Yealink T46 Series

Fuze for Yealink

Contact Directory

This module is best viewed as 'fit to page' via Google Chrome or Microsoft Edge.
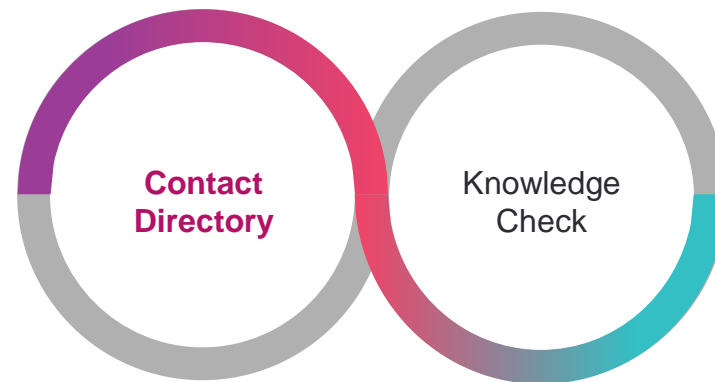
Click Start to begin.

Start

Contact Directory

Contacts, Speed Dial, Buddy Watch

This module will cover the contact directory and setting up line key functionality.

Use the 'Next' button and clickable hotspots to navigate through this interactive guide.

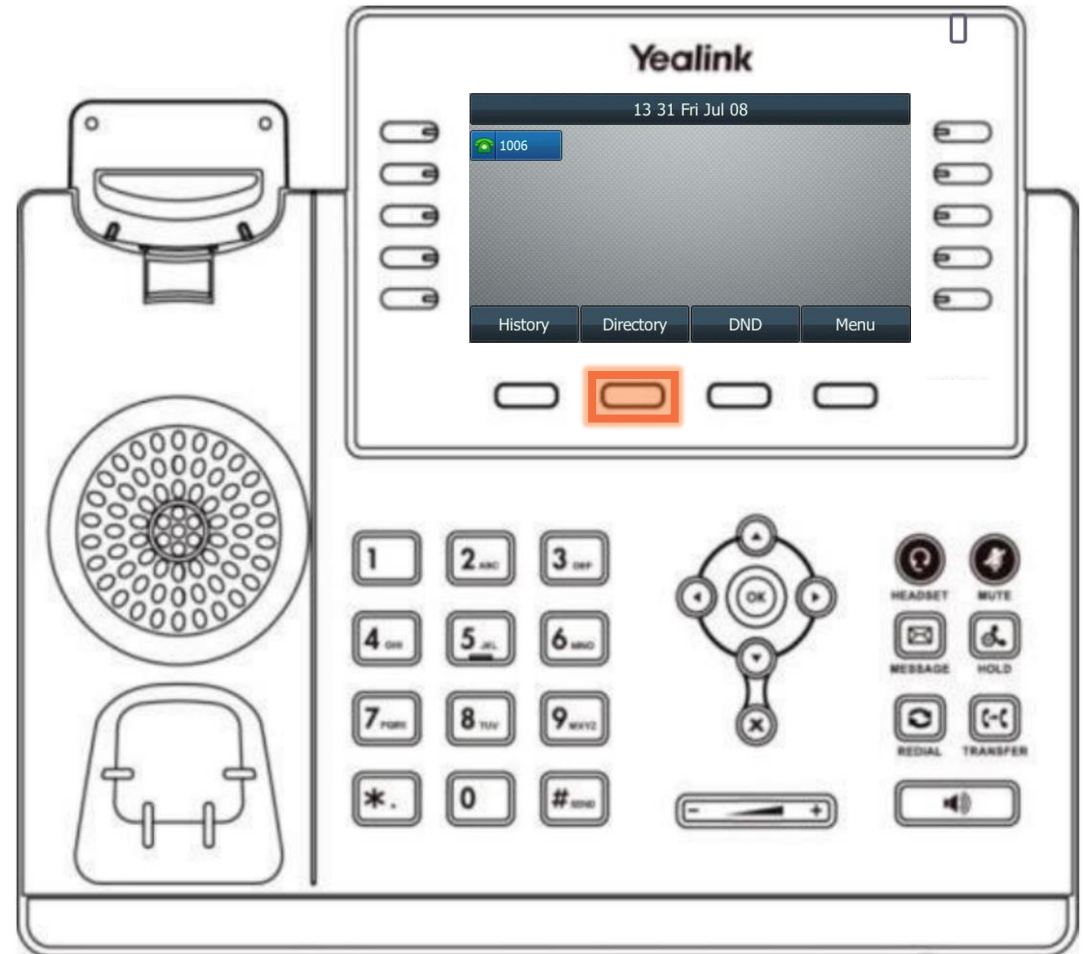**Contact Directory**

Knowledge Check

Next

Accessing the Contact Directory

The Contact Directory may be synced to include company contacts as well as a local directory on the phone.
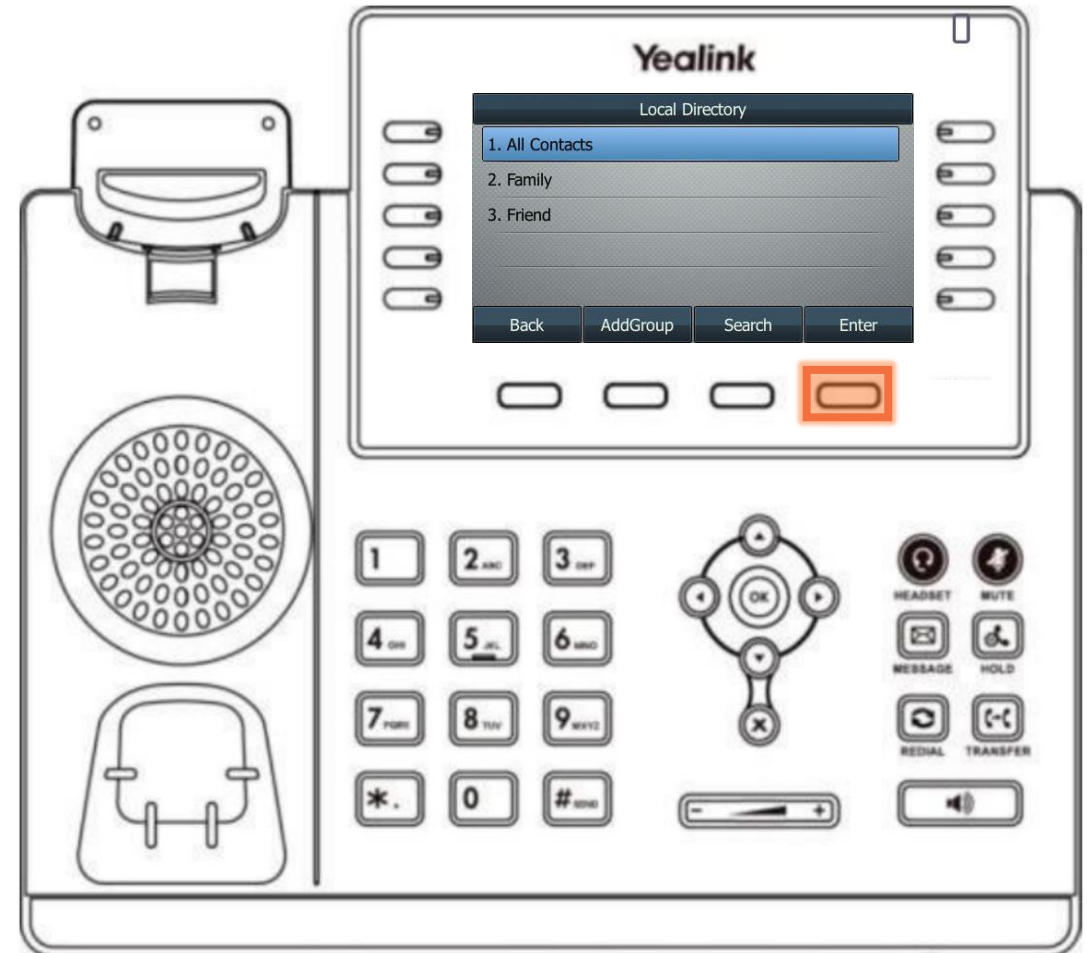
To access the Contact Directory:

•   Press the **Directory** soft key

Accessing the Contact Directory

Highlight the appropriate directory using the ⌃ and ⌄ keys:
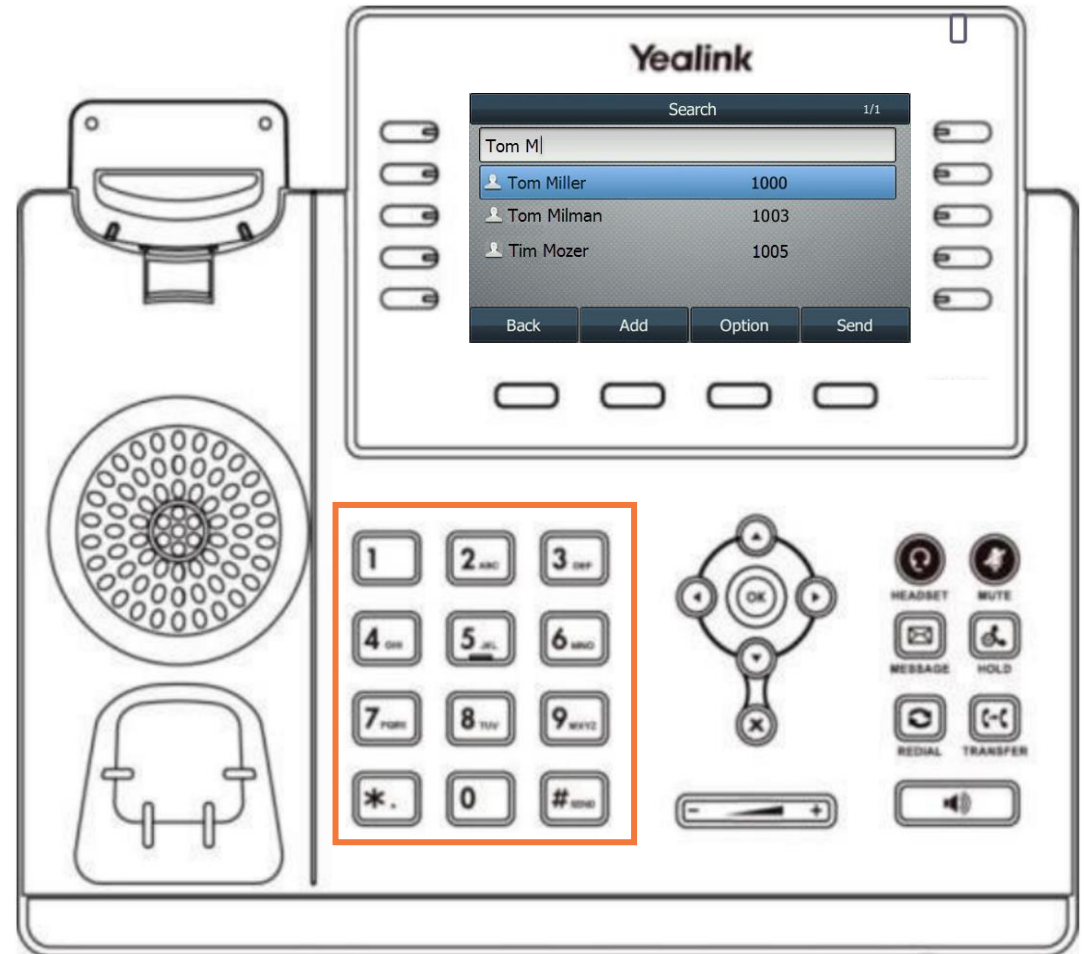
- Press the **Enter** soft key

