

End User Guide for Yealink T46U



Yealink END USER GUIDE



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End User Guide for Yealink T46U

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 <u>https://airespring.com/resources/resources-others/?d=guides</u>.

Accessing the CommPortal

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

Once you login, select Devices and add the Yealink T46U



Home Messages and Calls Contac	cts	Start -
Phone Status		
📞 Available for Calls 🗸 👻		
Incoming calls will: Ring your Account	i Phone 🚽	Advanced Settings
A Account Phone		Eorward Selected
If there is no answer O Forward to <u>another phone</u> after 36	seconds	Reject Selected Anonymous Callers
If your phone is busy Forward to <u>another phone</u> Send to voicemail		
Your Services		
Call Settings	Message Notifications Settings	Reminders Group Mailboxes
Personal Details	Security	Support
Roxana Cortez	Change Password Change Call Services PIN	Help Downloads
Admin for New Prod MGMT	Change Voicemail PIN	Send Feedback
Devices		
Allocated Licenses Set Emergency Location		

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

A Yealink SIP-T46U -		Filter settings	Clear
			_
Add sidecar	>Programmable Keys - Soft Key		
	>Programmable Keys - Line Key		
	>Features		
	> Preferences		
	>Line 1		
	>Line 2		
	>Line 3		
	>Line 4		
	>Line 5		
	>Line 6		
	>Line 7		
	>Line 8		
	>Line 9		
	>Line 10		
	>Line 11		
	>Line 12		
	>Line 13		
	>Line 14		
	>Line 15		
	>Line 16		



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.

A Yealink SIP-T46U				Filter settings	Clear
	Programmable Keys - Soft Key Key 1 Key 2 Key 3 Key 4	Redial			
	Soft key action	Mond	Menu	~	
	Label Programmable Keys - Line Key Eesturee		Directed Pickup Directory Directory DND Group Pickup Intercom/PTT	_	
Add sidecar	>Preferences >Line 1		Last Caller ID Erasure Paging List Retrieve Parked Call Speed Dial Menu		
	>Line 3 >Line 4		Log Out Custom Key		
	>Line 5 >Line 6				
	>Line 7 >Line 8				
	>Line 10				

- **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.



A Yealink SIP-T46U -			Filter settings	Clear	
Add sidecar	 ▶ Programmable Keys - Soft Key ♥ Programmable Keys - Line Key 				
	>Кеу 1 >Көу 2				
	⊁Кеу 3 ≯Кеу 4				
	>Кеу 5 >Кеу б				
	Кеу 7 Кеу 8				
	Soft key action	None	v		
	>Key 9	None Line			
	>Key 10	Directory			
	>Key 11	Enhanced Call Park			
	>Key 12	Group Pickup			
	>Key 13	Intercom/PTT Last Caller ID Frasure			
	>Key 14	Paging List Park Call			
	SKey 15	Retrieve Parked Call			
	>Key 16	Transfer			
	>Key 17	Freely Retrieve Parked Call			

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.