




PLACE A CALL

- Pick up the handset, or press the **Headset** or the **Speakerphone** button
- Dial number, and then press the **Send** soft key

ANSWER A CALL

- Pick up the handset. 
- Press the **Headset** button 
- Press the **Speakerphone** button 
- Press the **Answer** soft key

END CALLS

You can only end active calls. To end an On Hold call, you must resume the call first.

To End an Active Call:

 Replace the handset in the cradle.

Press the **End Call** soft key

And if using a headset or the speakerphone:

 Press the **Headset** button

 Press the **Speakerphone** button

HOLD & RESUME CALLS



On hold call displays only on the device used to place the call on hold.

- While on an active call press the **Hold** button located on the right side of phone.
- Press the same **Hold** button to **resume** the call before picking up the handset.
- Press the **Hold** soft key
- Call can be resumed by using the **Resume** soft key.



TRANSFER CALLS

Transfer calls to any extension

Consulted/Warm Transfer

- Press  or tap the **Transfer** soft key
- Enter or select the extension or phone number and press **Send**, **OK** or the **#** button to dial and wait for an answer.
- Speak to the recipient and press  tap the **Transfer** soft key again to send the call when ready.

Blind/Cold Transfer

- Press  or tap the **Transfer** soft key
- Dial or select the ext/phone number
- Press  or tap the **Transfer** soft key again.

CONFERENCE CALL

Add a **^** & } a caller to an active call.

To Conference:

1. Press the **Conference** soft key to place the current call on hold.
2. When you hear a dial tone, dial the number or extension of the person you wish to add to make a 3-way call.
3. When they answer, press the **Conference** soft key again.

GET VOICEMAIL MESSAGES

From Your Phone:

1. Press the **Messages** button.
2. Enter your 4 digit PIN when prompted.
3. Select the appropriate option from the voicemail menu prompts.

From Anywhere:

1. Call the extension's 10-digit number
2. Press the ***** key when the voicemail announcement begins to access the Voicemail menu prompts.

Examples provide typical steps for usage of the standard configuration setup. Contact customer service for assistance with customized configurations.

Yealink T46 Phone Interface

