase letters input mode		Placed calls
	Wired network is unreachable		Multi-lingual uppercase letters input mode		Missed calls
	Wi-Fi connection is successful		Alphanumeric input mode		Forwarded call
	Wi-Fi connection is unreachable		Numeric input mode		Always forward
	Wi-Fi connection fails		Multi-lingual uppercase and lowercase letters input mode		Busy forward
	Bluetooth mode is on		Voicemail		No answer forward
	Bluetooth headset is both paired and connected		Text message		Direct pick up
	Bluetooth-enabled mobile phone is both paired and connected		Auto Answer		Group pick up
	Registered successfully		Do Not Disturb		Transfer
	Registration failed		Phone warning		Recall
	Registering		Call hold		Conference
	Call forward is enabled on this line		Keep mute		Speed dial
	Hands-free speakerphone mode		Ringer is silent		Directory
	Handset mode		Phone lock		Hot desking
	Headset mode		Received calls		Phone lock

Down the left-hand side of screen



2. **Phone dialer** Tap to enter the dialing screen.
3. **Directory** Tap to enter the Directory screen and view contacts.
4. **History** Tap to enter the History screen and view call history.

At Bottom of screen

5. **Android keys**



- : tap to go back to the previous screen.
- : tap to return to the idle screen.
- : tap to view and manage the list of recently used applications.

Along the right-hand side of screen

6. **Programmed line key**, We program these keys to make using BT OnePhone easier for you.
7. **Digital clock widget**, Displays the phone's time and date.
8. **Settings**, To access phone settings and features.
9. **Message**, To send or read a text.

3. Basic call features

3.1 Making calls

You can switch call mode during a call by pressing the **headset** or **speakerphone** key or by picking up the handset.

There are three ways to make a call:

Pick up the handset, dial the number and press **#Send** 

With the handset on the hook, press the **speakerphone** key , dial the number and press **#send** 

With a headset connected, press the headset **key** , dial the number press **#Send**. 

3.2 Answering calls

You can reject an incoming call by pressing the **reject** soft key.

You can answer a call in three ways:

Pick up the handset.

Press the **speakerphone**  key.

Press the **headset** key with your headset connected. 

3.3 Ending calls

To end a call:

Put the handset down or press **cancel**.

Press **speakerphone**  or **cancel**.

Press **cancel** with your headset connect

3.4 Placing a call on hold

Press **transfer** during a call to put it on hold. To go back on the call, press **resume**.

There is also a **hold** key which will put the caller on hold this will play hold music until you select resume to take caller off hold, you will not be able to transfer the call if you have used the **Hold**

3.5 Transferring a call

The way you do it depends on whether you'd like to speak to the person you're transferring to first.

**To transfer a call without talking to the person first:
This is also known as a Blind transfer.**

- When you receive a call press **transfer** which will put the call on hold
- You will hear the BTOP attendant voice advising you on the next step
- Dial the number you'd like to transfer to
- Press **transfer** again
- Press the **cancel** soft key or hang up.

To cancel the transfer, press the **resume** soft key.

**To transfer call after talking to the person first:
This is also known as an attended transfer.**

- When you receive call, press **transfer**, which will put the call on hold.
- You will hear the BTOP attendant voice advising you on the next step
- Dial the number you'd like to transfer the call to
- Press **transfer** again
- When they answer the call, you can speak to them, then press **cancel** or hang up.

If you'd like to cancel the transfer after you've spoken to the person you're transferring the call to, press **resume**.

3.6 Conference call

You can also make a conference call with up to three people (including you). To do this:

- During a call, press **transfer** which will put the call on hold
- Enter the number of the person you'd like to join your conference call, and press **transfer** again
- When the person you called answers, press **conf**

To end a conference call, press **cancel**. That'll disconnect all parties.

3.7 Call toggle

This is to be able to jump between 2 calls

- During the first call, press **transfer** which will put the call on hold
- Enter the number of the person that you wish to have second conversation with
Press **transfer**
- When the person you called answers, you can now call toggle by pressing 2 on the keypad
- if you hang up it will connect the 2 calls together like a transfer or you can press Conf and join all 2 together

4. Basic settings

Here's how to set up your phone's basic settings.

