



# fuze

## Yealink T46 Series

Fuze for Yealink

### Phone Settings

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

*Click Start to begin.*

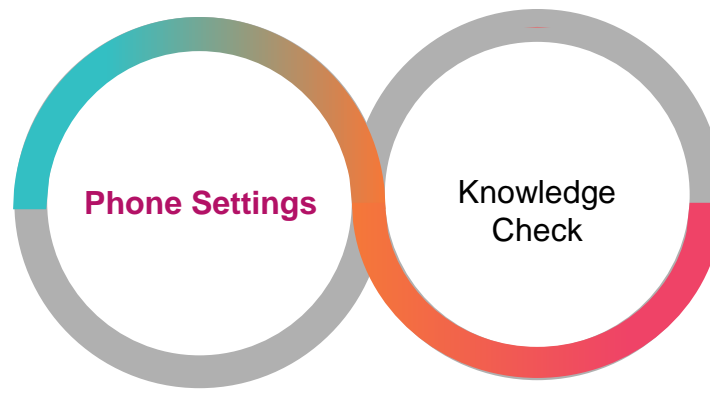
Start

# Phone Settings

## Phone Options

In this module we will cover the different settings and options of the Yealink T46 Series desk phone such as Do Not Disturb, Forwarding Calls, and Voicemail.

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

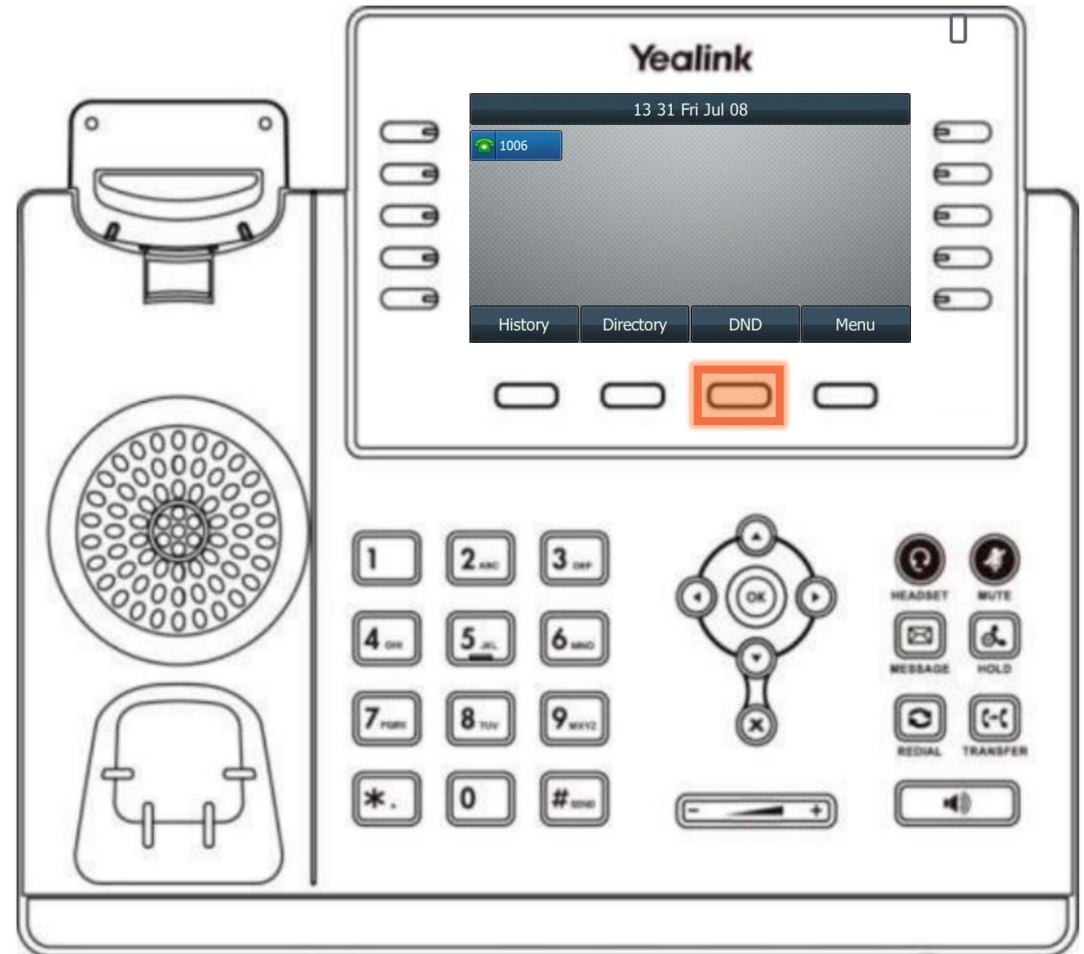


# Utilizing Do Not Disturb (DND)

Throughout the day, there are times in which work must be completed without being interrupted by phone calls. The Do Not Disturb function will allow this to be accomplished.


Do Not Disturb (DND) mutes the ring tone and sends all incoming calls to voicemail.

- Press the **DND** soft key



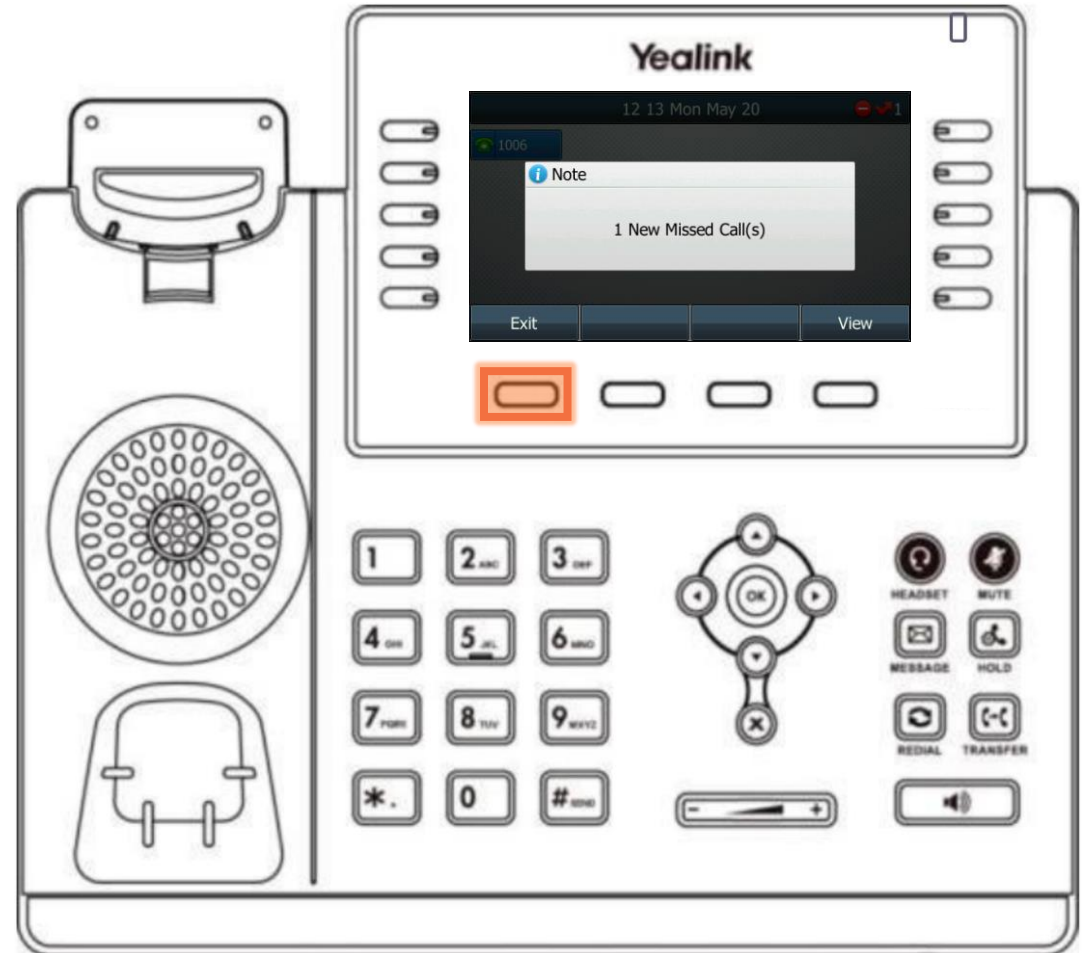
# Utilizing Do Not Disturb (DND)

While in **DND**, there will be no visual indication of an incoming call, other than showing a missed call.

