

Yealink

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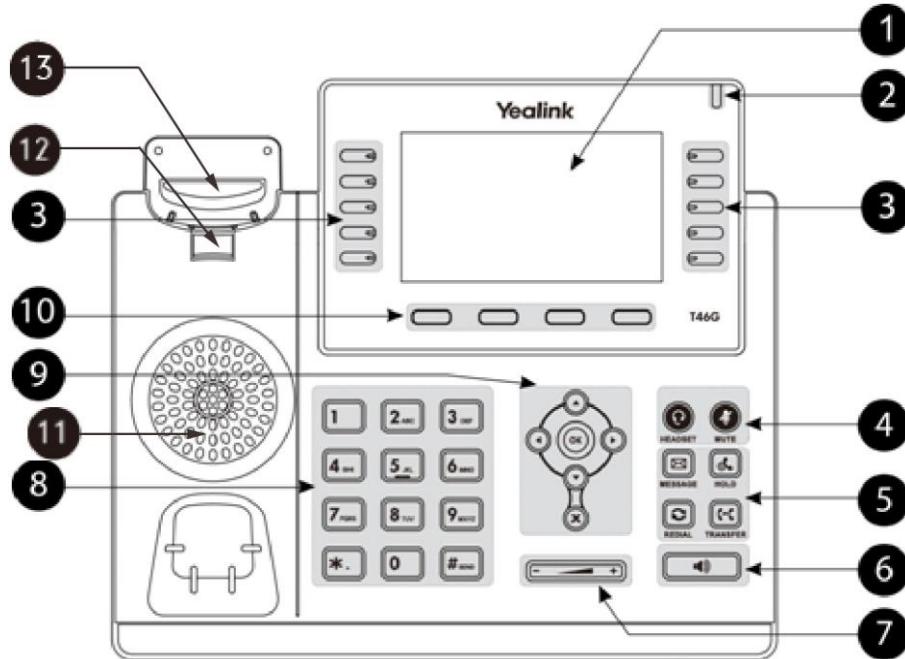


Yealink Gigabit Color IP Phone SIP-T46G User Guide

Overview

Hardware Component Instructions

The main hardware components of the SIP-T46G IP phone are the LCD screen and the keypad.



Hardware component instructions of the SIP-T46G IP phone are:

	Item	Description
①	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none">• Default account• Call information—caller ID, call duration• Icons (for example, )• 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 and some feature statuses. <ul style="list-style-type: none">• Receives an incoming call—Fast flashing• Receives a voice mail or text message—Slowly flashing
③	Line Keys	Use these keys to activate up to sixteen 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 and indicates the hands-free speakerphone mode.
⑦	Volume Key	Adjusts the volume of the handset, headset, speaker, ringer or media.
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	Label automatically to identify their context-sensitive features.
⑪	Speaker	Provides hands-free (speakerphone) audio output.
⑫	Hookswitch Tab	Secures the handset in the handset cradle when the IP phone is mounted vertically. For more information on how to adjust the hookswitch tab, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones .
⑬	Hookswitch	Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line,

	Item	Description
		laying the handset down on the handset cradle, the phone disconnects from the line.

Icon Instructions

Feature Status Icons

Icons appearing on the status bar are described in the following table:

Icons	Description
	Network is unavailable
	Hands-free speakerphone mode
	Handset mode
	Headset mode
	Voice Mail
	Text Message
	Auto Answer
	Do Not Disturb (DND)
	Keep Mute
	Ringer volume is 0
	Phone Lock
	Missed Calls
	Call Forward
	Recording starts successfully (Using a USB flash drive)
	Recording is paused (Using a USB flash drive)

Icons	Description
	Bluetooth mode is on
	Bluetooth headset is both paired and connected
	Wi-Fi connection is successful
	Wi-Fi connection failed

Line Key Icons

Icon indicator (associated with line key features)

Icons	Description
	Hold Private Hold
	DND
	Voice Mail
	SMS
	Direct Pickup
	Group Pickup
	DTMF Prefix
	Local Group XML Group
	LDAP
	XML Browser
	Conference
	Forward
	Transfer
	ReCall

Icons	Description
	Record URL Record
	Recording starts successfully (Record/URL Record)
	Multicast Paging Group Listening Paging List
	Hot Desking
	Zero Touch
	URL
	Phone Lock
	Directory
	Speed Dial

Icon indicator (associated with line)

Icons	Description
	The private line registers successfully
	The shared/bridged line registers successfully
	Registering
	Register failed
	DND is enabled on this line
	Call forward is enabled on this line

Icon indicator (associated with call park/retrieve park)

Icons	Description
	Call Park (Park successfully; Call park idle state)
	Call Park (Park failed)

Icons	Description
	Call Park (Call park ringing state)
	Retrieve Park

Icon indicator (associated with ACD)

Icon	Description
	Logged in the ACD system
	The ACD status is available
	The ACD state is Wrap up
	The ACD status is unavailable
	Logged out of the ACD system

Icon indicator (associated with intercom)

Icons	Description
	Intercom idle state
	Intercom ringing state
	Intercom callout/talking state
	Intercom failed state

Icon indicator (associated with BLF/BLF List)

Icons	Description
	BLF/BLF List idle state
	BLF/BLF list ringing state (Flashing)
	BLF/BLF list callout state (Flashing)

Icons	Description
	BLF/BLF list talking state
	BLF hold state
	BLF list call park state
	BLF/BLF List failed state

Icon indicator (associated with a shared line)

The local SCA phone indicates the phone is involved in an SCA call, while the monitoring SCA phone indicates the phone is not involved in the SCA call.

Icon	Description
	The shared line is idle.
 (for monitoring SCA phone)	The shared line is seized.
	The shared line receives an incoming call.
	The shared line is dialing.
	The shared line is in conversation.
	The shared line conversation is placed on public hold.
 (for local SCA phone)  (for monitoring SCA phone)	The shared line conversation is placed on private hold.
	The shared line conversation is barged in by the other shared line party.
	For a multi-party call, all the shared line parties participating in this call place the shared line conversation on hold.

