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Yealink t46s quick user guide

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To help you manage your telephone fleet effectively, Ubiti provides you with user guides of your devices produced by your manufacturer. You can find the T46S Quick Start Guide produced by Yealink in the attached document, which you can also view or download. This guide can also be used as a reference to the T46G, which is of the same model. 1 Table of Contents 2 3 4 5 6 7 8 Introduction The following topics will help you in the general questions related to using your Yealink T46S desktop phone. 1. Main Work Line Key - Line key indicates the status of your lines and related activity. Backlighting notifies you when a line is idle, rings, in use, on hold, or completely cut off. Softkeys - Softkeys perform tasks that appear directly above them on display. These tasks are context-sensitive, which means that the function of softkeys changes depending on your current activity. For example, if you're conferencing, you can scroll through the options and lists on display by pressing the Softkeys display conference function task related to the navigation arrow - left, right, up or down. To select an item, press the OK button in the center of the four-way navigation arrow. To cancel or back up the previous screen, press the X or Cancel button below the bottom navigation arrow. These keys also serve as a fast way to navigate multiple tasks, such as posted calls, received calls, and directory contacts. Feature Keys - The most used feature key includes the following: Headset Key Mute's Message Key Hold Key Radial Transfer SpeakerPhone Key Volume Control Click Image for Large View 2. There are three ways to keep and receive calls using your Yealink phone: pick up the handset, dial the number and press Send Softkey. Select the line key, dial the number and press Send Softkey. The first call is automatically put on hold. To retrieve the first call, tap on the call you want to continue and press Resume Softkey. 3. To put an active call on hold, select the hold key. Select Resume Softkey to resume active call. 4 Call Transfer You can transfer blind, consult or direct-to-voicemail with your Yealink phone. Blind transfer is a blind (or undisclosed) transfer when you transfer a call to someone else without announcing the first call. Conducting a blind transfer while on active calls, presses or transfer softkeys. Enter the destination to which you want to transfer the call. Then, press or transfer softkey again. This completes the transfer. Consultation transfer a consultation (or declared) transfer is made when you announce the call to the recipient before transferring the call. On an active call, press Hold to conduct a consulting transaction. The caller is automatically put on hold. Then press the new call softkey. Dial the receiving party and press Send Softkey again. Once received party answers, announcing the call. Transfer, press or transfer to complete softkey. Direct-to-voicemail transfer When you want to transfer a call directly to another user's voicemail, direct-to-voicemail is transferred. Operating a direct-to-voicemail transfer while on an active call, press or transfer softkey. The caller is automatically put on hold. Next, enter star (*) 55, then press the user's extension, then press or transfer softkey. This completes the transfer in voice mail. 5. Three-way conference calls to start a three-way conference call, while on an active call, press the conference softkey. Dial the second number and press Send Softkey. When the other party responds, press conference softkey again to connect the call. 6. Do Not Disturb feature is used to send all incoming calls on voicemail. Don't bother, tap on DND softkey. You will see the Do Not Disturb icon on the home screen indicating that the feature is enabled. Once the disturbance is not done, the call cannot be received until you disable the feature. To disable this feature, repeat the previous steps. 7. Call forwarding by default, calls that are not answered will go to voicemail. To forward calls to a destination other than voicemail, enable call forwarding or make your voice portal busy and change to no answer settings. In this feature, select menu softkey. Then tap Features, then call the control and then select Call Forward. Next, select the type of forwarding option you want to enable. Options include: Always Ahead, which is all incoming calls Will move forward to the specified forward-to-destination. Busy will be ahead, which will If you don't reply, and there's no answer ahead, that will forward the call when the Do Not Disturb feature is enabled, or if your line is busy. Tap on the type of call forwarding you want to enable. Select and enter the phone number to forward the call. Choose Save when you're doing. On the home screen you will see the forwarding indicator. Note: When configuring no answer forwarding, you must also select the second number before forwarding the call. To configure, select Call Forward, then no answer forwarding. Turn on the feature and enter that number to forward the call. Then, select the number of seconds to move to forward the call. You can choose from 0 - 120 seconds. Select your own and select Save Softkey when you are done. To disable call forwarding, select the forwarding service to disable. Then select Off. 8. Retrieve call parks and parking calls - to park a call while on an active call, select More Softkey, then select Park. When inspired, dial the detail number against which you want to park the call after pounds (#) or simply dial pounds (#). Now your call has been raised. Receiving calls - To retrieve a vertical call while the phone is inactive, select More Softkey, then retrieve. When prompted, dial the extension number against which the call was stacked after pound (#) or simply dial pound (#) to retrieve the call stacked against a number from which you are calling. Note: Only one call can be collected to the extension at any time. 9. To create a new contact from the call history list, add the contact to the directory*, follow these steps: Select the Redial/History key. Tap the notification icon next to the number you want to store. Add and select which group of this contact you want to store. Enter the name of the contact in the area. Select Save. * Note: If the phone reboots or the software receives updates or new configurations, the contacts added to the physical phone will be lost. However, all changes made through cci account centre and/or user portal will be implemented every time when the phone reboots. 10. Voicemail setup to install your voicemail for the first time, select the message key. Enter your default password after the pound (#) key. The system will ask you to enter your new passcode. Enter your new passcode after the Pound (#) key, then confirm your new passcode, once again after the Pound (#) key. 11. Voicemail Access a message waiting indicator notifies you when you have a new voice mail message. To check your voice mail, press the message key. When prompted, enter your voice mail passcode after the Pound (#) key. Follow audio prompts you to retrieve your voicemail messages. If you forget your voice mail passcode, please contact your system administrator to reset it. Click on the image for large view 12. Call history, receive calls or call to view calls: Very important. The screen will have an all-call list display. Use the right/left navigation arrows to switch between all, dial, receive, missed, and forward call lists. Use the up/down navigation arrow to select the desired entry. Select option softkey, and then select detail from the prompt list. To dial a call from the history list, select the desired entry, and then press Send Softkey. 13. Bluetooth Connectivity Bluetooth USB Dongle (BT40) adds Yealink phone connectivity to a wide variety of Bluetooth headsets that allow you to receive calls wherever you are in the office. It is compatible with headsets using Bluetooth specification version 4.0 or older. To start using bluetooth USB dongle click on the image for large view, follow these steps: Turn on bluetooth headset. Then insert the USB dongle at the back of the phone into the USB port with the word top facing upwards. Next, pair the headset with bluetooth USB dongle. Press and hold the multifunction key on the Bluetooth headset until the indicator LED alternately flashes red and blue. This means that the Bluetooth headset is in pairing mode. Activate the Bluetooth feature on the phone by selecting Settings by going to the menu screen. Select Basic and scroll down to select Bluetooth. Then select Scan. The phone will start exploring Bluetooth headsets within the range of 10 meters and will display all detected Bluetooth headsets on the screen. Select the desired Bluetooth headset from the list. If necessary, enter the headset to pair and connect to the PIN (0000). Your headset is now paired and ready to use. Note: The USB dongle provided by Yealink supports the hot plug, which means the device can be connected and disconnected from an operational phone without the need to be rebooted. Using your coupled Bluetooth headset to answer an incoming call, with a Bluetooth headset, presses the multifunction key on the Bluetooth headset. To answer a call when there is already an active call, press the multifunction key to take that call. The original call has been put on hold. To eliminate the call, press the multifunction key on the Bluetooth headset. Headset.

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