Please select the settings tab on the home screen in there you will find basic settings

4.1 Language & input

Like a mobile you can choose which language your phone displays

4.2 Time & date

Here you can set the time zone and change the format of the time and date

4.3 Display

You can change the Backlight, Wallpaper and Screensaver in here from pre-loaded images, you can not download your own.

4.4 Sound

Adjust ringtones, key tones, touch tones and notification sounds (please note Busy Lamp Field is not compatible with this device)

4.5 Change pin

This feature has been removed (you can still access it but will not be able to edit or change)

4.6 Phone lock

This feature has been removed (you can still access it but will not be able to edit or change)

4.7 Bluetooth

Allows you to connect to another Bluetooth enabled device via Bluetooth, this means you can sync your personal contacts from your mobile to the T67 and connect Bluetooth headsets (section 5 will cover this in detail)

4.8 Wi-Fi

Connect to your company's Wi-Fi, this will make sure the phone is receiving updates and has latest software (if you do not have Wi-Fi, please connect to Lan (section 6 will cover how to connect to Wi-Fi)

4.9 Airplane mode

Airplane mode is a setting available on smartphones and other portable devices. When activated, this mode suspends the device's radio frequency signal transmission technologies, effectively disabling all analog voice, and digital data services

4.10 Update Configuration If there are any new configuration updates you will be notified if you have to manually run the update, this would normally happen automatically via Wi-Fi or LAN. if you are not connected to Wi-Fi or LAN then the updates will use data

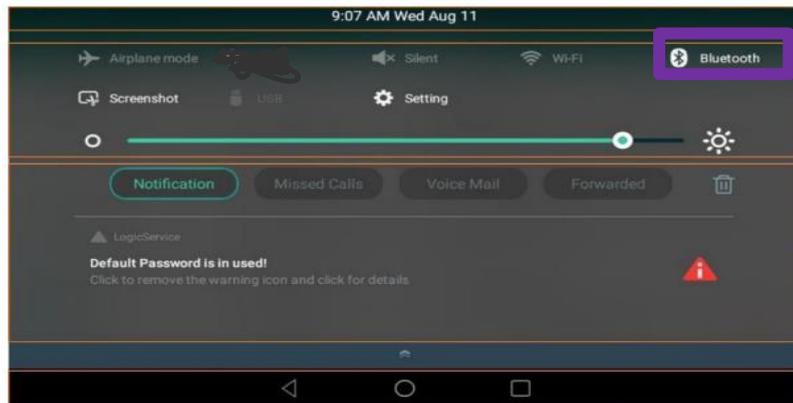
4.11 Reboot If the phone is having connection issues or errors, please reboot the phone

4.12 Switch account mode **PLEASE DO NOT CHANGE THE SETTING IN HERE, YOUR PHONE WILL NOT WORK IT IF YOU CHANGE IT AWAY FROM LTE MODE**

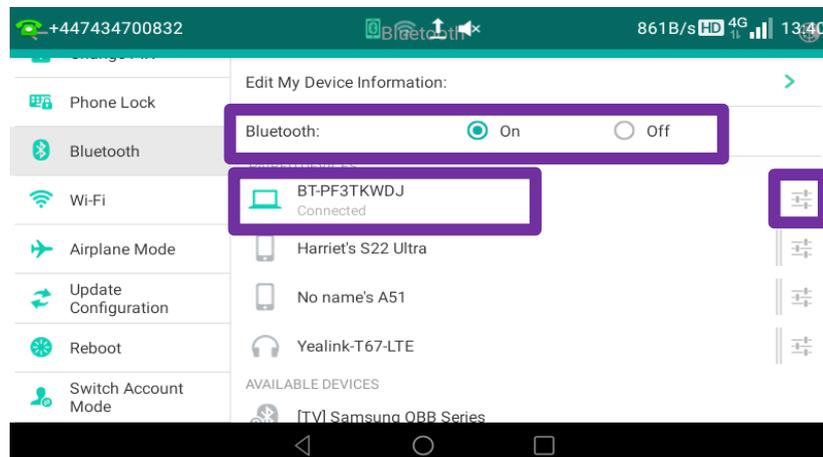
5. Activating the Bluetooth (Headset and for contacts)