  - If no other directories have been added, the **All Contacts** directory will be highlighted

Searching the Contact Directory

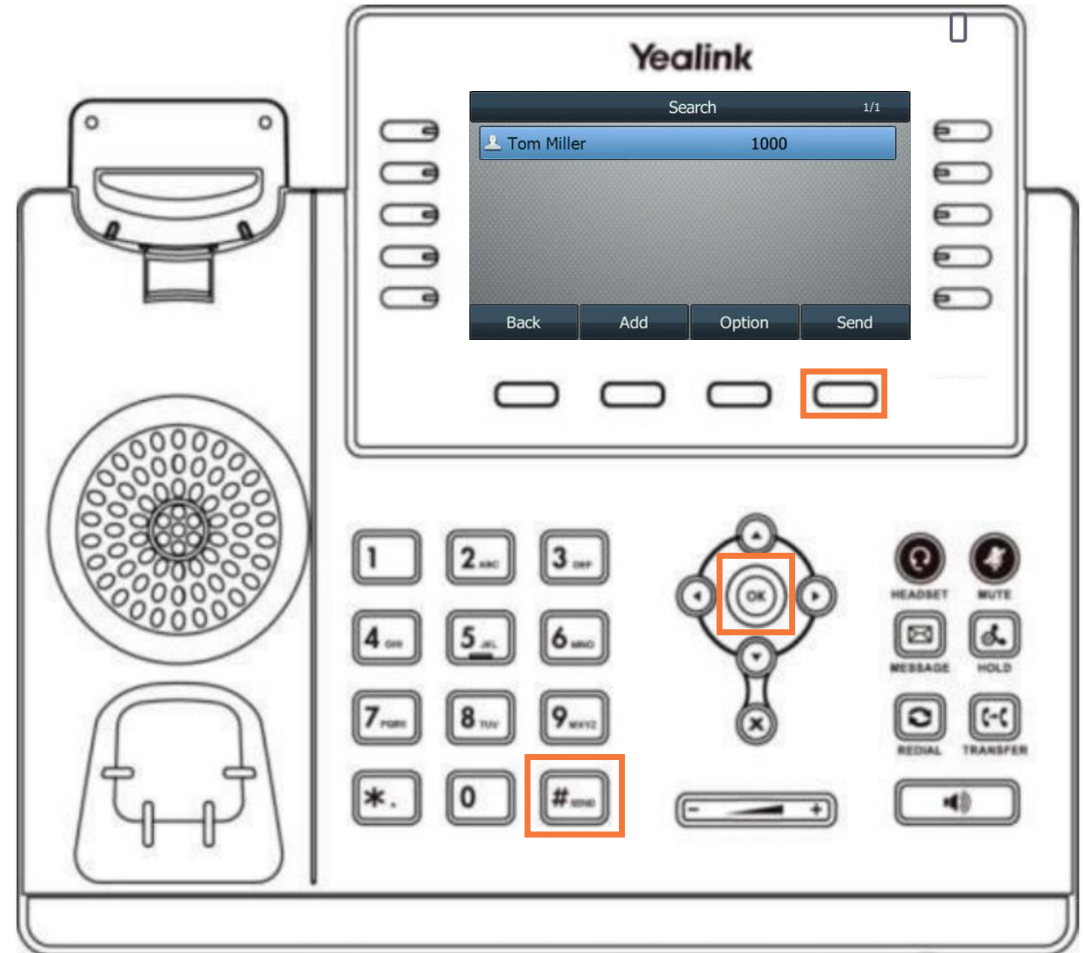To search for a contact within the directory:

- Use the dial pad to enter search criteria for the contact

  - It is possible to search by first or last name, or by the contact's extension

- Once the search results display, use (▲) and (▼) to highlight the contact

Next

Calling a Contact

With the selected contact highlighted:

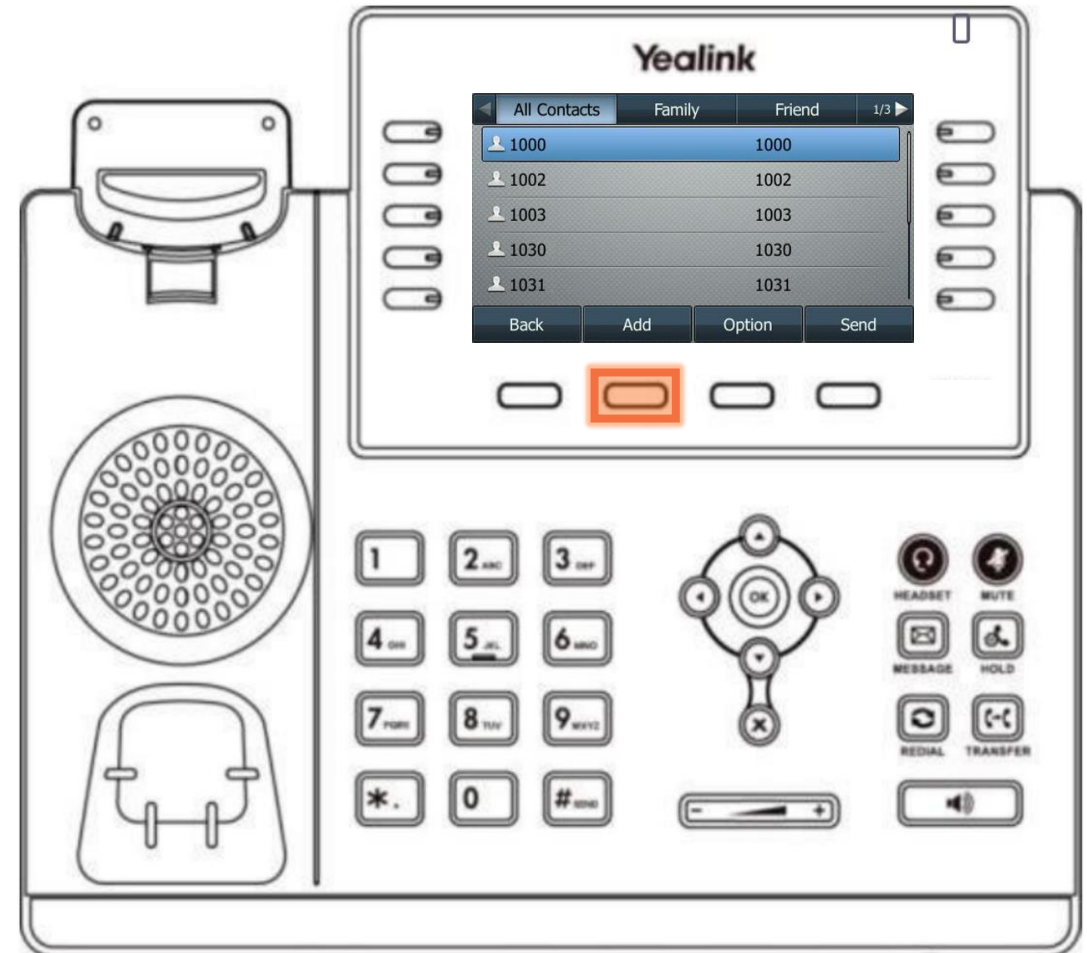- Press (OK), #SEND, or the **Send** soft key to place a call

Next

Adding a Contact

Kate is a regular customer but is not currently included in the phone's directory.

Once inside the directory, to add a contact:
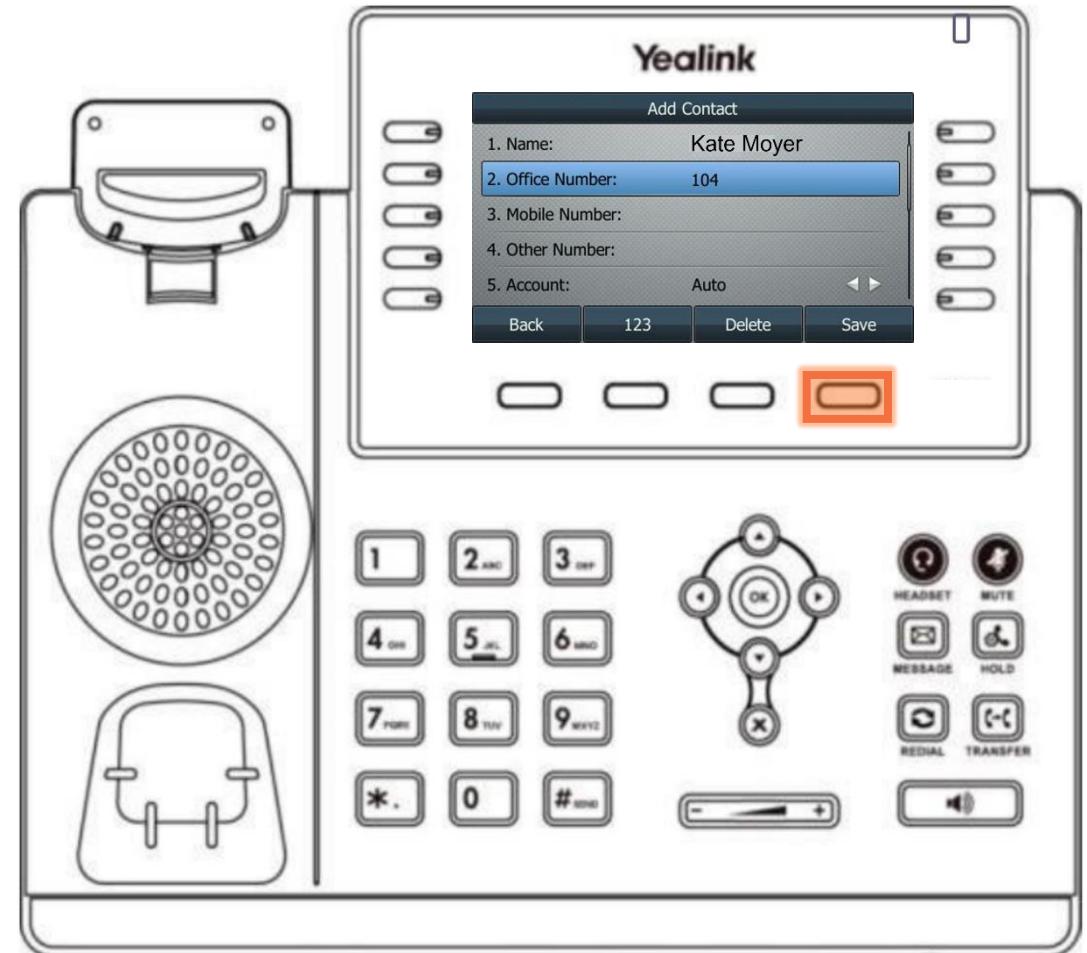
- Press the **Add** soft key

