

# End User Guide for Yealink T46U



## Yealink END USER GUIDE

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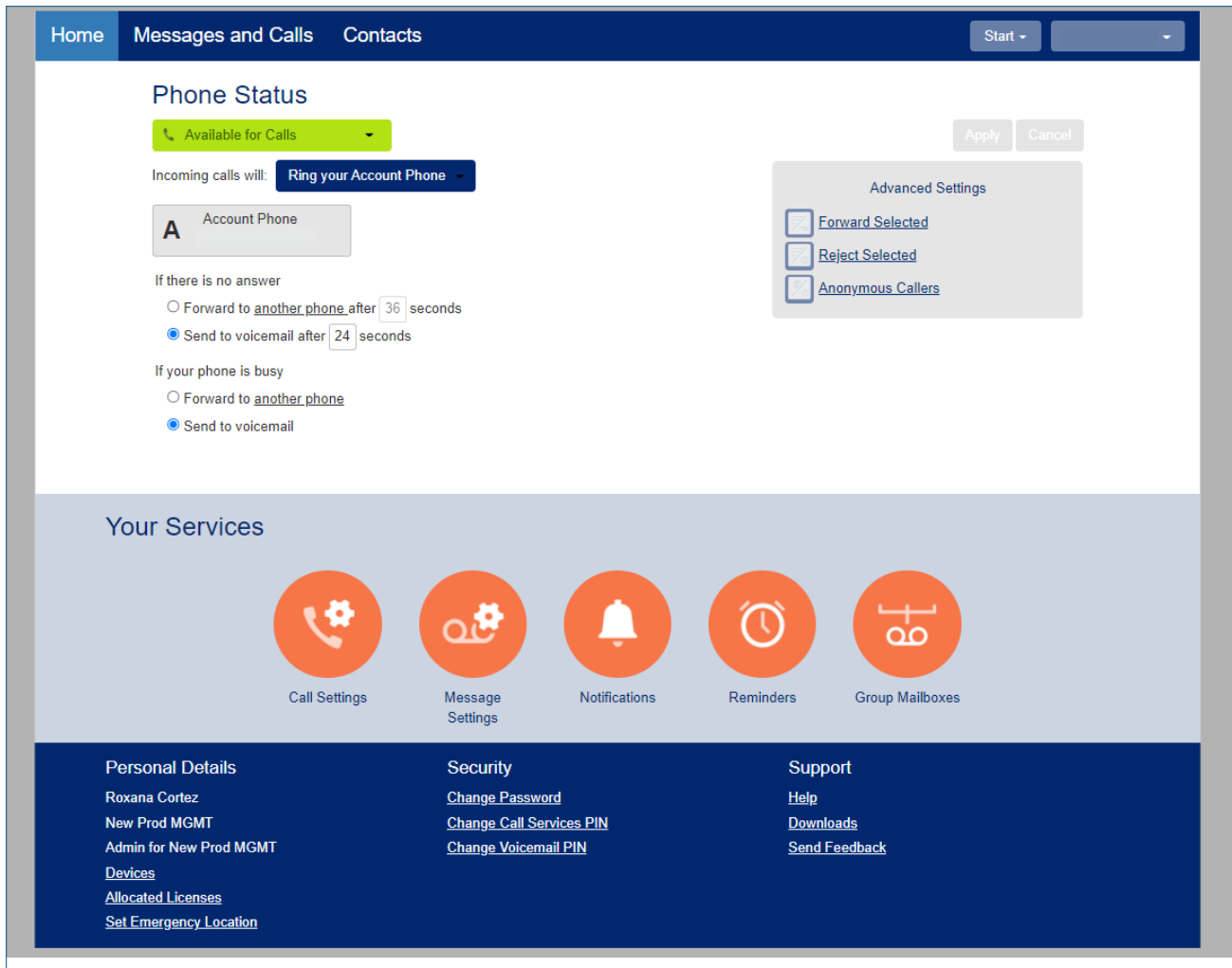
## Introduction

This guide will help you get up and running with your new desk phone. For an explanation of the listed features please reference the AirePBX Feature Guide at <https://airespring.com/resources/resources-others/?d=guides>.

