





# PHONE USER GUIDE – Yealink T46S


## Placing a Call

- Lift handset, press  or press 
- Dial a number, extension or press a speed dial

## Answering a Call

- Lift handset **OR**
- Press  or 



## Hold

- While on a call, press 

## Retrieving a Held Call

- Press **Resume** to retrieve the call

## Redial

- Press  twice to redial the last number
- Press  once to get to the placed calls list

## Do Not Disturb

- Press **DND**

## Turning Off DND

- Press **DND** Again

## Park

- While on a call, press **More**
- Press **Park**

## Retrieving a Held Call


- To retrieve the Parked Call, press the red Park button

## Conference Calls


- While on a call, press **Conference**
- Dial number or press a speed dial
- Press **Conference** again and all parties will be connected

## Transferring a Call

### Blind Transfer

- While on a call, press 
- Dial number or press a speed dial
- Hang up to complete the transfer






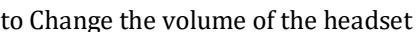
### Consult Transfer

- press 
- Dial number or press a speed dial
- Talk to the person
- Hang up to complete the transfer

### Transfer to Voicemail

- press 
- Dial \*+extension
- Hang up

## Audio Control

- Press  to Change the ringer volume while your phone is on the hook
- Pick up the handset and Press  to Change the volume of the handset
- Press  then Press  to Change the volume of the Speaker phone
- Press  then Press  to Change the volume of the headset

## Message Waiting Light

Located in the Upper Right Corner of phone, New voicemails will light this up red

## Forwarding Calls

- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose the type of forwarding
  - **Always Forward**- All calls forward all the time
  - **Busy forward**- Only forwards when line is in use
  - **No Answer Forward**- Calls are forwarded if not answered after a period of time

## Turning off Call Forwarding

- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose the type of Forwarding
- Select **Off**

## Ringtones

- Press **Menu**
- Select **Basic**
- Select **Sound**
- Choose **Ringtones**
- Choose the tone you want
- Select **Save**

## Call History

- Press **History**
- Scroll through the list
- Select an entry
- Select the Person to call back or press options to get call detail such as duration, add to Contacts, edit info, blacklist contact or Delete

# LOFFLER