Adding a Contact

After the contact information has been entered using the dial pad:

- Press the **Save** soft key

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The newly added contact will be saved in the local directory for the phone.
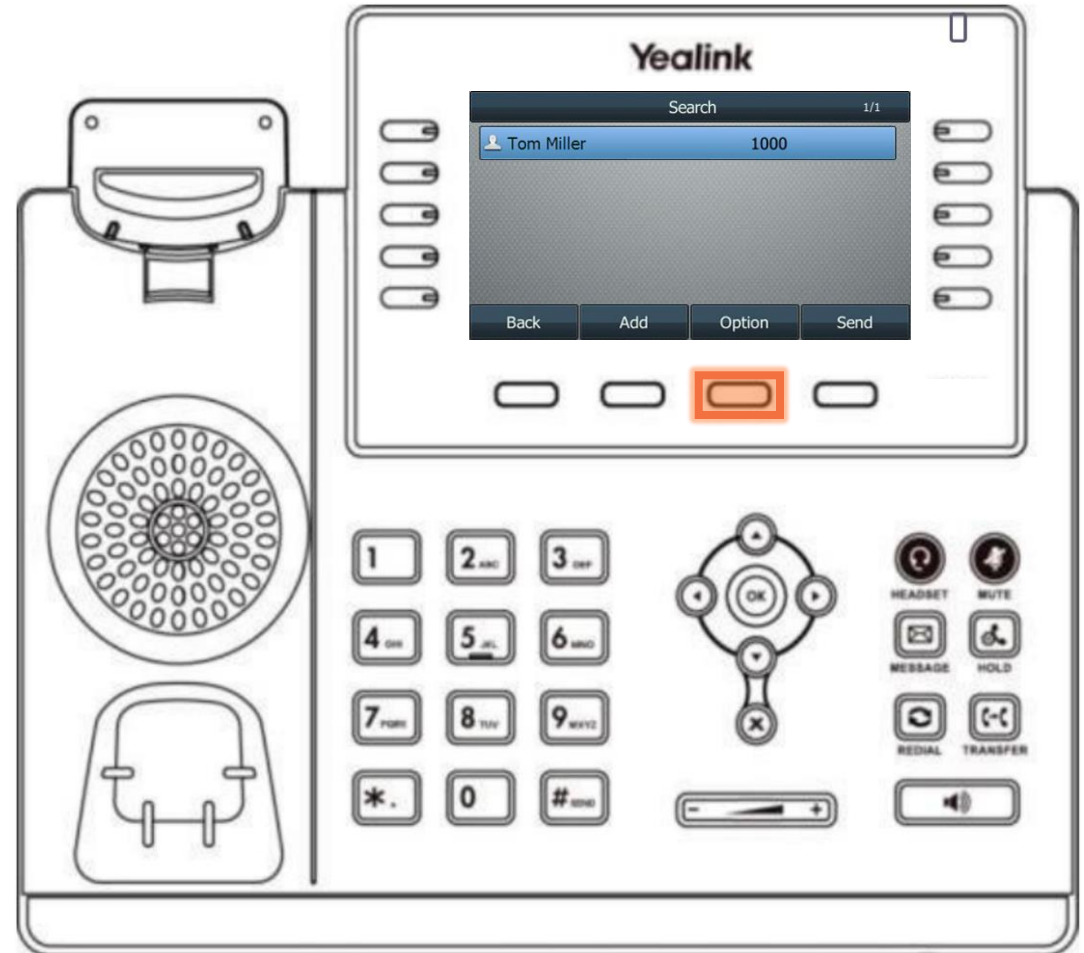
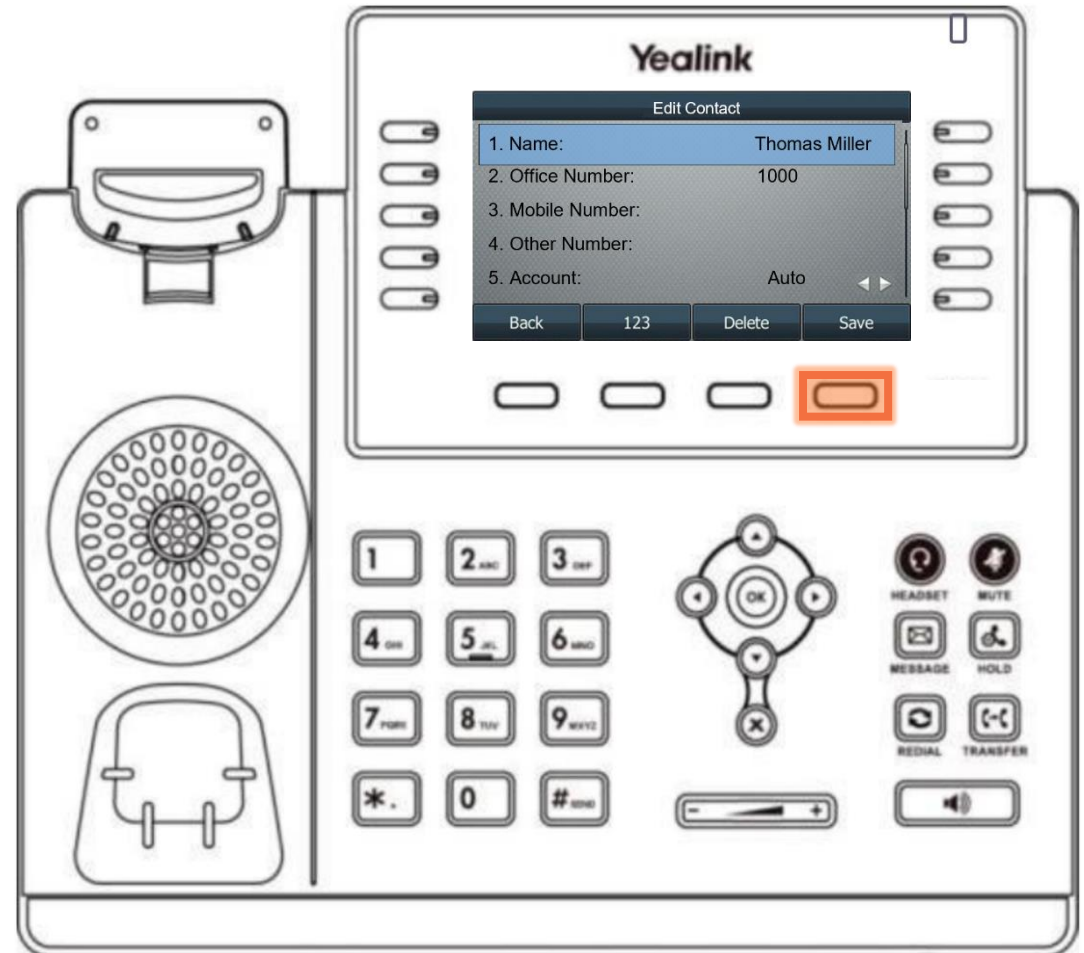# Editing a Contact

To edit contact information:

- Locate the contact in a directory

- Press the **Option** soft key

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Editing a Contact

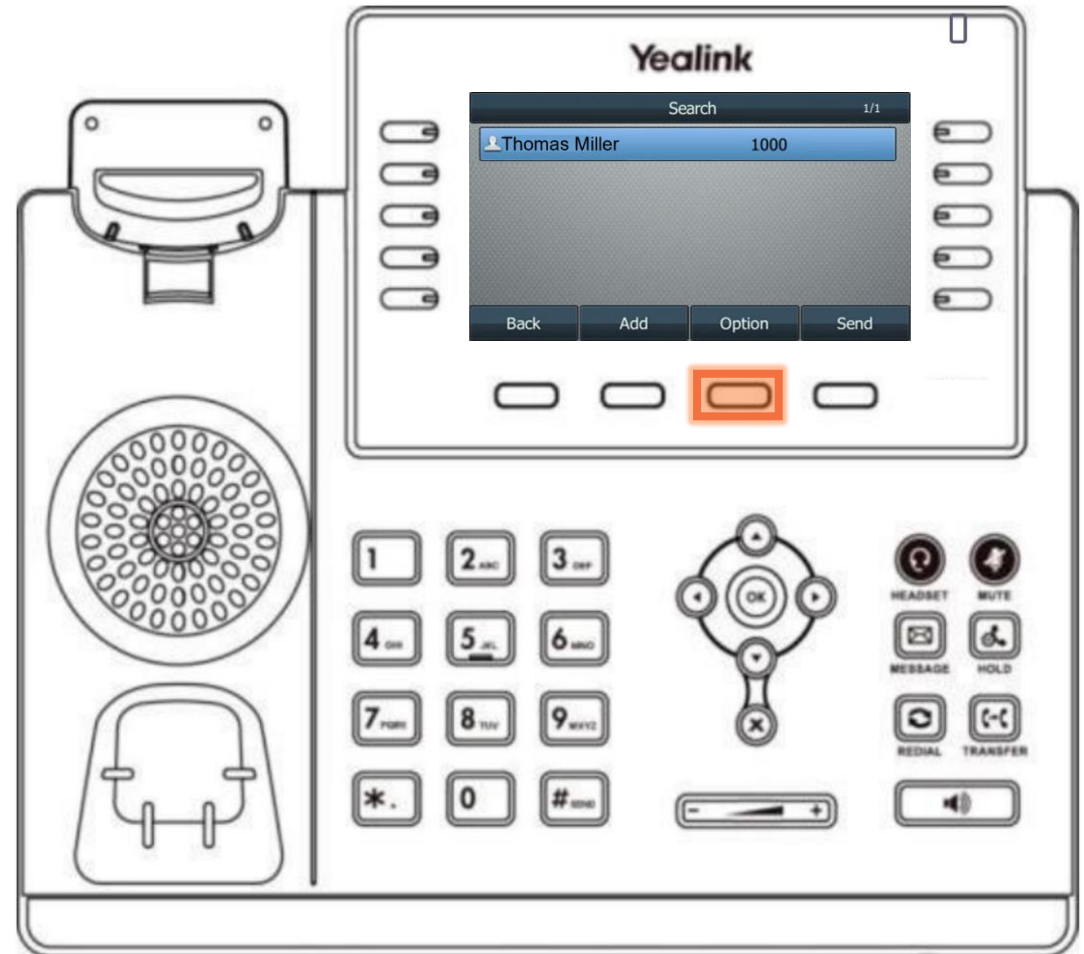After using ⌃ or ⌄ to select the contact information to edit:

- Use the dial pad to enter the new information

  - Using "0" permits the entering of a space between the contact's first and last name