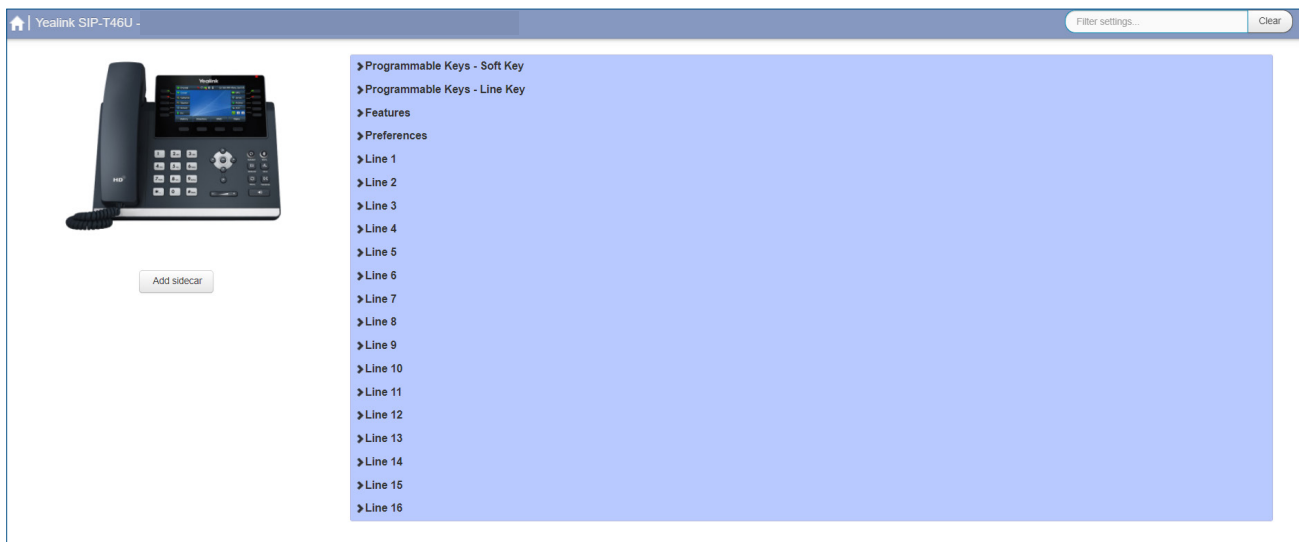
## Accessing the CommPortal

To configure phone, log in at <https://commportal.airespring.com/>

Once you login, select *Devices* and add the *Yealink T46U*



Once you access to the phone page, the following screen will display:



## Programmable keys – Soft key

In this section you will have 4 soft keys and will be able to select from the following options:

- ▶ None – this is used when a key is not assigned a function.
- ▶ Directed Pickup – this configures the key as a speed dial to pickup calls ringing on a particular line.
- ▶ Directory – this configures the key to provide you with the phone's list of contacts.
- ▶ DND – The Do Not Disturb profile allows you to send all incoming calls directly to voicemail without ringing your phone.
- ▶ Group Pickup – this configures the key as a speed dial for the Group Pickup service.
- ▶ Intercom /PPT – this configures the key to launch a paging call.
- ▶ Laster call ID Erasure – this configures the key as a speed dial to call the access code which clears the network list of your recent calls.
- ▶ Paging List
- ▶ Retrieve Parked Call
- ▶ Menu
- ▶ Log Out
- ▶ Custom Key

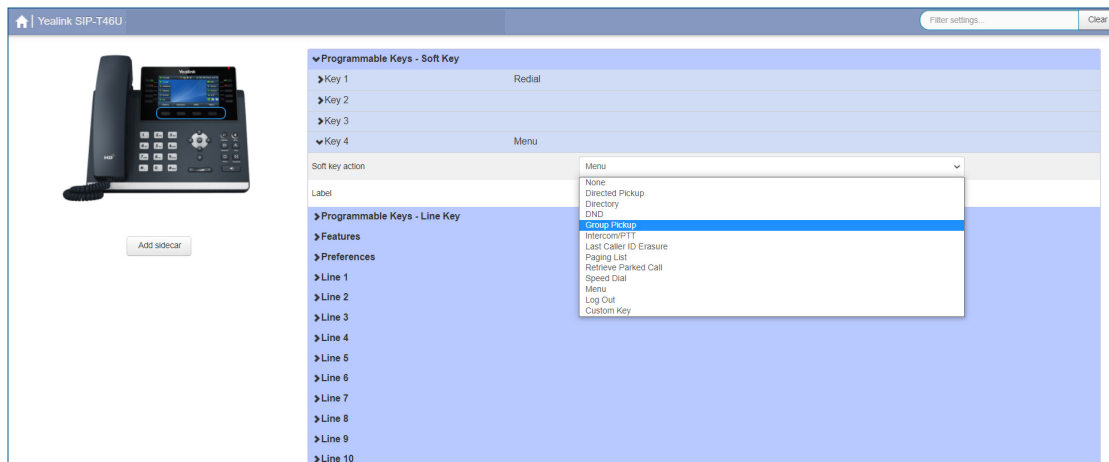
By default, *redial* is assigned to soft key 1 and Menu as soft key 4. The user may change them as desired.

