MAINCOMS

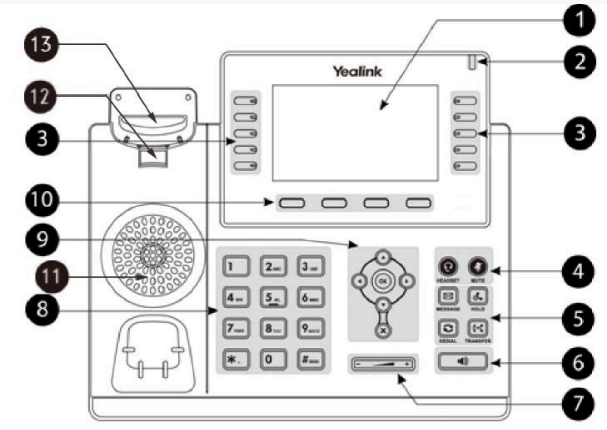
QUICK REFERENCE GUIDE

Yealink T46U

For Yeastar P-Series

The T46U is a desk phone with a 4.3-inch colour screen, ten programmable line keys and two USB ports for a headset or expansion module. It arrives set up for your system: plug it into a Power over Ethernet network point, or use the Yealink 5V 2A adapter, and allow a few minutes for it to start.

Getting to know your phone



1 Screen
Shows calls, menus and the labels for the soft keys below it.

2 Power light
Shows when the phone is ringing or you have a voicemail waiting.

3 Line keys
Your lines, colleagues and shortcuts. The light shows each key's status.

4 Headset and Mute
HEADSET switches to a headset. MUTE turns your microphone off and on.

5 Message, Hold, Redial, Transfer
MESSAGE opens voicemail. HOLD holds or resumes a call. REDIAL shows numbers you have dialled. TRANSFER starts a transfer.

6 Speakerphone
Makes or answers a call hands-free.

7 Volume
Changes the volume of the current call, or the ringer when the phone is idle.

8 Keypad
Enter numbers, letters and symbols.

9 Navigation, OK and Cancel
Move through lists and menus. OK confirms, X cancels or rejects a call.

10 Soft keys
Their job changes with what is on screen, for example Send, Hold or Transfer.

11 Speaker
Ringer and hands-free audio.

12 Reversible tab
Turn it over to hold the handset when the phone is wall-mounted.

13 Hookswitch
Lifting the handset releases it and starts a call.

Power light

Light	Meaning
Solid red	Starting up
Fast flashing red	Incoming call
Slow flashing red	Voicemail or message waiting
Brief flash every few seconds	Power-saving mode

Line key lights

Light	Meaning
Solid green	Call in progress
Fast flashing green	Incoming call
Slow flashing green	Call on hold
Off	Line not in use

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Everyday tasks

Make a call

1. Lift the handset, or press **Speakerphone** or **HEADSET**.
2. Dial the number.
3. Press **Send**, or wait a few seconds for the call to connect.

Answer a call

Lift the handset, press **Speakerphone** or **HEADSET**, or press **Answer**. If you are already on a call, press **Answer** and your first call is put on hold.

Hold and resume

Press **HOLD** to put a caller on hold. Press **HOLD** again, or press **Resume**, to return to them.

Mute

Press **MUTE**. The key lights while your microphone is off. Press it again to unmute.

Transfer without speaking first

1. During the call, press **TRANSFER**.
2. Dial the number or extension.
3. Press **TRANSFER** again, or press **B Transfer**. The call goes straight through.

Transfer after speaking first

1. During the call, press **TRANSFER**; the caller is held.
2. Dial the number and press **Send**.
3. When your colleague answers, introduce the call, then press **TRANSFER**. To go back to the caller instead, press **Cancel**.

Three-way conference

1. During a call, press **Conf**; the first caller is held.
2. Dial the second person and press **Send**.
3. When they answer, press **Conf** again to join everyone. Hanging up ends the call for all three.

Redial

Press **REDIAL** to see the numbers you have dialled and choose one, or press **REDIAL** twice to call the most recent number.

Call history and directory

Press **History** for missed, received and dialled calls, or **Directory** for your contacts. Highlight an entry and press **Send**.

Do not disturb

Press the **DND** soft key while the phone is idle, or go to Menu, then Features, then DND. Callers go to voicemail and a DND icon shows. Turn it off the same way.

Forward your calls

1. Press **Menu** and go to Features, then Call Forward.
2. Choose Always, Busy or No Answer and turn it on.
3. Enter the number to forward to and press **Save**. Turn it off the same way to stop forwarding.

Voicemail

Press the **MESSAGE** key, or dial ***2**. The power light flashes slowly when you have a new message.

Feature codes on Yeastar P-Series

***2**	Listen to your voicemail	***12 + ext**	Leave a voicemail for a colleague
***3 + ext**	Attended transfer during a call	***03 + ext**	Blind transfer during a call
***31 + number / *031**	Forward all calls on / off	***93 / *91**	Do not disturb / available
***4**	Pick up a call ringing in your group	***04 + ext**	Pick up a call ringing on a colleague's phone
***5 / 6xxx**	Park a call / retrieve it from slot 6xxx	***1**	Start or pause call recording, if enabled

Standard Yeastar codes. If your system has been customised, yours may differ.