Yealink T46 Handset User Guide

LCD Screen

Power/Message indicator

Line Keys

Line Keys

Soft Keys

Mute and Headset Buttons

Navigation Buttons

Action Buttons (Hold, Transfer, Message & Redial)

Keypad

Speakerphone

Volume

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 end 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