- Press the **Save** soft key
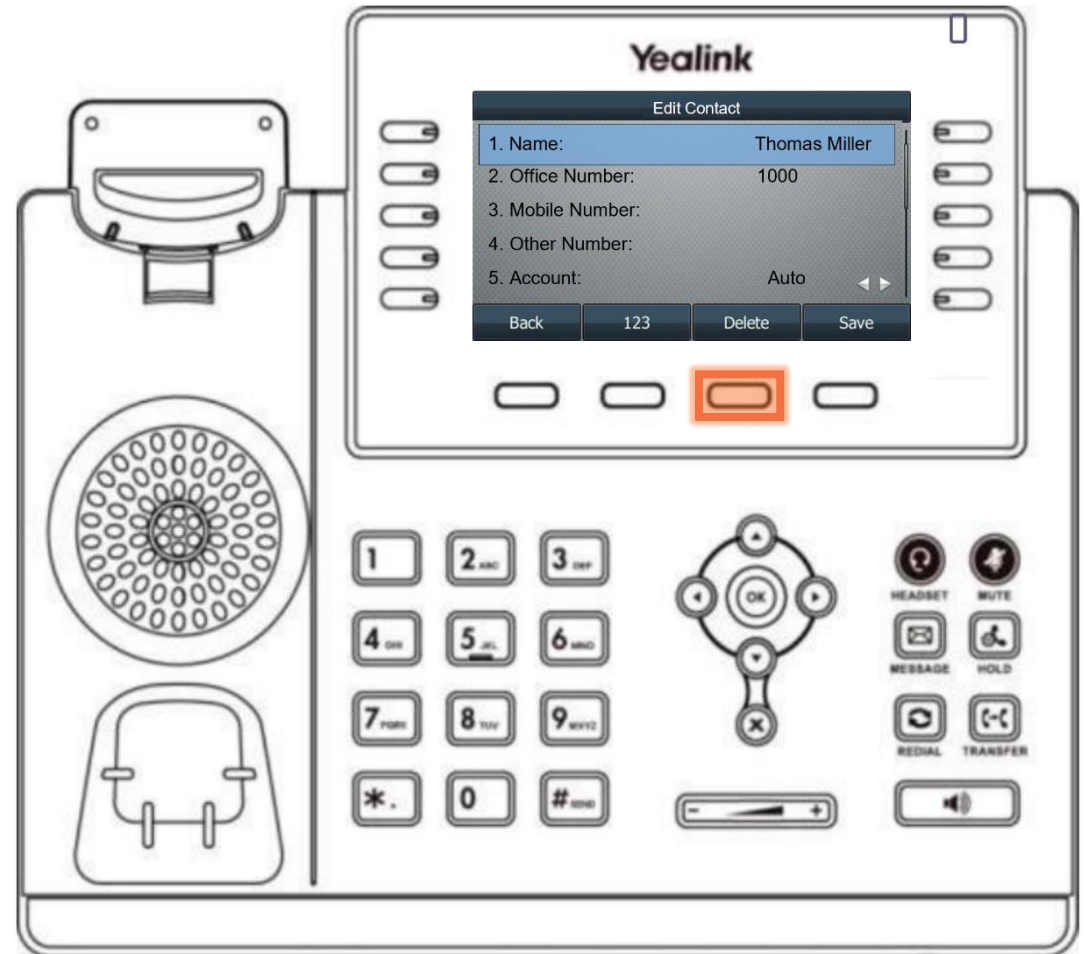
Deleting a Contact

To delete a contact from within the directory:

- Locate the contact

- Press the **Option** soft key

Deleting a Contact

- Press the **Delete** soft key
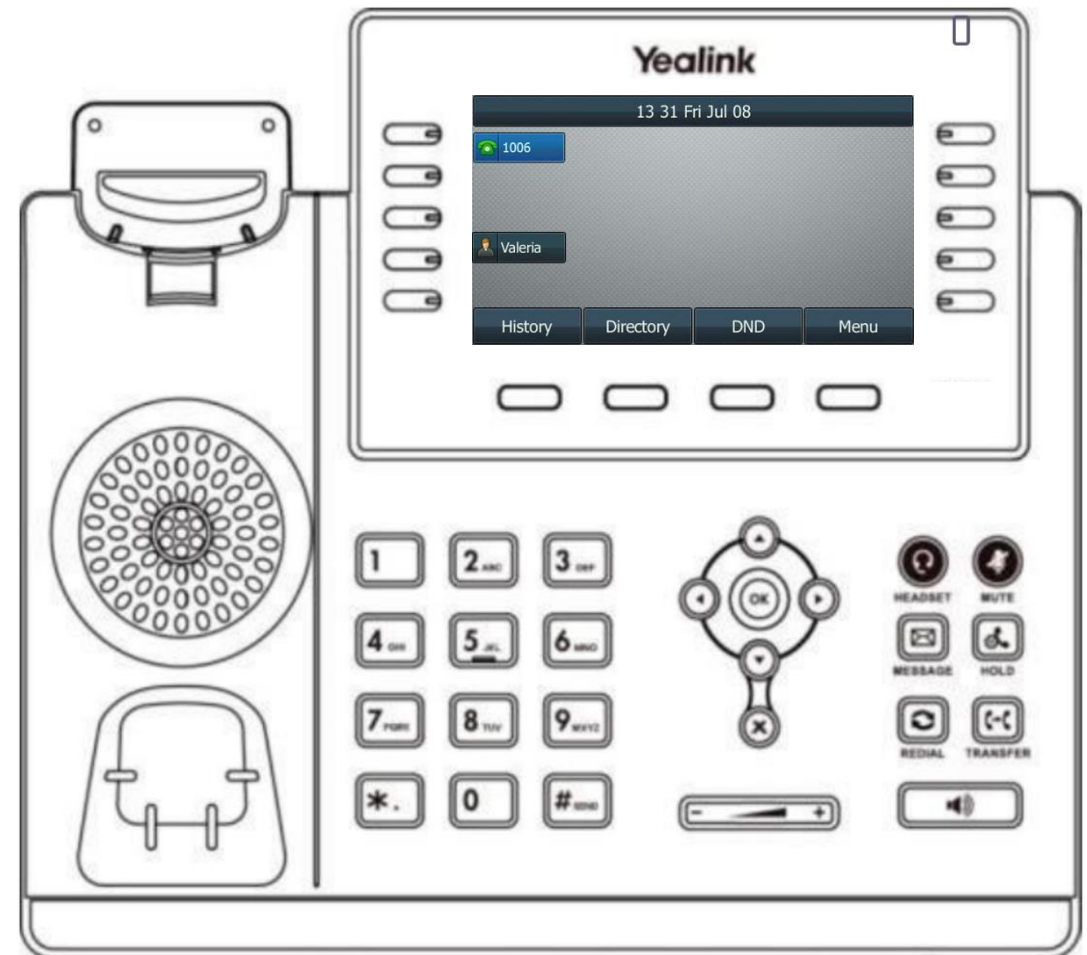
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Adding a Speed Dial

Along with Valeria, Mia is a contact that is often called. It would be beneficial to add her contact to speed dial. This way, Mia can be called by pressing the associated line key.
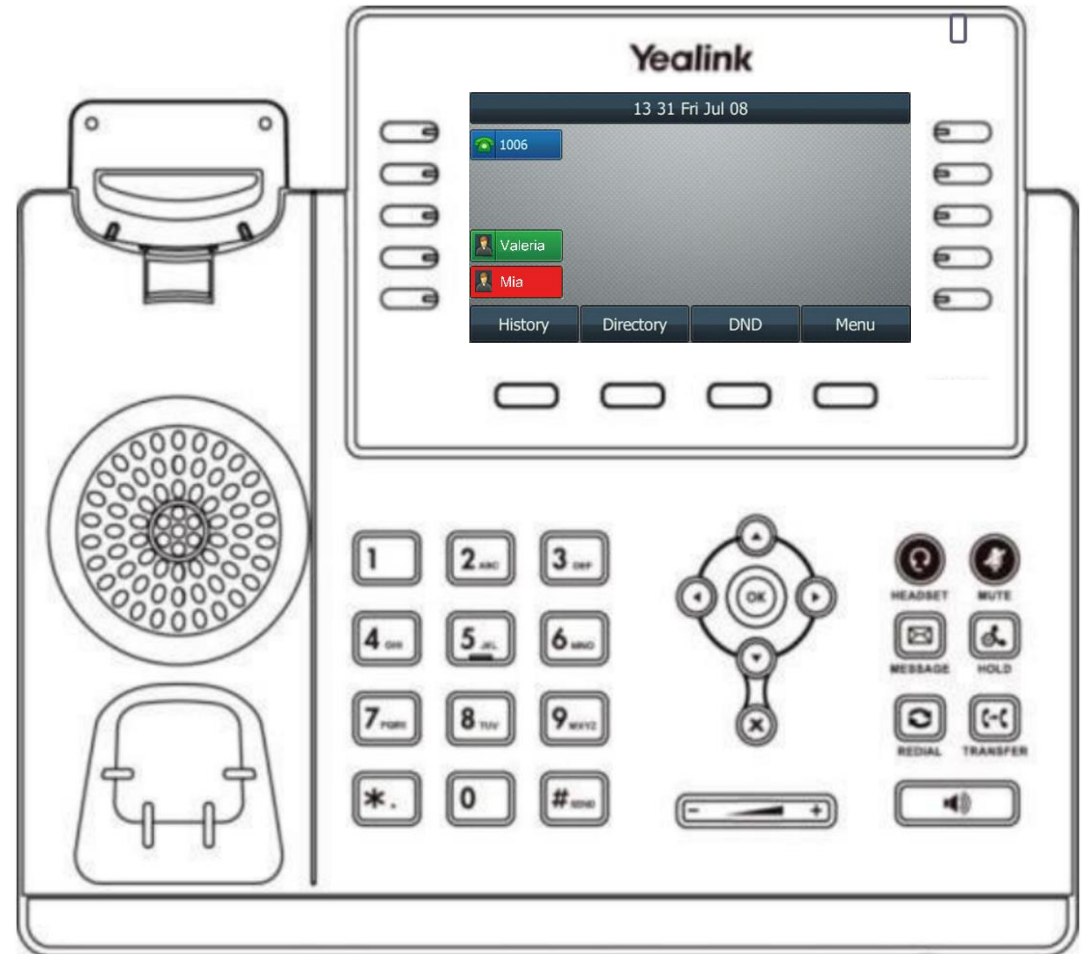
To add a contact to speed dial:

- Press and hold the desired line key

- Press ◄ or ► on **Type** and select **Speed Dial**

- Select the **Label** field and enter the contact's name by using the dial pad

- Select **Value** to enter the contact extension

- Select **Save** to save the entry

Next

Buddy Lists

A Buddy List is a list of speed dial users whose status can be monitored from the phone.

