

Yealink T46S

Quick User Guide



Key Guide



Instructions

ANSWERING A CALL (4 options):

- Pick up the handset.
- Press the **Headset** key
- Press the **Speaker** key – OR-
- Press the soft **Answer** key

PLACING A CALL (2 options):

- Pick up the handset, press **Headset**, or **Speaker** key
- Dial number, and then press the **Send** soft key

PERSONAL HOLD & RESUME

Holds call on your handset only.

- While on an active call press the **Personal Hold** key located on the right side of phone.
- Press the same **Hold** key to resume call before picking up the handset.
- Call can also be resumed by using the soft key labeled **Resume**.

UNIVERSAL OR PARK HOLD

Holds call on all handsets.

- To place an active call on **Park** press the **Park** soft key located at the bottom of your display screen.
- The phone will place the call on the 1st available universal holding positions and announce the location.
- Call can be retrieved on any phone by pressing the same **Park** key.

MULTIPLE CALLS

- Press the **Park** key to place your current caller on hold. Then press the soft **Answer** key to answer the second incoming call.
- If you do not want to answer incoming call press the **More** soft key then select the **Reject** soft key. The call will continue to ring on other handsets. If call goes unanswered patient is sent to the “open for business” voicemail greeting.

TRANSFERRING CALLS

- While on a live call press the **Transfer** key.
- The caller will be placed in a holding pattern and begin hearing the hold music.
- Dial the three-digit extension you want to send the call to.
- If you want to talk to the person receiving the transfer, wait for them to pick up and explain that you will be transferring a call.
- Press the **Transfer** key again to complete the transfer.
- If the receiving party does not want to accept the call, press the soft **End Call** key and then the **Resume** soft key to retrieve the call.

BLIND TRANSFER

- While on a live call press the **Transfer** key.
- The caller will be placed in a holding pattern and begin hearing the hold music.
- Dial the three-digit extension you want to send the call to. (Note: A call can also be transferred to a 10 digit external number if sending to a cell or home number.)
- Press the **B Transfer** soft key to send the call directly to the other extension or number.

Instructions Cont'd

CONFERENCE CALLS

- When on a live call, select the **More** soft key and then **Conference** soft key. You will hear a dial tone. The caller will be placed on hold.
- **Dial** the 10-digit phone number or three-digit extension of the third party you want to conference into the call.
- When the third party answers, press the **More** key and then the **Conference** soft key to put all three parties on the call together.
- Your display will show: **Conference**.
- Press the **End Call** soft key to disconnect all parties.

VOICEMAIL

- To listen to general voicemails press the **Messages** key on any phone.
- It will inform you of any new voicemails and play them.

SETTING UP PERSONAL EXTENSION VOICEMAIL

- Press the **Message button**.
- **Press 3** Greetings
- **Press 4** Settings

SETTING UP GROUP VOICEMAIL

- Press the **Message button**.
- **Press 7**
- Enter your main phone number
- Enter your PIN