Yealink T46 User Guide

UC&C terminal, video collaboration, conference calls, and more...

Contact

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G12 communications

Placing A Call

Using the Handset: Pick up the handset and dial the number or dial the number first, and then pick up the handset, or dial the number and press the Send soft key.

Using the Speakerphone: With the handset on-hook, press the speakerphone key, then enter the number and press the Send soft key.

Using the Optional Headset: With the headset connected, press the headset. Press theheadset button. Dial the desired number. Or dial the number, and then press the headset button.

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Answering a Call

Using the Handset: Pick up the handset.

Using the optional Headset: Press the headset button.

Incoming calls may be ignored by pressing the Reject soft key or during ringing.

Ending a Call

Using the Handset: Hang up or press the EndCall soft key.

Using the Speakerphone: Press the speakerphone key or press the EndCall softkey

Using the optional Headset: Press the headset key or the EndCall soft key.

Microphone Mute

During a call, press the mute button. Mute applies to all modes: handset, speakerphone, and headset. You canwhear all other parties while Mute is enabled. To turn off Mute, press the mute button again.

Call Hold and Resume

- During a call, press the hold button or the Hold soft key.
- Press the hold button again, the Resume soft key, or the line key to retrieve the call.

Call Transfer

- During a call, press the Tran soft key (the active call is placed on hold).
- Place a call to the number to which you want to transfer the call.
- After speaking with the second party, press the Tran soft key to complete the transfer.

Press the Blind soft key to transfer the call without speaking to the second party. Transfer may be cacelled during establishment by pressing the Cancel soft key. The original call is resumed.

Call Forwarding

- To enable call forwarding, press the menu key and select Features and Call Forward.
- Select a forwarding type from Always, No Answer, and Busy.
- For all types, enter a number to forward all future calls to.
- For No Answer, enter the number of rings before forwarding.
- Press the Enable soft key to confirm Call Forwarding. A moving arrow replaces the usual indicator for that line to confirm Call Forwarding is enabled.
- To disable call forwarding, press menu and select Features and Fwd....
- Select a forwarding type from Always, No Answer, and Busy.
- Press the Disable soft key.

Redial

Press the redial button to redial the most recently dialed number.

Voice Mail*

The Message Waiting Indicator LED on the front of the phone and individual line LED indicators will flash and stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

To listen to voice messages:

- Press the envelope (messages) key
- Follow voice prompts to listen to messages.

**Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.*

Volume and Adjust

Press the volume keys to adjust handset, headset, and handsfree speaker volume during a call. Pressing these keys in idle state adjusts the ringer volume. To conform to regulatory requirements, handset and headset volume will return to a preset level after each call, but the configuration can be changed. Handsfree volume settings will be maintained across calls.