Icon indicator (associated with a bridged line)

The local BLA phone indicates the phone is involved in a BLA call, while the monitoring BLA phone indicates the phone is not involved in the BLA call.

Icon	Description
	The bridged line is idle.
 (for monitoring BLA phone)	The bridged line is seized.
	The bridged line receives an incoming call.
	The bridged line is dialing.
	The bridged line is in conversation.
	The bridged line conversation is placed on hold.

Other Icons

Icon indicator (associated with call recording)

Icon	Description
	Recording box is full (Using a record key)
	A call cannot be recorded (Using a record key)
	Recording starts successfully (Using a record key)
	Recording cannot be started (Using a record key)
	Recording cannot be stopped (Using a record key)

Icon indicator (associated with call history)

Icon	Description
	Received Calls

Icon	Description
	Placed Calls
	Missed Calls
	Forwarded Calls

Icon indicator (associated with contact)

Icon	Description
	Contact icon
	The default caller photo

LED Instructions

Power Indicator LED

LED Status	Description
Solid red	The phone is initializing.
Fast flashing red (300ms)	The phone is ringing.
Slowly flashing red (1s)	The phone receives a voice mail or text message.
Off	The phone is powered off. The phone is idle. The phone is busy. The call is placed on hold or is held. The call is muted.

Line key LED

LED Status	Description
Solid green	The line is seized. The line is in conversation.
Fast flashing green	The line receives an incoming call.
Slowly flashing green	The call is placed on hold.
Off	The line is inactive.

Line key LED (configured as a BLF key or BLF List key)

LED Status	Description
Solid green	The monitored user is idle.
Fast flashing red (200ms)	The monitored user receives an incoming call.
Solid red	<p>The monitored user is busy.</p> <p>The monitored user's conversation is placed on hold (This LED status requires server support).</p>
Slowly flashing red (1s)	The call is parked against the monitored user's phone number.
Off	The monitored user does not exist.

Line key LED (used as a page switch key)

LED Status	Description
Solid red	There is a parked call on the line key of the non-current page.
Fast flashing green	The line receives an incoming call on the line key of the non-current page.
Fast flashing red	The monitored user receives an incoming call on the line key of the non-current page.
Off	The line keys are idle.

Line key LED (associated with a shared line)

The local SCA phone indicates the phone is involved in an SCA call, while the monitoring SCA phone indicates the phone is not involved in the SCA call.

LED Status	Description
Off	The shared line is idle.
Fast flashing green	The shared line receives an incoming call.
Solid green (for local SCA phone) Solid red (for monitoring SCA phone)	<p>The shared line is in conversation.</p> <p>The shared line is dialing.</p> <p>The shared line is seized.</p> <p>The shared line conversation is barged in by the other shared line party.</p>
Slowly flashing green (for local SCA phone) Slowly flashing red (for monitoring SCA phone)	The shared line conversation is placed on public hold.
Slowly flashing green (for local SCA phone) Solid red (for monitoring SCA phone)	<p>The shared line conversation is placed on private hold.</p> <p>For a multi-party call, all the shared line parties participating in this call place the shared line conversation on hold.</p>

Line key LED (associated with a bridged line)

The local BLA phone indicates the phone is involved in a BLA call, while the monitoring BLA phone indicates the phone is not involved in the BLA call.

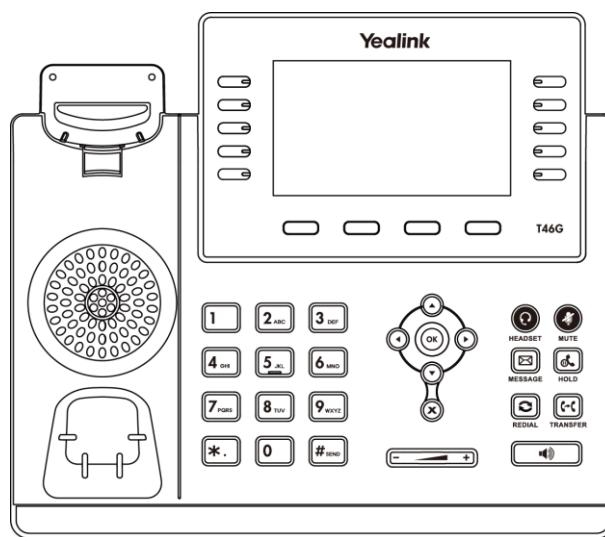
LED Status	Description
Off	The bridged line is idle.
Fast flashing green	The bridged line receives an incoming call.
Solid green (for local BLA phone) Solid red (for monitoring BLA phone)	The bridged line is in conversation. The bridged line is dialing. The bridged line is seized.
Slowly flashing green (for local BLA phone) Slowly flashing red (for monitoring BLA phone)	The bridged line conversation is placed on hold.

Getting Started

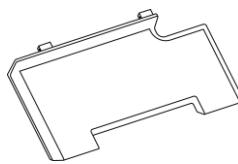
Packaging Contents

The following components are included in your SIP-T46G IP phone package:

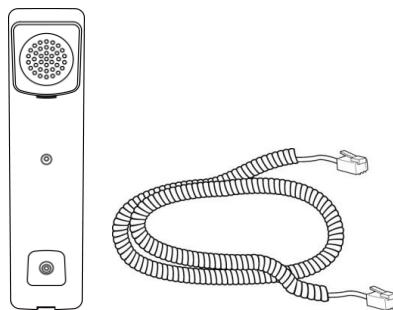
- **SIP-T46G IP Phone**



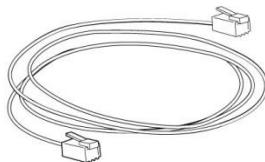
- **Phone Stand**



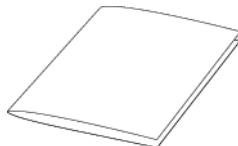
- **Handset & Handset Cord**



- **Ethernet Cable (2m CAT5E UTP cable)**



- **Quick Start Guide**

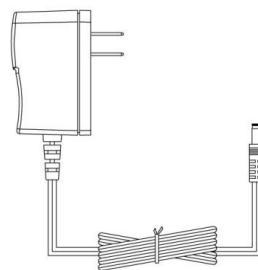


Check the list before installation. If you find anything missing, contact your system administrator.

