



fuze

Yealink T46 Series

Fuze for Yealink

Conference Calls

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

Click Start to begin.

Start

Conference Calls

Call Options

This module will cover starting and managing a conference call from a Yealink T46 Series device.

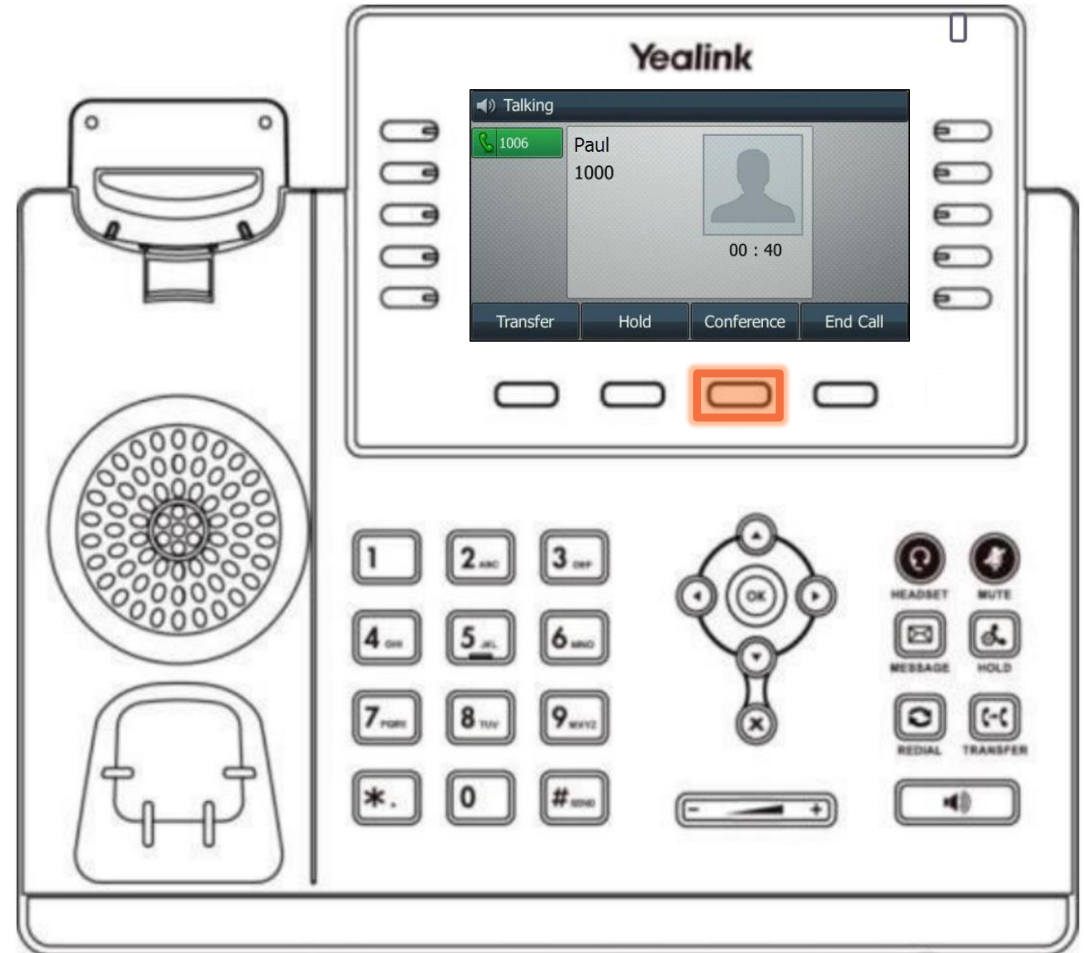
Use the 'Next' button to navigate through this interactive guide or click a section title to jump to that portion of the training.



Conference Calls

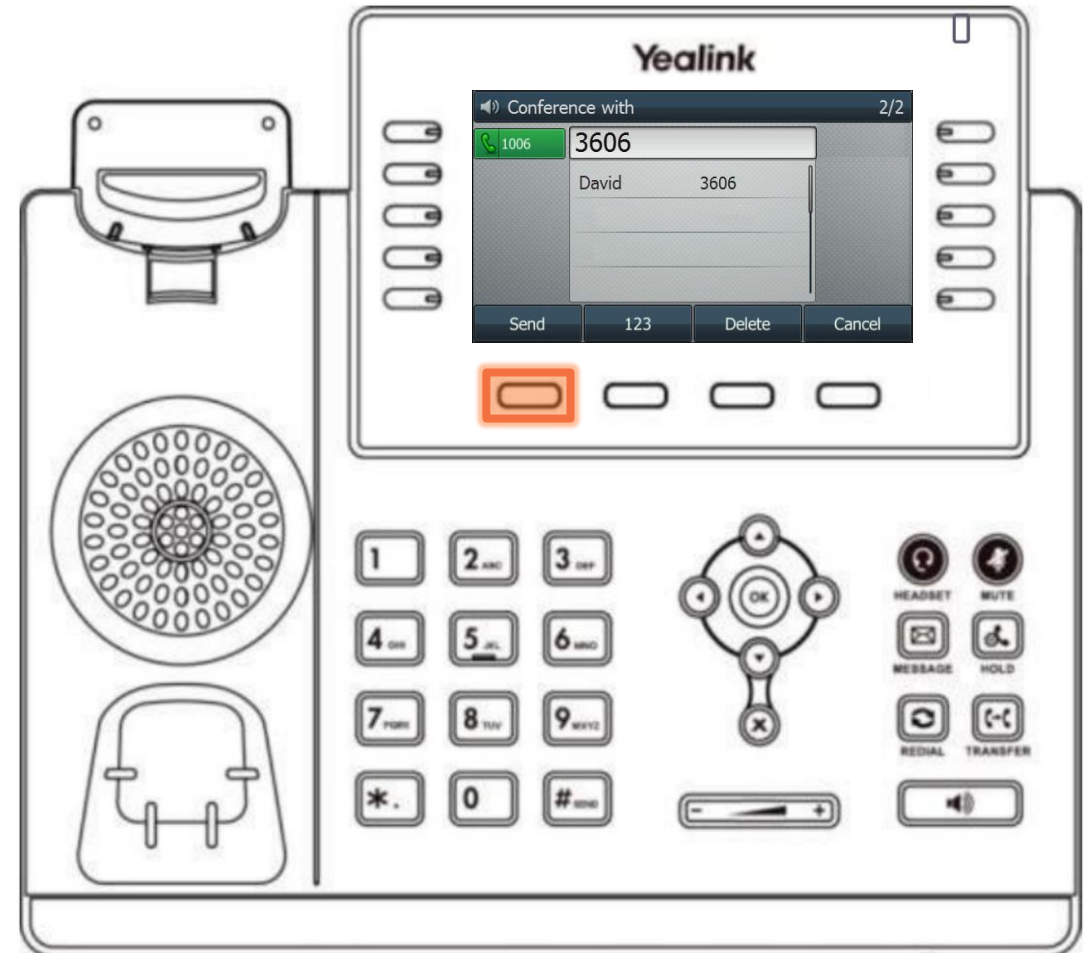
Conference calls can be initiated with two other people.

