

Yealink T46S Quick Reference Guide



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HOW TO PLACE A CALL

Turning Handset On/Off

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

OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch 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

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

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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

HOW TO TRANSFER A CALL

Blind Transfer

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

HOW TO MUTE 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

HOW TO CHECK VOICEMAIL

To check your mailbox

- Press and enter your mailbox password when prompted

To listen to new messages

- Follow the voice guided prompts to reach your new messages

When finished

- You may either hang up the handset or press the to disconnect from your mailbox