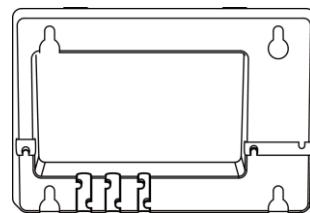
Optional Accessories

The following items are optional accessories for your SIP-T46G IP phone. You need to purchase them separately if required.

- Power Adapter (5.5mm DC plug)



- Wall Mount Bracket



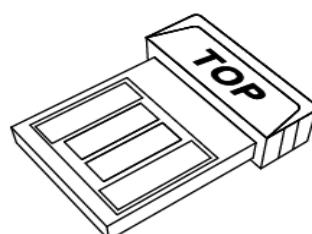
- Headset



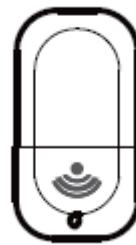
- Wireless Headset Adapter EHS36



- Bluetooth USB Dongle BT40



- Wi-Fi USB Dongle WF40



Note We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

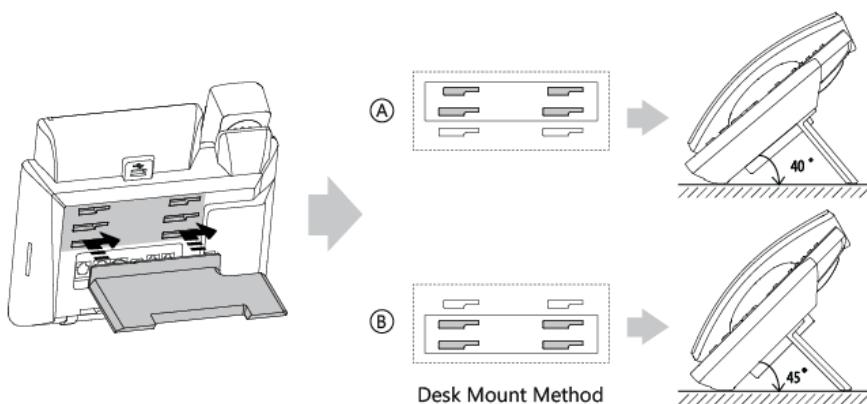
Phone Installation

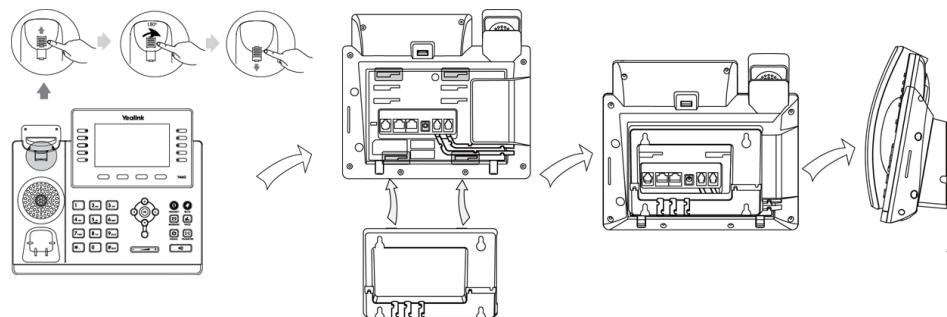
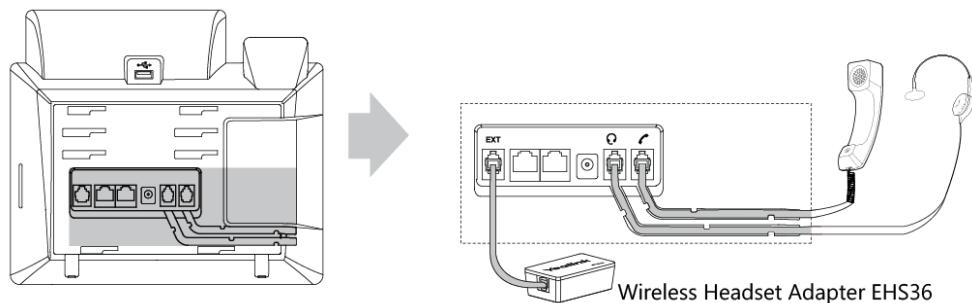
This section introduces how to install the phone:

- 1) Attach the stand or the optional wall mount bracket
- 2) Connect the handset and optional headset
- 3) Connect the optional USB flash drive
- 4) Connect the power

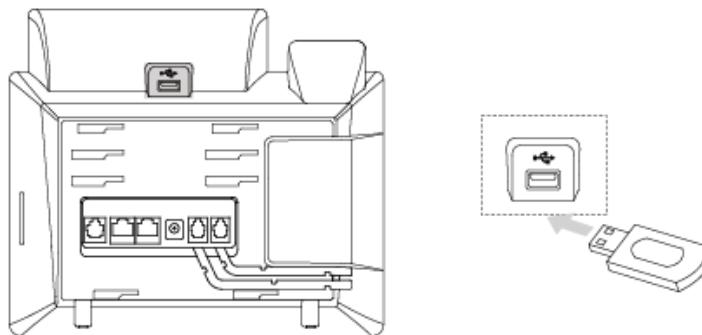
1) Attach the stand or the optional wall mount bracket

Desk Mount Method



Wall Mount Method (Optional)**2) Connect the handset and optional headset**

3) Connect the optional USB flash drive



4) Connect the power

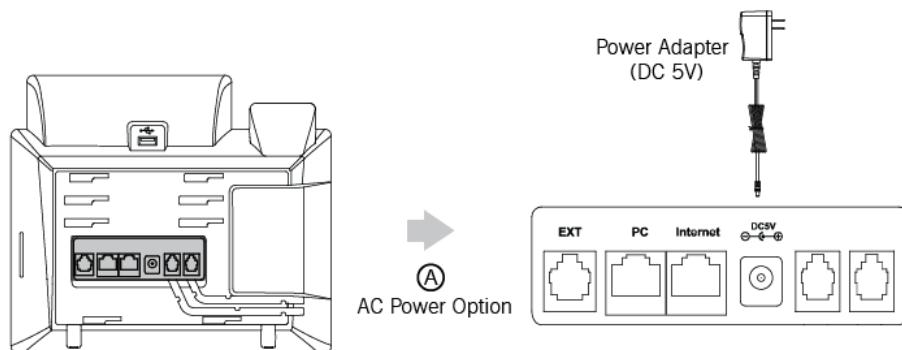
You have two options for power connections. Your system administrator will advise you which one to use.