- Green indicates the contact is currently available

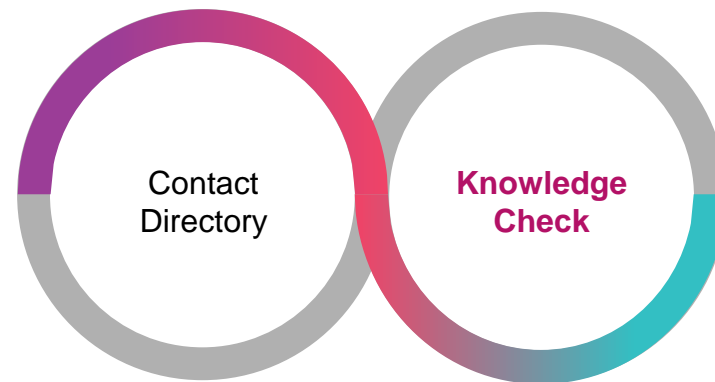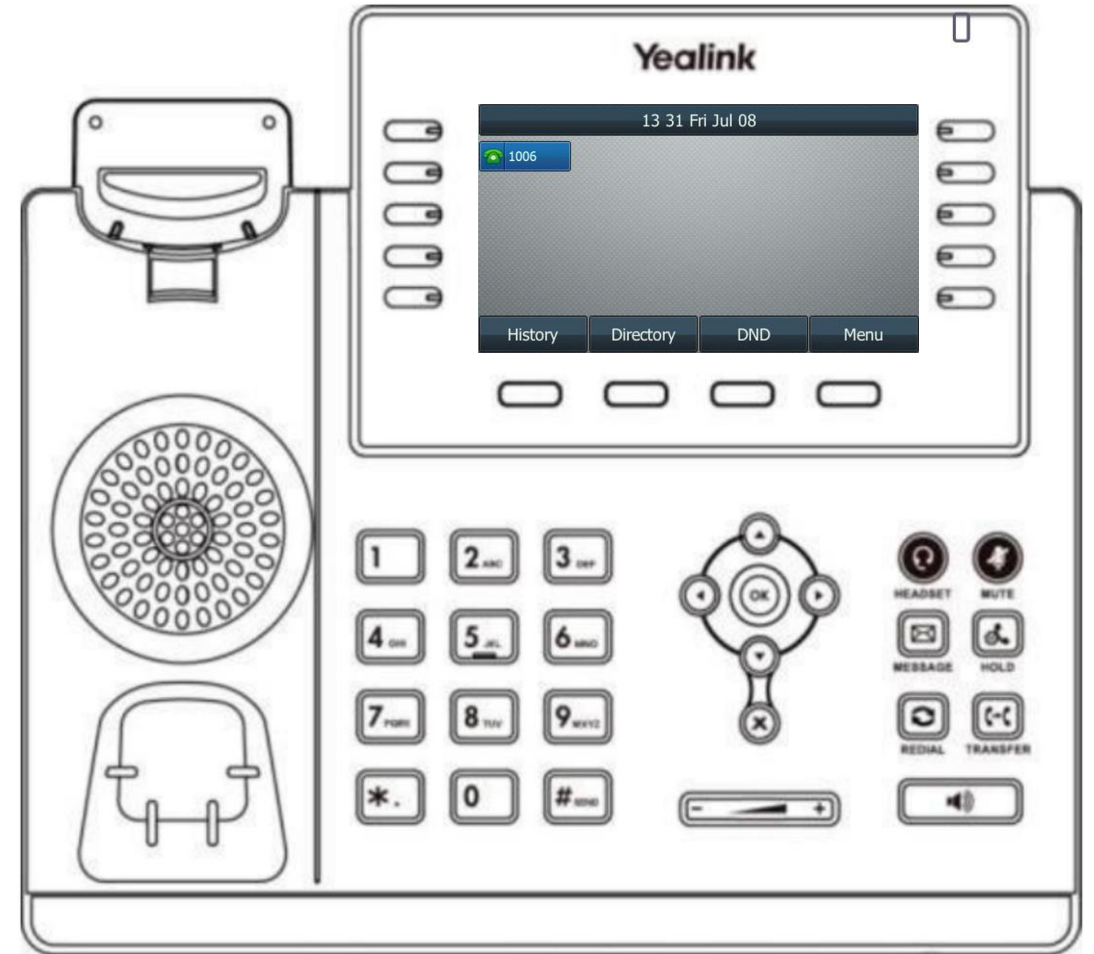- Red indicates the contact is currently on a call

Next

Knowledge Check

You will now be given an ungraded knowledge check to test your understanding of this module.
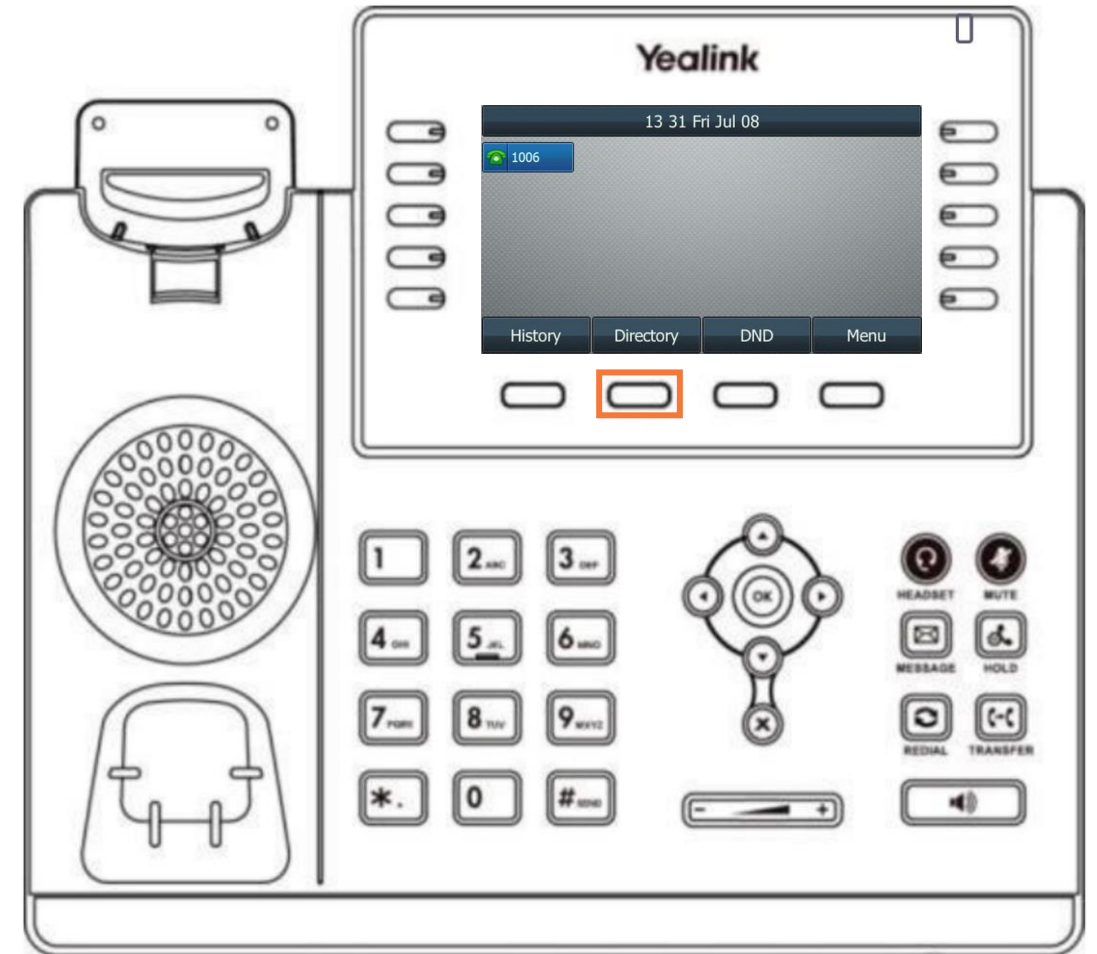
When you are ready, click Next to begin.

Contact
Directory

**Knowledge
Check**

Next

Click on-screen the correct key that will allow you to access the Contact Directory.

That is correct!
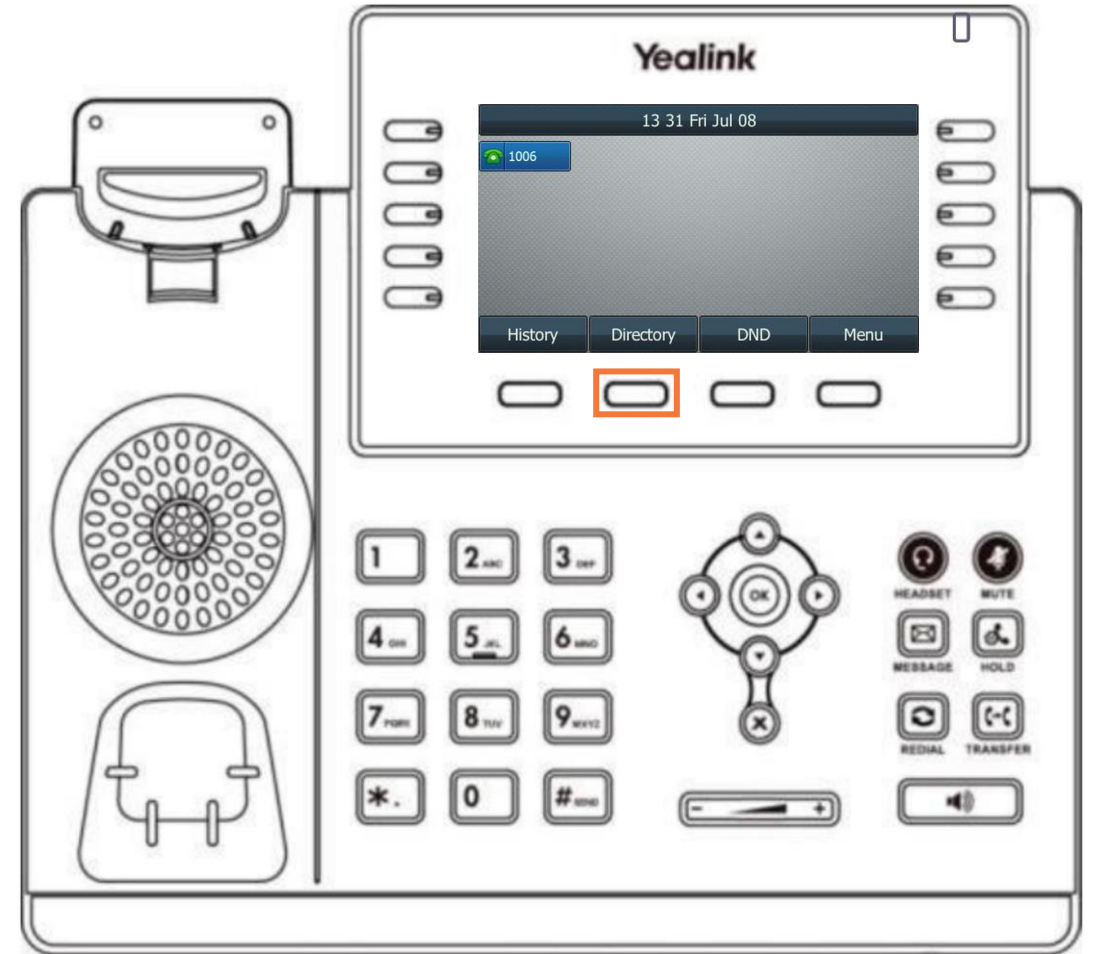
To access the contact directory, press the **Directory** soft key.