Here's how to sync your mobile phones directory with the T67LTE device.
You can also sync Bluetooth headset please follow steps 5.1 and 5.2

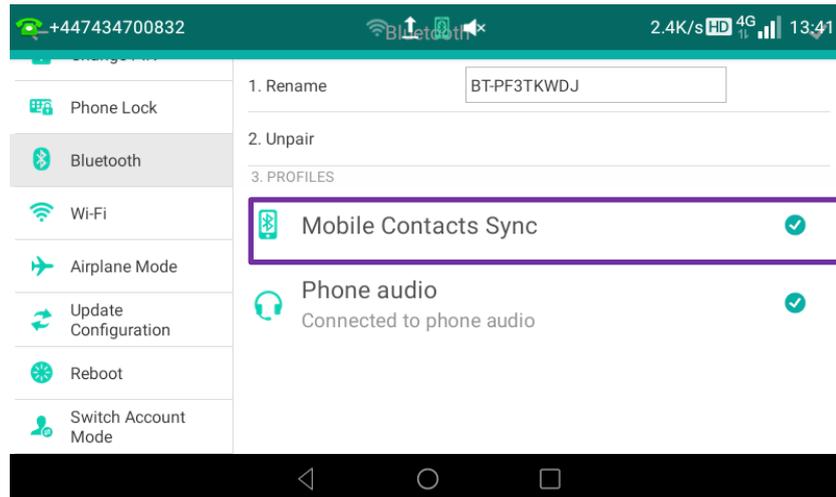
5.1 Activating Bluetooth Please swipe down on the phone screen and then press and hold the Bluetooth Option



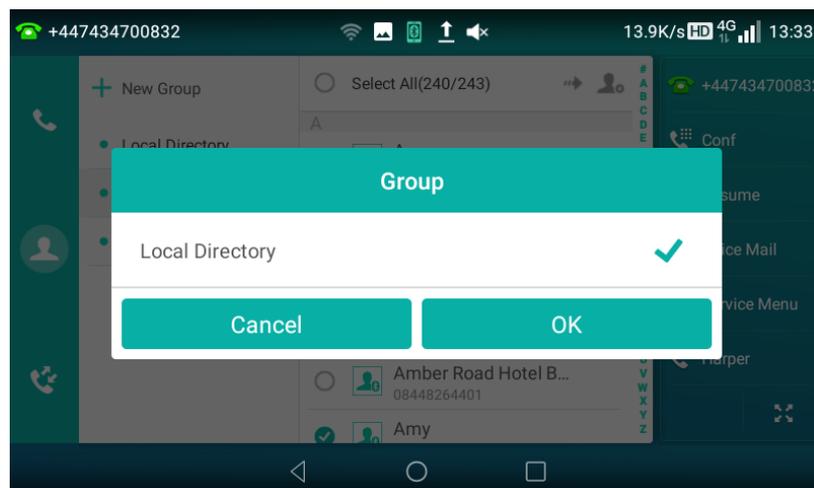
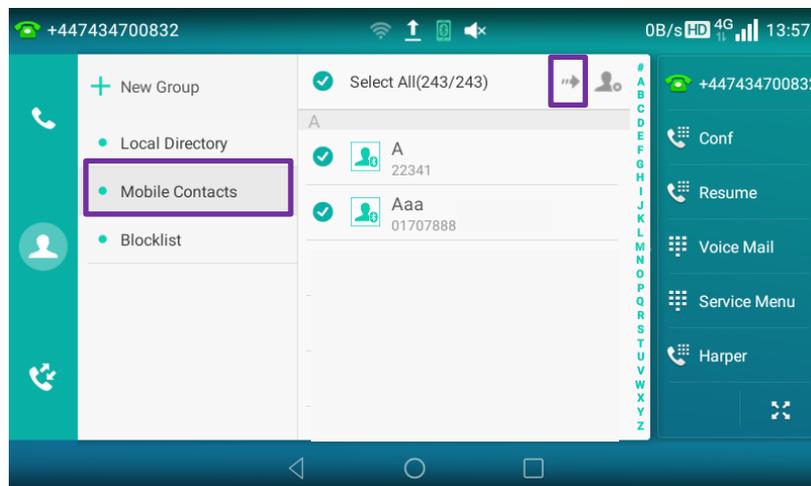
5.2 Connecting Bluetooth Please make sure Bluetooth is on and you can see the device you wish to connect to, then select that device and say yes to pairing on both devices. Once connected please select the settings tab next to the device you are connected with.



