

# Yealink

## Ultra-elegant Gigabit IP Phone

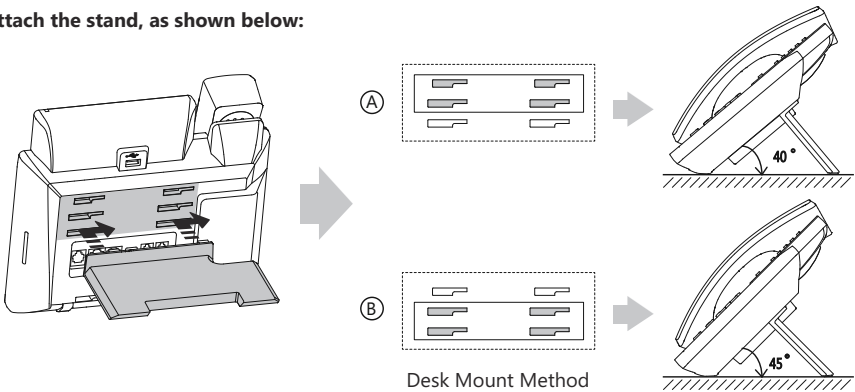
SIP-T46S



## Quick Start Guide (V84.10)

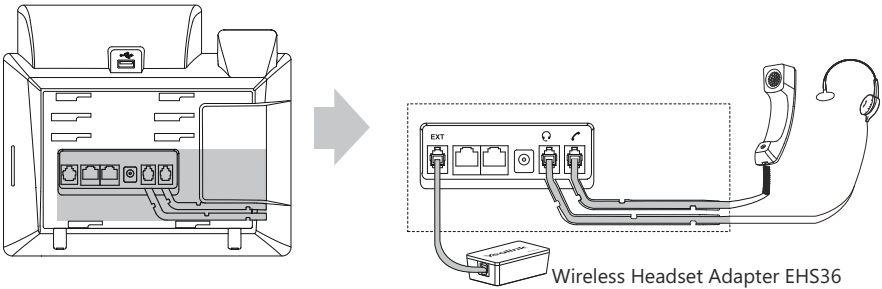
# Assembling the Phone

## 1. Attach the stand, as shown below:



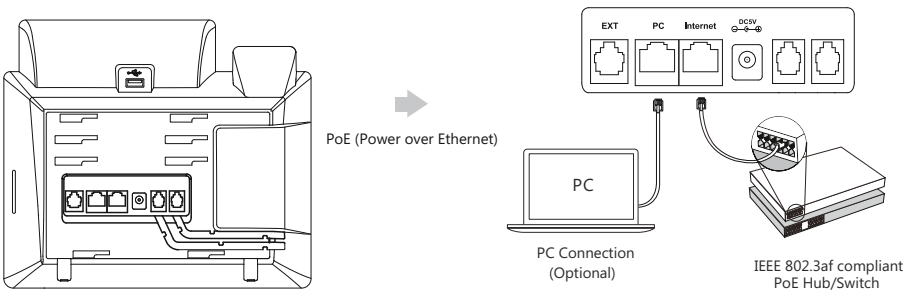
**Note:** You can also mount the phone to a wall. For more information on how to attach the wall mount bracket, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.

## 2. Connect the handset and optional headset, as shown below:



**Note:** The headset or wireless headset adapter EHS36 should be purchased separately. The EXT port can also be used to connect the expansion module EXP40. For more information on how to use the EHS36 and EXP40, refer to Yealink EHS36 User Guide and Yealink EXP40 User Guide.

## 3. Connect the network and power, as shown below:




## Basic Call Features

### Placing a Call

#### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

#### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **Send** soft key.

#### Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press the **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

### Answering a Call

#### Using the handset:

Pick up the handset.

#### Using the speakerphone:

Press .

#### Using the headset:

Press .

Note: You can reject an incoming call by pressing the **Reject** soft key.

### Ending a Call

#### Using the handset:

Hang up the handset or press the **End Call** soft key.






#### Using the speakerphone:

Press  or the **End Call** soft key.



#### Using the headset:

Press the **End Call** soft key.

### Redial


- Press  to enter the **Placed Calls** list, press  or  to select the desired entry, and then press  or the **Send** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

### Call Mute and Un-mute


- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

### Call Hold and Resume

#### To place a call on hold:

Press  or the **Hold** soft key during an active call.

#### To resume the call, do one of the following:



- If there is only one call on hold, press  or the **Resume** soft key.

- If there is more than one call on hold, press  or  to select the desired call, and then press  or the **Resume** soft key.



### Call Transfer

You can transfer a call in the following ways:



#### Blind Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or the **B Transfer** soft key.

#### Semi-Attended Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Send** soft key.
3. Press  or the **Transfer** soft key when you hear the ring-back tone.

#### Attended Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Send** soft key.
3. Press  or the **Transfer** soft key when the second party answers.

### Call Conference


1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the **Split** soft key.

### Voice Message



Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

#### To listen to voice messages:

1. Press  or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

## Customizing Your Phone

### Call History

1. Press the **History** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
  - Press the **Send** soft key to call the entry.

If you press the **Option** soft key, you can also do the following:

- Select **Detail** to view detailed information about the entry.
- Select **Add to Contact** to add the entry to the local directory.



---

## Contact Directory



### To add a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

### To edit a contact:




1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

### To delete a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

Note: You can add contacts from call history easily. For more information, refer to **Call History** above.

## Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle or ringing to adjust the ringer volume.
- Press  to adjust the media volume in the corresponding screen.