Next

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Sorry, that is incorrect.

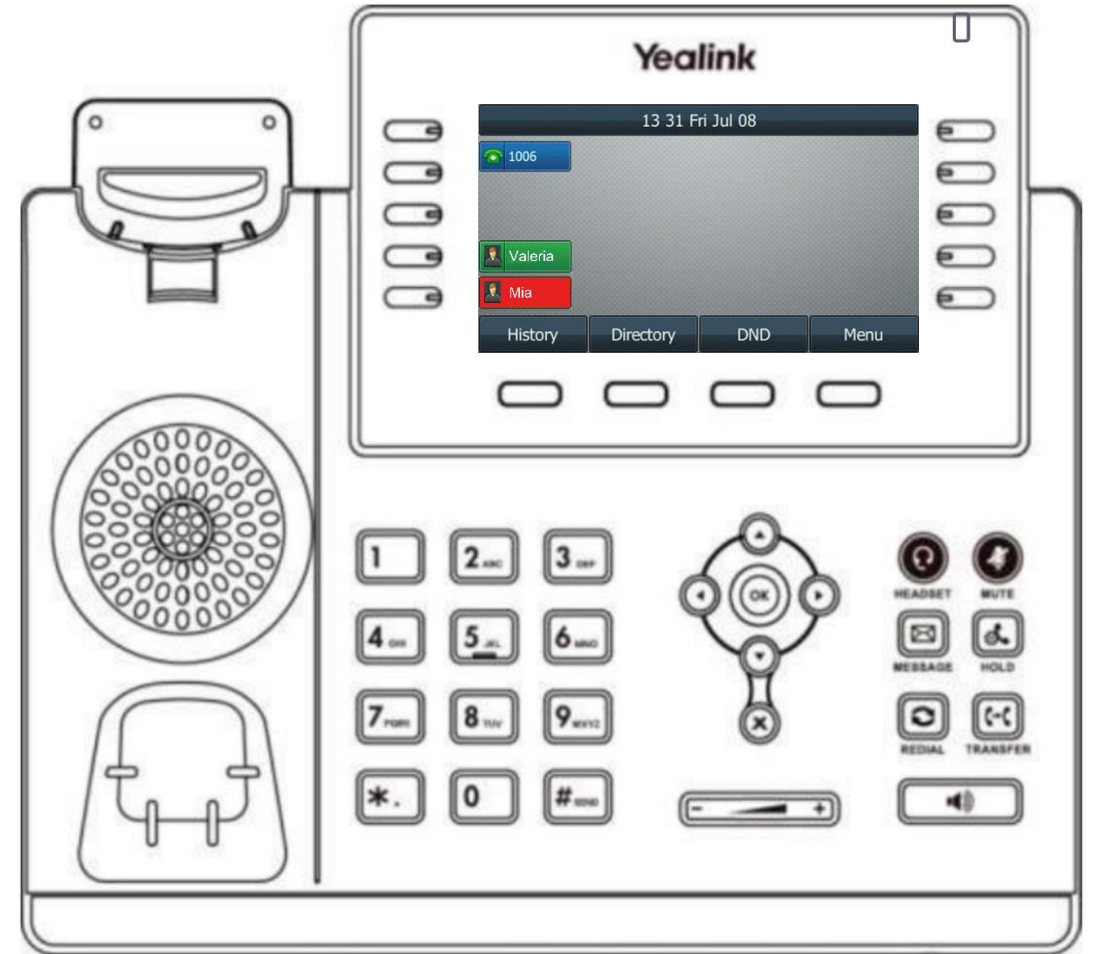To access the contact directory, press the **Directory** soft key.

Retry

Next

True or False. A contact highlighted red in the buddy list indicates that contact is on a phone call.

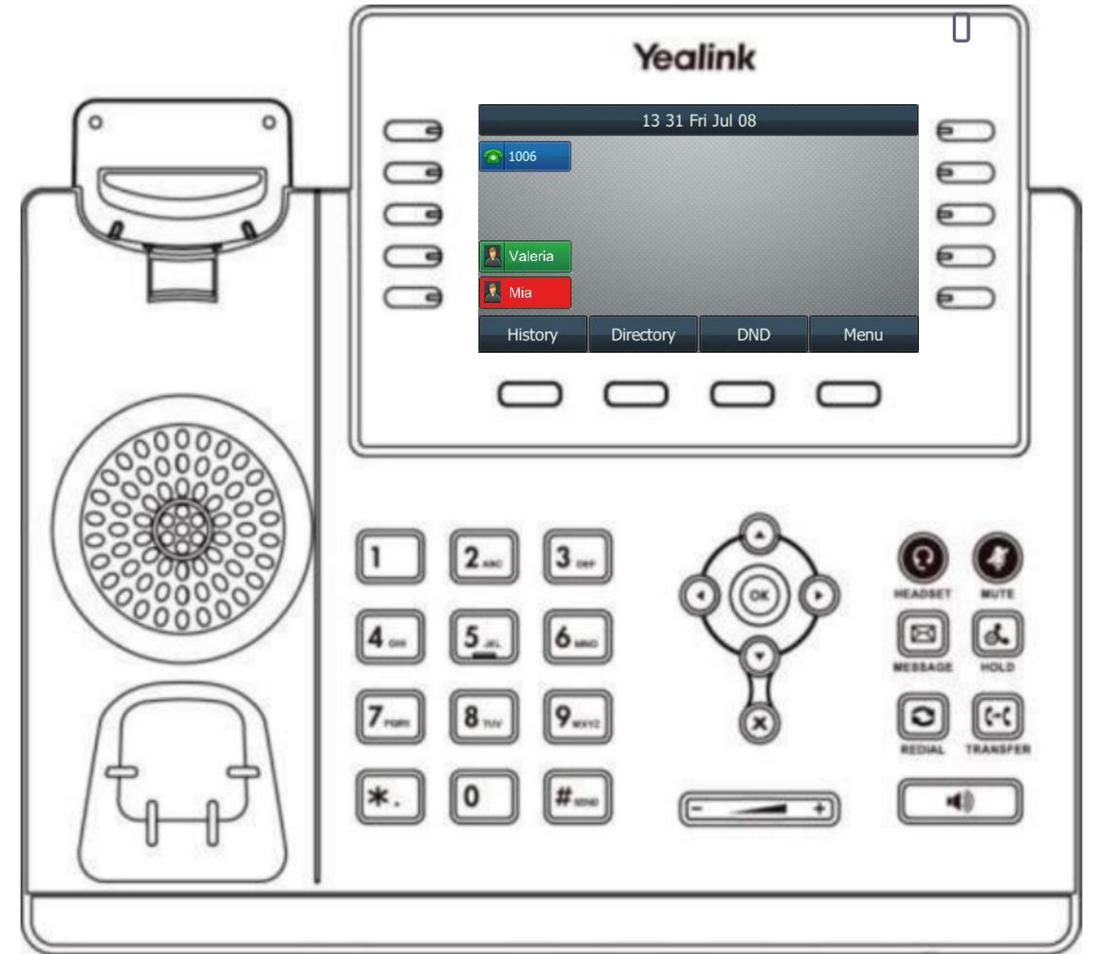| True	False

That is correct!

Red indicates that the contact is currently on a call. While green indicates that the contact is currently available.

Next

fuze

Sorry, that is incorrect.

Red indicates that the contact is currently on a call. While green indicates that the contact is currently available.

Retry

Next
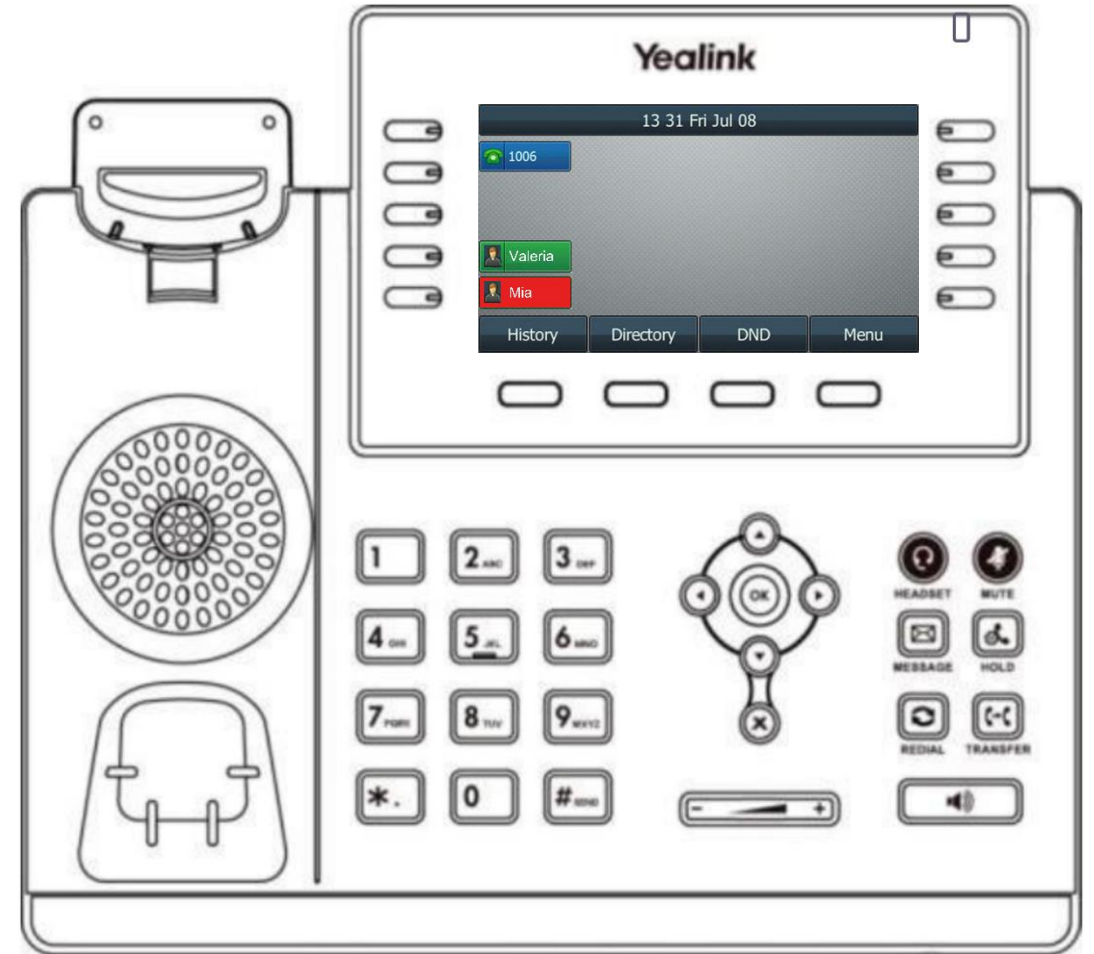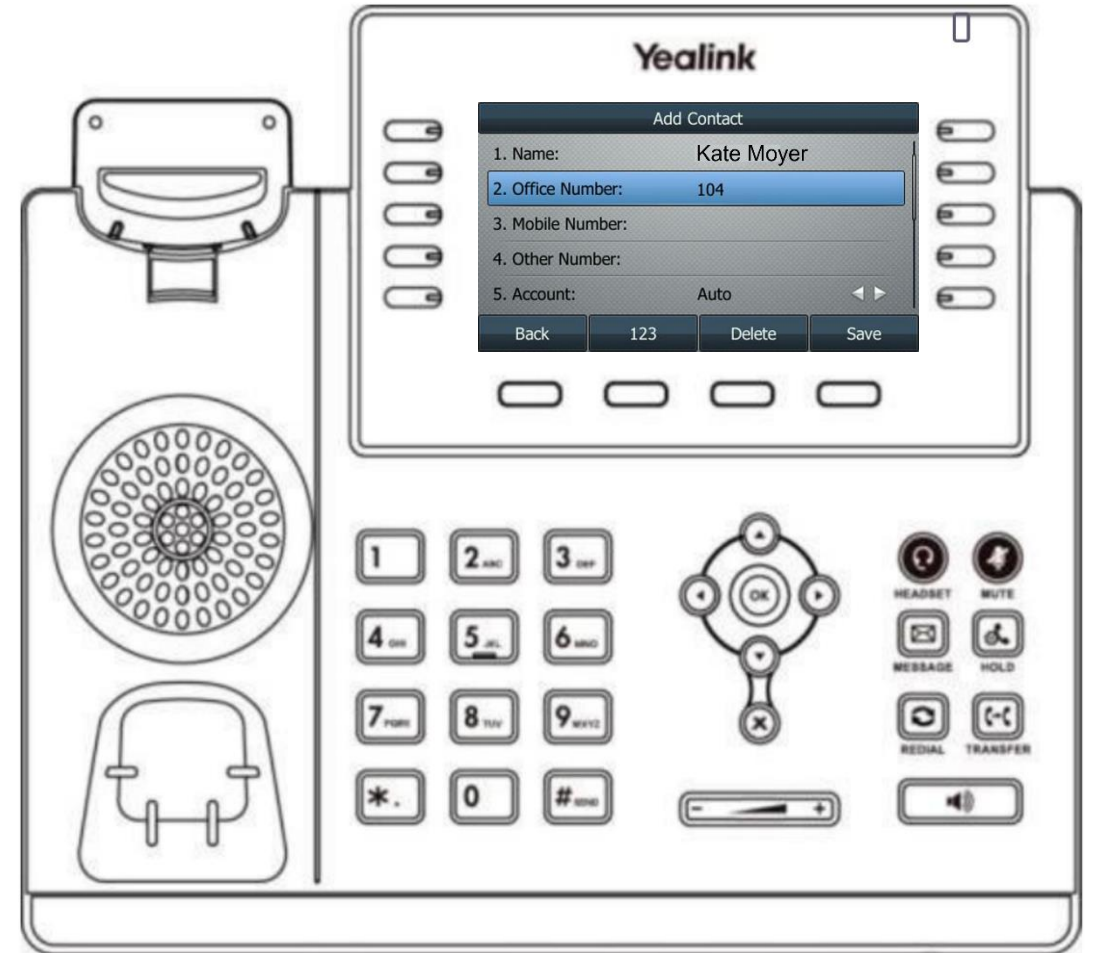
True or False. A newly added contact will be saved in the local directory for the phone.