- AC power (Optional)
- Power over Ethernet (PoE)

AC Power (Optional)

To connect the AC power:

1. Connect the DC plug on the power adapter to the DC5V port on the phone and connect the other end of the power adapter into an electrical power outlet.



Note

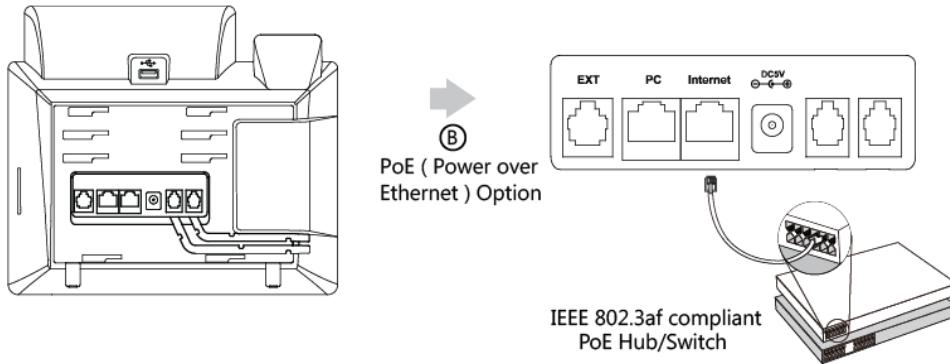
The IP phone should be used with Yealink original power adapter (5V/2A) only. The use of the third-party power adapter may cause the damage to the phone.

Power over Ethernet

With the included or a regular Ethernet cable, the SIP-T46G IP phone can be powered from a PoE-compliant switch or hub.

To connect the PoE:

1. Connect the Ethernet cable between the Internet port on the phone and an available port on the in-line power switch/hub.



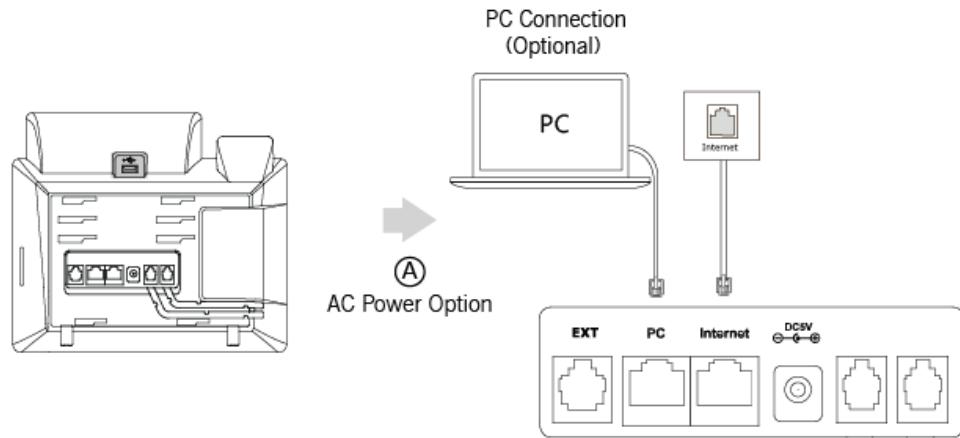
Note

If in-line power is provided, you don't need to connect the phone to the power adapter. Make sure the switch/hub is PoE-compliant.

Important! Do not remove power from the phone while it is updating firmware and configurations.

Connecting to the Wired Network

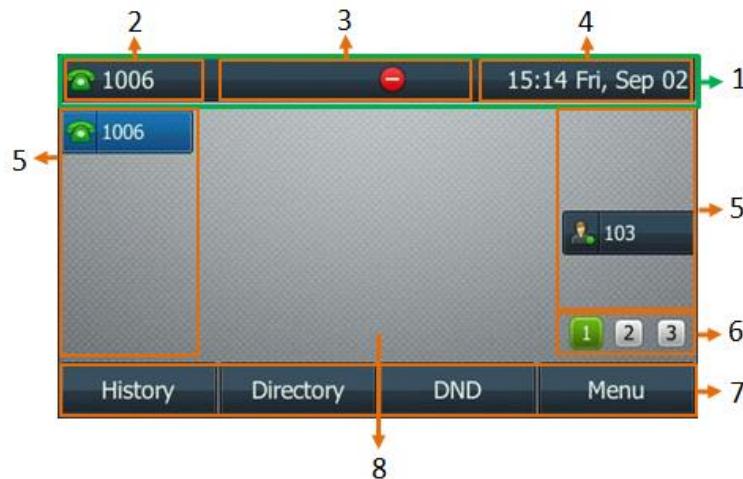
You can connect your phone to a wired network.



Note The phone can also share the network with another network device such as a PC (personal computer). This is an optional connection. For more information on this function, contact your system administrator.

Idle Screen

If the phone has successfully started up, the idle LCD screen will be displayed as below.



Idle screen description:

No.	Name	Description
1	Status Bar	This area shows the phone's default account, icons and the time and date.
2	Default Account	The label of the default account is displayed on the left of the status bar. Note: You can configure the IP phone not to display the default account. Contact your system administrator for more information.
3	Icons	Icons are displayed in the middle of the status bar.
4	Time and Date	The phone's time and date are displayed on the right of the status bar.
5	Line Keys	This area shows the line key labels. You can customize the line key as other functions. For more information, refer to Line Keys on page 90.
6	Page Icons	This area shows three page icons of line keys.
7	Soft Keys	This area shows the soft key labels. The default soft key labels are "History", "Directory", "DND" and "Menu".
8	Wallpaper	This area shows the wallpaper which can be customized.