- While on the active call with Paul, press the **Conference** soft key



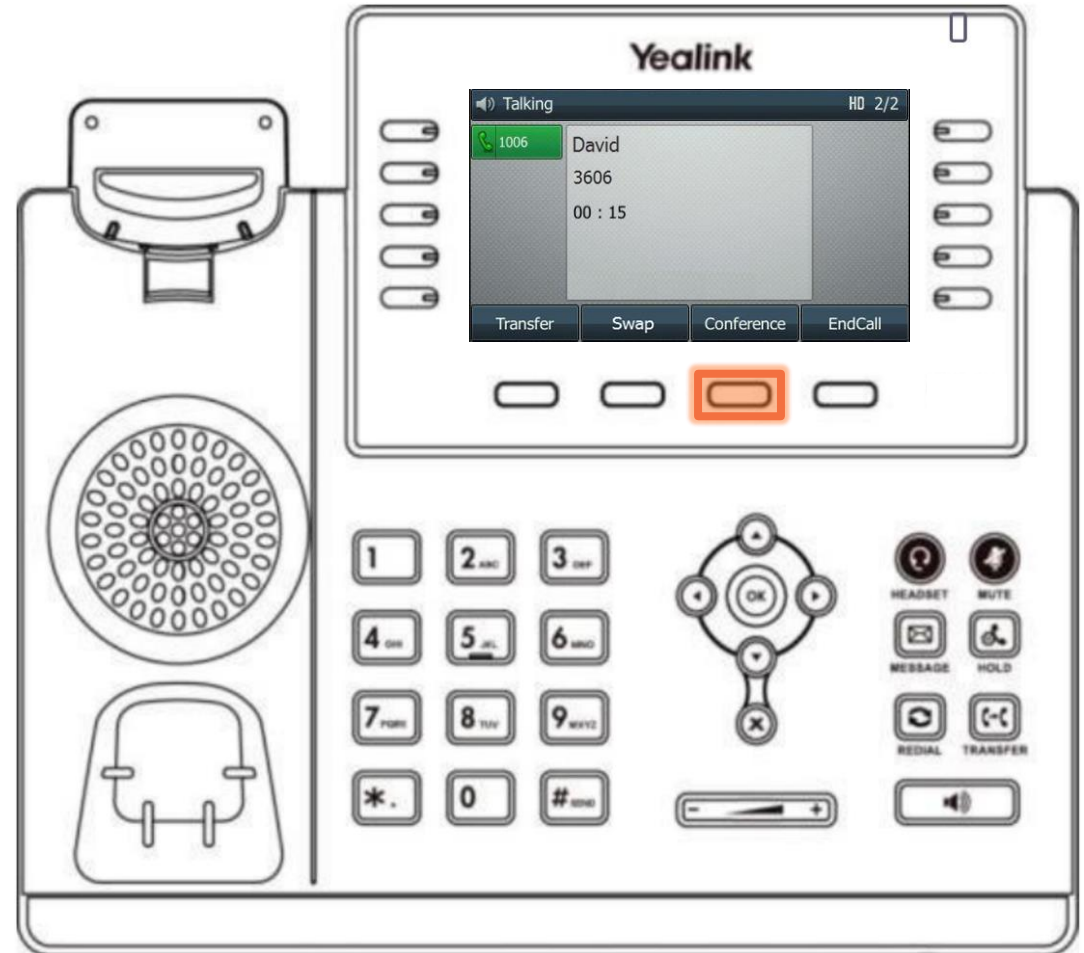
Conference Calls

- Enter the number of the second party, then press the **Send** soft key to dial



Conference Calls

- When the second party answers, press the **Conference** soft key again to join all parties

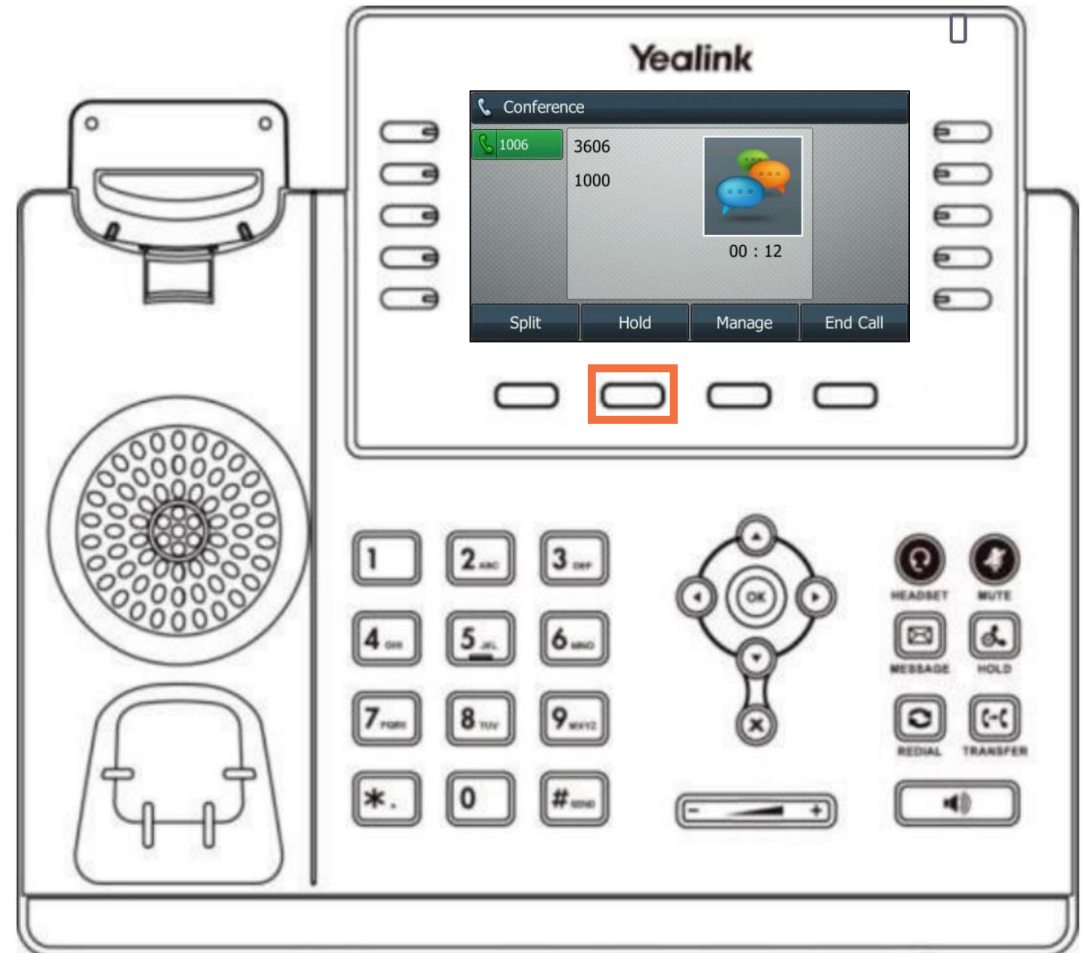


Holding Conference Calls

Once the conference call has begun, the call may need to be placed on hold.

- Press the **Hold** soft key
 - When a conference call is on hold, participants can not hear one another

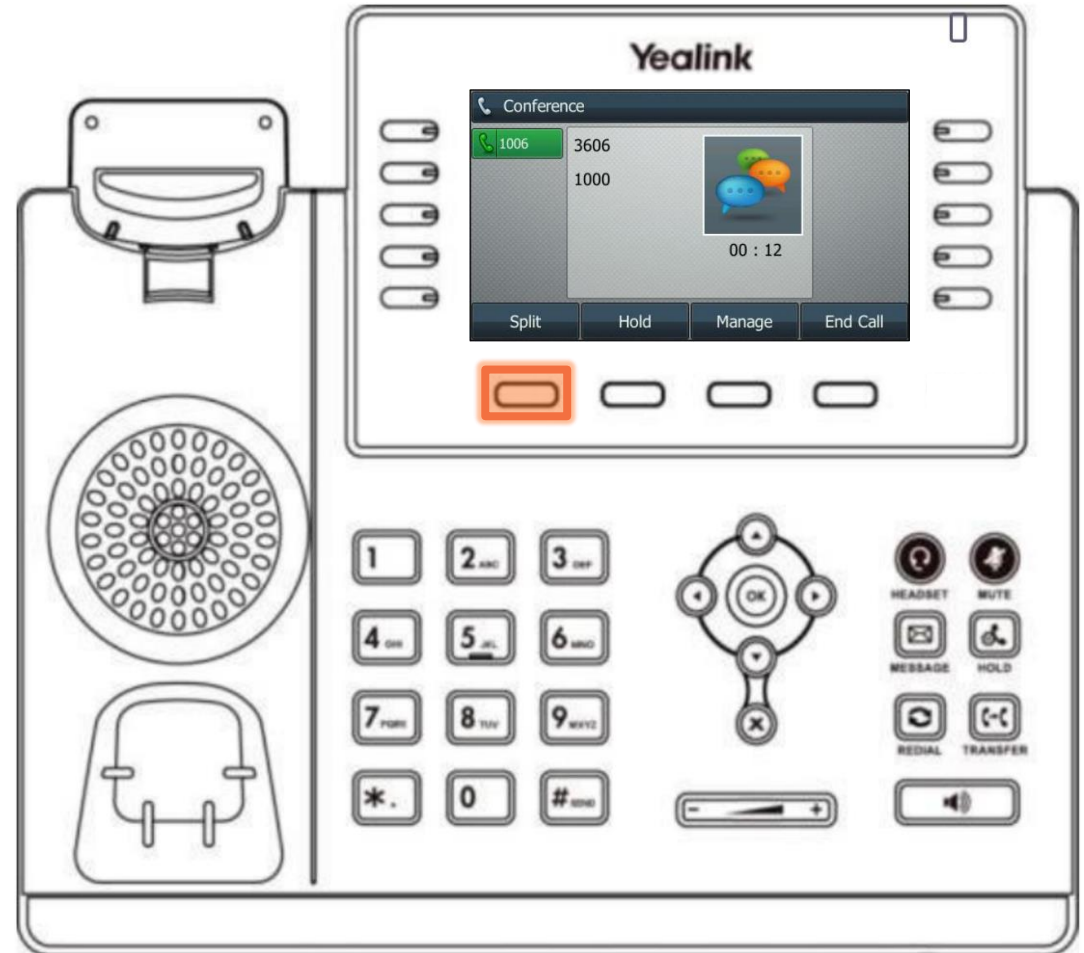
The same soft key will be used to toggle between **Hold** and **Resume**.





Splitting Conference Calls

At any time, the conference call may be split to place participants on hold on separate call lines.

