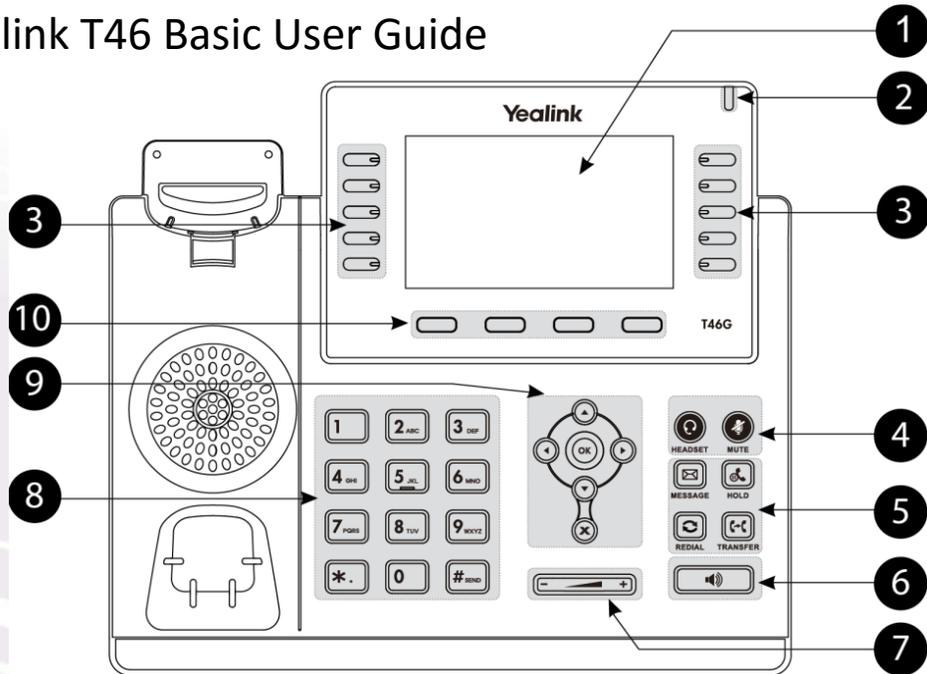




Yealink T46 Basic User Guide



| | | |
|----|---------------------|--|
| 1 | LCD Screen | Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> • Call information—caller ID, call duration • Icons • Missed call text or second incoming caller information • Prompt text (for example, "Saving...Please Waiting!") • Date and time |
| 2 | Power Indicator LED | Indicates phone power and some feature statuses. |
| 3 | SP Buttons | Shared parking buttons |
| 4 | HEADSET Key | Toggles and indicates the headset mode. |
| | MUTE Key | Toggles and indicates the mute feature on or off. |
| 5 | MESSAGE Key | Accesses voice messages. |
| | HOLD Key | Places a call on hold or resumes a held call. |
| | REDIAL Key | Redials a previously dialed number. |
| | TRANSFER Key | Transfers a call to another party. |
| 6 | Speakerphone Key | Toggles the hands-free speakerphone mode. |
| 7 | Volume Key | Adjusts the volume of the handset, headset, speaker, and ringer. |
| 8 | Keypad | Provides the digits, letters, and special characters in context-sensitive applications. |
| 9 | ▲ ▼ ◀ ▶ | Scroll through the displayed information. |
| | OK | Confirms actions or answers an incoming call. |
| | X | Cancels actions or rejects an incoming call. |
| 10 | Soft Keys | Label automatically to identify their context-sensitive features. |



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Icons appear on the phone LCD screen are described in the following table:

| | |
|---|--|
|  | Network is unavailable |
|  | Registered successfully |
|  | Registration failed |
|  | Registering |
|  | Hands-free speakerphone mode |
|  | Handset mode |
|  | Headset mode |
|  | Multi-lingual lowercase letters input mode |
|  | Multi-lingual uppercase letters input mode |
|  | Alphanumeric input mode |
|  | Numeric input mode |
|  | Voice Mail |
|  | Text Message |
|  | Auto Answer |
|  | Do Not Disturb |
|  | Call Forward |
|  | Call Hold |
|  | Call Mute |
|  | Ringer volume is 0 |



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| | |
|---|--|
|  | Keypad Lock |
|  | Received Calls |
|  | Dialed Calls |
|  | Missed Calls |
|  | Forwarded Calls |
|  | Recording box is full |
|  | A call cannot be recorded |
|  | Recording starts successfully |
|  | Recording cannot be started |
|  | Recording cannot be stopped |
|  | Open VPN |
|  | Bluetooth |
|  | Bluetooth headset is both paired and connected |
|  | Conference |
|  | The contact icon |
|  | The default contact photo |



| LED Status | Description |
|---------------------|---|
| Power Indicator LED | |
| Solid Red | The phone is initializing. |
| Fast flashing red | The phone is ringing. The network is disconnected. The phone receives a text message |
| Slow flashing red | The phone receives a text message or voicemail. |

To Transfer a Call



1. Press **TRANSFER** or the Transfer soft key during a call.
2. Press the extension button you want to transfer the call to.
3. Speak to the person you want to transfer the call to, to see if they would accept the call, if they do



4. Press **TRANSFER** to complete the transfer.

To Transfer a Call if original recipient does not want to take the call.



1. Press **TRANSFER** or the Transfer soft key during a call.
2. Press the extension button you want to transfer the call to.
3. Speak to the person you want to transfer to, to see if they accept the call, if they don't want to, or want you to transfer else's where, press *End Call* on the soft keys, then choose another extension button and speak to that person to see if they would accept the call. If they do



4. Press **TRANSFER** to complete the transfer.



To transfer to shared parking.



1. Press **TRANSFER** or the Transfer soft key during a call.
2. Press the extension button you want to transfer the call to.
3. Speak to the person you want to transfer to see if they would accept the call, if they say put into shared parking. End the call with them by pressing *End Call*, press *Resume* to the initial caller let them know they are going to be put on hold for whomever they want to talk to. Then press one of the SP buttons on the left hand side of the led screen. This will make the SP button turn from green to red and will mean the caller has been parked.
4. Now let the person know which SP button the caller is on.

Transferring an answerphone message

1. Press the message button, go through menu to play new message
2. When the message is playing Press 5
3. It will ask you which extension you want to transfer message to, type in extension number.
4. Wait for voice to say "message sent"
5. This has now transferred the message to the voicemail of that extension. End the call to messages.