Phone Lock

You can lock your phone temporarily when you are not using it. This feature helps to protect your phone from unauthorized use.

Phone lock consists of the following:

- Menu Key:** The **Menu** soft key is locked. You cannot access the menu of the phone until unlocked.
- Function Keys:** The function keys are locked. You cannot use the MESSAGE, REDIAL, HOLD, MUTE, TRANSFER, OK, X, navigation keys and soft keys until unlocked.
- All Keys:** All keys are locked except the Volume key, digit keys, # key, * key and Speakerphone key. You are only allowed to dial emergency numbers, reject incoming calls by pressing the X key or **Reject** soft key, answer incoming calls by lifting the handset, pressing the Speakerphone key, the HEADSET key, the OK key or **Answer** soft key, and end the call by hanging up the handset, pressing the Speakerphone key, **End Call** soft key or X key.

To activate the phone lock via phone user interface:

1. Press **Menu->Basic->Phone Lock**.
2. Enter the desired PIN (default PIN: 123) in the **Unlock PIN** field, and then press the **OK** soft key.
3. Press or , or the **Switch** soft key to select **Enabled** from the **Lock Enable** field.
4. Press or , or the **Switch** soft key to select the desired type from the **Lock Type** field.
5. Enter the desired interval of automatic phone lock in the **Lock Time Out** field.

The default timeout is 0. It means the phone will not be automatically locked. You need to long press

If it is set to other values except 0 (e.g., 5), the phone will be locked when the phone is inactive in idle screen for the designated time (in seconds).



6. Press the **Save** soft key to accept the change.

When the phone is locked, the LCD screen prompts "Phone locked." and displays the icon .



To change the phone unlock PIN via phone user interface:

1. Press **Menu->Basic->Change PIN**.
2. Enter the desired value in the **Old PIN**, **New PIN** and **Confirm PIN** field respectively.



3. Press the **Save** soft key to accept the setting or the **Back** soft key to cancel.

Note The unlock PIN length must be within 15 digits.

To unlock the phone via phone user interface:

1. Press any locked key, the LCD screen prompts "Unlock PIN".
2. Enter the desired PIN in the **Unlock PIN** field.



3. Press the **OK** soft key to unlock the phone.

The icon disappears from the LCD screen.

You can long press or wait for a period of time (if configured) to lock the phone again.

Note

You can also unlock the phone by administrator password. When you enter the administrator password to unlock the phone, the phone will turn to the Change PIN screen.

To deactivate the phone lock via phone user interface:

1. Press **Menu->Basic->Phone Lock**.
2. Enter the desired PIN (default PIN: 123) in the **Unlock PIN** field, and then press the **OK** soft key.
3. Press or , or the **Switch** soft key to select **Disabled** from the **Lock Enable** field.



4. Press the **Save** soft key to accept the change.

Phone lock is configurable via web user interface at the path **Features->Phone Lock**.

Audio Settings

Volume

You can press the Volume key to adjust the ringer volume when the phone is idle or ringing. You can also press the Volume key to adjust the receiver volume of currently engaged audio devices (handset, speakerphone or headset) when the phone is in use.

To adjust the ringer volume:

When the phone is idle:

1. Press  to adjust the ringer volume.



When the phone is ringing:

1. Press  to adjust the ringer volume.



You can also press  to adjust the ringer volume when selecting a ring tone.

Note

If ringer volume is adjusted to minimum, the icon  will appear on the LCD screen.

To adjust the volume when the phone is during a call:

1. Press  to adjust the volume of currently engaged audio device (handset, speakerphone or headset).



You can also press  to adjust the volume when playing back the recording calls.

Ring Tones

Ring tones are used to indicate incoming calls. You can select different ring tones to distinguish different accounts registered on your phone, or to distinguish your phone from your neighbor's.

To select a ring tone for the phone via phone user interface:

1. Press **Menu->Basic->Sound->Ring Tones->Common**.
2. Press  or  to select the desired ring tone.
3. (Optional.) Press  to adjust the ringer volume.



4. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

A ring tone for the phone is configurable via web user interface at the path **Settings->Preference->Ring Type**.

To select a ring tone for the account via phone user interface:

1. Press **Menu->Basic->Sound->Ring Tones.**
2. Press or to select the desired account and then press the **Enter** soft key.



3. Press or to select the desired ring tone.

If **Common** is selected, this account will use the ring tone selected for the phone.



4. (Optional.) Press to adjust the ringer volume.
5. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

A ring tone for the account is configurable via web user interface at the path
Account->Basic->Ring Type.

Placing a Call from History Records

To place a call from the call history list:

1. Press the **History** soft key.
2. Press or to switch among **All Calls**, **Missed Calls**, **Placed Calls**, **Received Calls** and **Forwarded Calls**.
3. Press or to select the desired entry.
4. Press the **Send** soft key.

Deleting History Records

To delete an entry from the call history list:

1. Press the **History** soft key.
2. Press or to switch among **All Calls**, **Missed Calls**, **Placed Calls**, **Received Calls** and **Forwarded Calls**.
3. Press or to select the desired entry.
4. Press the **Delete** soft key.

To delete all entries from the call history list:

1. Press the **History** soft key.
2. Press or to switch among **All Calls**, **Missed Calls**, **Placed Calls**, **Received Calls** and **Forwarded Calls**.
3. Press the **Option** soft key, and then select **Delete All** from the prompt list.
4. Press the **OK** soft key.

System Customizations

Headset Use

If you want to use a wired headset, physically connect your headset to the phone and activate the headset mode for use.

If you want to use a wireless headset, insert the Bluetooth USB dongle into the USB port at the back of the IP phone.

This section provides an introduction to wired headset use.

Note If both a Bluetooth headset and a wired headset are connected, only the Bluetooth headset can be used.

To use headset, make sure the headset mode is enabled. Contact your system administrator for more information.

Headset Mode Activation/Deactivation

To activate the headset mode:

1. Press  on the phone.

The HEADSET key LED illuminates solid green and the headset icon  appears on the idle screen.