- Press the **Split** soft key



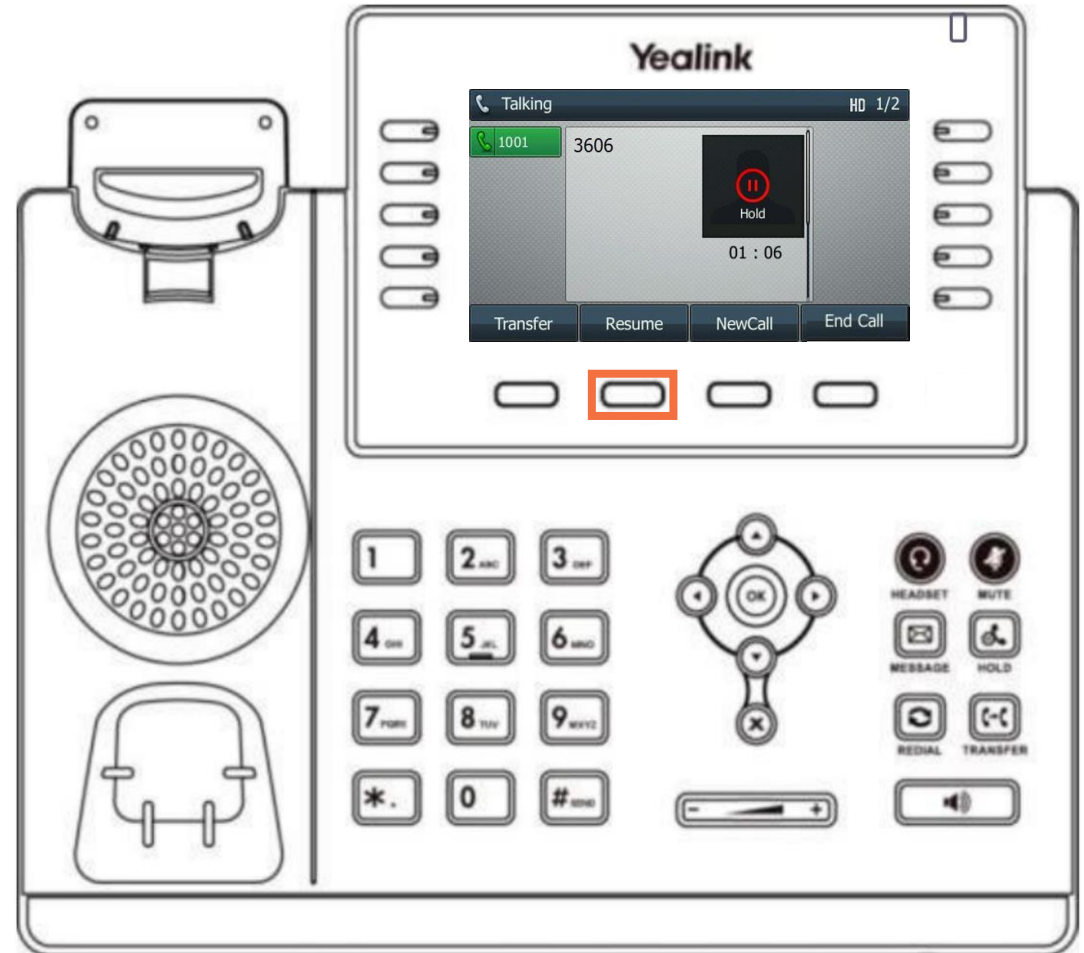
Split Conference Calls

Toggle between parties by using  or  to select the participant of which to speak with.

- Press the **Resume** soft key to speak privately with the selected party displayed on screen



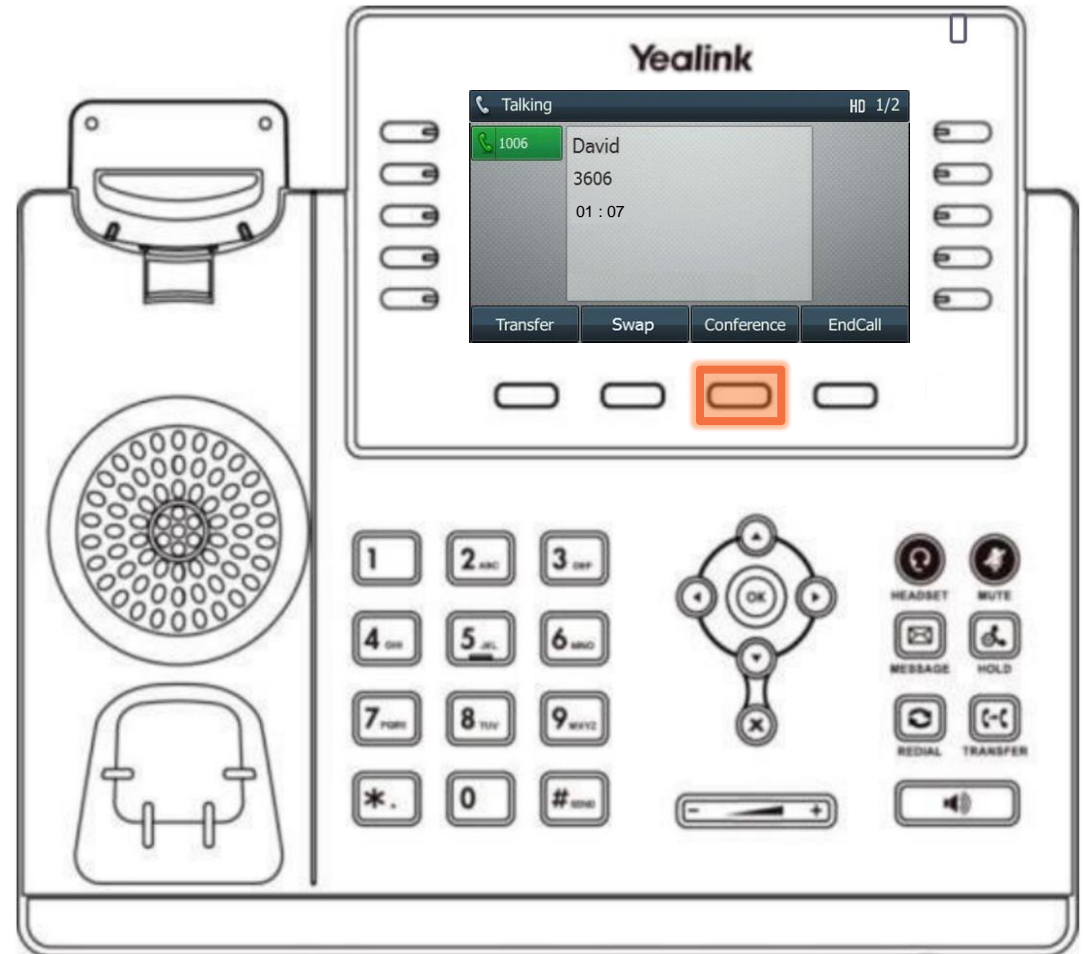
Pressing the **End Call** soft key will end the call with the selected party.



Reestablish a Split Conference Call

After speaking with each member individually, it is determined that the conference call should be resumed. To reestablish the conference connection:

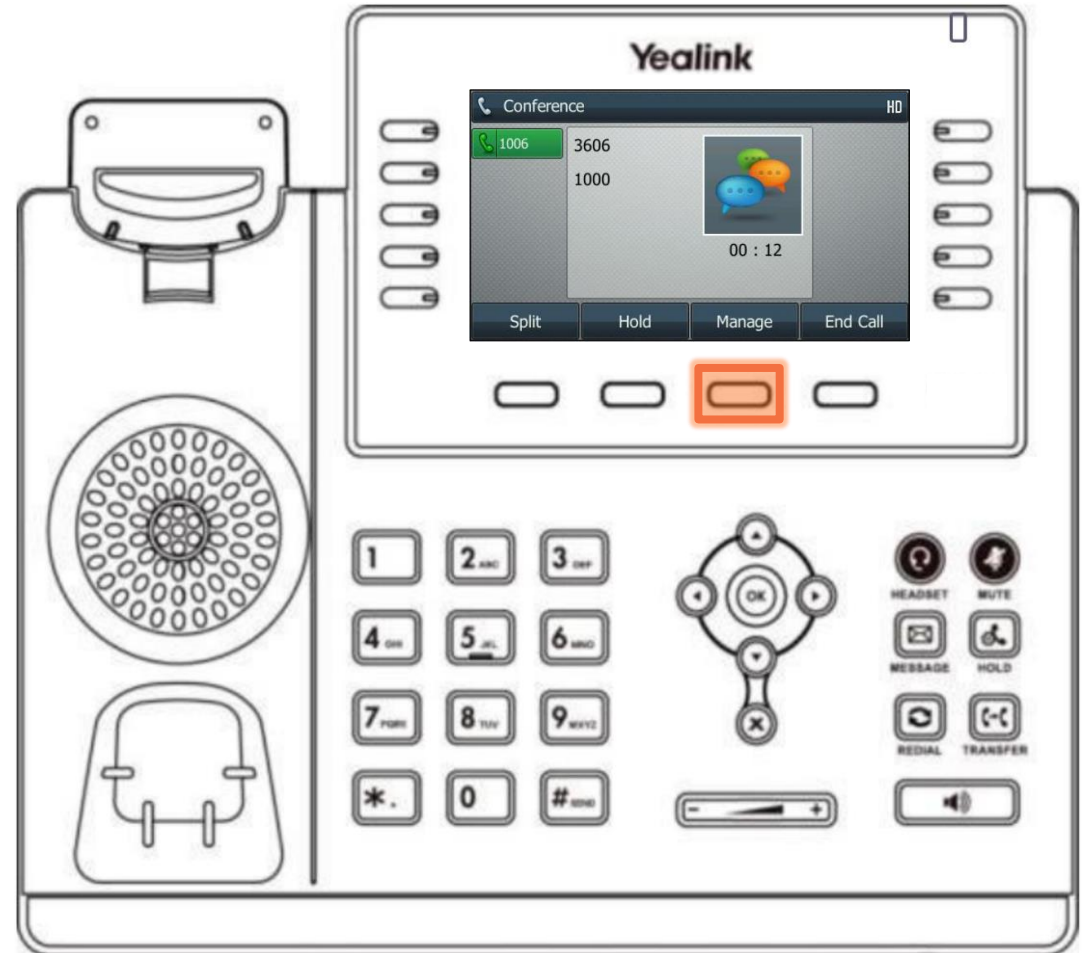
- Press the **Conference** soft key to join all parties



