

Yealink T46S

Support:


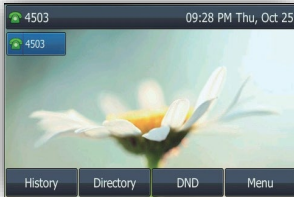


Phone Guides & Online Training
hawaiiantel.com/VoiceSupport

Customer Support
 643-8647

Web Portal
<https://bvoip.hawaiiantel.com>



Screen Display Views

Menu	Lines	Active	Calls
			
<ul style="list-style-type: none"> • Accessed by tapping the Menu soft key • Displays phone extension at top left • Access Status, Features, Directory, etc... 	<ul style="list-style-type: none"> • Default Display • Displays phone lines and up to 27 soft keys 	<ul style="list-style-type: none"> • Displayed when you're on an active call • Displays name & number of calling party • Can Transfer, Hold, Conference and End Call 	<ul style="list-style-type: none"> • Displayed if you have multiple active calls or calls on-hold • Use Navigation Pad to choose one call to display

Dialing Out:

Internal Calls

- 4 digit number
- Ex: 5555

On Island & Neighbor Island Calls

- 7 digit number
- Ex: 555-1212

Mainland Calls

- 10 digit number (area code + number)
- Ex: (555) 555-1212

Toll-free Calls


- 10 digit number (area code + number)
- Ex: (800) 555-1212

International Calls


- 011 + country code + city code + number
- Ex: 011 + 19 + 66 + local number

Placing a Call


Using the handset:

- Pick-up the handset.
- Enter the number then press  soft key.

Using the speakerphone:


- With the handset on-hook, press .
- Enter the number then press the **Send** softkey.

Using the headset:

- With the headset connected, press  to activate the headset mode.

Ending a Call

Using the handset:

- Hang up the handset or press  soft key.

Using the speakerphone:

- Press  or press **End Call**.

Using the headset:


- Press **End Call**.

Answering a Call


Using the handset:

- Pick up the handset.

Using the speakerphone:





- Press the .

Using the headset:

- Press the .

Call Forwarding


Enabling:

- From your homescreen press  soft key.
- Using the arrows, select  then press  soft key.
- Press **1** for **Call Control**.
- Press **4** to select **Call Forward**.
- When *Custom Forward* appears, press **Enter** soft key.
- Select your *Forward Option*: Press **1** for **Always**, **2** for **Busy** or **3** for **No Answer**.
- Next, use your  to enable then enter the destination number where calls will be forwarded.
- Press **Save**.

Disabling:

- Follow the same steps as above, using your *left arrow* to disable.



How to Set Do Not Disturb (DND)

Enabling: Press  soft key or dial *78.

Disabling: Press  soft key or dial *79.



How to Transfer a Call

Consultative Transfer (With Announcement)

- While on an active call, press the **Transfer** button  or press the **Transfer** soft key (the caller will be placed on hold).
- When you hear dial tone, dial the contact number of the party you wish to transfer the call to (you can also select a contact from the directory).
- When the party answers, announce the call and press the **Transfer** button  or press the **Transfer** soft key.


Note: When the call is transferred, Caller ID will show the party who transferred the call rather than the original caller.

Blind Transfer (Without Announcement)

- On an active call press the **Transfer** button  or **Transfer** soft key (the caller will be placed on hold).
- When you hear dial tone, dial the contact number you want to transfer the call to (you can also select a contact from the directory).
- Next, press the **B Transfer** soft key or  button.



Note: The inbound Caller ID will appear on the phone where the call was transferred to.

How to Transfer a call directly to Voicemail

- On an active call, press the **Transfer** button  or **Transfer** soft key.
- When you hear dial tone dial *55 and wait for the announcement to play.
- The announcement will say "To transfer your call to your mailbox, press the # key or hang up. To transfer your call to another mailbox, enter the mailbox ID now followed by the # key. To cancel, press the * key".
- Enter the mailbox ID that you wish to transfer the call to followed by the # key.
- The transfer is complete.


How to Set Up a 3-Way Conference

Creating a Conference


- On an active call, press the  soft key (the caller will be placed on hold).
- When you hear the dial tone, dial the number of the party you wish to have a conference with (you can also select a contact from the directory).
- After the party answers, press the  soft key and the conference call will be connected.

Far Hold

To speak with only with one party while on an active conference:

- Press the  soft key.
- Using the **up/down** arrows, choose one of the callers to be placed on hold.
- Next, press **Far Hold** soft key.
- To resume the conference, select the caller that is currently on hold and press the **Resume** soft key.

How to Access Voicemail

- To access your voicemail box, press the envelope .
 - Enter your voicemail passcode (default is ____).
- If you're accessing your Voicemail for the first time or have multiple lines, please refer to the "How to Set up and Manage Your Voicemail" guide.