



### Professional Services

- Structured Data Cabling
- Wire Management
- Server Room Buildout
- Ambient Sound Systems
- CCTV
- Access Control Systems
- Wireless Access Points
- Wireless Bridge
- Wireless Point to Point and Point to Multi-Point

### DATA PRODUCTS CLOUD PRODUCTS

- DIA
- Ethernet
- Fiber
- Satellite Internet
- Wireless
- SD-WAN
- MPLS
- Wholesale Data
- Hosted VoIP
- Hybrid VoIP
- Colocation
- Public/Private Cloud
- Cloud Security
- Disaster Recovery
- Collaboration
- Hybrid Cloud

2393 Pendley Road  
 Suite 100  
 Cumming, Georgia 30041  
 (678) 845-7600  
 (866) 632-2717

CONTINUED FROM OTHER SIDE

### VOICEMAIL

The message Waiting Indicator on the idle screen as well as an illuminated (red) Power LED light indicate a new voicemail.

**When accessing voicemail for the first time, your password will be set to 999. You will be prompted to change this to a 4 digit number at first login.**

1. To retrieve messages, press and follow the voice prompts.
2. To retrieve messages from a different extension, Dial \*98 then follow the prompts to enter your extension and password.
3. To send a caller directly to an individuals voicemail (not ringing their extension first). Dial \*99 and enter their extension.

### CONTACT DIRECTORY

#### Adding a contact:

1. Press the Directory soft key when the phone is idle, then select the desired group.
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.

*Note: If your phone firmware is updated, contacts entered in this manner will be lost.*

#### Editing a contact:

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

#### Deleting a contact:

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

### QUICK TIP FOR DIALING TIMEOUT

Try pre-dialing the number before lifting the handset to avoid a dialing timeout.

### ICONS & DISPLAY

Icons			Description
T48S/T48G	T46S/T46G	T42S/T42G/ T41S/T41P	
			The private line registers successfully
			The shared/bridged line registers successfully
			Register failed
			Registering
			DND is enabled on this line
			Call forward is enabled on this line
			Received Calls
			Placed Calls
			Missed Calls
			Forwarded Calls

### CHANGING THE DISPLAY



1. Navigate to **Menu->Basic->Display->Wallpaper.**
2. Select the desired wallpaper image.

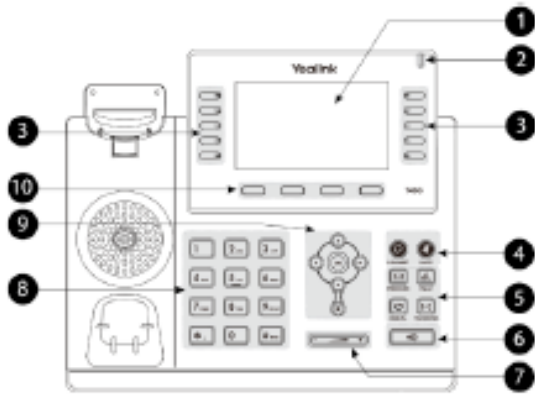


## HOSTED PBX USER GUIDE FOR YEALINK SIP-T46S GIGABIT PHONES



## YEALINK SIP—T46S GIGABIT IP PHONE

### BASIC FEATURES




- 1 LCD Screen
- 2 Power LED
- 3 Line Keys
- 4 Headset & Mute Keys
- 5 Message Keys
- 6 Speakerphone Key
- 7 Volume Key
- 8 Key pad
- 9 Scroll Keys
- 10 Soft Keys

### MAKING A CALL


#### Using the handset:

1. Pick up the handset.
2. Enter the number using the keypad and then press the Send soft key.

#### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, 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 may alternate between headset, hands-free speakerphone and handset modes by pressing the Headset key or Speakerphone key or by picking up the handset. Headset mode requires a headset be connected to the phone.

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

#### Multiple calls:

1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Tap the Send soft key.

You can press  or  to switch between calls, then tap  again to resume the desired call.

### ANSWERING A CALL


#### Using the handset:

Pick up the handset.

#### Using the speakerphone:

Press .

#### Using the headset:

Press .

**Note:** You may ignore an incoming call by tapping the Reject soft key.

### ENDING A CALL

#### Using the handset:

Hang up the handset or tap the End Call soft key.





#### Using the speakerphone:


Press  or tap the End Call soft key.

#### Using the headset:


Tap the End Call soft key.


### REDIAL

Press  to enter the Placed Calls list. Press  or  to select the desired call, then press  or the Send soft key.


Press  twice when the phone is idle to call the last dialed number.


### MUTING A CALL

Press  to mute the microphone during a call.

Press  again to un-mute the call.



### VOLUME ADJUSTMENT

Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press  when the phone is idle to adjust the ringer volume.


### RING TONE




1. Press the Menu soft key when the phone is idle, then select Basic > Sound > Ring Tones.

2. Press  or  to select the desired ring tone.

3. Press the Save soft key to accept the change.

### PUTTING A CALL ON HOLD

Press  or the Hold soft key during an active call. To resume, press 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 PARK AND RETRIEVE

1. To place a call on Park, select the first available (green) Park key.
2. The caller is now parked and will hear music or message on hold as configured per your system preferences.
3. To retrieve parked call, simply select appropriate Park key.



### FORWARDING A CALL

1. Press the Menu soft key when the phone is idle, then select Call Features > Call Forward.
2. Select the desired forward type:

**Always Forward:** Incoming calls are all forwarded unconditionally.



**Busy Forward:** Incoming calls are forwarded when the phone is busy.



**No Answer Forward:** Incoming calls are forwarded when the phone is not answered after a preset time period.

3. Enter the number you want to forward to. For No Answer Forward, press  or  to select the desired ring time to wait before forwarding.
4. Press the Save soft key to accept the change.

### TRANSFERRING A CALL

There are several ways to transfer a call: Attended and Unattended also known as a Blind Transfer. An Attended Transfer allows the you to communicate with the answering party prior to releasing the call.

1. Unattended: Press  or tap the Transfer soft key during an active call.
2. Enter the number you want to transfer to, then press  or tap the Transfer soft key.

1. Attended: Press  or tap the Transfer soft key during an active call.
2. Enter the number you want to transfer to. When party answers, you may communicate with them prior to releasing the call from hold and completing the transfer.
3. Press  or tap the Transfer soft key to complete.
4. To send a caller directly to an individuals voicemail (not ringing their extension first). Dial \*99 and enter their extension.

### FIND-ME / FOLLOW-ME

\*\* This feature is enabled through your Bridge Web Portal and allows calls to be routed in a number of different configurations.

**Follow Me (Immediate)** -- Calls to your extension will be sent automatically to the number you define.

**Find Me (Sequential)** -- Calls to your extension will ring your extension and any other numbers that you define, in order.

**Find Me (All)** -- Calls to your extension will ring your extension and any other numbers that you define, all at once.

### CALL PICKUP

To pick up a call that ringing to a specific phone and is not part of a Ring Group, dial \*8, and the extension.

### CONFERENCE CALL

1. Tap the Conference soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then tap the Send soft key.
3. Tap the Conference soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Tap the End Call soft key to disconnect all parties.

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