Yealink T46 User Guide

Phone Settings

Volume Adjustment

- Press the "-" or "+" buttons located on the bottom of the keypad during a call to adjust the handset/speakerphone/headset volume.
- Press the "-" or "+" buttons located on the bottom of the keypad when the phone is idle to adjust the ringer volume

DND

- To enable DND (Do Not Disturb) press the **DND** soft key. While DID is enabled all incoming calls will automatically be routed to voicemail
- Press the **DND** soft key a second time to disable DND.

Call History

- Press the **History** soft key to view information about your previous calls.
    - Use the left and right arrow keys to select between **All Calls**, **Dialed Calls**, **Received Calls** and **Forwarded Calls**.
    - Use the up and down arrow keys to highlight calls.
    - Press the **Option** soft key to view details about the call.
    - Press the **Dial** soft key to call the highlighted number.
    - Press the **Back** soft key to return to the previous menu.

Ring Tones

- To define your default ring tone:
    - Press the **Menu** soft key and then select Basic – Sound – Ring Tones.
    - Use the up and down arrow keys to select the desired ring tone.
    - Press the **Save** soft key to accept that change

Call Handling

Placing a call

- To place a call using the handset:
    - o Pick up the handset.
    - o Enter the number.
    - o Press the **Send** soft key or press the # button.
- To place a call using the speakerphone:
    - o Press the speakerphone button in the bottom-right corner.
    - o Enter the number.
    - o Press the **Send** soft key or press the # button.
- To place a call using the headset:
    - o Press the **Headset** button.
    - o Enter the number.
    - o Press the **Send** soft key or press the # button.

Answering a call

- To answer a call using the handset:
    - o Pick up the handset.
- To answer a call using the speakerphone:
    - o Press the speakerphone button in the bottom-right corner.
- To place a call using the headset:
    - o Press the **Headset** button.

Ending a call

- To end a call using the handset:
    - o Hang up the handset or press the **End Call** soft key.
- To end a call using the speakerphone:
    - o Press the speakerphone button or press the **End Call** soft key.
- To end a call using the headset:
    - o Press the **End Call** soft key

Redial

- Press the **Redial** button to display a list of dialed numbers.
- Use the up and down arrow keys to select the desired numbers.
- Press the **Redial** button or the **Send** soft key to place the call.

Mute

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

Call Hold and Resume

- Press the **Hold** button or the **Hold** soft key to place the current call on hold.
- If there is more than one call on hold, use the up and down arrow keys to select the desired call. The press the **Hold** button or the **Resume** soft key.

> Please note that calls placed on hold can only be resumed on the phone that placed the call on hold. Use the **Call Park** and **Call Pickup** functions when you need the ability to place a call on hold on one phone and resume the call on another.

Call Park

- Press the **Call Park** button to place a call on park. The call will automatically be placed on first available Call Pick Up spot.

Call Pickup

- To retrieve a call that has been placed on park, press the corresponding **Call Pick Up** button.

Transfer

- Press the **Transfer** button or the **Transfer** soft key during an active call.
- Enter the number you want to transfer the call to.
- Press the **Transfer** button or the **Transfer** soft key.

> Please note that calls can be transferred to internal extension or external numbers (e.g. cell phones).

Transfer to Voicemail

- Press the **Transfer** button or the **Transfer** soft key during an active call.
- Enter "*" then the extension number. *For example to transfer a call to extension's 101's voicemail you would enter *101.*
- Press the **Transfer** button or the **Transfer** soft key.

Conference Calling

- To begin a Conference Call
    - o Press the **Conference** soft key during an active call.
    - o Enter the number of the second party and press the **Send** key.
    - o Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
- To mute one participant of a Conference Call
    - o Press the **Manage** soft key
    - o Use the up and down arrow keys to select the desired participant.
    - o Press the **Far Mute** soft key
- To un-mute one participant of a Conference Call
    - o Press the **Manage** soft key
    - o Use the up and down arrow keys to select the desired participant.
    - o Press the **UnMute** soft key
- To remove one participant from a Conference Call
    - o Press the **Manage** soft key
    - o Use the up and down arrow keys to select the desired participant.

- o   Press the **Remove** soft key
- To end a Conference Call
  - o   Press the **End Call** soft key to disconnect all participants.

Conference calls are limited to three participants (the originator of the call plus two other participants). To host a conference call with more than three participants, use a Conference Bridge.