Manage the Conference Call


The conference call can be managed from the Yealink device.

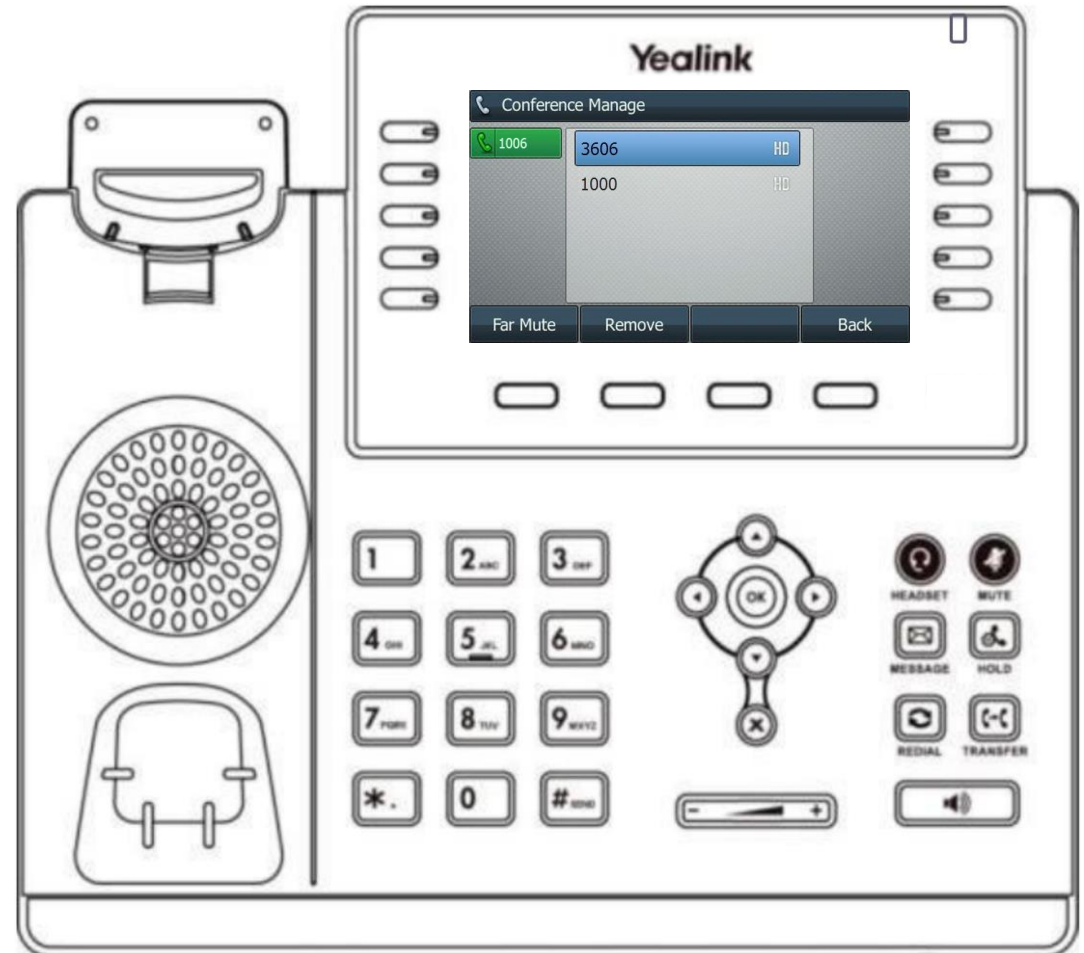
- Press the **Manage** soft key



Manage the Conference Call

The following options are available to manage the conference call:

- **Far Mute** – allows a party to listen, but not speak
- **Remove** – removes the party from the conference call
- **Back** – returns to the previous interface
- Press the mute icon  to mute the conference call



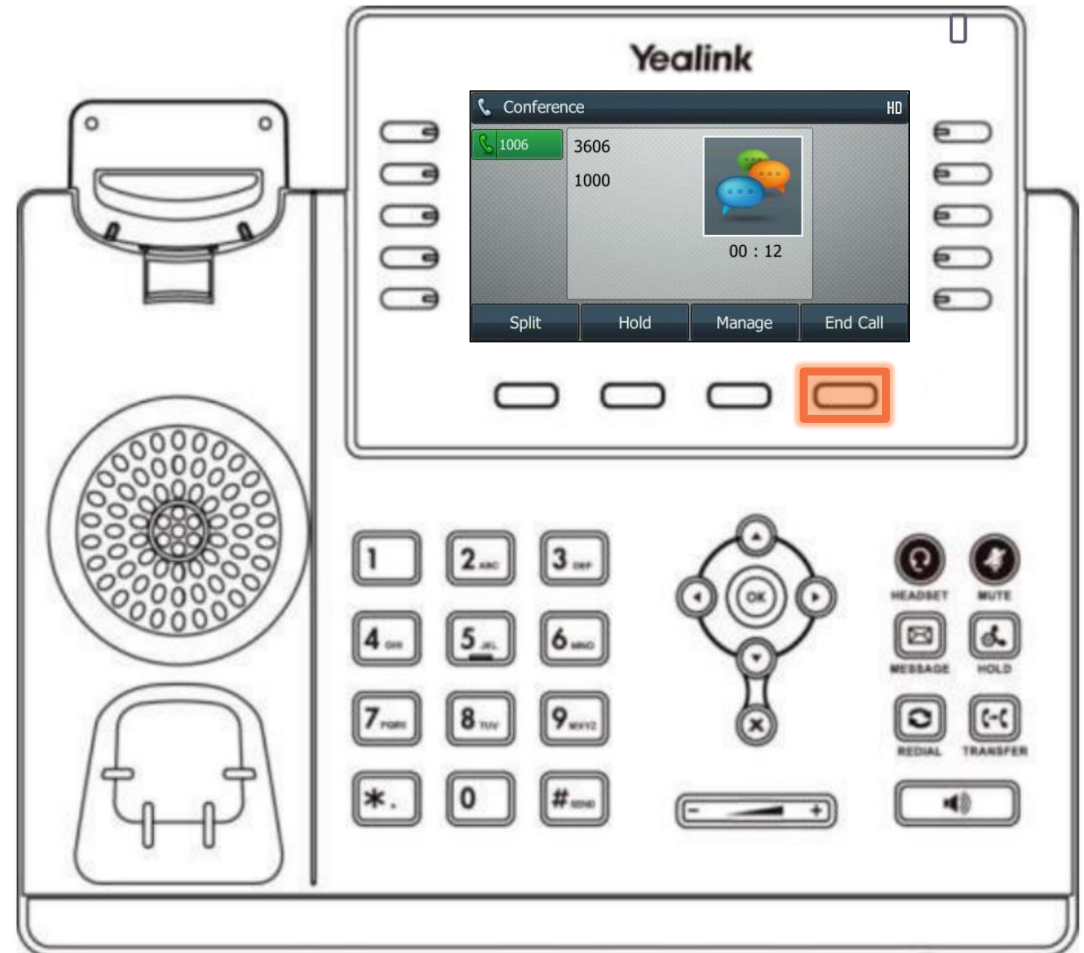
Ending the Conference Call

As the host, to end the conference call:

- Press the **End Call** soft key to terminate the conference call
 - Ending the conference call will terminate the call for all parties



If any other party in the conference call ends the call, the remaining participants remain connected to each other.



Knowledge Check

An ungraded knowledge check will be presented to determine understanding of this module.

Click Next to begin the knowledge check.

