

Yealink T46U

Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

- 1 While on a call, press the **Transfer** button.
- 2 Dial a number or select from **Directory**.
- 3 After speaking with the receiving party, press the **Transfer** button again to complete the transfer.

Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

- 1 While on a call, press the **Transfer** button.
- 2 Dial a number or select from **Directory**.
- 3 Press the **B Transfer** key to complete the transfer.

Initiating a conference call

- 1 While on a call, press the **Conference** key.
- 2 Dial a number or select from **Directory**.
- 3 Once the recipient answers, press the **Conference** key again to merge the calls together.



Accessing call history

- 1 Select the **History** softkey.
- 2 Use the right and left **arrow keys** to see **Missed, Received, Placed, or Forwarded** calls.
- 3 Use the down and up **arrow keys** to scroll through each list.

Checking voicemail

- 1 Dial ***86**.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.