

Yealink T46u – Quick User Guide





Feature Description

1. BLF— Allows you to dial extensions within your organisation with a single touch and see when they are on a call
2. Soft keys—enables you to select context-sensitive keys that display along the bottom of the screen.
3. Navigation keys—scroll through information and options displayed on the phone screen.
4. Cancel key—cancels action or rejects incoming calls.
5. Headset key—enables you to place and receive calls through a headset.
6. Mute/Unmute key—mutes your microphone so the other party cannot hear you
7. Voicemail key—enables you to access voicemail messages.
8. Hold Key – places caller on hold
9. Redial key— enables you to scroll through a list of previously called numbers.



- 10. Transfer Key – initiates and/or completes transfer of call
- 11. Volume keys—adjusts the volume of the handset, headset, and speaker.
- 12. Speaker key—enables you to place and receive calls using the speaker.

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



- Lift the receiver.
- Press  to answer a call via headset
- Press  to answer a call via speakerphone.

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 and press **Call** or press the associated **BLF** key for their extension.
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. Dial the extension of the other party or press the associated **BLF** key for that user
3. Press  or the **B Transfer** soft key.

Placing and retrieving a call on hold

Press  or the **Hold** softkey while on an active call. Press  or the **Resume** softkey to take call off hold

Starting a Conference call

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