- The  icon on the status bar indicates that **DND** is enabled



To begin receiving calls again, press the **Exit** soft key to end DND mode.

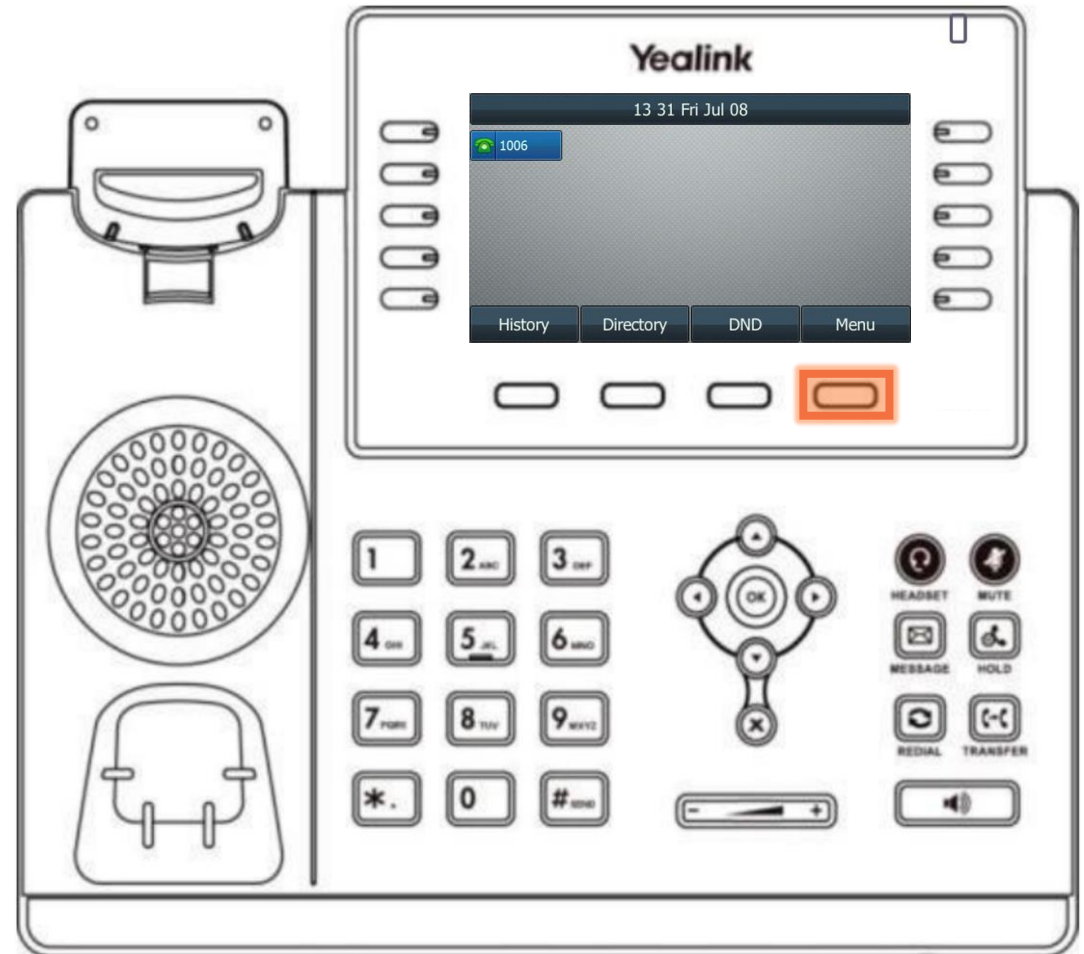


# Forwarding Calls



Whether sending calls to a mobile device, or sending calls to a co-worker, the Yealink T46 Series allows for forwarding of incoming calls to a device.

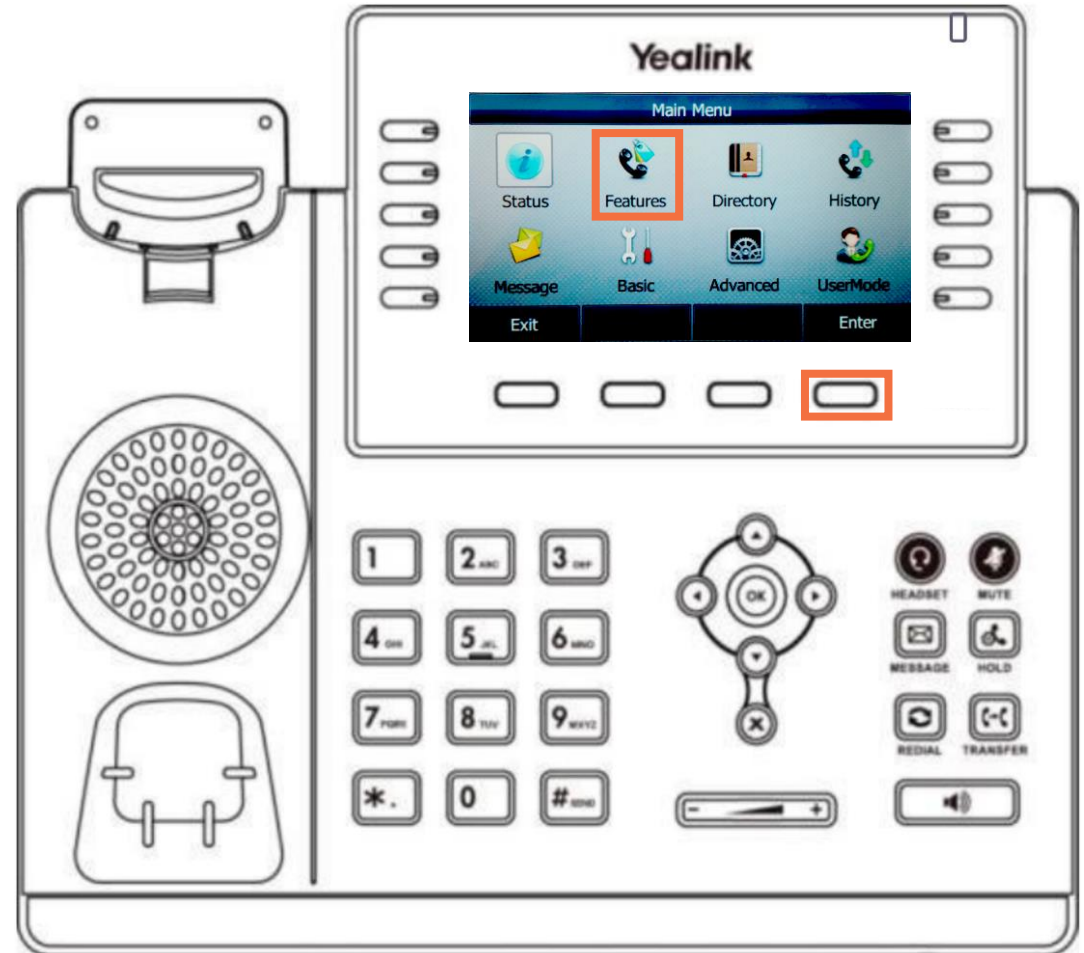
To enable call forwarding:

- Press the **Menu** soft key





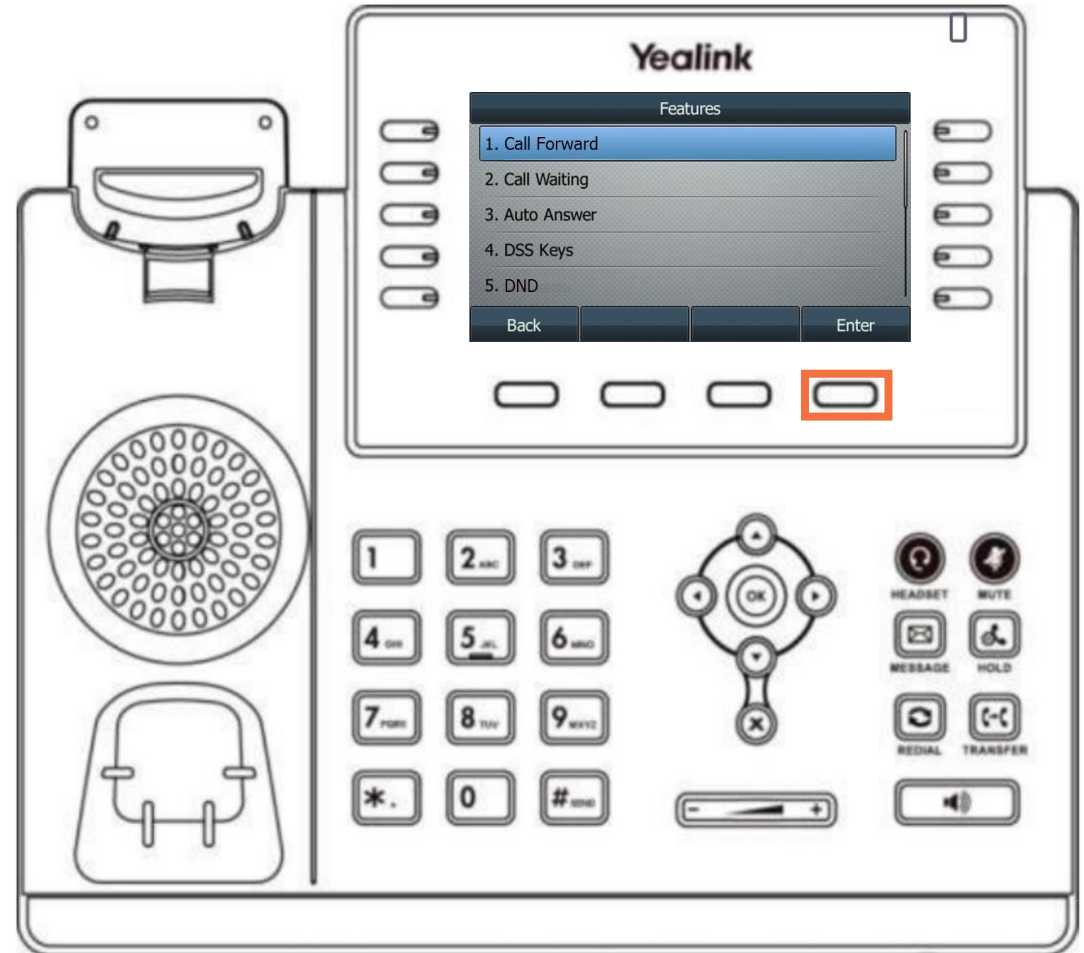
# Forwarding Calls

- Highlight **Features** using  and 
- Press the **Enter** soft key to select



# Forwarding Calls

- Highlight **Call Forward** using  and 
- Press the **Enter** soft key to select

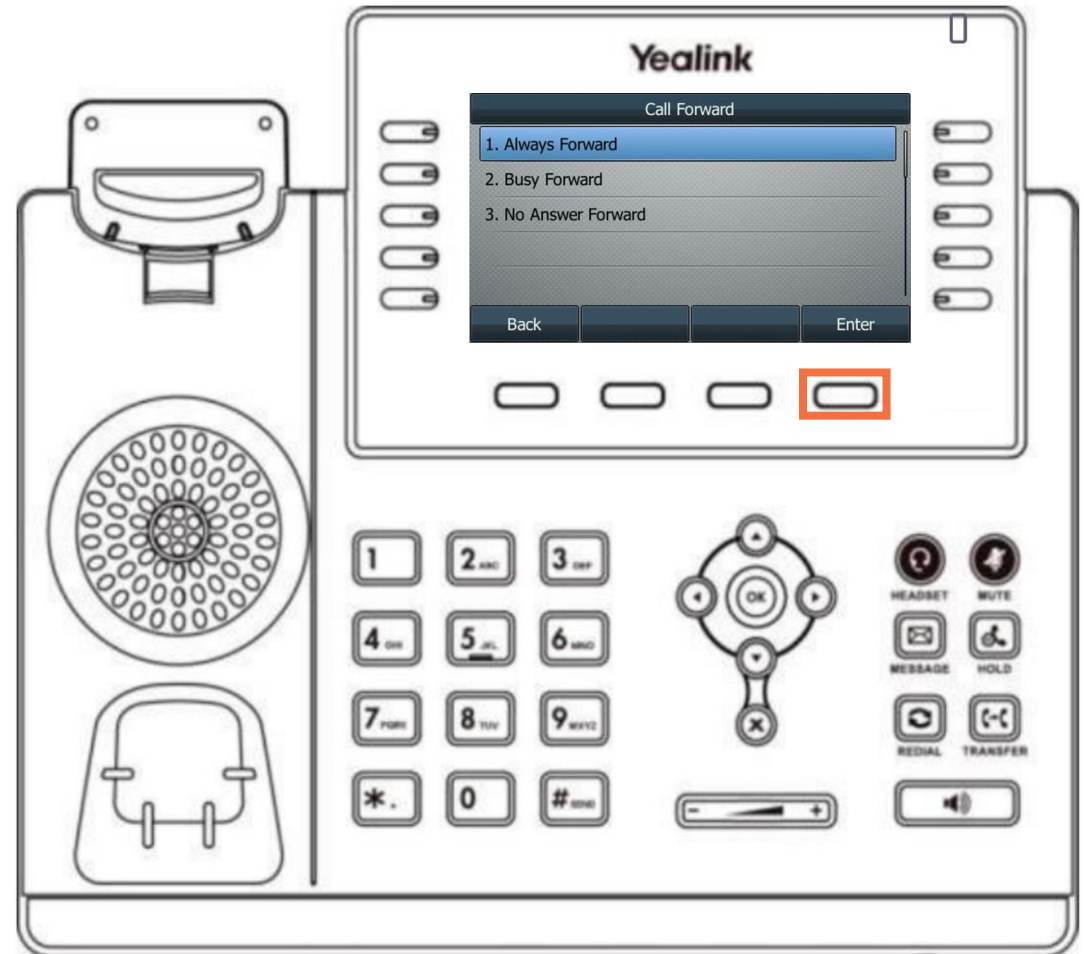


# Forwarding Calls

There are three types of call forwarding:

- **Always Forward** forwards all incoming calls
- **Busy Forward** forwards calls that arrive when already in a call
- **No Answer Forward** forwards all unanswered incoming calls

Select the appropriate forwarding type by using  and , then press the **Enter** soft key

