








Hosted Business Phone System

Yealink T46G Quick Reference Guide



Volume Control
Press -/+ to adjust volume




-  **Headset**
-  **Mute**
-  **Messages**
-  **Hold**
-  **Redial**
-  **Transfer**
-  **Speaker**

How to Place a Call


Using the handset

- Pick up the handset
- Enter the number, then press the **Send** soft key

OR Using the Speakerphone

- With the Handset on-hook, press 
- Enter the number, then press the **Send** soft key

OR Using the Headset

- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

How to Answer a Call


Using the handset

- Pick up the handset

OR Using the Speakerphone

- Press the ; or the **Answer** soft key

OR Using the Headset

- Press 

How to End a Call

Using the handset

- Hang up the handset, or press the **End Call** soft key

OR Using the Speakerphone


- Press the ; or the **End Call** soft key

OR Using the Headset


- Press the **End Call** soft key

How to Place a Call on Hold




To place a call on hold

- Press  or touch the **Hold** soft key during an active call

To resume the call, do one of the following

- Press  or touch the **Resume** soft key

If there is more than one call on hold

- Press  or  to switch between calls, then press  or the **Resume** soft key to retrieve the desired call

How to Create a Conference Call

To Create a Conference Call

- Touch the **Conference** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Touch the **Conference** soft key again when the second party answers. All parties are now joined in the conference
- Touch the **End Call** soft key to drop the conference call

How to Forward a Call

To enable Call Forwarding

- Touch the **menu** soft key when the phone is idle and then select **Call Features > Call Control > Call Forward**

Select the desired forward type:

Always Forward or Busy Forward or No Answer Forward

- Touch the 'on' button and enter the number to forward to
- Enter the ring time (in seconds) to wait before forwarding
- Touch the **Save** soft key to accept

Contact Directory



To access the directory and add a Contact

- Touch the **Directory** soft key
- Press **Option** soft key then **Add** from the prompt list to add
- Enter contact name and number
- Press the **Save** soft key to accept change



How to Transfer a Call

You can transfer a call in the following ways:

BLIND Transfer - The call is transferred directly without the need to announce the caller



- Press  or the **Transfer** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- Press  or the **Transfer** soft key

ASSISTED Transfer - Allows you to announce the caller prior to releasing the call

- Press  or the **Transfer** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers, announce the call, then press  or the **Transfer** soft key

Call History

While the phone is idle

- Touch the **History** soft key to view **missed, received** and **placed** calls
- Press  or  to scroll through the list
- Select an entry from the list
- Press the **Send** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Personal** to add to your Local Directory