Press the line key or the **Answer** soft key to answer an incoming call. The call will be connected to your headset automatically.

Enter the desired number and then press the **Send** soft key, the phone will then place a call using the headset automatically.

To deactivate the headset mode:

1. Press  again on the phone.

The HEADSET key LED goes out and the headset icon  disappears from the idle screen.

Headset Prior

You can use headset in priority when headset prior feature is enabled. This feature is especially useful for permanent or full-time headset users.

Activating the Bluetooth Mode

When you insert Bluetooth USB dongle BT40 into the USB port at the back of the IP phone, the LCD screen prompts "Adapter has been added, scanning the bluetooth devices right now?". You can press the **OK** soft key to enter the Bluetooth screen. You can activate Bluetooth mode and then scan Bluetooth devices.



To activate the Bluetooth mode via phone user interface:

1. Press **Menu->Basic->Bluetooth**.
2. Press **○** or **○**, or the **Switch** soft key to select **On** from the **Bluetooth** field.



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

The LCD screen displays the Bluetooth icon  .

Bluetooth mode is configurable via web user interface at the path **Features->Bluetooth**.

Pairing and Connecting the Bluetooth Headset

Before you pair a Bluetooth headset, check the indicator on the Bluetooth headset to make sure that the Bluetooth headset is discoverable.

To pair and connect your Bluetooth headset to your IP phone:

1. Press **Menu->Basic->Bluetooth**.
2. Press the **Scan** soft key to search the Bluetooth devices.

The LCD screen prompts the following message:

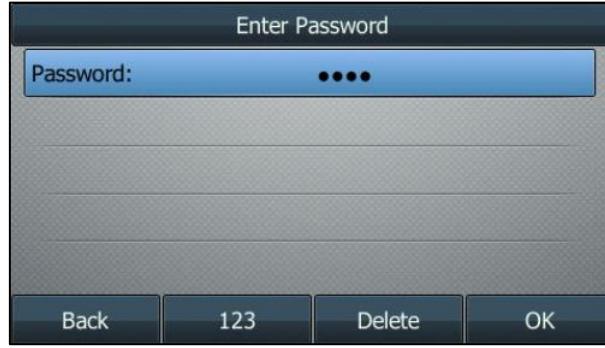


The phone proceeds to scan the local Bluetooth devices. When the phone completes scanning, it will display the available Bluetooth devices on the LCD screen.



3. Select the desired Bluetooth headset and then press **Connect** soft key.
4. Enter the desired PIN in the **Password** field.

The default PIN is "0000".



5. Press the **OK** soft key.

The Bluetooth headset is then automatically connected to your IP phone.

The Bluetooth icon appears on the LCD screen.

With the Bluetooth headset paired and connected, you can use the Bluetooth headset to place and answer calls. For more information, refer to the documentation from the Bluetooth headset manufacturer.

Basic Call Features

The SIP-T46G IP phone is designed to be easily used like a regular phone on a public switched telephone network (PSTN). You can place calls, answer calls, transfer a call to someone else, or conduct a conference call.

- [Placing Calls](#)
- [Answering Calls](#)
- [Ending Calls](#)
- [Redialing Numbers](#)
- [Recent Call In Dialing](#)
- [Auto Answer](#)
- [Auto Redial](#)
- [Call Completion](#)
- [ReCall](#)
- [Call Mute](#)
- [Call Hold/Resume](#)
- [Do Not Disturb \(DND\)](#)
- [Call Forward](#)
- [Call Transfer](#)
- [Call Waiting](#)
- [Conference](#)
- [Call Park](#)
- [Call Pickup](#)
- [Anonymous Call](#)
- [Anonymous Call Rejection](#)

If you require additional information or assistance with your new phone, contact your system administrator.

Placing Calls

You can place a call in one of three ways using your SIP-T46G IP phone:

- Using the handset

- Using the speakerphone
- Using the headset

You can also dial the number first, and then choose the way you want to speak to the other party.

During a call, you can alternate between Speakerphone, Headset, and Handset modes by pressing the Speakerphone key, the HEADSET key, or by picking up the handset.

The call duration of the active call and far-site's information (name or phone number) are visible on the LCD screen. In the figure below, the call to "Tom" (the phone number: 1021) has lasted 5 seconds.



To place a call using the handset:

1. Pick up the handset.
2. Enter the desired number using the keypad.
3. Press , or the **Send** soft key.

The # key is configured as a send key by default. You can also set the * key as the send key, or set neither.

To place a call using the hands-free speakerphone mode:

Do one of the following:

- With the handset on-hook, press or the line key to obtain a dial tone.

Enter the desired number using the keypad.

Press or the **Send** soft key.

- With the handset on-hook, enter the desired number using the keypad.

Press  ,  ,  or the **Send** soft key.

To place a call using the headset:

Do one of the following:

- With the optional headset connected, press  to activate the headset mode.

Press the line key to obtain a dial tone.

Enter the desired number using the keypad.

Press  ,  , or the **Send** soft key.

- With the optional headset connected, press  to activate the headset mode.

Enter the desired number using the keypad.

Press  ,  , or the **Send** soft key.

The SIP-T46G IP phone can handle multiple calls at a time. However, only one active call (the call that has audio associated with it) can be in progress at any time, other calls are placed on hold. The SIP-T46G IP phone can handle a maximum of 50 calls at one time.

To place multiple calls:

You can have more than one call on your SIP-T46G IP phone. To place a new call during an active call, do one of the following:

- Press the line key. The active call is placed on hold.

Enter the desired number using the keypad.

Press  ,  , or the **Send** soft key.

- Press  or the **Hold** soft key to place the original call on hold.

Press the **New Call** soft key.

Enter the desired number using the keypad.

Press  ,  , or the **Send** soft key.

You can press  or  to switch between calls, and then press the **Resume** soft key to retrieve the desired call.

Answering Calls

When you are not in another call, you can answer a call in one of three ways:

- Using the handset
- Using the speakerphone
- Using the headset

Note You can reject incoming calls by pressing the **X** key or the **Reject** soft key. You can also activate Do Not Disturb mode to ignore the incoming calls without ringing on your phone.