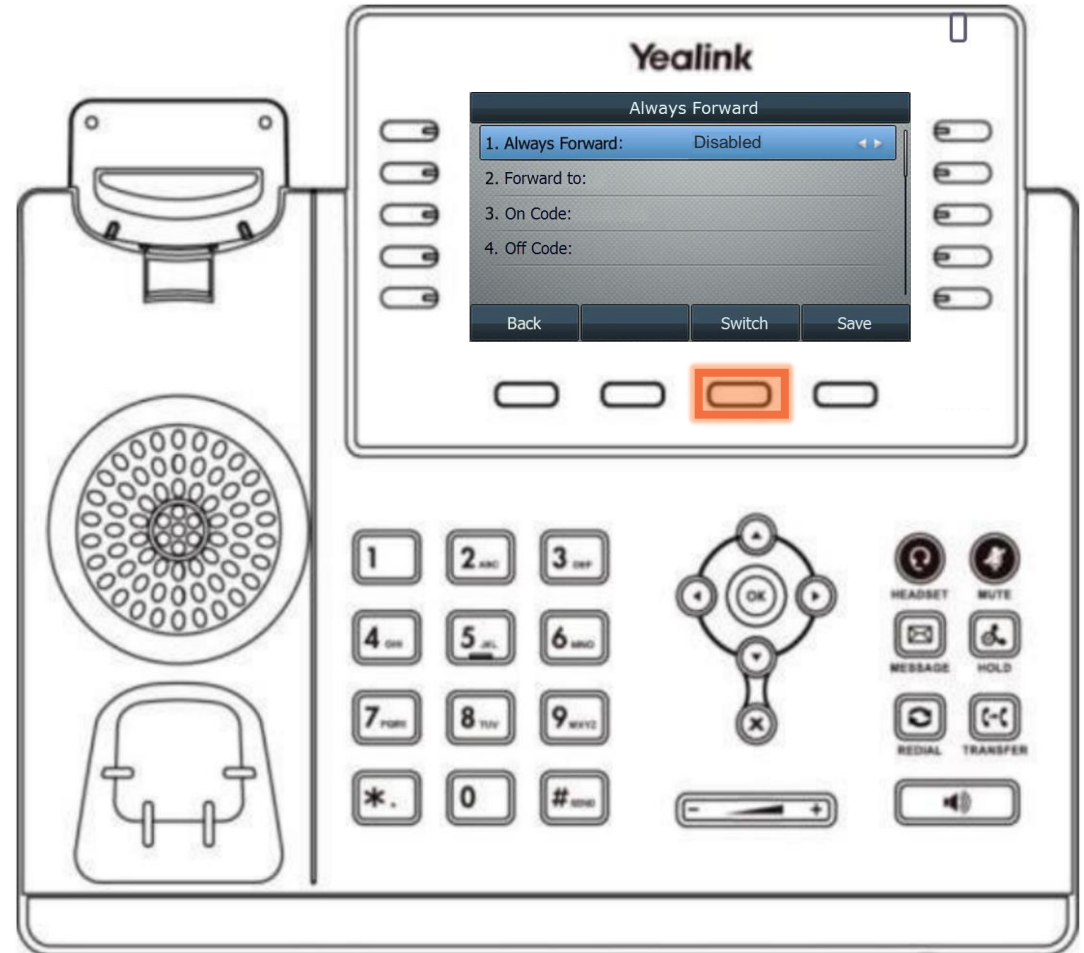





# Forwarding All Calls

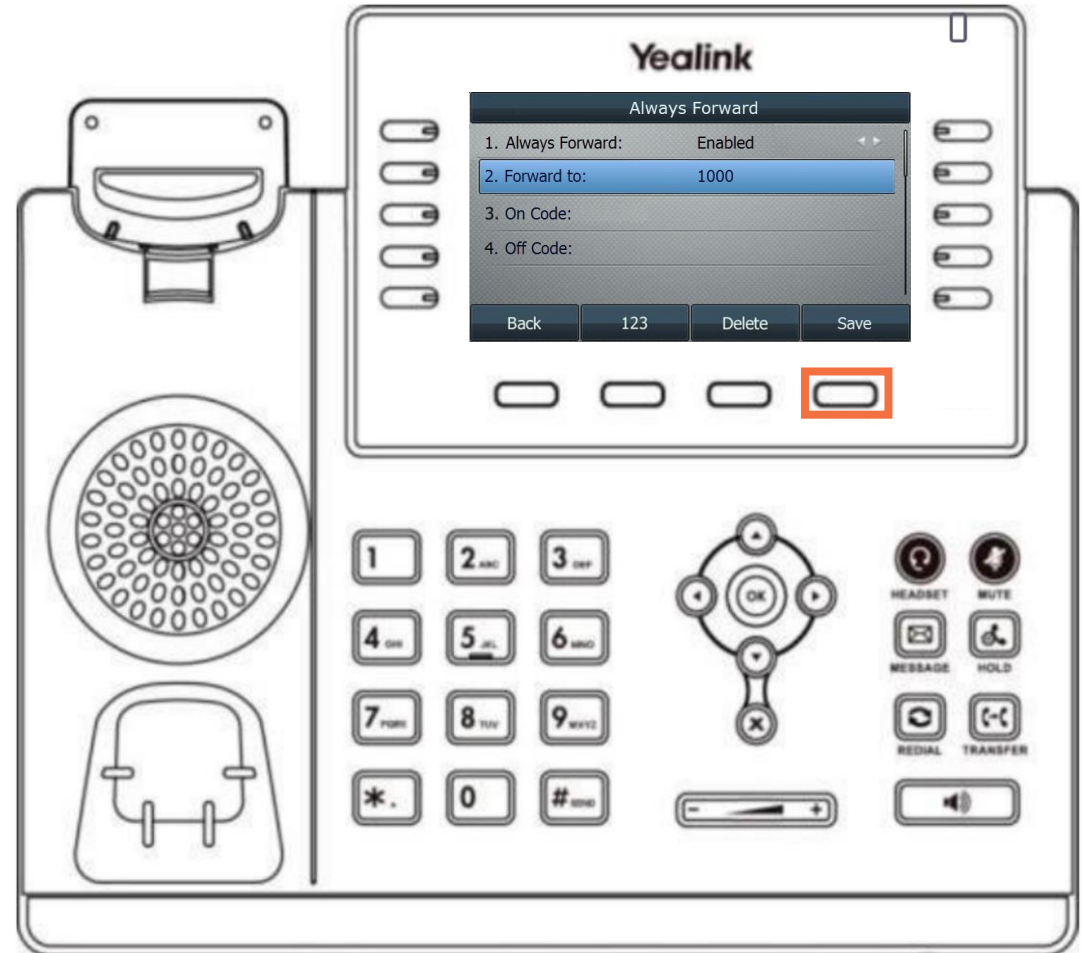
Using **Always Forward** as an example:

