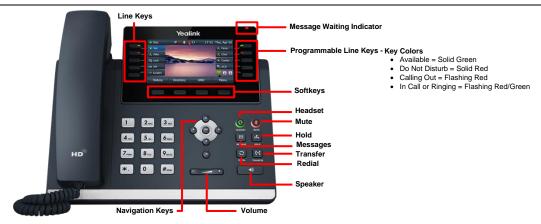


Yealink T46U Telephone User Guide

POPP Hosted Microsoft VoIP Phone System



Internal Call:

 Pick up the receiver, or press [Speaker] or [Headset] button, and then dial [4-digit extension]

Optional: Press [Directory] softkey and see the Directory section of the user guide for further instructions

External Call (no need to dial 9 for local or 1 for long distance):

 Pick up the receiver, or press [Speaker] or [Headset] button, and dial [10-digit phone number]

Redial/View Call History:

 Press [History] softkey, use [▲or ▼] navigation buttons to select the desired number, and press [Call] softkey two times to dial

Handling Multiple Incoming Calls:

- With caller on the line, press the [Answer] softkey this automatically puts the first caller on Hold and picks up the new caller
- Press [Swap] softkey to switch between the calls

Transfer Call:

Consultative Transfer:

- Press the [Transfer] button the caller is now on Hold
- Dial the [4-digit extension] or [10-digit number], wait for the person to answer, announce the call, and hang up to complete the transfer
- To cancel transfer, press the [Cancel] softkey to return to caller

Blind Transfer:

- Press [Transfer] button, press [Blind] softkey the caller is now on Hold
- Dial [4-digit extension] or [10-digit number] to which you would like to transfer the call and press [Transfer] to complete the transfer

Transfer Call Directly to Another User's Voice Mail:

- Press [Transfer] the caller is now on Hold
- Dial [*76] + [4-digit extension] + [Transfer] softkey to complete the transfer

Make Conference Call (5 party max.):

- With first caller on the line, press [Conference] softkey
- Dial next party [4-digit extension] or [10-digit number]
- When answered, press [Conference] softkey to join all parties
- Repeat the process above to add additional parties

Holding Calls:

- Press [Hold] button to place caller on Hold
- · To pick up call on Hold, press [Hold] button or [Resume] softkey

Park Call/Pick Up Parked Call (aka Shared Hold):

- To Park a call, press the [Park] key to place caller on park orbit
- To Pick up a Parked call, press the [Park] key (indicated by a red flashing light)

DND (Do Not Disturb - direct all calls to voice mail/call forward no answer number):

• Press [DND] softkey to enable/disable

Page (Paging key must be configured):

- Press [Paging] key and use navigation buttons to select the desired group from the Paging Groups List and press the [Paging] softkey
- Make announcement, and hang up or press [End Call] softkey when finished
- To adjust paging volume, press and hold [- or +] on the [Volume] button during a page

Directory:

- Press the [Directory] softkey, then press [Enter] softkey to select Network Contacts
- Use the [▲or ▼] navigation buttons to select Contacts (contacts you have added via the User Portal) or Extensions (auto-populated list of business group contacts), then press [OK] button
- Use the [▲or ▼] navigation buttons to select an extension, then press [Call] softkey to call the selected contact

Adjust Volume:

 Press and hold [- or +] on the [Volume] button to adjust call volume (handset or speaker) or ring volume

Changing Ring Tones (for internal calls only):

- Press [Menu] softkey, press [▶] and [▼] navigation button to select Basic, and press [OK] button
- Press [▼] navigation button to select Sound, and press [OK] button
- Press [OK] button to select Ring Tones
- Use [▲or ▼] navigation buttons to select Common (default ring tone for all lines on the phone) or select Line (ring tone for a specific line), then press the [OK] button
- The selected radio button denotes the current ring tone
- Use [▲ or ▼] navigation buttons to scroll through and play ring tones
- Press [OK] button to change the selection

Optional Keys:

Use Enhanced Monitored Extension Keys to:

- See individual's line status (available/not available)
- Make an internal call
- Transfer Call Press [Monitored Extension] key to blind transfer
- Pick up a call ringing at another extension

Log In/Out of a Multi Line Hunt Group (MLHG) (Note: Line must be enabled for Log In/Out by the business group administrator):

- Use [Login]/[Logout] keys
- Use the Administrator Portal or User Portal to login/logout

Helpful Hint: Press [#] key or [Call] softkey to expedite call

Key Programming:

All programmable telephone keys are programmed via the Administrator Portal or User Portal web site. Contact your designated telephone system administrator for assistance.

For Additional Training and Support

• Visit www.popp.com or call POPP Communications at 763-797-7900