True

False

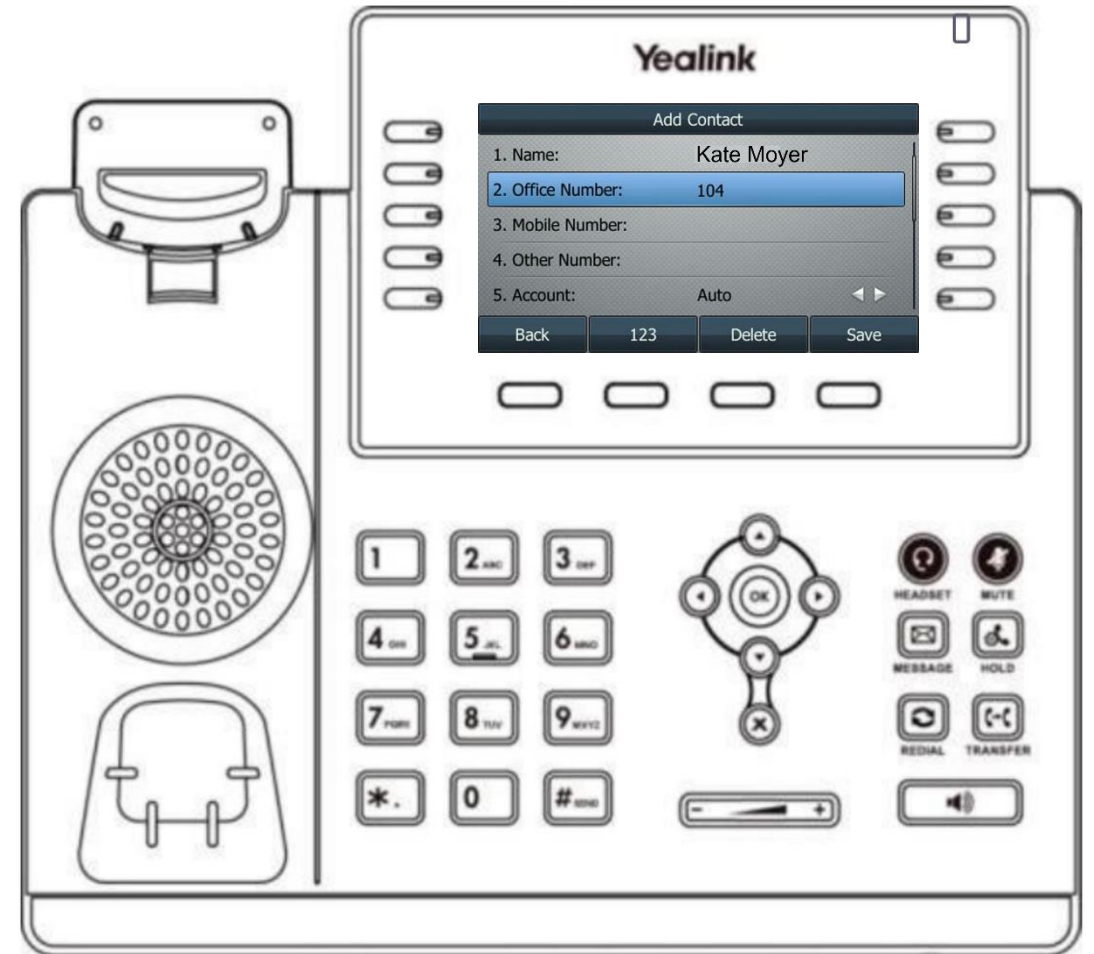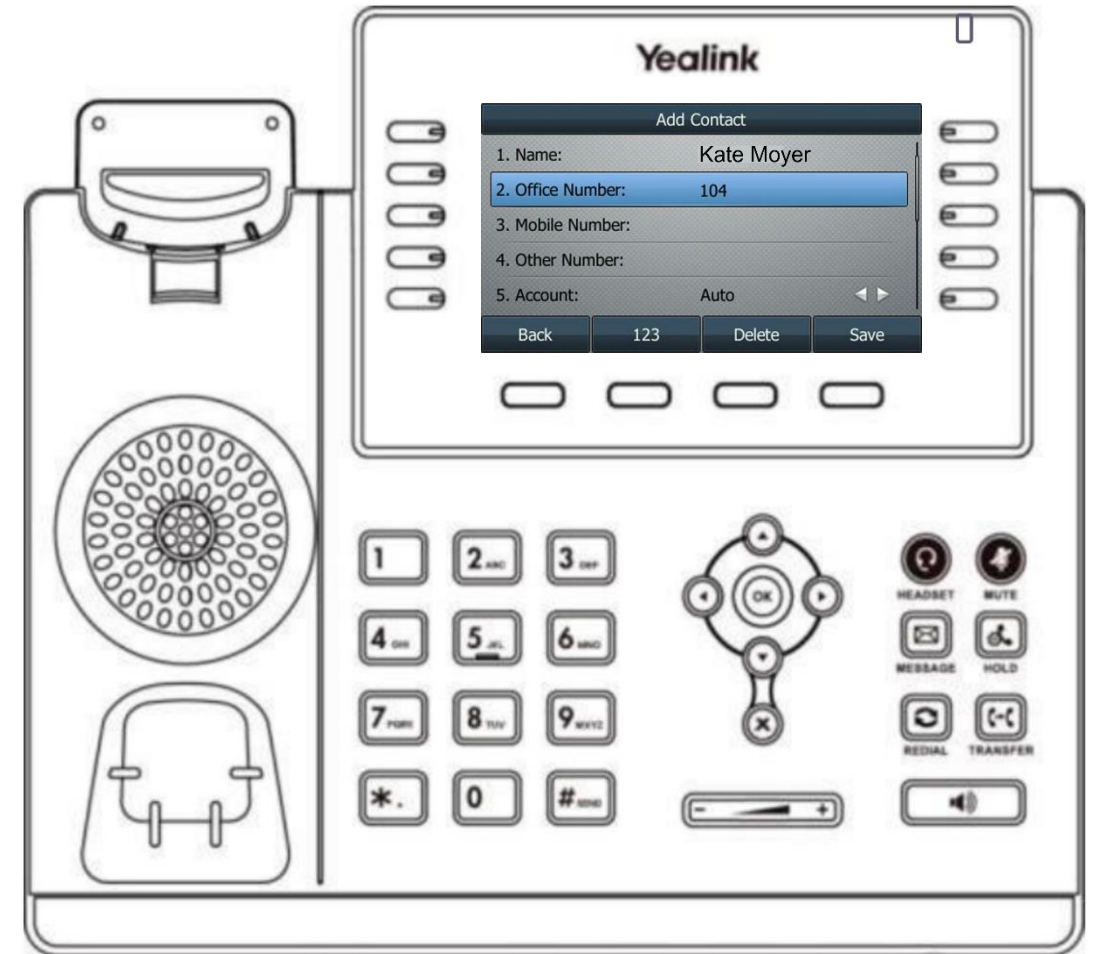**That is correct!**

