

# Yealink T46 Handset

## User Guide



### Call features

#### How to place a call

##### Turning Handset On/Off:

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

##### OR Using the Speakerphone:

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** soft key

##### OR Using the Headset:

- With the headset connected, press  to activate the headset mode
- Enter the number, then press **Send** soft key

#### How to end a call

##### Using the Handset:

- Hang up the handset, or press the **Cancel** soft key

##### OR Using the Speakerphone:

- Press the  or the **Cancel** soft key

##### OR Using the Headset:

- Press the **Cancel** soft key

## How to answer a call

### Using the Handset:

- Pick up the handset

### OR Using the Headset:

- Press 

### OR Using the Speakerphone:

- Press the  or the **Answer** soft key

## How to place a call on hold

### To place a call on hold:

- Press the **Hold** soft key during an active call

### To resume a call:

- Press the **Resume** soft key

### If there is more than one call on hold:

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

## How to create a conference call

- Press the **Conf** soft key during an active call.
- Enter the extension or external number of the second party, then press the **Send** soft key.
- Press the **Conf** soft key again when the second party answer. All parties are now joined in the conference.
- Hang up the handset to disconnect all parties.

## How to transfer a call

### You can transfer calls in one of two ways:

- **Blind Transfer:** Transfer a call directly to another party without consulting
- **Attended Transfer:** Transfer a call with prior consulting

### To perform a blind transfer during a call:

1. Press the **Tran** soft key during a call
2. Enter the number you want to transfer the call to
3. Press the **Tran** soft key to complete the transfer

### To perform an attended transfer:

1. Press the **Tran** soft key during a call
2. Enter the number you want to transfer the call to
3. Press OK or #Send to dial out
4. After the party answers the call, press the **Tran** soft key to complete the transfer. If you are using a handset, the transfer can be completed by hanging up the handset.

You can cancel the transfer before the call is connected by pressing the Cancel soft key.



### Download the Xelion apps

Scan this QR code to download the latest Xelion Apps (mobile and softphone) direct from their website



### Watch a demo

Scan this QR code to see a demo video of this handset

If you need any assistance with your handset or Xelion package, please call our support team on 0121 311 1010 or email [support@connaughtltd.co.uk](mailto:support@connaughtltd.co.uk)