

# Yealink T46U

## Quick Reference Guide

### Warm Transferring Calls

A warm transfer (attended) allows Users to speak privately with the receiving party before transferring the call. A warm transfer also confirms the availability of the receiving party.

1. During an active call, press the Transfer **A** button.
2. Dial the phone number or extension. Alternatively your BLF keys **L** show down each side of the screen.
3. After the receiving party answers the call, press the Transfer **A** button or simply hang up.

### Blind Transferring Calls

A blind transfer (unattended) allows Users to send calls to an alternate extension or phone number without waiting for an answer or confirming the availability of the receiving party.

1. During an active call, press the Transfer **A** button.
2. Dial the phone number or extension or use a BLF keys **L** down the side of the screen.
3. Press the Transfer soft key **K**

### Accessing Call History

While the phone is idle, use the up arrow on the 5-Way Navigation **F** to access the call history, You can cycle using the five way navigation, hit the left arrow to change between received, missed and placed calls.

### Checking Voicemail

You must not have a call on the line when attempting to check Voicemail.

These instructions are for checking your Direct Dial Voicemail, Hunt Group Voicemail will be delivered to email.

1. Press the Voicemail **D** button.
2. Enter your personal voicemail passcode.
3. Press **1** to listen to new or saved voicemails.



### Making A Call

Lift the handset, dial the number and hit the Call key **K** Dial 9 not required.

- A** Transfer
- B** Hold
- C** Volume Up/Down
- D** Voicemail
- E** Back
- F** 5-Way Navigation
- G** Redial
- H** Headset (Optional)
- I** Speakerphone
- J** Mute Mic
- K** Soft Keys
- L** BLF KEYS



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