



ManIT Technology

VoIP Handset User Guide






Yealink T46 Series

Understanding your phone and buttons






















Yealink T46G with optional EXP40 module displayed

#	Phone Feature	Description
1	Handset	Blunt instrument used to get your message across
2	LCD Screen	Displays information about calls, messages, soft keys, date, time and other relevant data
3	Power Indicator LED	(If enabled) may display phone is powered and or flash to identify an inbound call
4	Line Keys	Indicates Line status, when lit: Green: Line is idle Red: (steady): Line is active or in use These keys may also be programmed to perform functions such as speed dial, one touch call transfers, call pickup or to monitor other extensions.
5	Soft Keys	Press a soft key button to perform the action shown on the label above it. The function of each button will change depending on the phone's current operation.
6	Keypad	Use to dial phone numbers
7		Scroll through information displayed on LCD Screen
		Confirms actions or answers incoming calls
		Cancels actions or rejects incoming calls
8	Headset Key	Toggles and indicates the headset mode
9	Mute Key	Mutes or un-mutes an active call
10	Message Key	Accesses voicemail
11	Hold Key	Places a call on hold or resumes a held call
12	Redial Key	Redials a previously dialled number
13	Transfer Key	Transfers a call to another party
14	Speakerphone Key	Toggles the hands-free speakerphone mode
15	Volume Key	Press + to increase the volume and – to lower volume
16	Page Keys	Changes EXP40 display

Icon Information

Icons appearing on the LCD screen are described in the following table:

Icons	Description
	Network is unavailable
	Registered successfully
	Register failed
	Registering
	Hands-free speakerphone mode
	Handset mode
	Headset mode
	Voicemail
	Auto Answer
	Do Not Disturb
	Call Hold
	Call Mute
	Ringer volume is 0
	Phone Lock
	Received Calls
	Placed Calls
	Missed Calls
	Call Forward/Forwarded Calls
	The contact icon

LED Information

Power Indicator LED:

LED Status	Description
Solid Red	The phone is initialising
Fast flashing red (300ms)	The phone is ringing
Slowly flashing red (1s)	The phone received a call The LCD screen's backlight is off There are missed calls
Off	The phone is off The phone is idle

Line Key LED (configured as a Line Key):

LED Status	Description
Solid green	The phone is initialising
Fast flashing green	The phone is ringing
Slowly flashing green	The phone received a call
Off	The phone is off The phone is idle

Line Key LED (configured as BLF for line monitoring and call transfers):

LED Status	Description
Solid green	The monitored line is idle
Fast flashing red (200ms)	The monitored line is ringing
Solid red	The monitored line is busy

Call functions and general use

Adjusting Volume:

The default volume set in the phone may not be appropriate, to change do the following:

- **Ringer:** while phone is idle or ringing, press the volume up/down button to the desired volume.
- **In call volume:** While a call is active, press the volume up/down button to the desired volume.

NOTE: Each audio device (handset, speakerphone and headset) have their own audio levels

Answering a Call:

To answer a call, when phone is ringing;

- Pick up the handset, or
- Press the Speaker button, or
- Press the Headset button

Ending a Call:

- If you are using the handset, hang up
- If you are using the speaker, press the speaker button
- If you are using the headset, press the headset button

Initiating a Call:





1. To initiate a call, do one of the following:
 - a. Pick up the handset, or
 - b. Press the Speaker button, or
 - c. Press the Headset button
2. Dial the destination number on the keypad, wait for timeout or press the **Send** soft key to dial immediately.

Redial:

Dial a previously dialed number

1. Press the **Redial** key to display the Redial List
2. Use the navigation up/down buttons to select the number you wish to dial
3. Once selected press the **Redial** key again to initiate a call.

Call History:

1. Press the **History** soft key to display all call records
2. Press  or  to switch among **All Calls, Missed Calls, Placed Calls, Received Calls and Forwarded Calls**
3. Press  or  to select the desired entry.
4. a. Press **Option** soft key, and then select **Detail** from the prompt list
b. Press the **Send** soft key to initiate a call.