You can forward incoming calls to someone else by pressing the **Forward** soft key.

Answering When Not in Another Call

Call duration and destination will always appear on the LCD screen for the active call.

To answer a call using the handset:

1. Pick up the handset.

To answer a call using the hands-free speakerphone mode:

Do one of the following:

- Press  .
- With the handset on-hook and the headset mode deactivated, press the **Answer** soft key.
- With the handset on-hook and the headset mode deactivated, press the line key with the fast flashing green LED indicator.

To answer a call using the headset:

Do one of the following:

- Press  .
- With the headset mode activated, press the **Answer** soft key.
- With the headset mode activated, press the line key with the fast flashing green LED indicator.

Answering When in Another Call

If you have an active call, and an incoming call arrives on the phone, do one of the following:

- Press the **Answer** soft key.
The incoming call is answered and the original call is placed on hold.
- Press  to access the new call.

Press  or the **Answer** soft key.

The incoming call is answered and the original call is placed on hold.

Ending Calls

To end a call:

Do one of the following:

- If you are using the handset, press  , the **End Call** soft key or hang up the handset.
- If you are using the headset, press  , or the **End Call** soft key.
- If you are using the speakerphone, press  ,  or the **End Call** soft key.

Note When a call is placed on hold, you cannot press  to end it. You should press the **Resume** soft key to resume the call, and then press  to end it.

Redialing Numbers

To redial the last dialed number from your phone:

1. Press  twice.

A call to your last dialed number is attempted.

To redial a previously dialed number from your phone:

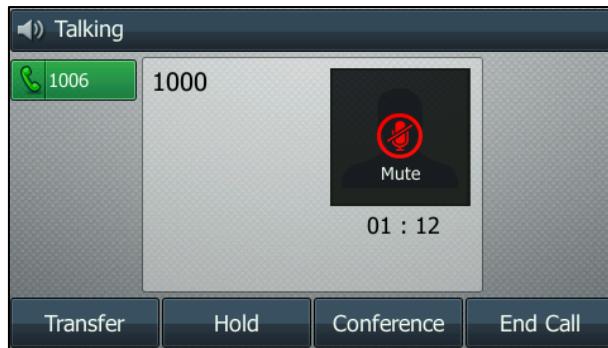
1. Press  when the phone is idle.
2. Press  or  to select the desired entry from the placed calls list, and then press  or the **Send** soft key.

Mute a Call

To mute a call:

1. Press  during an active call.

The mute key LED illuminates solid red. The LCD screen indicates that the call is now muted.



To un-mute a call:

1. Press  again to un-mute the call.

The mute key LED goes out.

Mute While Dialing

To mute the microphone while dialing:

1. Press  on the pre-dialing, dialing or calling screen.

The mute key LED illuminates solid red. The call is muted automatically when setting up successfully.

To un-mute the microphone while dialing:

1. Press  again on the pre-dialing, dialing or calling screen.

Note You can also mute the microphone when the IP phone is ringing.

Keep Mute

If keep mute is enabled, you can mute the microphone on any screen. The phone stays in the mute state until you un-mute the microphone or until the phone restarts. This feature should be pre-configured by your system administrator.

To mute the microphone on any screen:

1. Press  on any screen (for example, ringing, dialing, talking or idle).

The mute key LED illuminates solid red. The icon  appears on the status bar.



To un-mute the microphone on any screen:

1. Press  again on any screen (for example, ringing, dialing, talking or idle).
The mute key LED goes out. The icon  disappears from the status bar.

Call Hold/Resume

You can place an active call on hold. Only one active call can be in progress at any time. Other calls can be made and received while placing the original call on hold. When you place a call on hold, your IP PBX may play music to the other party while waiting.

To place a call on hold:

1. Press  or the **Hold** soft key during a call.
The line key LED flashes green. The LCD screen indicates that the call is on hold.



Note	The phone will beep softly every 30 seconds to remind you that you still have a call on hold. The phone ignores engaged audio device (handset or headset) and switches to Speakerphone to play the hold tone by default. The Speakerphone key will light up for 1 second.
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To resume a held call:

1. Press  or the **Resume** soft key.

Multiple Calls on Hold:

If multiple calls are placed on hold, do one of the following:

- Press  or  to switch between the calls, and then press the **Resume** soft key to retrieve the desired call.
- Press the corresponding line key to retrieve the call.

If more than two calls are on hold, a numbered prompt appears on the LCD screen, for example "2/4", indicating that this is the second call out of four calls.

Do Not Disturb (DND)

You can use DND to reject incoming calls automatically on the phone. The prompt message "**n New Missed Call(s)**" ("n" indicates the number of missed calls, e.g., 1 New Missed Call(s)) will appear on the LCD screen, and callers will receive a busy message. All calls you receive while DND is enabled are logged to your missed calls list.



When DND feature is enabled, the IP phone supports displaying a large DND icon on the idle screen. For more information, contact your system administrator.

**Note**

The prompt message will display only if Missed Call Log for the line is enabled. Missed call log is configurable via web user interface at the path **Account->Basic**.

Do not disturb is local to the phone, and may be overridden by the server settings. For more information, contact your system administrator.

Call Forward

You can configure your phone to forward incoming calls to another party (static forwarding). You can also forward calls while your phone is ringing (dynamic forwarding).

Note When the phone forwards a call, a prompt window will pop up by default. If you want to disable the feature, contact your system administrator for more information.

Static Forwarding

Three types of static forwarding:

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

You can enable/disable call forward for the phone system, or you can customize call forward for each or all accounts. Two call forward modes:

- **Phone** (default): Call forward is effective for the phone system.
- **Custom:** Call forward can be configured for each or all accounts.

To enable call forward in phone mode:

1. Press **Menu->Features->Call Forward**.
2. Press or to select the desired forwarding type, and then press the **Enter** soft key.
3. Depending on your selection:
 - a) If you select **Always Forward**:
 - 1) Press or , or the **Switch** soft key to select **Enabled** from the **Always Forward** field.
 - 2) Enter the destination number you want to forward all incoming calls to in the **Forward to** field.
 - 3) (Optional.) Enter the always forward on code or off code respectively in the **On Code** or **Off Code** field.



