



Hardware component instructions of the T46G IP phone

Item	Description
1 LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> • Call information—caller ID, call duration • Icons (for example, 🚫 - DND) • Missed call text or second incoming caller information • Prompt text (for example, "Saving config file!") • Time and date
2 Power Indicator LED	Indicates phone power.
3 Line Keys/DSS Key	Use these keys to activate up to six accounts and assign various features.
4 Headset Key	Toggles and indicates the headset mode.
Mute Key	Toggles and indicates mute feature.
5 Message Key	Accesses voice messages.
Hold Key	Places a call on hold or resumes a held call.
Redial Key	Redials a previously dialed number.
Transfer Key	Transfers a call to another party.
6 Speakerphone Key	Toggles the hands-free speakerphone mode.
7 Volume Key	Adjusts the volume of the handset, headset, speaker, and ringer.
8 Keypad	Provides the digits, letters and special characters in context-sensitive applications.
9 ⏪ ⏩ ⏴ ⏵	Scroll through the displayed information.
⏹	Confirms actions or answers incoming calls.
⏴	Cancels actions or rejects incoming calls.
10 Soft Keys	Allows for shortcuts to certain features

Yealink T46G Functions

To Place a Call

- Lift handset, dial number OR dial number and lift handset.
- Press **SPEAKER** 🗣️ OR **HEADSET** 🎧, dial number.
- OR press **-SEND** Soft Key, #key (Send) OR OK Button.

Note The T46G is Bluetooth headset capable. Accessories are required. Contact Simply Bits for information.

To Answer a Call

- Lift handset or press 🗣️.
- With headset engaged, press 🎧.
- OR press the **ANSWER** soft key.
- OR press the flashing line key.

To Reject a Call

Press the **REJECT** soft key- the call will be connected to the voice mail of the ringing extension.

To Place a Call on Hold

- Press the **HOLD** soft key.
- Press **RESUME** to retrieve your call.

Placing Multiple Calls

- Press the **HOLD** soft key to place the original call on hold. Dial next number.
- You can press the ⏴ or ⏵ to switch between calls. Press the **RESUME** soft key to resume the call.

Contact Directory

Default groups: All, Company, Family and Friend. You may add, edit, delete, search or dial from your directory.

To Redial Last Number Placed

Press 🔄 to call the last number dialed.

Do Not Disturb

- Press the **DND** soft key when the phone is idle.
- The icon on the idle screen indicates that DND is enabled.
- Your phone will not ring and calls will go directly to voicemail.

Call Forward

- 1. Always Forward:** Incoming calls are immediately forwarded.
- 2. Busy Forward:** Incoming calls are immediately forwarded if the phone is busy.
- 3. No Answer :** Incoming Calls are forwarded if not answered after a period of time.

Press **MENU** soft key, select **FEATURES > CALL FORWARDING**.

Select: Always, Busy, No Answer.

You will be prompted to enter number where you wish to forward calls.

Press the **SAVE** soft key to accept the change.

To cancel call forwarding –select disable.

Note With No Answer Forward- cell phone carriers are beyond our control, this configuration may result in unpredictable behavior.

Call Park and Retrieve Parked Call

Call Park
To park a call, dial **#72**. You will be provided an EXT # referring to where the call is parked. (EXT-7801-7808).

Retrieve Parked Call
To pick up a parked call from any phone, dial the assigned parking lot **EXT# 7801 - 7808** and press **SEND** soft key.

Call Grab & Steal

Call Grab

To retrieve a call on another ringing extension, dial ***8 and the EXT #**. Press SEND.

Call Steal

To retrieve a call currently in progress on another EXT, dial ***9 and the EXT#**. Press SEND.

Call Recording

Feature requires specific configuration, see your system administrator.

Premeditated

To record a call at the time it is placed, press ***732** followed by the six digit phone number you are calling. The phone system will respond with a prompt indicating a call will be recorded and connected.

Active Call Recording

To record a call that is active, press **#73**. The phone system will beep once to indicate the call is now being recorded. Recorded calls will be sent via email to the person associated with that extension on file.

Call History

Call History lists your Placed, Received, Missed, and Forwarded calls. From here you may also view call detail, dial a call, add contacts to your directory, or delete as needed.

- From HOME, press **HISTORY** soft key, toggle to view more numbers.
- Press **OPTIONS > DETAIL**> Add contacts, add to Black List or Delete All.

Call Transfer

Blind Transfer

- During call, press **TRAN** soft key. Call is now on hold.
- Enter number where you want to transfer.
- Press **TRAN** soft key and hang up.

Announced Transfer

- During call, press **TRAN** soft key. Call is now on hold.
- Enter number where you want to transfer.
- Wait for Party to answer, you may now announce call.
- Press **TRAN** soft key to complete transfer.

Transfer to Voicemail

- During call, Press **TRAN**.
- Press 6 and the 4 digit extension.
- Press **TRAN** again and hang up.

Virtual Conference Bridge

Accommodates up to 10 parties

Create a conference call from your desk phone by dialing extension 7851. An auto attendant will ask for a password, choose any 4 digits. As long as this originating call is still active (do not hang up!) others may join it.

Joining the conference call is easy, you need to be transferred to extension 7851 - like parking a call, this sends the person to the conference bridge. Who made the originating call is irrelevant, as long as you can transfer the person to 7851, it will work. The person joining will be prompted for the password you set up while creating the bridge.

Call Conference- 3 Way Calling

- During call with party 1, press the **CONF** soft key which will put the first party on hold.
- Dial the destination number of the 2nd party. When 2nd part answers, press the **CONF** soft key to bring all parties onto call.
- If any of the 2 parties called are not available –press **CANCEL**, then **RESUME** soft key to resume your call.

Intercom/Voice Announce

To intercom a specified extension, press ***7 and EXT #**.

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Feature requires specific configuration, see your system administrator.

To intercom all phones or phones within a zone, press ***30**.

Retrieve Messages

From Phone

Press **MESSAGE** button.

From Internal Extension

Dial 7999, press SEND soft key. Enter your EXT# and password at prompt.

From External Number- No DID

Dial company main number. Menu answers, dial 7999. Enter your EXT# and password at prompt.

From External Number- Using your DID

Dial you DID, enter password at prompt.

Voice Mail to Email

Feature requires specific configuration, see your system administrator.

Voice Mails may be routed to a personal email account or a public folder.

Dual Ring

Feature requires specific configuration, see your system administrator.

For some it may be desirable to have incoming calls ring at both an internal phone and an external phone, such as the user's cell phone. Both phones ring simultaneously, the user may answer at either phone.

Line Keys

T46G has 10 Line keys.

Line Keys are pre-assigned to allow the user to access internal extensions and a dial tone.

DSS Keys

Up to 27 programmable DSS keys (3 page view).

DSS Keys are programmable to support many features such as Buddy Watch, speed Dial, Forward, Call Park, Prefix, and more.

To learn how to program your DSS keys see your system administrator.

Buddy Watch (aka BLF)

Feature requires specific configuration, see your system administrator.

You may program a DSS key to monitor a specific internal extension.

Buddy Watch keys (aka BLF) are typically programmed and assigned for receptionists, assistants or any other employee who needs to monitor the phone lines of others.

Simply Bits can program the monitored line to ring and/or flash as an alert.