Yealink T46U Quick Guide

Deskphone Features

Line keys

Soft key

Navigation keys

Cancel key

Volume keys

Headset key

Mute/Unmute key

Hold key

Transfer key

Speakerphone key

Redial key

Voicemail key

Feature Description

1. **Line keys**—enables you to select a phone line, view calls on a line, or quickly call a favorite contact.
2. **Soft keys**— enables you to select context-sensitive keys that display along the bottom of the screen.
3. **Navigation keys**—scrolls through information and options displayed on the phone screen.
4. **Cancel key**—cancels action or rejects incoming calls.
5. **Volume keys**—adjusts the volume of the handset, headset, and speaker.
6. **Headset key**—enables you to place and receive calls through a headset.
7. **Mute/Unmute key**—mutes audio during calls and conferences.
8. **Hold key**—holds an active call or resumes a held call.
9. **Voicemail key**—enables you to access voicemail messages.
10. **Transfer key**—transfer an active call to a contact.
11. **Redial key**— enables you to dial the last called number or extension.
12. **Speakerphone key**—enables you to place and receive calls using the speakerphone.

Placing a call

Dial the number and do one of the following:
- Lift the receiver.
- Press 🎧 to use the headset.
- Press 🔊 to use the speakerphone.

Answering a call

Options:
- Lift the receiver.
- Press 🎧 to answer a call via headset.
- Press 🔊 to answer a call via speakerphone.

Placing a call on hold

- Press 📞 or #SEND #SEND while on an active call.

Retrieving a held call

- Press 📞 or #SEND to retrieve a held call.

Starting a Conference call

1. While on an active call, press the **Conference** soft key.
2. Dial the extension of the other party that you would like to add to the call.
3. Once the other party answers, press the **Conference** soft key to merge the two calls.

Transferring a call

Warm Transfer:
1. While on an active call, press 📲 or the **Transfer** soft key.
2. Dial the number of the other party.
3. When the destination party answers, provide the information, and confirm that they would like to take the call.
4. Press 📲 or the **Transfer** soft key.

Blind Transfer:
1. While on an active call, press 📲 or the **Transfer** soft key.
2. Press the **Blind** soft key.
3. Dial the extension of the other party.
4. Press 📲 or the **Transfer** soft key.

Voicemail Transfer:
1. Press 📲 or the **Transfer** soft key.
2. Press the **Blind** soft key.
3. Dial ✱. 0 plus the extension number of the voicemail where you want to transfer the call.

Parking a call

Option 1:
1. While on an active call, press the **More** soft key until the **Park** soft key is displayed.
2. Press the **Park** soft key.
3. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
4. Note the park location. Example *802.

Option 2:
1. While on an active call, press #SEND #SEND ✱. 3 DEF .
2. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
3. Note the park location. Example *802.

Retrieving a Parked Call

- Press $\boxed{*.}$, followed by the park location.

Paging

- Press $\boxed{*.}$ $\boxed{8_{TUV}}$ $\boxed{4_{GHI}}$, then follow the prompt.

Initiating an Intercom call

- Press $\boxed{*.}$ $\boxed{8_{TUV}}$ $\boxed{5_{JKL}}$, then follow the prompt.

Hot Desking

- Press the **Login** soft key then follow the prompt.
- Enter your extension number, then press $\boxed{\#_{SEND}}$.
- Enter your voicemail pin, then press $\boxed{\#_{SEND}}$.

Recording a call

- While on an active call, press $\boxed{*.}$ $\boxed{9_{WXYZ}}$ to start the recording.
- Press $\boxed{*.}$ $\boxed{9_{WXYZ}}$ to end the recording.