- Press ◀ or ▶ on the keypad, or the **Switch** soft key to enable call forward



# Forwarding All Calls

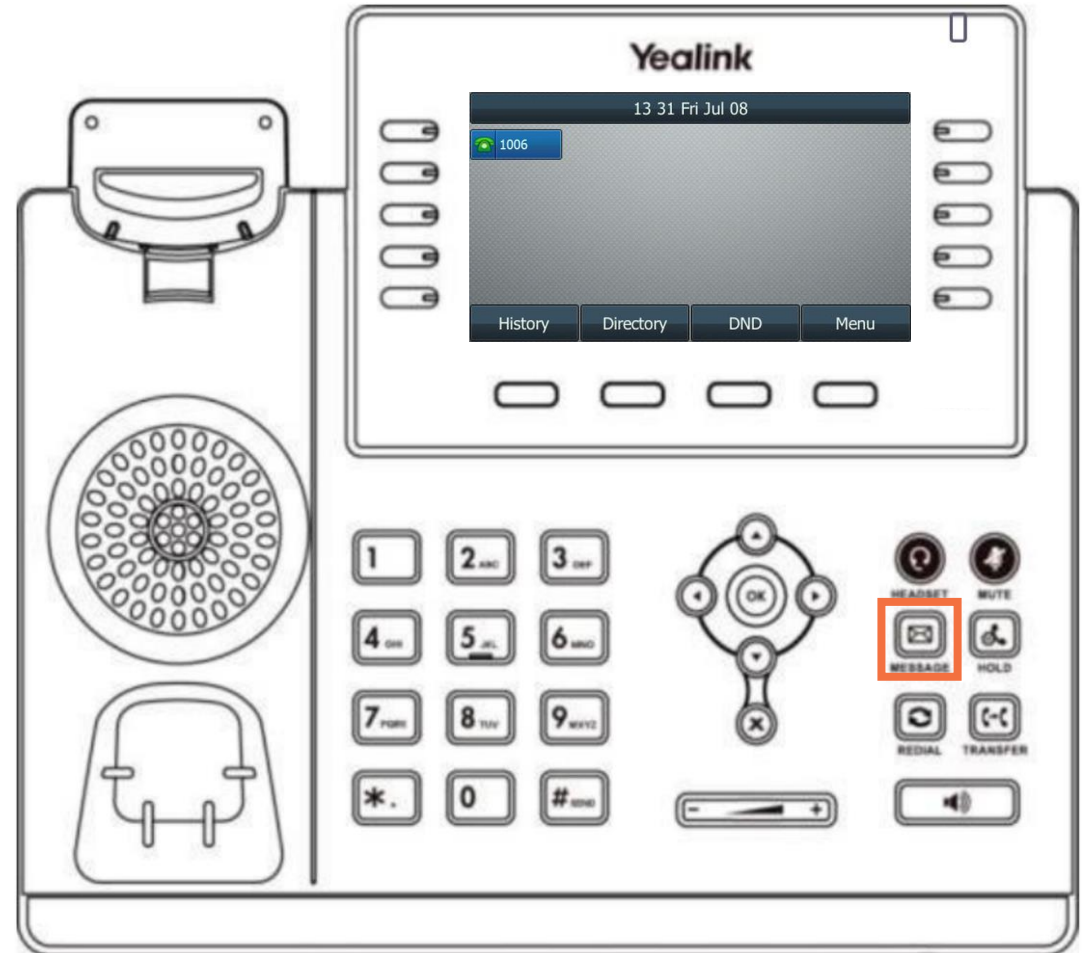
- Press  to highlight **Forward to:**
- Enter the destination number to forward all incoming calls to in the **Forward to** field
- Press the **Save** soft key when finished



# Setting Up Voicemail

The Message Center will allow for set up and configuration of voicemail at any time. To access the message center:

- Press  or dial **\*123** on the keypad

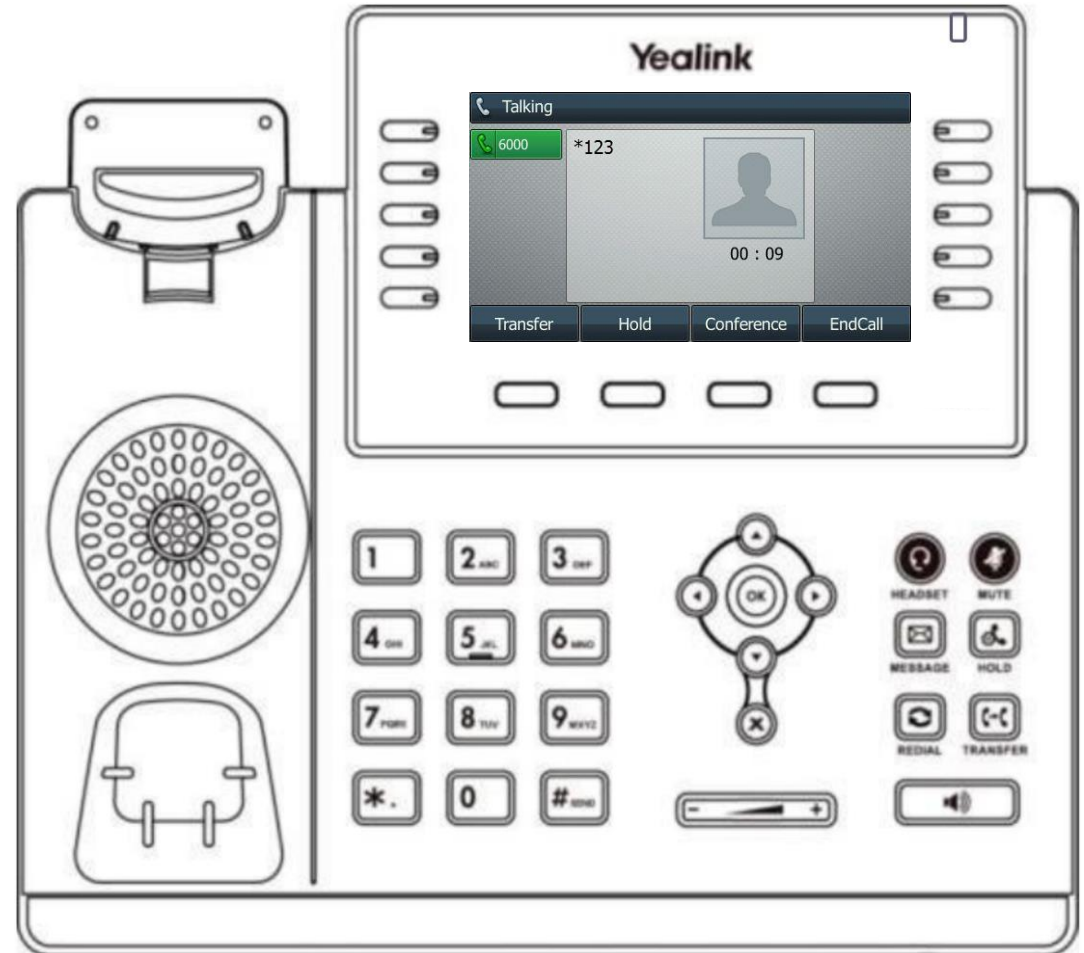


# Setting Up Voicemail

After accessing the message center:

- Enter the temporary password when prompted
  - This is your extension
- Follow the prompts to record your name and standard greeting (busy message not supported)
- Create a new permanent password (4-15 digits)
- New password cannot be your extension number, a replicated digit (1111) or a sequential digit (1234)

To record a temporary message, choose option 4.



# Accessing Voicemail

When the LCD screen displays **New Voice Mail(s)**:

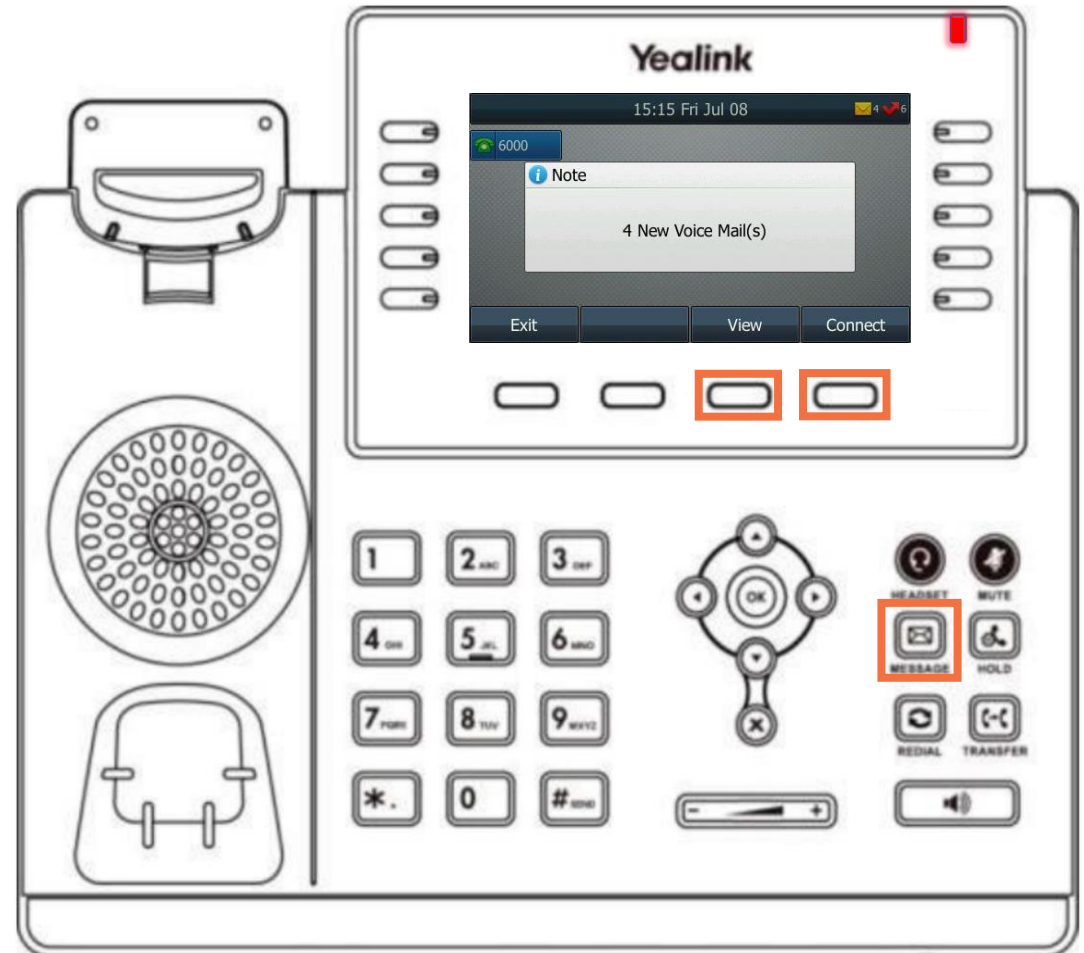
- Press the **View** soft key to show an itemized list of voicemails

OR

- Press the **Connect** soft key or  to access the message center



Voicemail can also be checked from an outside line by dialing the full 10-digit Fuze number. Wait for your voicemail to answer the call, then press \* during the greeting. There will be a prompt for your voicemail password (PIN).



# Knowledge Check

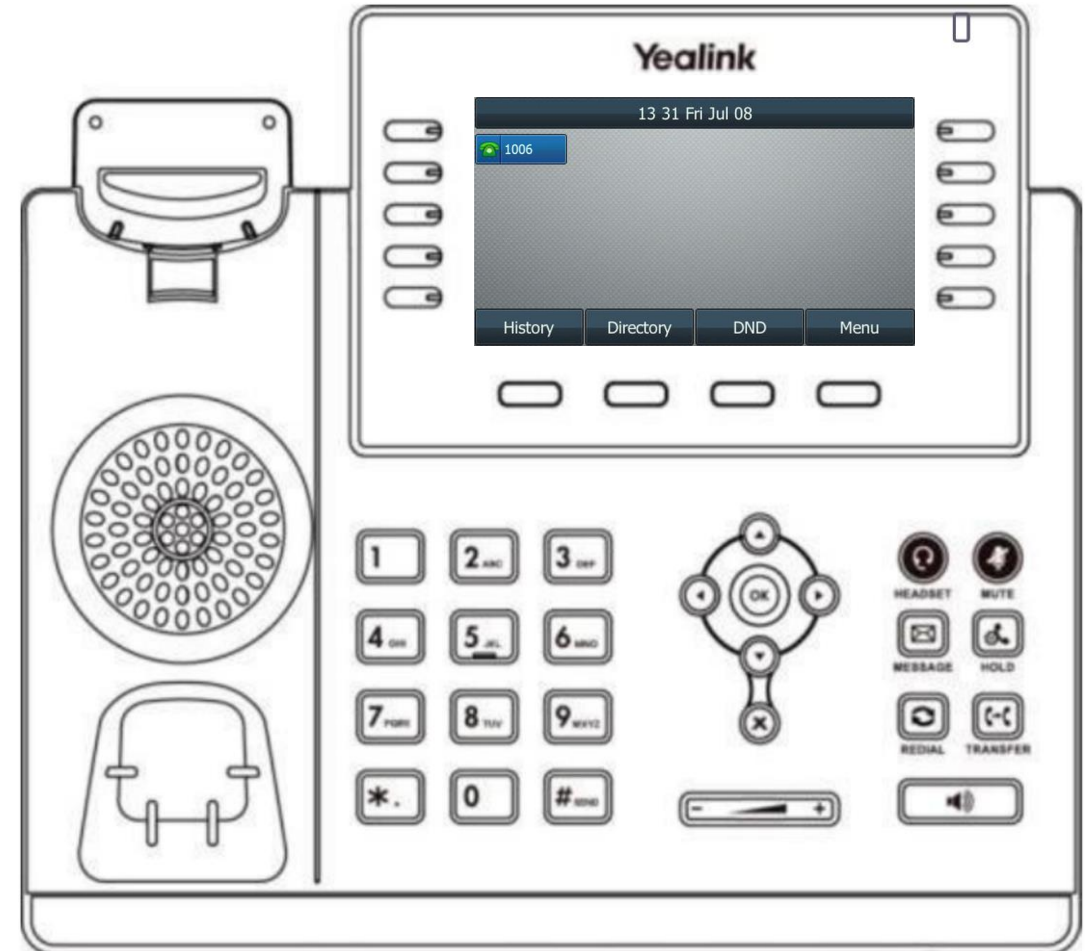
An ungraded knowledge check will be presented to determine understanding of this module.

*Click Next to begin the knowledge check.*



# Knowledge Check 1 of 4

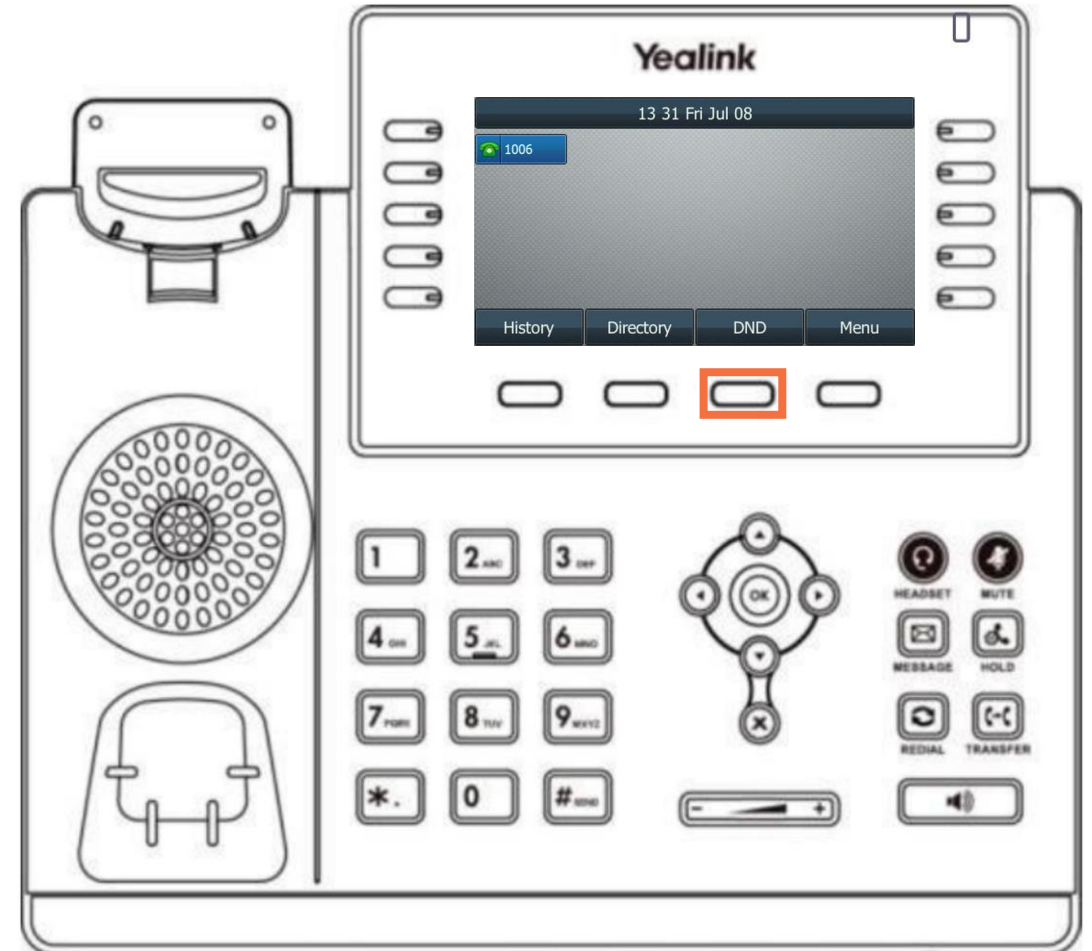
Click on-screen to enable Do Not Disturb.