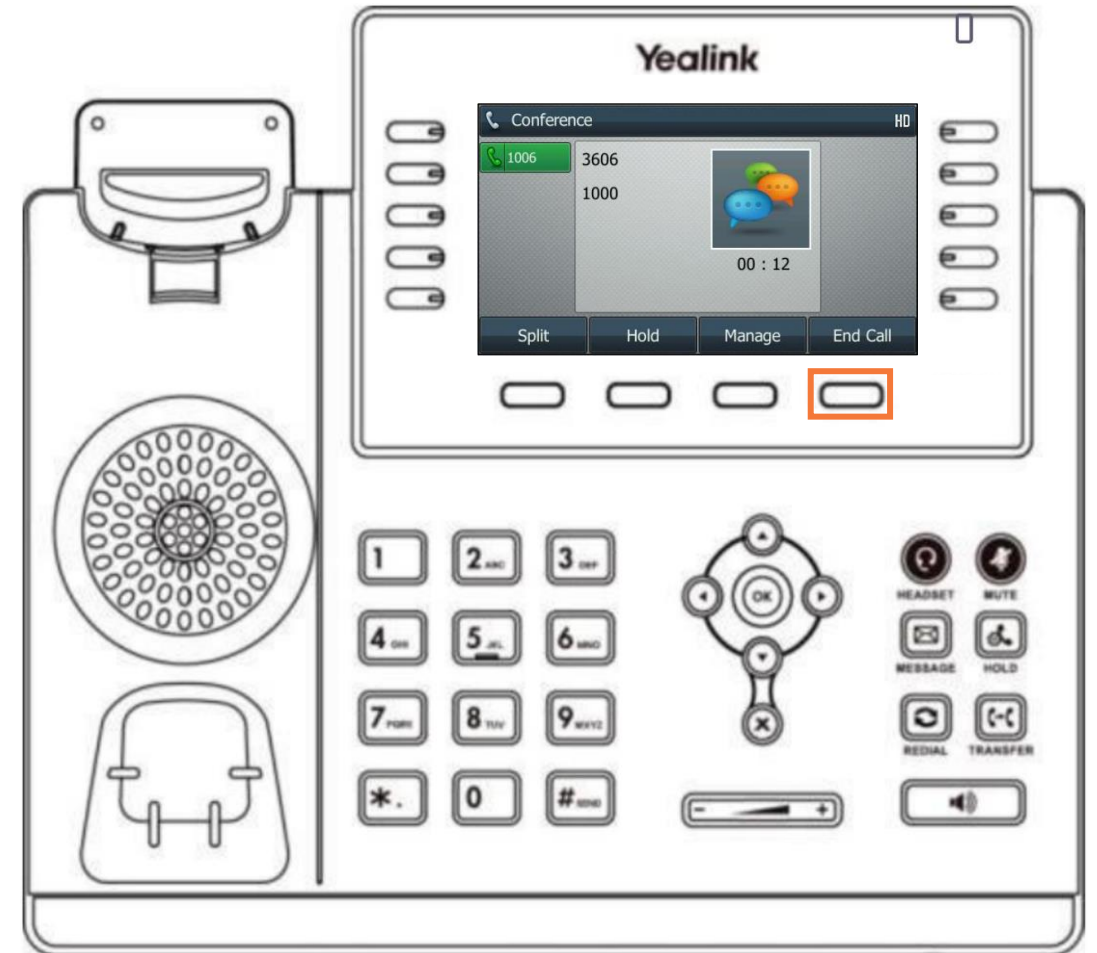


Knowledge Check 1 of 4

True or False. If a participant presses the **End Call** soft key during a conference call, all parties will be disconnected.

True

False

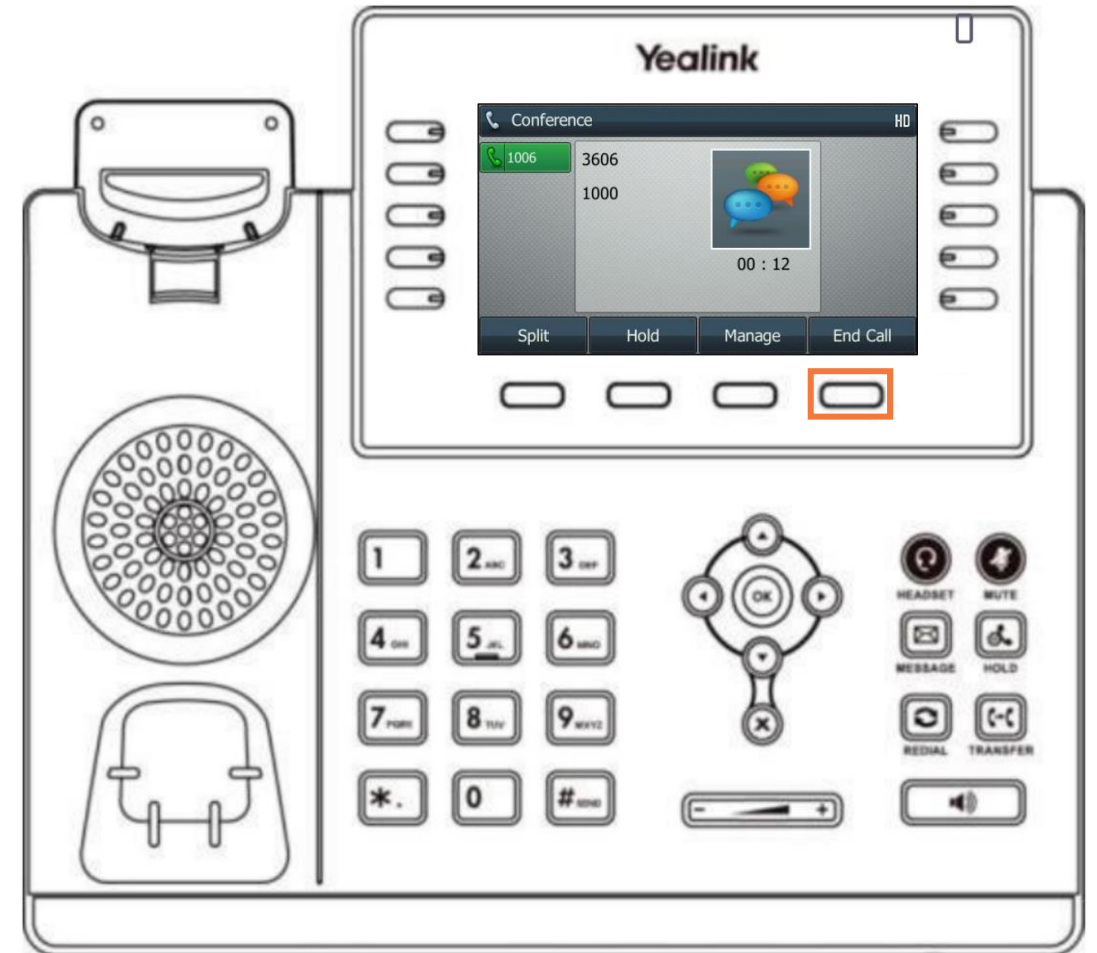


Knowledge Check 1 of 4

That is correct!

All parties will only be disconnected when the host presses **End Call**.

If another party chooses to end the call, all remaining participants will remain on the line.

