














































Yealink T46 Quick Reference Guide

Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> 1. Pick up the handset 2. Or press the Headset  button 3. Or press the Speakerphone button 4. Enter the number 5. Press the OK button 6. Or the #SEND  button 	<ol style="list-style-type: none"> 1. Pick up the handset 2. Or Press the Answer  soft key 3. Or press the Headset  button 4. Or press the Speakerphone  button 	<ol style="list-style-type: none"> 1. Press the Hold  button 2. Or Press the Hold  soft key 3. Press the Resume  soft key 4. Or press the Hold button again 5. Press the Mute  button to mute 6. Press the Mute button to unmute
Rejecting and Silencing a Call	Forward an Incoming Call	Transferring Calls
<ol style="list-style-type: none"> 1. Press the Reject  soft key 2. Call sent directly to voicemail 3. Press the Silence  soft key 4. Answer call within time frame 	<ol style="list-style-type: none"> 1. Press the Forward  soft key 2. Enter the number to forward call to 3. Press the OK button 4. Or #SEND  button 5. Or Press the send  soft key 	<ol style="list-style-type: none"> 1. Press the Transfer  button 2. Or Press the Transfer  soft key 3. Enter the number to transfer call to 4. Press the Transfer  button 5. Or Press the Transfer  soft key
Create a Conference Call	Ending/Splitting a Conference Call	Managing a Conference Call
<ol style="list-style-type: none"> 1. Call the first party 2. Press the Conference  soft key 3. Enter the number of second party 4. Press the OK button 5. Or #SEND  button 6. Press the Conference  soft key when second party answers 	<ol style="list-style-type: none"> 1. Press the End Call  soft key to terminate your participation in call 2. Press the Split  soft key 3. Press the Extension to speak with 4. Press the Resume  soft key 5. Press the End Call  soft key 6. Repeat steps 3-5 with other party 	<ol style="list-style-type: none"> 1. Press the Manage  soft key 2. Press the Far Mute  soft key to restrict party from speaking 3. Press the Remove  soft key to remove party from conference call

Yealink T46 Quick Reference Guide

Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> 1. Press the Directory  soft key 2. Select all contacts 3. Press the Enter  soft key 4. Enter search criteria 5. Select desired contact 6. Press the Send  soft key to call 	<ol style="list-style-type: none"> 1. Press the Directory  soft key 2. Select all contacts 3. Press the Enter  soft key 4. Press the Add  soft key 5. Enter contact information 6. Press the Save  soft key 	<ol style="list-style-type: none"> 1. Press the Directory  soft key 2. Select all contacts 3. Press the Enter  soft key 4. Enter search criteria 5. Press the Option  soft key 6. Edit information 7. Press the Save  soft key
Forwarding an Extension	Setting up the Voicemail	Do Not Disturb (DND)
<ol style="list-style-type: none"> 1. Press the Menu  soft key 2. Select the Features  option 3. Press the OK button 4. Press Call Forward 5. Select type <ol style="list-style-type: none"> a. Always b. Busy c. No Answer 6. Enter number 7. Press Save 	<ol style="list-style-type: none"> 1. Press the Message  button 2. Enter the pin, default 4 digit extension 3. Or Dial *123 4. Record name, away and busy messages 5. Change pin <ol style="list-style-type: none"> a. Cannot be extension b. 4 non-sequential #'s which are different 6. Press the Connect soft key when alerted of a message 7. Or Press the Message  button to access voicemail 	<ol style="list-style-type: none"> 1. Press the DND  soft key 2. Press the DND  soft key to disable