# Knowledge Check 1 of 4

**That is correct!**

**DND** is the abbreviation of Do Not Disturb and will be associated with a soft key.

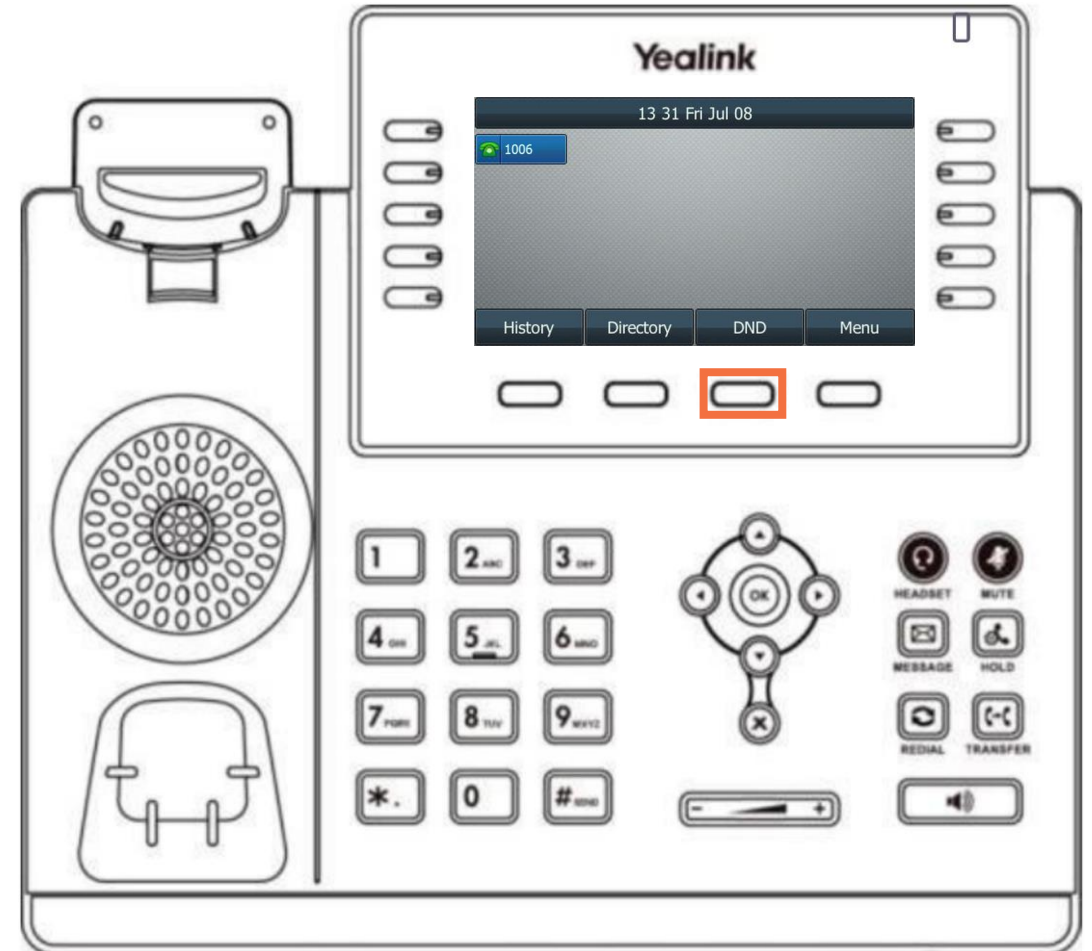




# Knowledge Check 1 of 4

Sorry, that is incorrect.

**DND** is the abbreviation of Do Not Disturb and will be associated with a soft key.



# Knowledge Check 2 of 4

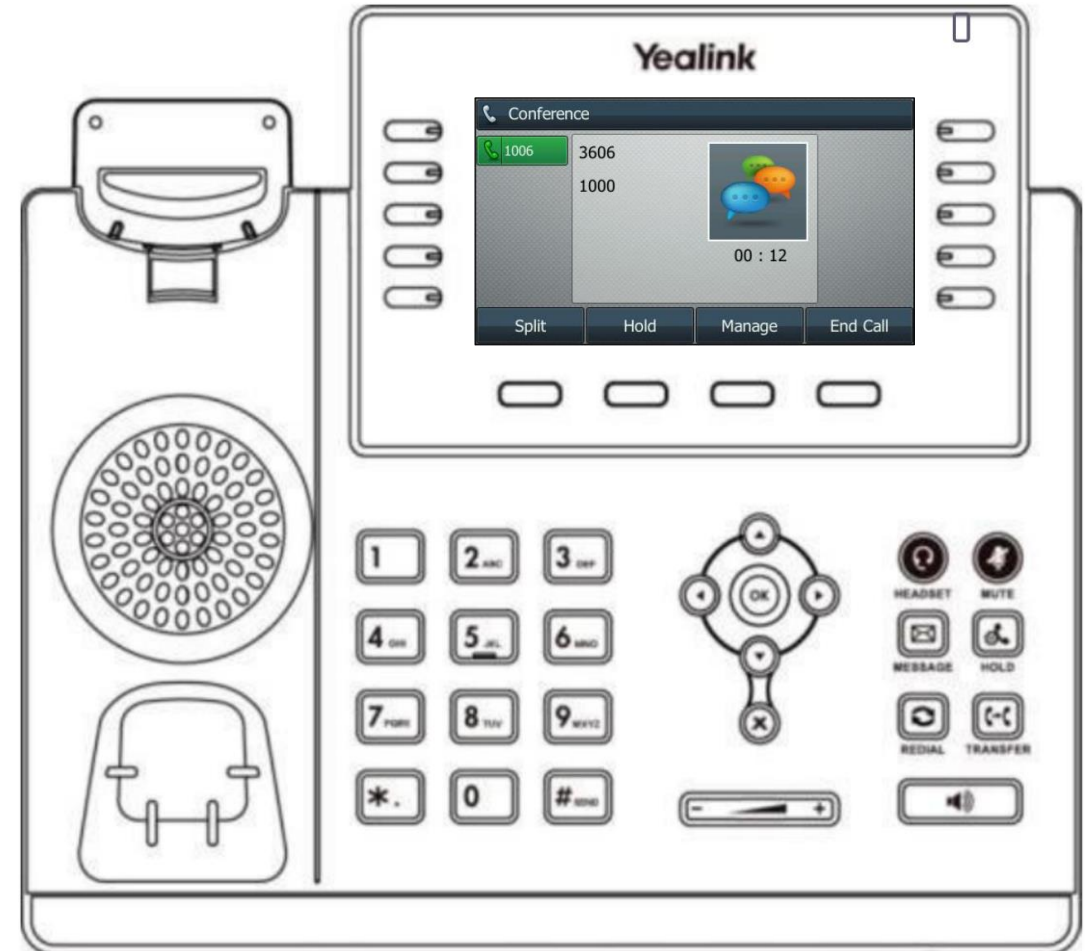
Which answer choice is meant to forward calls that arrive when already in a call?