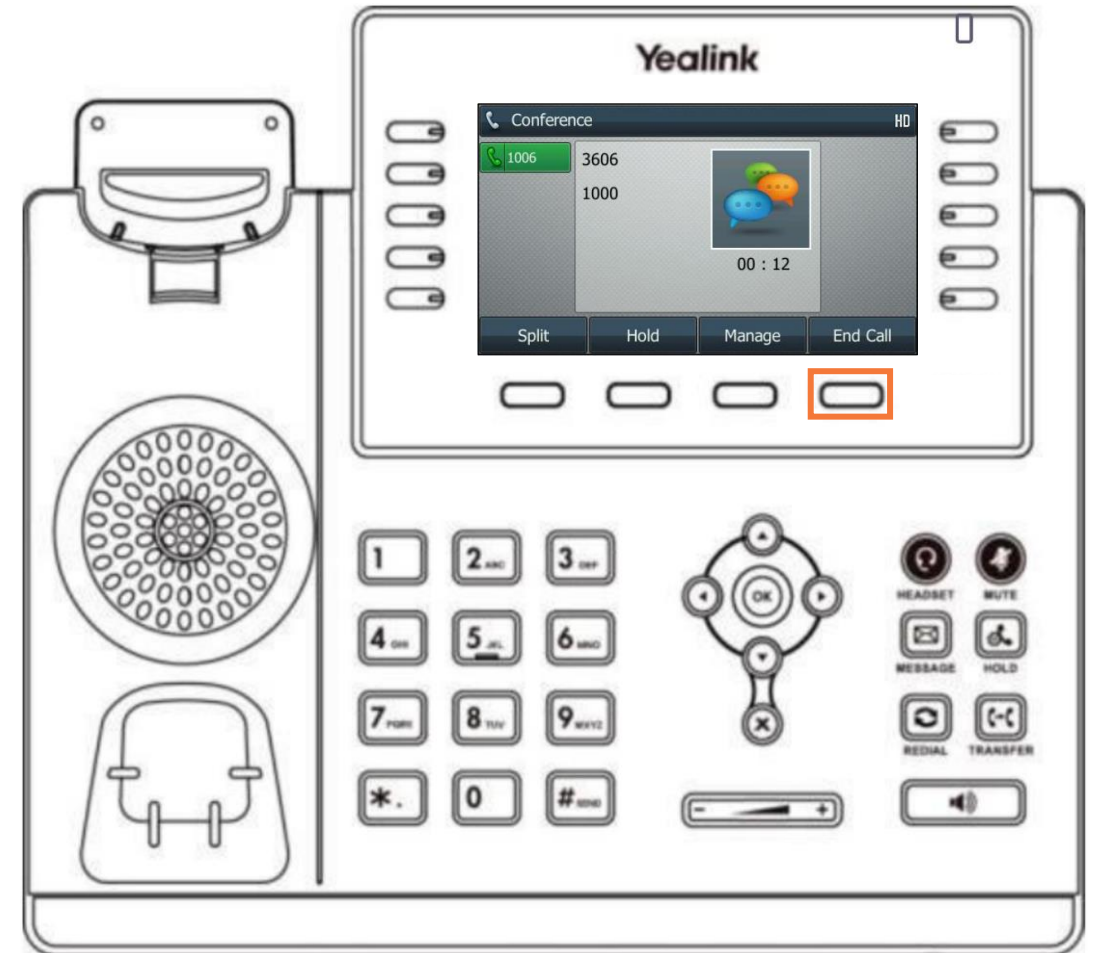


Knowledge Check 1 of 4

Sorry, that is incorrect.

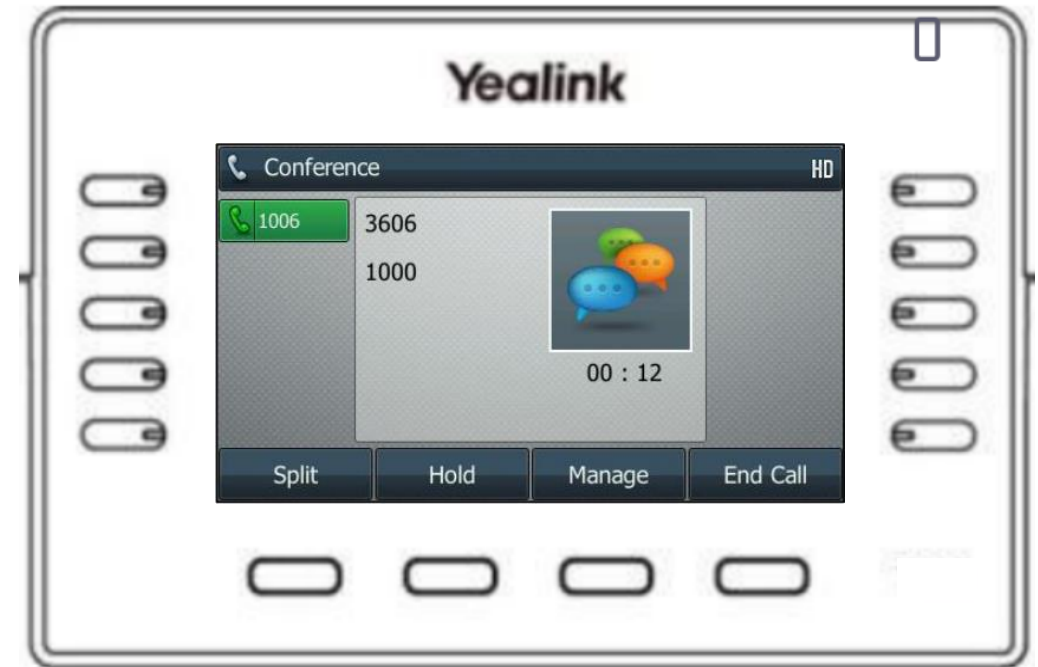
All parties will only be disconnected when the host presses **End Call**.

If another party chooses to end the call, all remaining participants will remain on the line.



Knowledge Check 2 of 4

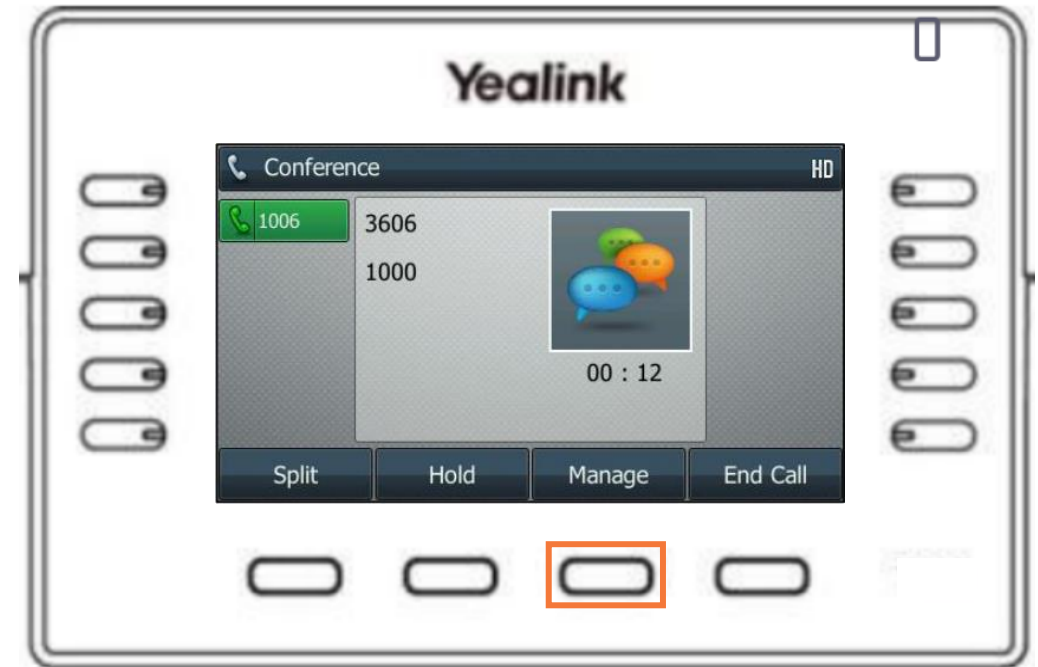
Click on-screen to select the soft key that will begin the process of manually removing a member from the conference call.



Knowledge Check 2 of 4

That is correct!

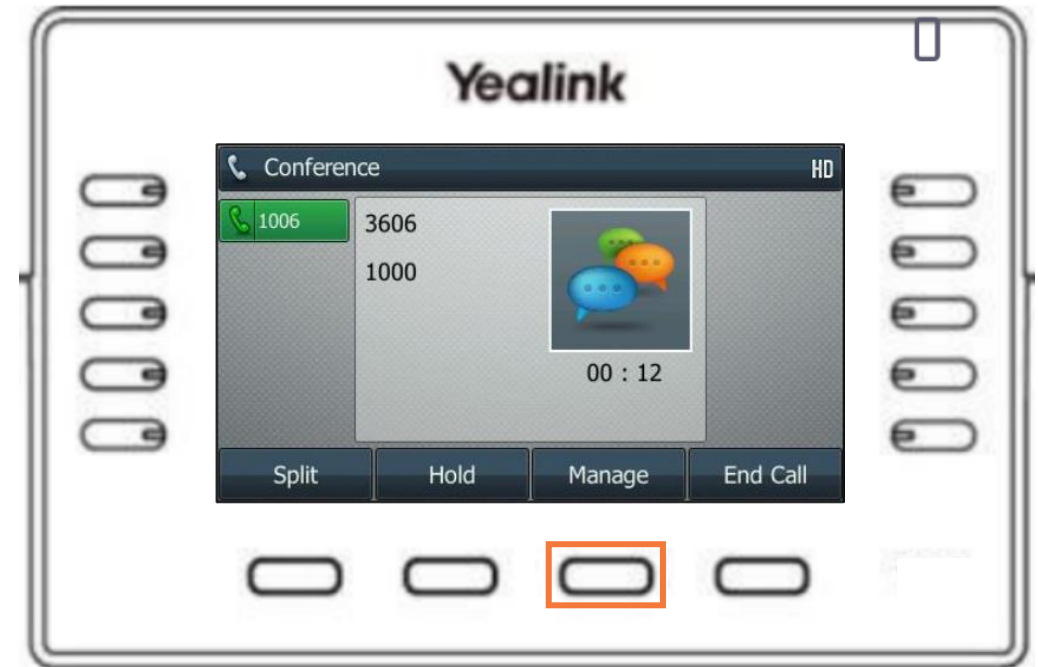
The option to remove participants can be accessed from the **Manage** screen.



Knowledge Check 2 of 4

Sorry, that is incorrect.

