## 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 place a call.
   - Press the **Delete** soft key to delete the entry from the list.

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 Contacts** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Delete All** to delete all entries from the list.

## Contact Directory

**To add a contact:**

1. Press the **Directory** soft key when the phone is idle, and 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.

**To edit 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, 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 the desired group.
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 contact?".

**Note:** You can add contacts from the 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 to adjust the ringer volume.

## Ring Tones

1. Press the **Menu** soft key when the phone is idle, and 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.

Copyright 2014 YEALINK NETWORK TECHNOLOGY CO.,LTD.

Yealink easy VoIP

Simplicity VoIP

# Ultra-elegant Gigabit IP Phone

## SIP-T46G




# Quick Reference Guide (V72.4)

www.simplicityvoip.net

Applies to firmware version 72.1 or later.

# 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,**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 ignore 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** call 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 **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 .
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 .
3. Press or the **Transfer** soft key when the second party answers.

## Call Forward

**To enable call forward:**

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

   **Always Forward**----Incoming calls are forwarded unconditionally.
   **Busy Forward**----Incoming calls are forwarded when the phone is busy.
   **No Answer Forward**----Incoming calls are forwarded if not answered after a period of time.
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.

## 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.

## Speed Dial

**To configure a speed dial key:**

1. Press the **Menu** soft key when the phone is idle, and then select **Call Features**->**DSS Keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.

**To use the speed dial key:**

Press the speed dial key to dial out the preset number.