5.3 Bluetooth syncing contacts Make sure that both mobile contacts sync and phone audio are selected like below

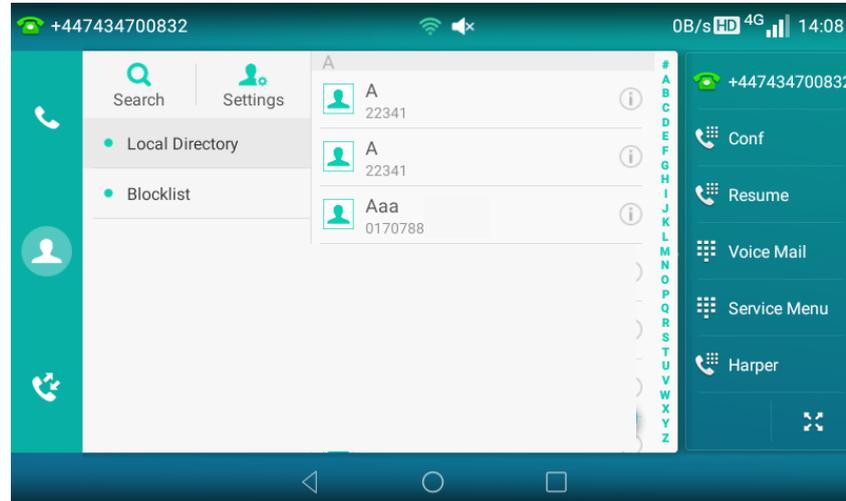


5.4 Bluetooth syncing in directory Navigate back to the home page and go into the directory. You should be able to see mobile contacts you can select all or select individually. Please press the arrow pointing to the right next to the select all option, a pop up will appear confirming where you want to move these users



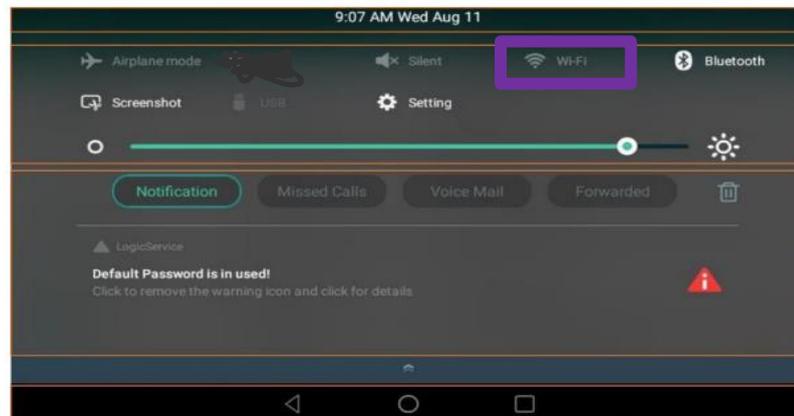
5.5 Checking the directory

Please now close any Bluetooth connections and return to directory. The mobile contacts tab should have gone but contact will now be on the local directory tab



6. Wi-Fi

6.1 Activating Wi-Fi Please swipe down on the phone screen and then press and hold the Wi-Fi option



6.2 Connecting Wi-fi Please make sure Wi-Fi is on and you can see the Wi-fi you wish to connect to, then select that connection and enter password for your Wi-fi, this will make sure all updates are sent using the Wi-fi data connection instead of using your Mobile Data package.

7. Help and support

If you need help, and your administrator is unable to assist you, we have a dedicated helpdesk for orders, billing, faults, general queries and for lost, stolen or replacement SIMs. To contact the helpdesk, call 0345 154 8844 and select the required menu option.

The helpdesk is open Monday to Friday 8am to 6pm.

To report lost or stolen SIMs, you can contact us 24/7 using the same number or you could try any of these other sources of help:

You can refer to the FAQs that are available at bt.com/btonephonehelp and on the [BT One Phone portal](#).



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