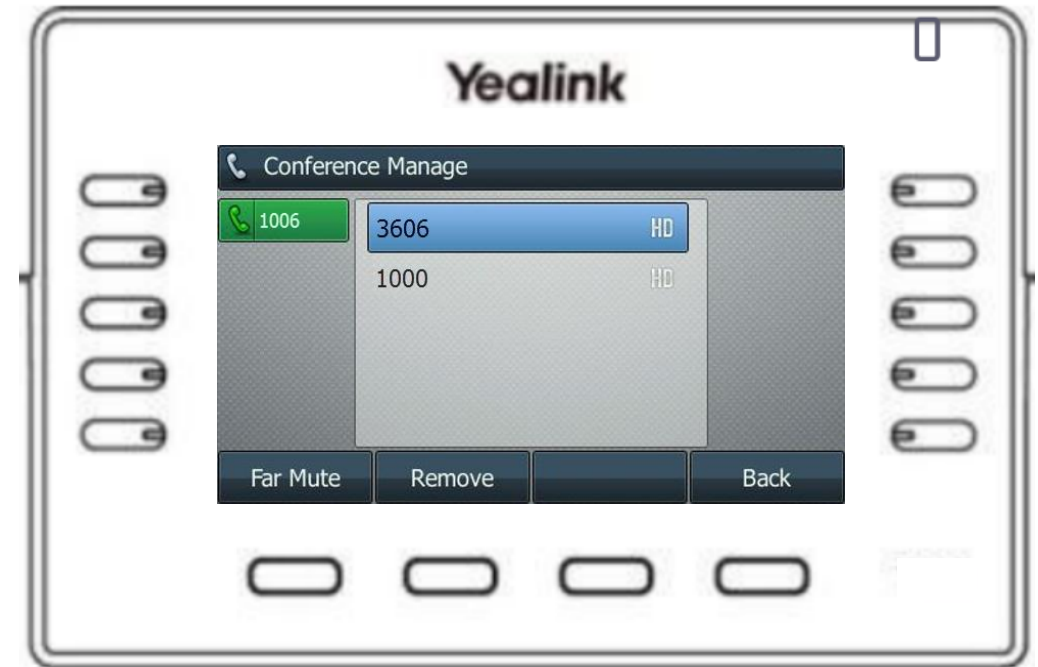
The option to remove participants can be accessed from the **Manage** screen.



Knowledge Check 3 of 4

While in the **Conference Management** screen, which soft key will allow the party to listen but not speak?

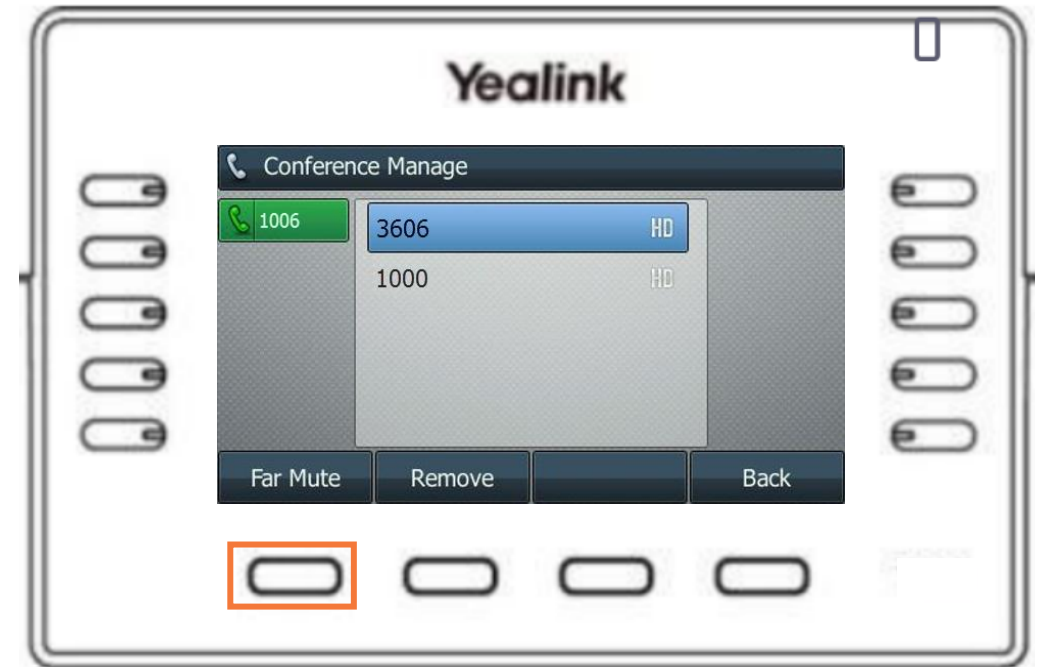
Click on-screen to select the correct soft key.



Knowledge Check 3 of 4

That is correct!

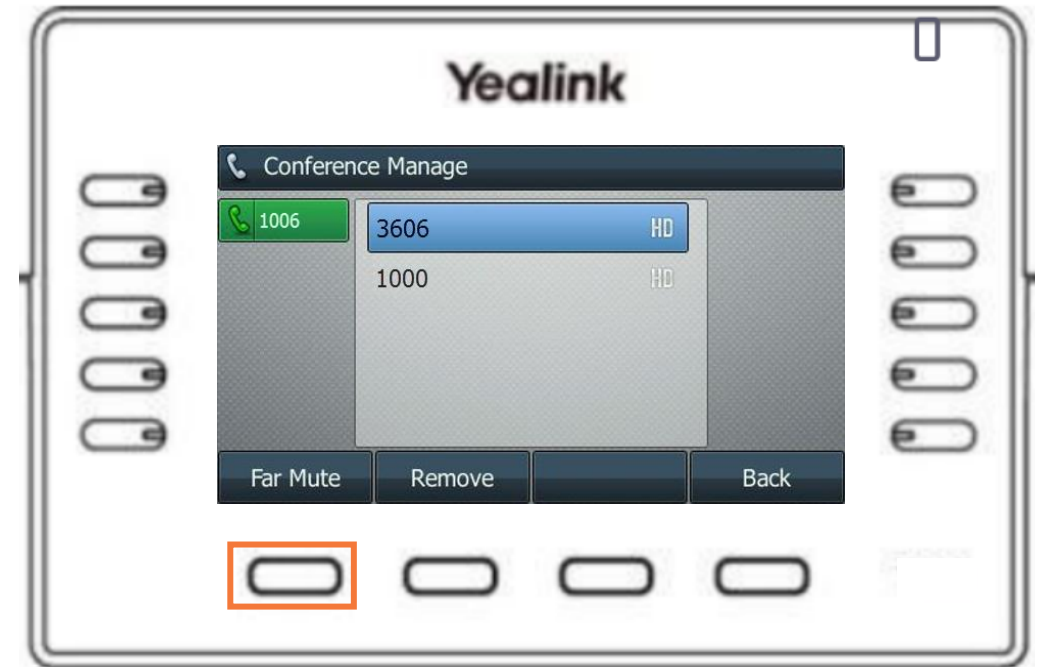
The **Far Mute** soft key will place the party into a listen-only mode.



Knowledge Check 3 of 4

Sorry, that is incorrect.

The **Far Mute** soft key will place the party into a listen-only mode.

