

## Yealink IP Phone SIP-T46S - QUICK USER GUIDE



### PLACING CALLS

You can place a call in one of three ways:

- Using the handset
- Using the speakerphone
- Using the headset

You can also dial the number first, and then choose the way you want to speak to the other party.

During a call, you can alternate between Speakerphone, Headset, and Handset modes by pressing the Speakerphone key, the HEADSET key, or by picking up the handset. The call duration of the active call and far-site's information (name or phone number) are visible on the LCD screen. In the figure below, the call to "1026" (the phone number: 1026) has lasted 15 seconds.



**To place a call using the handset:**

1. Pick up the handset
2. Enter the desired number using the keypad.
3. Press **OK**, **#send**, or the **Send** soft key.

**To place a call using the hands-free (speakerphone) mode:**

- With the handset on-hook, press **Speakerphone** or the line key to obtain a dial tone.
- Enter the desired number using the keypad.
- Press **OK**, **#send**, or the **Send** soft key.
- With the handset on-hook, enter the desired number using the keypad. Press **Speakerphone**, **#send**, **OK** or the **Send** soft key.

**To place a call using the headset, do one of the following:**

1. With the optional headset connected, press **Headset** to activate the headset mode.
  - Press the line key to obtain a dial tone.
  - Enter the desired number using the keypad.
  - Press **OK**, **#send**, or the **Send** soft key.
2. With the optional headset connected, press **Headset** to activate the headset mode.
  - Enter the desired number using the keypad.
  - Press **OK**, **#send**, or the **Send** soft key.

The SIP-T46S IP phone can handle multiple calls at a time. However, only one active call (the call that has audio associated with it) can be in progress at any time, other calls are placed on hold. The SIP-T46S IP phone can handle a maximum of 50 calls at one time.

**To place multiple calls:**

You can have more than one call on your SIP-T46S IP phone. To place a new call during an active call, do one of the following:

1. Press the line key. The active call is placed on hold.
  - Enter the desired number using the keypad.
  - Press **OK**, **#send**, or the **Send** soft key.
2. Press **Hold** or the **Hold** soft key to place the original call on hold.
  - Press the **New Call** soft key. Enter the desired number using the keypad.
  - Press **OK**, **#send**, or the **Send** soft key.

You can press **Up** or **Down** to switch between calls, and then press the **Resume** soft key to retrieve the desired call.

### ANSWERING CALLS

When you are not in another call, you can answer a call in one of three ways:

- Using the handset
- Using the speakerphone
- Using the headset

**Answering when not in another call:**

Call duration and destination will always appear on the LCD screen for the active call.

### To answer a call using the handset:

Pick up the handset

### To answer a call using the hands-free (speakerphone) mode:

1. Press 
2. With the handset on-hook and the headset mode deactivated, press the **Answer** soft key.
3. With the handset on-hook and the headset mode deactivated, press the line key with the fast-flashing green LED indicator.

### To answer a call using the headset:

- Press .
- With the headset mode activated, press the **Answer** soft key.
- With the headset mode activated, press the line key with the fast-flashing green LED indicator.

### Answering when on another call:

If you have an active call, and an incoming call arrives on the phone, do one of the following:

- Press the **Answer** soft key. The incoming call is answered and the original call is placed on hold.
- Press  to access the new call.
- Press  or the **Answer** soft key. The incoming call is answered and the original call is placed on hold.

## CALL TRANSFER

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

**Blind Transfer:** Transfer a call directly to another party without consulting.

**Semi-Attended Transfer:** Transfer a call when the target phone is ringing.

**Attended Transfer (Consultative Transfer):** Transfer a call with prior consulting.

### Blind Transfer:

Before performing a blind transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **Blind Transfer**.

Press  or the **Transfer** soft key during a call. Do one of the following:

- Enter the number you want to transfer the call to.



- Press  or the **Transfer** soft key to complete the transfer. If you are using a handset, the transfer can be completed by hanging up the handset.

- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact. Press , , or the **Send** soft key to complete the transfer.

- Press the **Directory** soft key, and then select **History**. Select the desired list and then press  or  to select the entry. Press , , or the **Send** soft key to complete the transfer.

- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact. Press , , or the **Send** soft key to complete the transfer.

### To perform a blind transfer to exist call:

1. Press  or the **Transfer** soft key during a call.
2. Press  or  to select the desired hold call you want to transfer the call to



3. Press , , or the **Transfer** soft key to complete the transfer. Then the call is connected to the number to which you are transferring.

### Semi-Attended Transfer:

Press  or the **Transfer** soft key during a call and do one of the following:

- Enter the number you want to transfer the call to. Press , , to dial out.
- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact. Press , , or the **Send** soft key to dial out.
- Press the **Directory** soft key, and then select **History**. Select the desired list and then press  or  to select the entry. Press , , or the **Send** soft key to dial out.

- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact. Press **OK**, **#**, or the **Send** soft key to dial out.
- 2. Press **Transfer** or the **Transfer** soft key to complete the transfer when receiving ringback. If you are using a handset, the transfer can be completed by hanging up the handset.

## CALL HOLD/RESUME

You can place an active call on hold. Only one active call can be in progress at any time. Other calls can be made and received while placing the original call on hold. When you place a call on hold, your IP PBX may play music to the other party while waiting.

### To place a call on hold:

1. Press **Hold** or the **Hold** soft key during a call. The line key LED flashes green. The LCD screen indicates that the call is on hold.



**Note:** The phone will beep softly every 30 seconds to remind you that you still have a call on hold. The phone ignores engaged audio device (handset or headset) and switches to Speakerphone to play the hold tone by default. The Speakerphone key will light up for 1 second.

### To resume a held call:

1. Press **Resume** or the **Resume** soft key.

### Multiple calls on hold:

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

- Press the corresponding line key to retrieve the call.

If more than two calls are on hold, a numbered prompt appears on the LCD screen, for example "2/4", indicating that this is the second call out of four calls.

## ADDING CONTACTS

You can add contacts to the local directory in one of the following ways:

- Manually
- From call history
- From a remote phone book

### Adding contacts to the local directory manually:

1. Press the **Directory** soft key. The IP phone enters the local directory directly as there is only Local Directory enabled in the directory by default.



If Local Directory is removed from the directory, press **Menu->Directory->Local Directory** to enter the local directory.

2. Select the desired contact group and then press the **Enter** soft key. If the contact you want to add doesn't belong to any group, select **All Contacts** and then press the **Enter** soft key.
3. Press the **Add** soft key.
4. Enter the name and the office, mobile or other numbers in the corresponding fields.



5. Press **Up** or **Down** or the **Switch** soft key to select the desired account from the Account field. If **Auto** is selected, the phone will use the default account when placing calls to the contact from the local directory.
6. Press **Up** or **Down** or the **Switch** soft key to select the desired ring tone from the **Ring** field.
7. Press **Up** or **Down** or the **Switch** soft key to select the desired group from the **Group** field.
8. Press **Up** or **Down** or select **Photo** field and then press the **Enter** soft key.
9. Press **Up** or **Down** or the **Switch** soft key to select the desired photo from the **Photo** field.
10. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

**Note:** If the contact already exists in the directory, the LCD screen will prompt "Contact name existed!".