Using Hold and Resume:

Mute both sides of the conversation, caller will hear music on hold


- To put a call on hold, press the Hold key or **hold** soft key.
- To resume a call press the Hold key or **resume** soft key.

Using Call Parks

A Call Park is similar to hold but all extensions can pick it up


- To place an active call on park, press an available Park Line key
- To retrieve a call on park, press the Park Line key it was placed on

Mute a call:











When mute is enabled you can hear the other party but they cannot hear you, while muted the Mute icon  will appear on the LCD screen.

- To mute a call press the Mute key
- To unmute press the Mute key.

Call Forward:

Call Forwarding will divert all incoming calls to another number, while Call Forward is active the Call Forward icon  will appear on the LCD screen.

NOTE: If the extension rings as part of a ring group, call forwarding must be configured to occur AFTER the ring group times out or they will be diverted as well.

1. Press **Menu->Features->Call Forward**
2. Press  or  to select the desired forwarding type, then press the **Enter** soft key.
3. Depending on your selection:
 - a. **Always Forward:**
 - 1) Press  or , or the **Switch** soft key to select **Enabled** from the **Always Forward** field.
 - 2) Enter the destination number you want to forward all incoming calls to in the **Forward to** field
 - b. **Busy Forward:**
 - 1) Press  or , or the **Switch** soft key to select **Enabled** from the **Busy Forward** field.
 - 2) Enter the destination number you want to forward all incoming calls to in the **Forward to** field
 - c. **No Answer Forward:**
 - 1) Press  or , or the **Switch** soft key to select **Enabled** from the **No Answer Forward** field.
 - 2) Enter the destination number you want to forward all incoming calls to in the **Forward to** field
 - 3) Press  or , or the **Switch** soft key to select the ring time to wait before forwarding from the **After Ring Time** field.
4. Press the **Save** soft key to accept the change or the **Back** soft key to cancel

Transfer a call:

You can transfer a call to another party during a call in one of two ways:


- **Blind Transfer:** Transfer a call instantly to a 3rd party
- **Attended Transfer:** Transfer a call after consulting the 3rd party

Blind Transfer

1. Using Line keys
 - a. During an active call, press the desired BLF Line or speed dial key
 - b. End the call to complete the transfer
2. Using the keypad
 - a. During an active call, press the **TRANSFER** key or **Tran** soft key
 - b. Enter the number of the 3rd party you wish to transfer the call to
 - c. Press the **TRANSFER** key or **Tran** soft key or hang up to complete the transfer

Attended Transfer:

During an active call, either:

3. Using Line keys
 - a. Press the Line key associated with the extension (or speed dial) you wish to transfer the call to.
 - b. After discussing with the 3rd party either hang up, press the **TRAN** key or **Tran** soft key or hang up to transfer the call
4. Using the keypad
 - a. Press the **TRAN** key or **Tran** soft key
 - b. Enter the number of the 3rd party you wish to transfer the call to and press 
 - c. After discussing with the 3rd party either hang up, press the **TRAN** key or **Tran** soft key to transfer the call.

Do Not Disturb:


Do Not Disturb puts the phone in a constant “busy” state, this will redirect all incoming calls to voicemail.

- To active Do Not Disturb, press the **DND** soft key while the phone is idle.
- To deactivate Do Not Disturb, press the **DND** soft key while the phone is idle.

Conference Calls

Conference calls, also known as a party line allow multiple people to speak to each other at the same time.

Establish a 3 party conference call using your phone

1. During an active call press the **Conference** soft key, this will place the first call on hold and a second line is opened.
2. Dial the second number and press  or the **Send** soft key
3. When the second party answers, press the **Conference** soft key to join all parties together.

Voicemail Operations

Voicemail, also known as a message bank are voice messages left by a caller when a phone is busy or not answered

Leave a Voicemail Message

If a destination is busy or unavailable you may be redirected to voicemail. When prompted, record your voicemail message and end the call when finished.

Retrieve Voicemail Messages

Voicemail messages are available either through the desk phone or if enabled, via email.

Accessing via desk phone:

Press the Message button and follow the directions provided by the system.

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