

# Yealink T46S



## HOW TO PLACE A CALL

### Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

### OR Using the Speakerphone

- With the Headset on-hook, press
- Enter the number, then touch the **Send** soft key

### OR Using the Headset

- With the headset connected, press
- Enter the number, then press the **Send** soft key



## HOW TO ANSWER A CALL

### Using the Handset

- Pick up the Handset

### OR Using the Speakerphone

- Press the ; or the **Answer** soft key

### OR Using the Headset

- Press



## HOW TO END A CALL

### Using the Handset

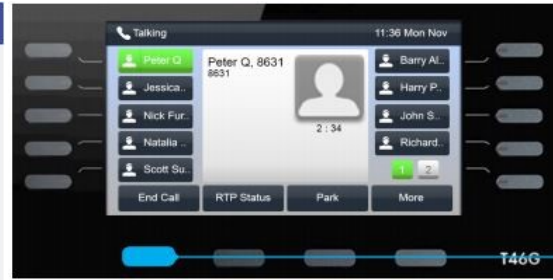
- Hang up the Handset, or press the **End Call** soft key

### OR Using the Speakerphone

- Press the ; or the **End Call** soft key

### OR Using the Headset

- Press the **End Call** soft key




End Call key

## HOW TO PLACE A CALL ON HOLD




### To place a call on hold

- Press  or touch the **Hold** soft key during an active call

### To resume the call, do one of the following

- Press  or touch the **Resume** soft key

### If there is more than one call on hold

- Press  or  to switch between calls, then press  or the **Resume** soft key to retrieve the desired call



Hold key



Hold key

Speaker key

## HOW TO CREATE A CONFERENCE CALL

### To Create a Conference Call

- Touch the **Conference** soft key during an active call
- Enter the extension or external number of the second party
- Touch the **Conference** soft key again when the second party answers. All parties are now joined in the conference
- Touch the **End Call** soft key to drop the conference call



Conference key

## HOW TO FORWARD A CALL

### To enable Call Forwarding

- Touch the **Menu** soft key when the phone is idle and then **Call Features > Call Control > Call Forward**
- If the **Menu** soft key isn't visible click the **More** soft key

### Select the desired forward type:

#### Always Forward or Busy Forward or No Answer Forward

- Touch the 'on' button and enter the number to forward to
- Enter the ring time (in seconds) to wait before forwarding
- Touch the **Save** soft key to accept



Menu key

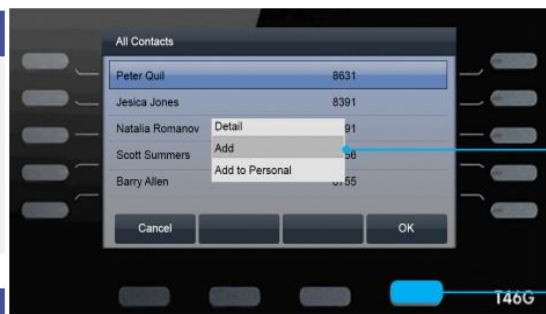


Call Feature key

## CONTACT DIRECTORY

### To access the directory and add a Contact

- Press the **Down Arrow** key then enter the directory you require.
- To add a contact use the **arrow keys** scroll to **Add** and press OK
- Press **Option > Add > Fill Out Name and Number > Saves**



Add

OK key

## HOW TO TRANSFER A CALL

### You can transfer a call in the following ways:

#### BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- Press the **Transfer** soft key

#### ASSISTED Transfer - Allows you to announce the caller prior to rereleasing the call

- Press the **Transfer** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers announce the call then the **Transfer** soft key



Transfer key

## CALL HISTORY

### While the phone idle

- Enter the menu screen by click the **More > Menu** soft key
- Once in the menu screen navigate using the directional buttons to the **History** icon
- Press **Left Arrow** or **Right Arrow** to scroll through the list
- Select an entry from the list
- Press the **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Contact** to add to your Local Directory



History key



Add to contact