Dynamic Forwarding

You can manually forward a call to another number while your phone rings.

To forward an incoming call to another party:

1. When the phone is ringing, press the **Forward** soft key.
2. Enter the number you want to forward the incoming call to.



3. Press  ,  , or the **Send** soft key.

The LCD screen prompts a call forward message.

Call Transfer

You can transfer a call to another party during a call in one of three ways:

- **Blind Transfer:** Transfer a call directly to another party without consulting.
- **Semi-Attended Transfer:** Transfer a call when the target phone is ringing.
- **Attended Transfer (Consultative Transfer):** Transfer a call with prior consulting.

Blind Transfer

Before performing a blind transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **Blind Transfer**.

To perform a blind transfer during a call:

1. Press  or the **Transfer** soft key during a call.
2. You can do one of the following:

- Enter the number you want to transfer the call to.



Press or the **Transfer** soft key to complete the transfer.

If you are using a handset, the transfer can be completed by hanging up the handset.

- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact (Directory should be configured in advance).

Press , or the **Send** soft key to complete the transfer.

- Press the **Directory** soft key, and then select **History**. Select the desired list and then press or to select the entry (Directory should be configured in advance).

Press , or the **Send** soft key to complete the transfer.

- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact (Directory should be configured in advance).

Press , or the **Send** soft key to complete the transfer.

To perform a blind transfer to exist call:

1. Press or the **Transfer** soft key during a call.
2. Press or to select the desired hold call you want to transfer the call to.



3. Press , or the **Transfer** soft key to complete the transfer.

Then the call is connected to the number to which you are transferring.

Semi-attended Transfer

Before performing a semi-attended transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **New Call** or **Attended Transfer**.

To perform a semi-attended transfer:

1. Press  or the **Transfer** soft key during a call.
2. Do one of the following:
 - Enter the number you want to transfer the call to.
Press  or  to dial out.
 - Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact (Directory should be configured in advance).
 - Press ,  or the **Send** soft key to dial out.
 - Press the **Directory** soft key, and then select **History**. Select the desired list and then press  or  to select the entry (Directory should be configured in advance).
 - Press ,  or the **Send** soft key to dial out.
 - Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact (Directory should be configured in advance).
 - Press ,  or the **Send** soft key to dial out.
3. Press  or the **Transfer** soft key to complete the transfer when receiving ringback.
If you are using a handset, the transfer can be completed by hanging up the handset.

Attended Transfer

Before performing an attended transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **New Call** or **Attended Transfer**.

To perform an attended transfer:

1. Press  or the **Transfer** soft key during a call.
 2. Do one of the following:
 - Enter the number you want to transfer the call to.
Press  or  to dial out.
 - Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact (Directory should be configured in advance).
Press ,  or the **Send** soft key to dial out.
 - Press the **Directory** soft key, and then select **History**. Select the desired list and then press  or  to select the entry (Directory should be configured in advance).
Press ,  or the **Send** soft key to dial out.
 - Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact (Directory should be configured in advance).
Press ,  or the **Send** soft key to dial out.
 3. After the party answers the call, press  or the **Transfer** soft key to complete the transfer.
- If you are using a handset, the transfer can be completed by hanging up the handset.
- You can cancel the transfer before the call is connected by pressing the **Cancel** soft key.

Call Waiting

You can enable or disable call waiting on the phone. If call waiting is enabled, you can receive another call while there is already an active call on the phone. Otherwise, another incoming call is automatically rejected by the phone with a busy message when there is an active call on the phone. You can also enable or disable the phone to play a warning tone when receiving another call.

To configure call waiting via phone user interface:

1. Press **Menu->Features->Call Waiting**.
2. Press  or , or the **Switch** soft key to select **Enabled** from the **Call Waiting** field.
3. Press  or , or the **Switch** soft key to select **Enabled** from the **Play Tone** field.
4. (Optional.) Enter the call waiting on code or off code respectively in the **On Code** or **Off Code** field.

If on code or off code is configured, the IP phone will send the corresponding code to activate or deactivate call waiting on the server. It is not available on all servers.



5. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

Call waiting is configurable via web user interface at the path **Features->General Information**.

Note If on code or off code is not configured, the call waiting may not take effect. It depends on your server. Contact your system administrator for more information.

Conference

You can create a conference with other two parties using the phone's local conference. You can create a conference between an active call and a call on hold by pressing the Conference soft key. The SIP-T46G also supports network conference.

Note Network conference is not available on all servers. For more information, contact your system administrator.

Local Conference

The SIP-T46G IP phone supports up to 3 parties (including yourself) in a conference call. This is the default method of conference called Local Conference.

Note To set up a local conference call, make sure local conference feature is enabled. For more information, contact your system administrator.

To set up a local conference call:

1. Place a call to the first party.
2. When the first party answers the call, press the **Conference** soft key to place a new call.
The active call is placed on hold.
3. Enter the number of the second party and then press , , or the **Send** soft key.

4. When the second party answers the call, press the **Conference** soft key again to join all parties in the conference.



To join two calls in a conference:

1. Place two calls using two different accounts on the phone (for example, place the first call using account 1, and then place the second call using account 2).
2. Press \circlearrowleft or \circlearrowright to select the call for conference and ensure that the call is active (for example, select the call on account 1).
3. Press the **Conference** soft key to join the two calls in the conference on the selected account.

During the conference call, you can do the following actions:

- Press or the **Hold** soft key to place the conference on hold.
- Press the **Split** soft key to split the conference call into two individual calls on hold.
- Press the **Manage** soft key, and then press \circlearrowleft or \circlearrowright to select the desired party:
 - Press the **Far Mute** soft key to mute the party. The muted party can hear everyone, but no one can hear the muted party.
 - Press the **Remove** soft key to remove the party from the conference call.
 - Press the **New Call** soft key to place a new call.
 - Press the **Back** soft key to return to the previous screen.
- Press to mute the conference call, all other participants can hear each other, but they cannot hear you.
- Press the **End Call** soft key to drop the conference call.