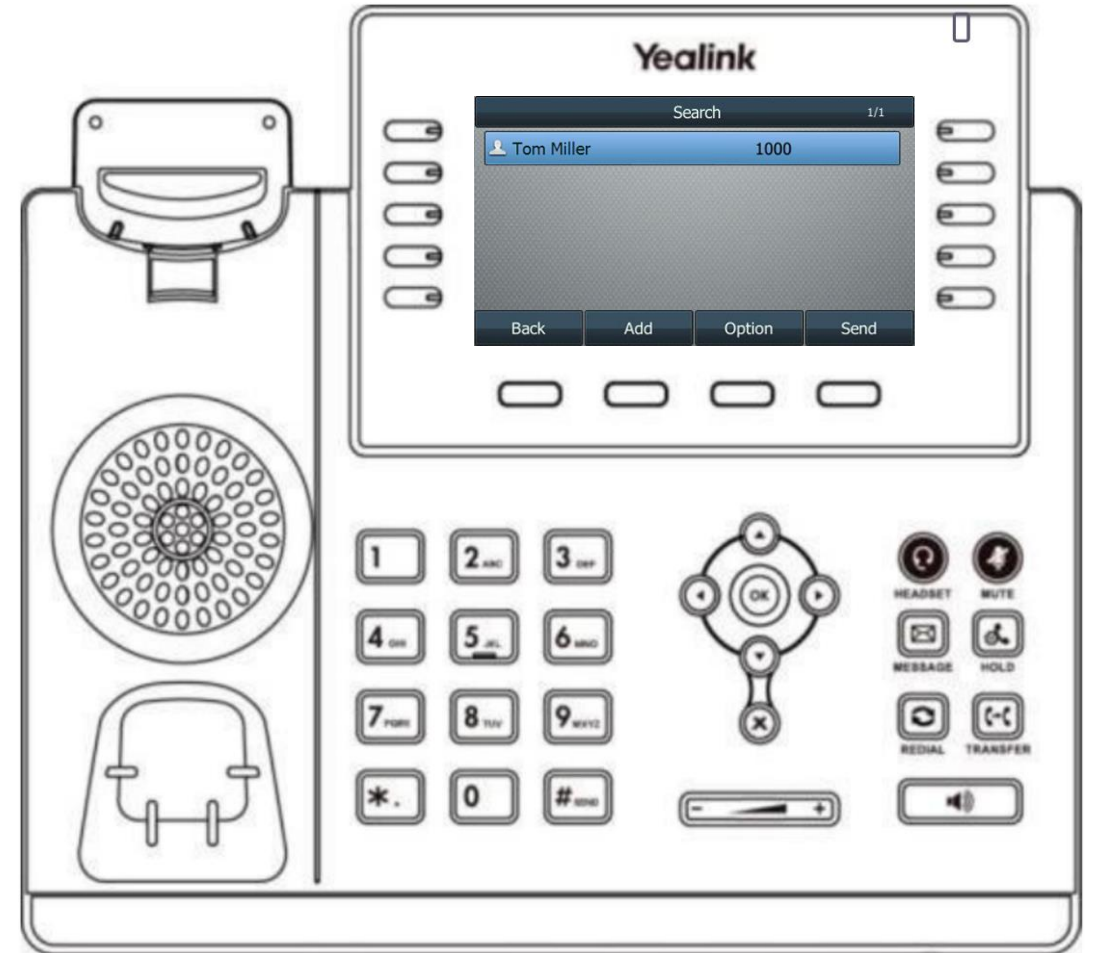The newly added contact will be saved in the local directory for the phone.

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Next

Sorry, that is incorrect.

The newly added contact will be saved in the local directory for the phone.

Retry

Next
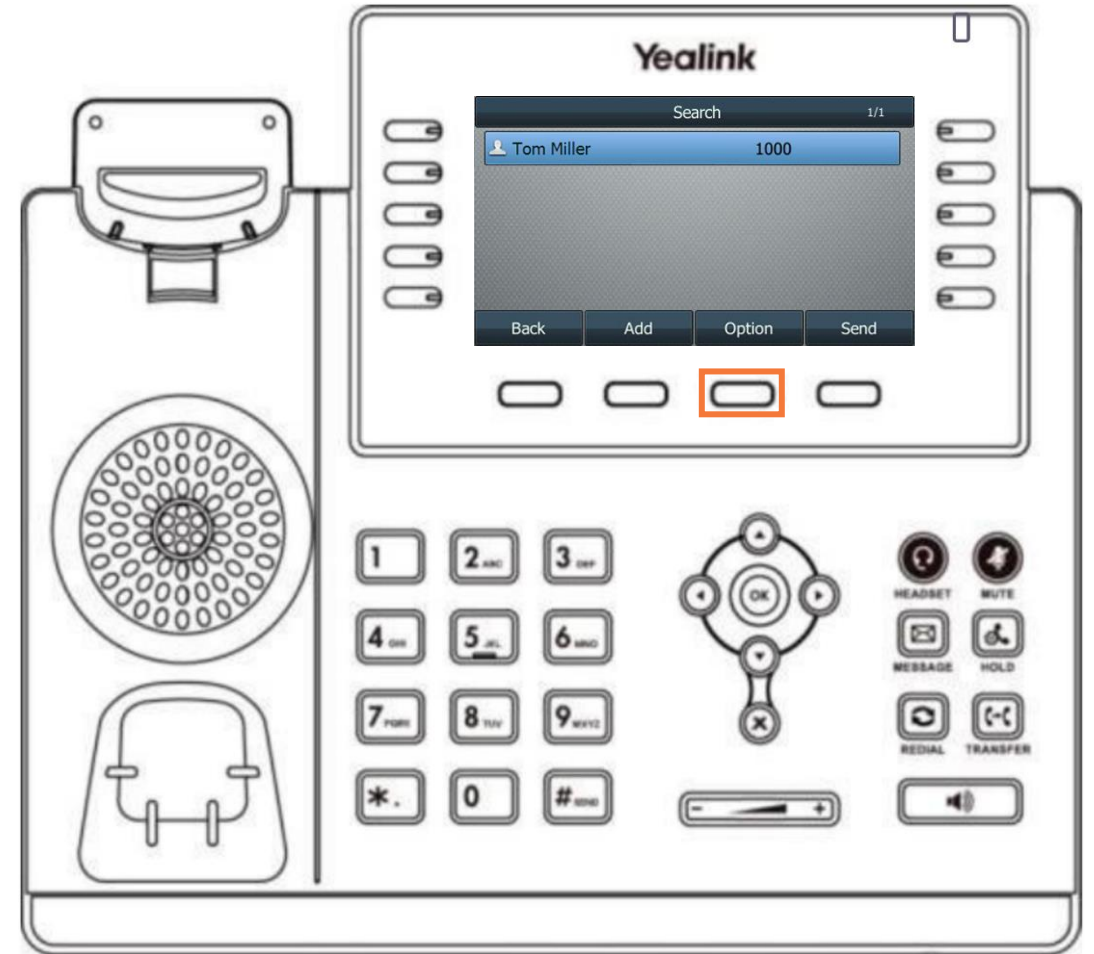
Click on-screen the correct key that will allow you to edit a contact's information.

That is correct!

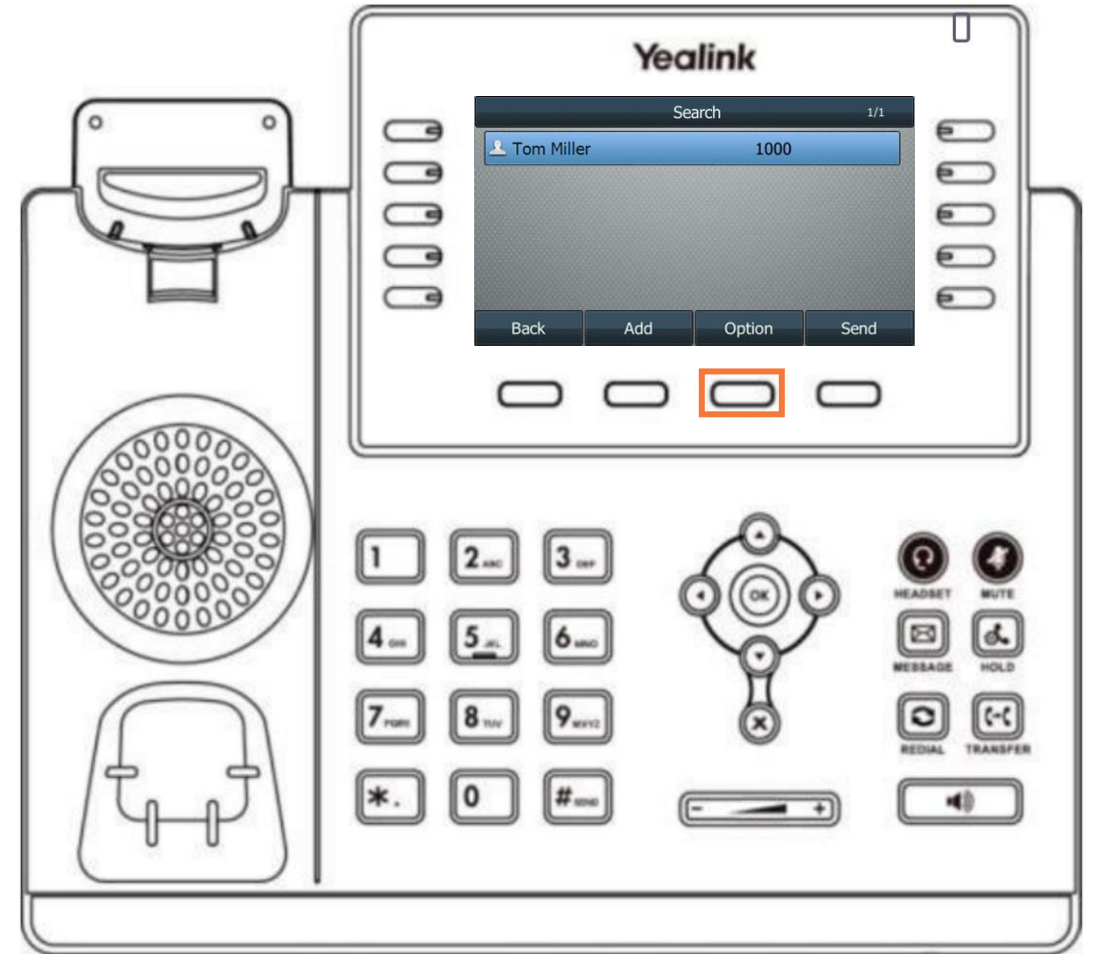To edit a contact, press the **Option** soft key with the contact highlighted.
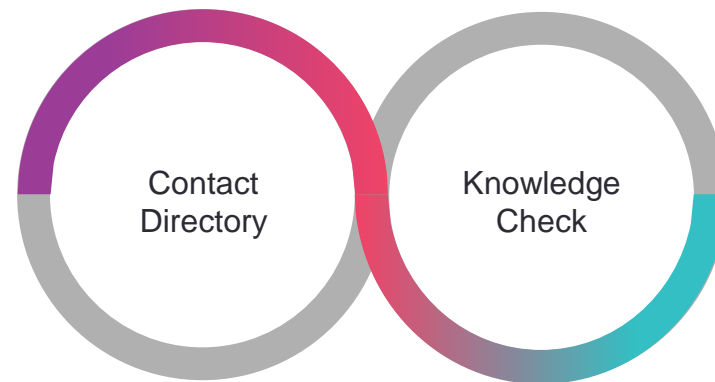
Next

fuze

Sorry, that is incorrect.

To edit a contact, press the **Option** soft key with the contact highlighted.

Retry

Next

Contact Directory Complete

You have now completed the contact directory module for your Yealink device.

Click a section title to review that section or click Restart to review this module.

Contact Directory

Knowledge Check

Restart