## Programmable keys – Line key

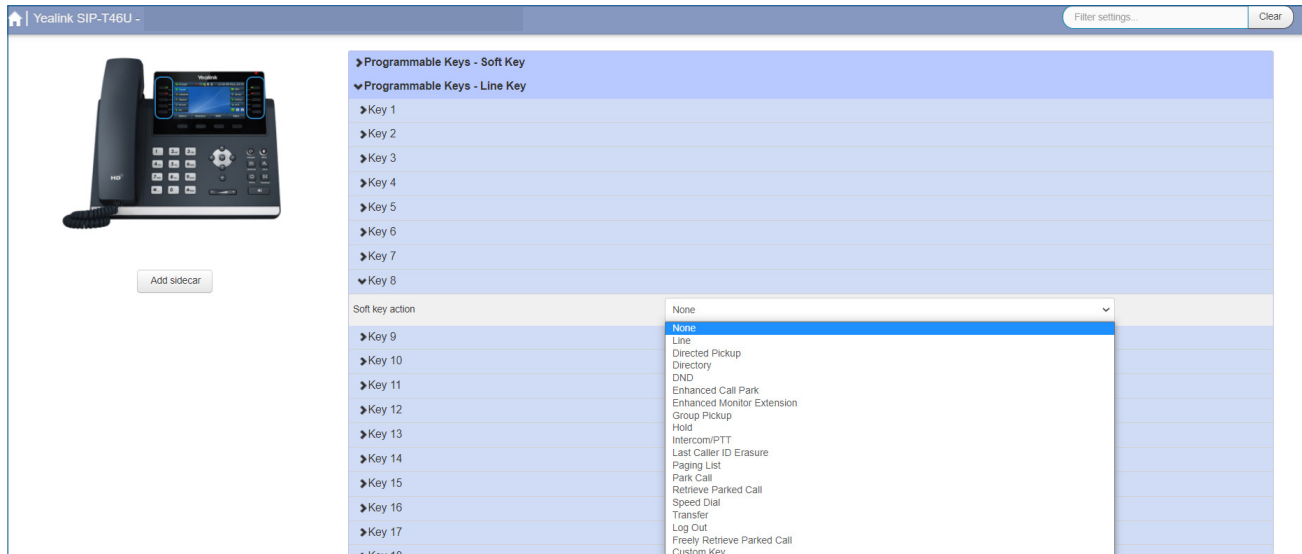
### The Line Keys capabilities

In this section you will have additional options to configure up to 27 keys:

- ▶ **Enhanced Call Park** – configures a key to park in a specific orbit.
- ▶ **Enhanced Monitor Extension** – it allows you to monitor another line.
- ▶ **Group Pickup** – this configures the key as a speed dial for the Group Pickup service.



- ▶ **Hold** – this is used to place a call on hold.
- ▶ **Park Call** – this is used to park calls.
- ▶ **Speed Dial** – this configures the key as a speed dial.
- ▶ **Transfer** – this is used to transfer calls.
- ▶ **VoiceMail** – this configures the key as a speed dial to access your Voicemail.
- ▶ **Freely Retrieve Park Call** – this is used to retrieve parked calls when no specific Call Park orbit is programmed, the user will be asked for the orbit number.



## Features

In this section you will be able to set up:

- ▶ **Dial Plan**
- ▶ **Call Log**
- ▶ **Notification Popups**

## Preferences

In this section you will be able to configure:

- ▶ **Call Display**
- ▶ **Display**
- ▶ **Power Led**

## Lines 1 – 16

In this section you will be able to configure:

User’s information (Number, Name, Description), Ringtone, Voicemail.