



PHONE USER GUIDE – Yealink T46G



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  or 

Retrieving a Held Call

- Press  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 

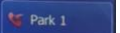
Turning Off DND

- Press  Again


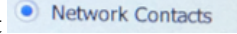
Park

- While on a call, press 

Retrieving a Held Call



- To retrieve the Parked Call, press  again

Directory



- Press 
- Select 
- Scroll through contacts or select Search and type in a name
- Select the contact you want to call and you will be connected

Transferring a Call



Blind Transfer

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



Consult Transfer

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







Transfer to Voicemail

- press  or 
- Dial 8+extension
- Hang up

Conference Calls

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



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 red



Forwarding Calls

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

Ringtones

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

Call History

- Press 
- Select a contact to call back, or press options to get call details such as duration, add to Contacts, edit info, blacklist contact or Delete

LOFFLER