

# Yealink SIP-T46U Quick Reference Guide

V2.0

**Programmable Top Keys:** one line key plus up to 26 other buttons may be programmed on the keys that line the right and left side of the dynamic screen.

**Message Waiting Indicator (Voicemail)**

**Soft keys:** four state-based keys that line the bottom of the screen. Press the *More* key to see additional options.



## Basic Call Handling

### Make a call

Lift the handset then enter the phone number, extension, or code you wish to dial. Tap **Send** to initiate the call or wait for it to go through.

Most deployments should be sure to dial 1 before an out of area phone number.

### Answer a call

Lift the handset then begin speaking to the caller.

Alternately, the **Answer** soft key, **Speaker** button, or **Headset** button may be pressed to answer an incoming call.

### End a call

Hang up the handset or tap the **End Call** soft key.

### Speaker

Press the speaker  button to use speaker audio mode.

### Headset

Press the headset  button to use headset mode audio (must have a headset attached).

### Volume

Press the volume  buttons to adjust volume for your ringer when idle or audio mode while on a live call.

### Mute

Press the mute  button to mute your audio while on a call. Press again to disengage.

## Advanced Call Handling

### Hold

Press the hold  button or **Hold** soft key to place an active call on hold.

To resume a held call,

- When only one is on hold, press the  button, (blinking) line key, or **Resume** soft key.
- When there is more than one on hold, use the  and  buttons to select the desired call then press the **Resume** soft key.

### Blind Transfer (Unannounced)

*Blind transfers pass through the caller ID of the originating caller to the third party.*

- Press **Transfer** soft key or  button or the to place the first call on hold
- **Input** the destination extension or phone number
- Press **B Transfer** soft key or  button to complete the transfer

*To Transfer directly to someone's voicemail, dial \* plus the extension number.*

### Announced Transfer

*Announced transfers allow you to speak with the third party before completing the transfer.*

- Press **Transfer** soft key or  button or the to place the first call on hold
- **Input** the destination extension or phone number
- Remain on the line while the second call connects.
  - To complete the transfer after speaking with the third party you may either hang up, press **Transfer** soft key, or  button.
  - To cancel the transfer and go back to the first party, press the **Cancel** or **EndCall** soft key (your first call will still be on hold).

### Conference (Three Way) Call

- Press the **Conference** soft key to place first call on hold
- **Input** the third party's extension or phone number
- Remain on the line while the second call connects.
  - To complete the conference press **Conference** soft key
  - To cancel the third party instead of joining them press the **Cancel** or **EndCall** soft key (your first call will still be on hold).

*While on a conference call, you can do the following:*

- **Hang up:** this ends the entire conference for all three parties.
- **Manage:** Press this soft key to remove a person from the conference, **Mute** one person in the conference (called "Far Mute") or **Hold** one person in the conference (called "Far Hold").
- **Split:** Press this soft key to place both calls on hold on your phone separately.

### Call History

1. Press the **History/Call Log** soft key when the phone is idle, press or to scroll through the list.
2. Select an entry from the list, you can do the following:
  - a. Press the **Send** soft key to call the entry.
  - b. Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also do the following:

- Select **Detail** to view detailed information about the entry.
- Select **Add to Contacts** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Delete All** to delete all entries from the list.

### Parking and Picking Up Calls

When on a call, press the **Park1, Park2, etc** button, which will park the call, and the **Park** button you hit will now flash **red** on any phone that has that **Park** button.

To pick up a parked call, press the **Park** button that has the **red** flashing light.

### Paging (If you have that function)

If you have this button/function, when pressed, you will typically speak your message and then hang up. Your voice will be heard on the phone speakers, and if your site has it, will also be heard overhead.

### Station (Line) Keys

These keys will show you the status of other phones in the building. **Green** means they are not on a call, **Red** means they are on a call. To call an extension press the button next to it. *Please note that if you are on a call and press **transfer** and then hit the button next to the extension you are transferring to, it will **Blind transfer** the call by default.*