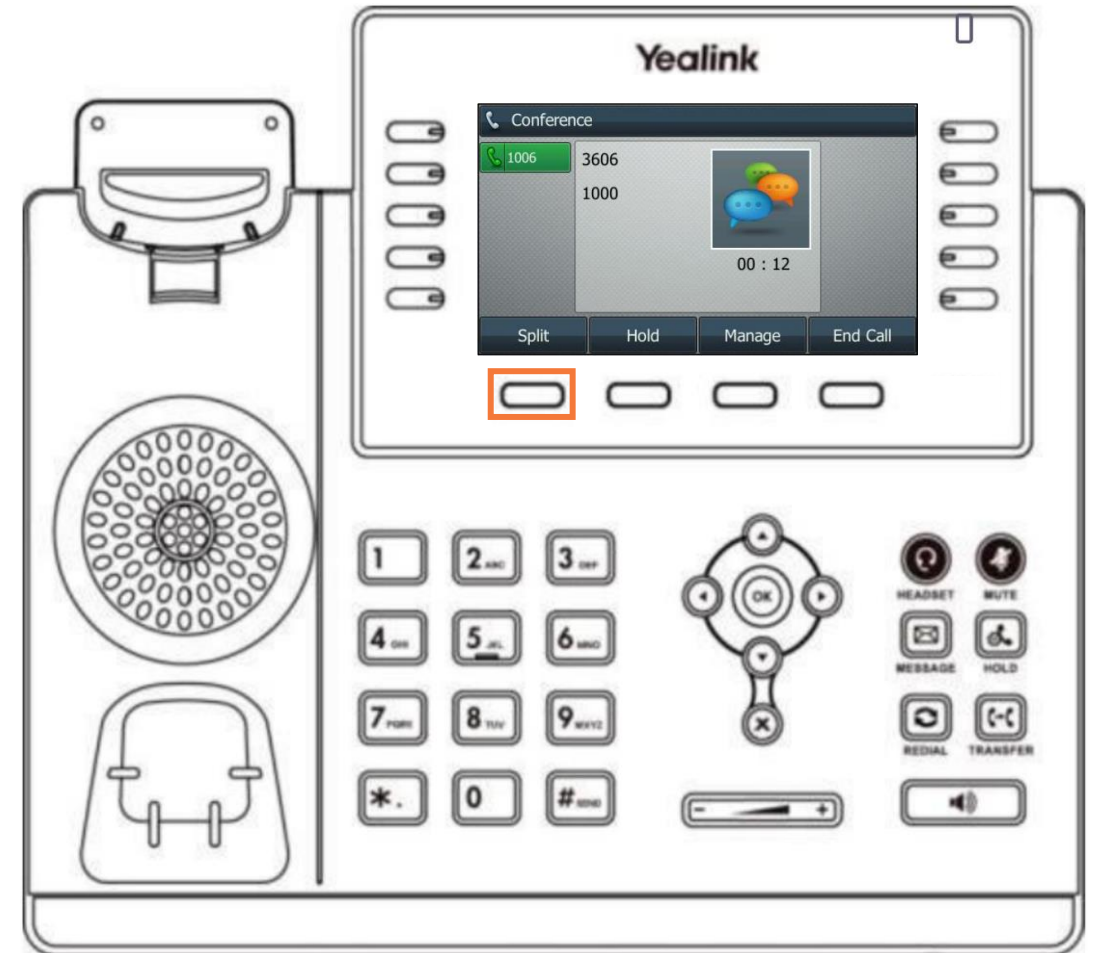


Knowledge Check 4 of 4

True or False. By pressing the **Split** soft key during a conference call, each participant is placed on a separate call line.

True

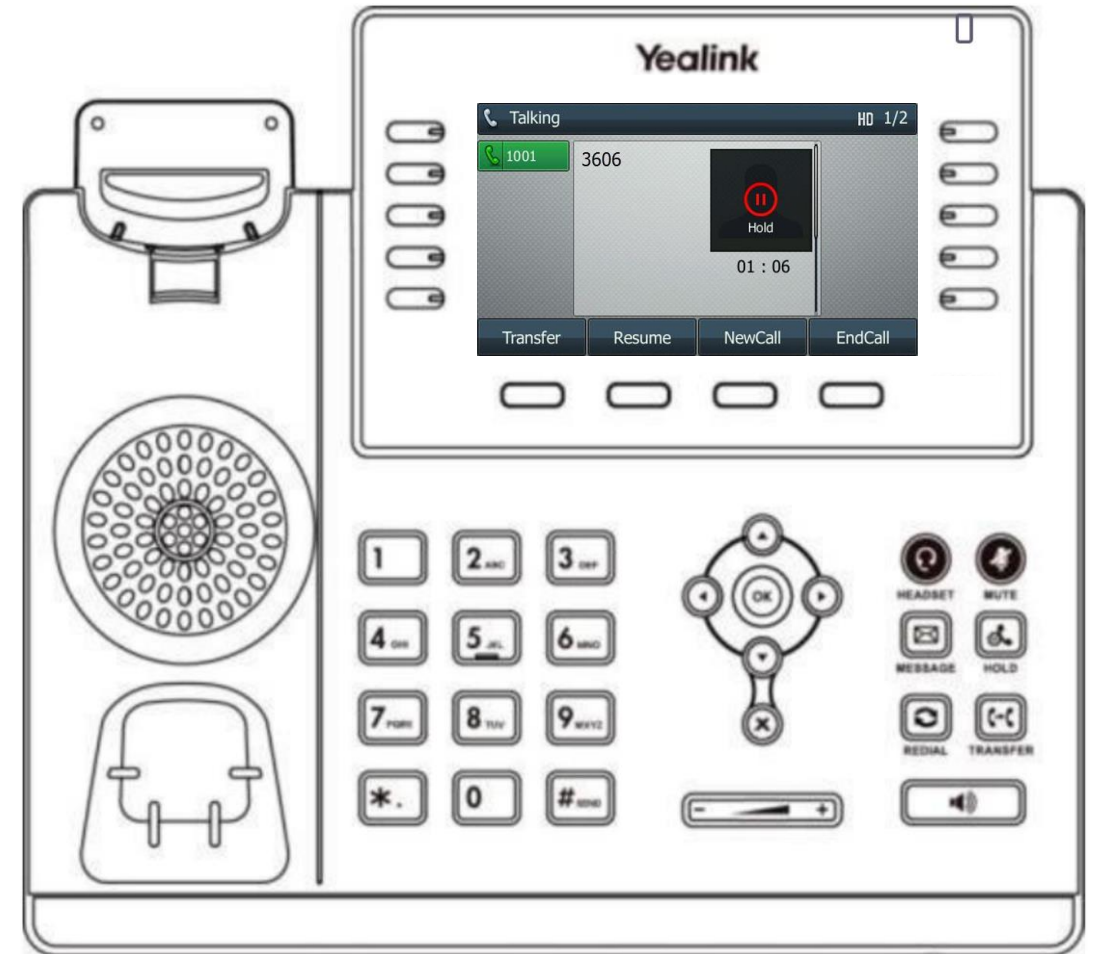
False



Knowledge Check 4 of 4

That is correct!

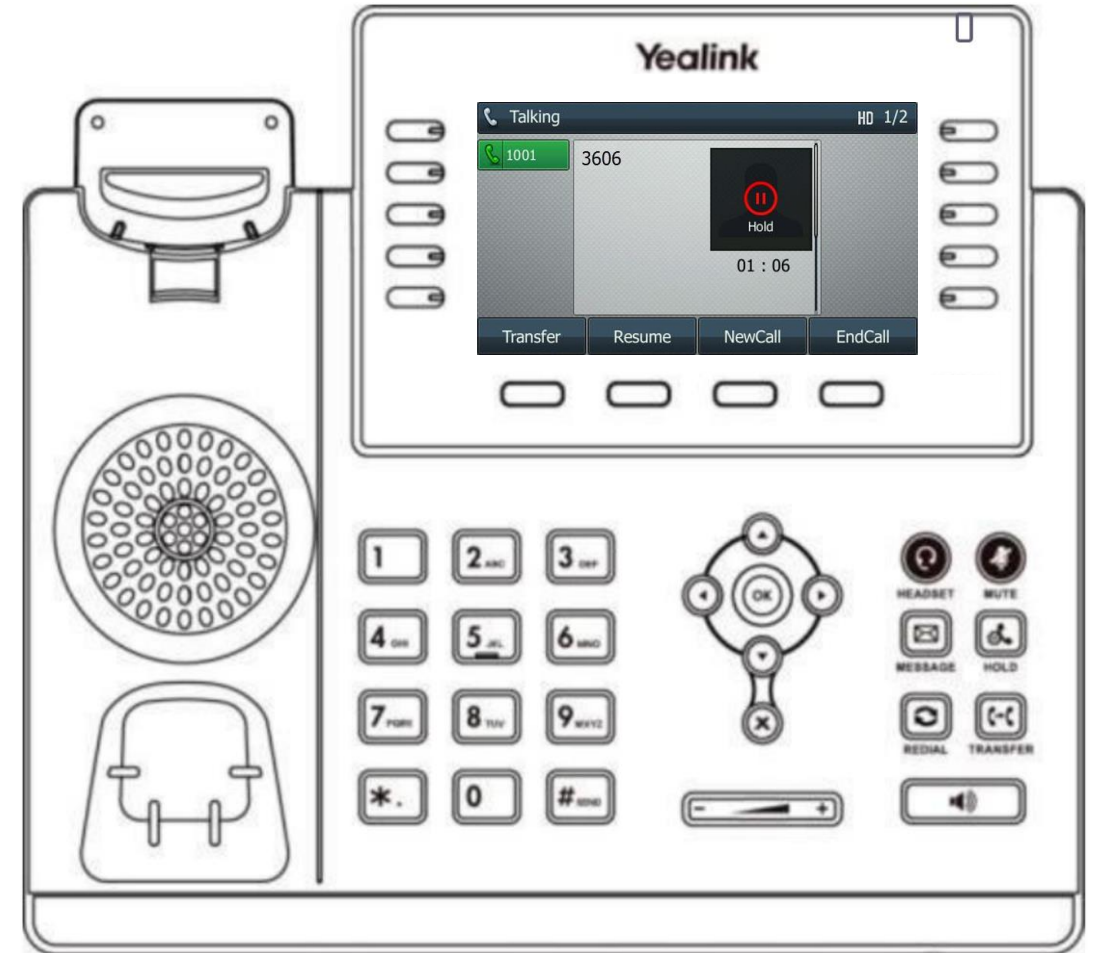
All parties will be placed on hold and on separate call lines, allowing for swapping between participants for a 1:1 call.



Knowledge Check 4 of 4

Sorry, that is incorrect.

All parties will be placed on hold and on separate call lines, allowing for swapping between participants for a 1:1 call.



Conference Calls Complete

The Conference Call module is now complete.

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



Restart