Always Forward

Busy Forward

No Answer Forward

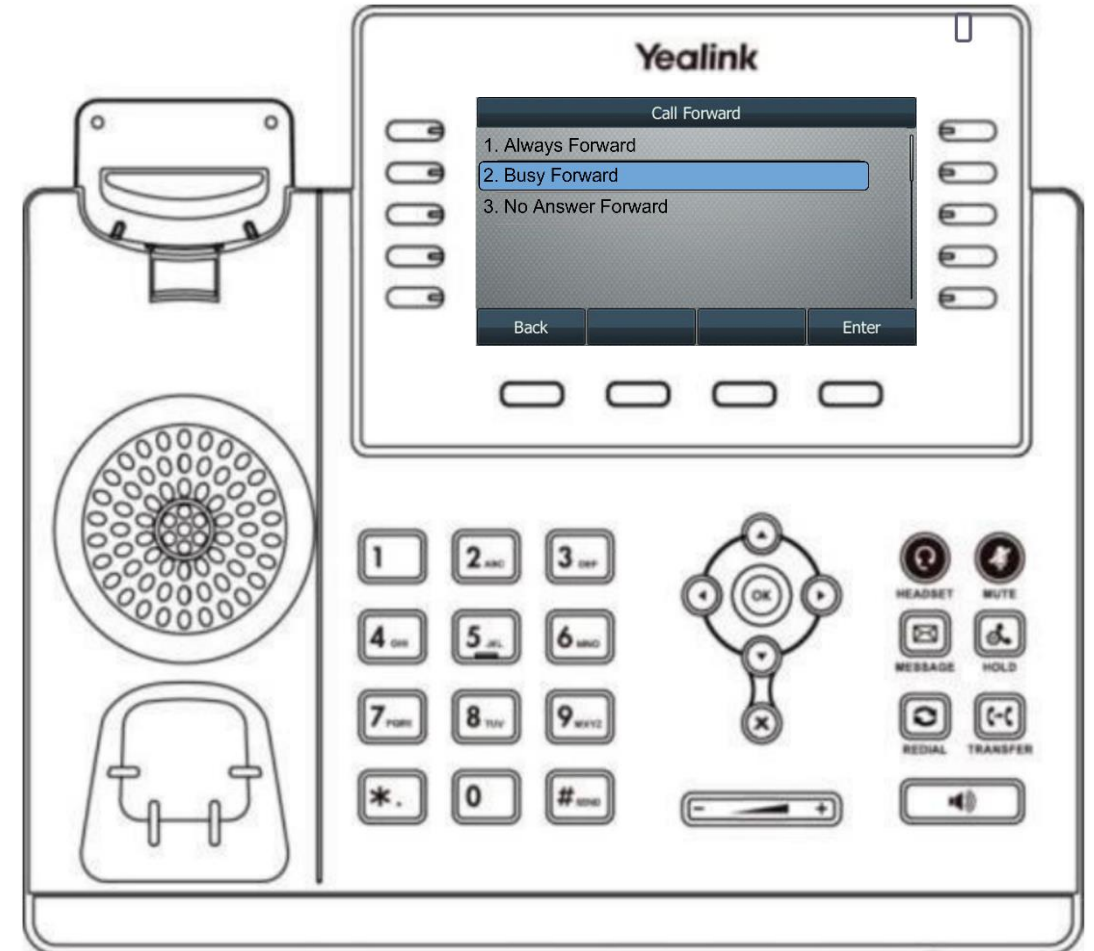
Attended Transfer



# Knowledge Check 2 of 4

**That is correct!**

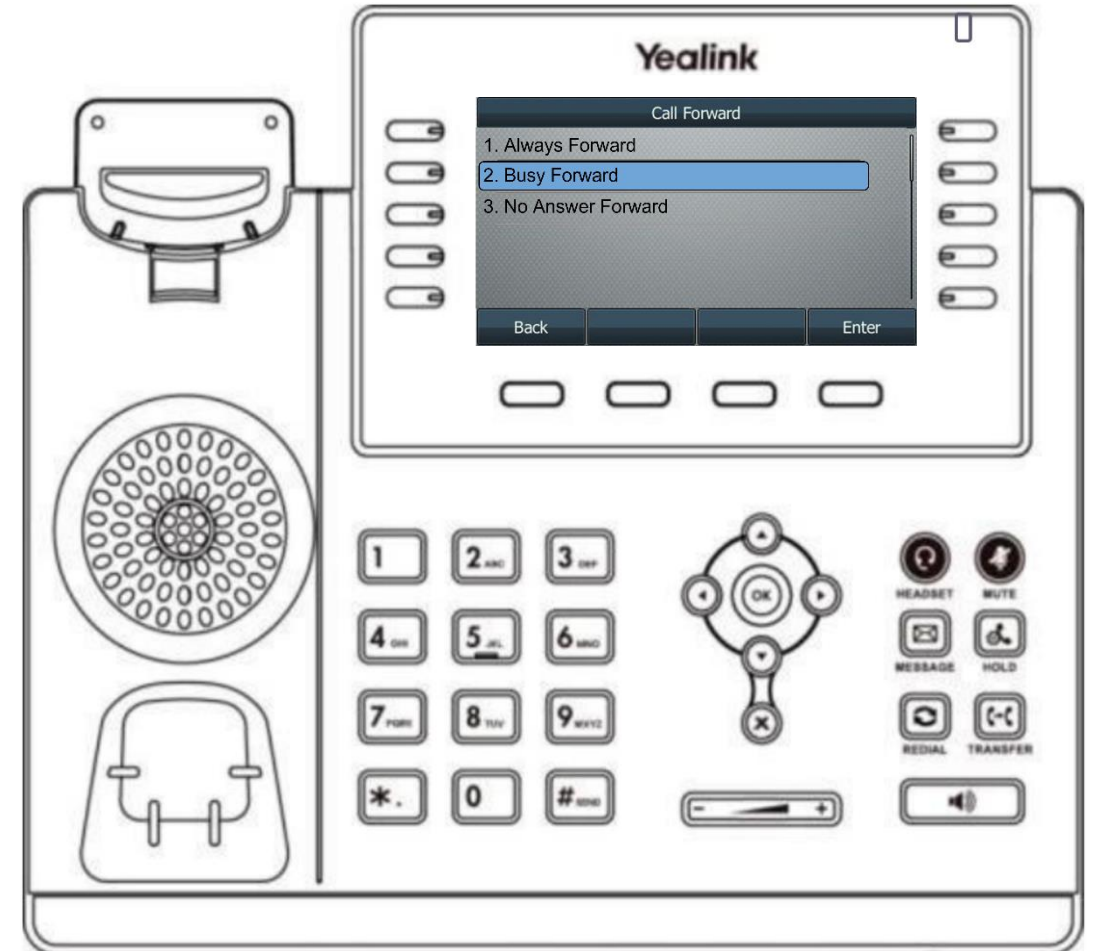
To forward all incoming calls while on an active call, enable **Busy Forward**.



# Knowledge Check 2 of 4

**Sorry, that is incorrect.**

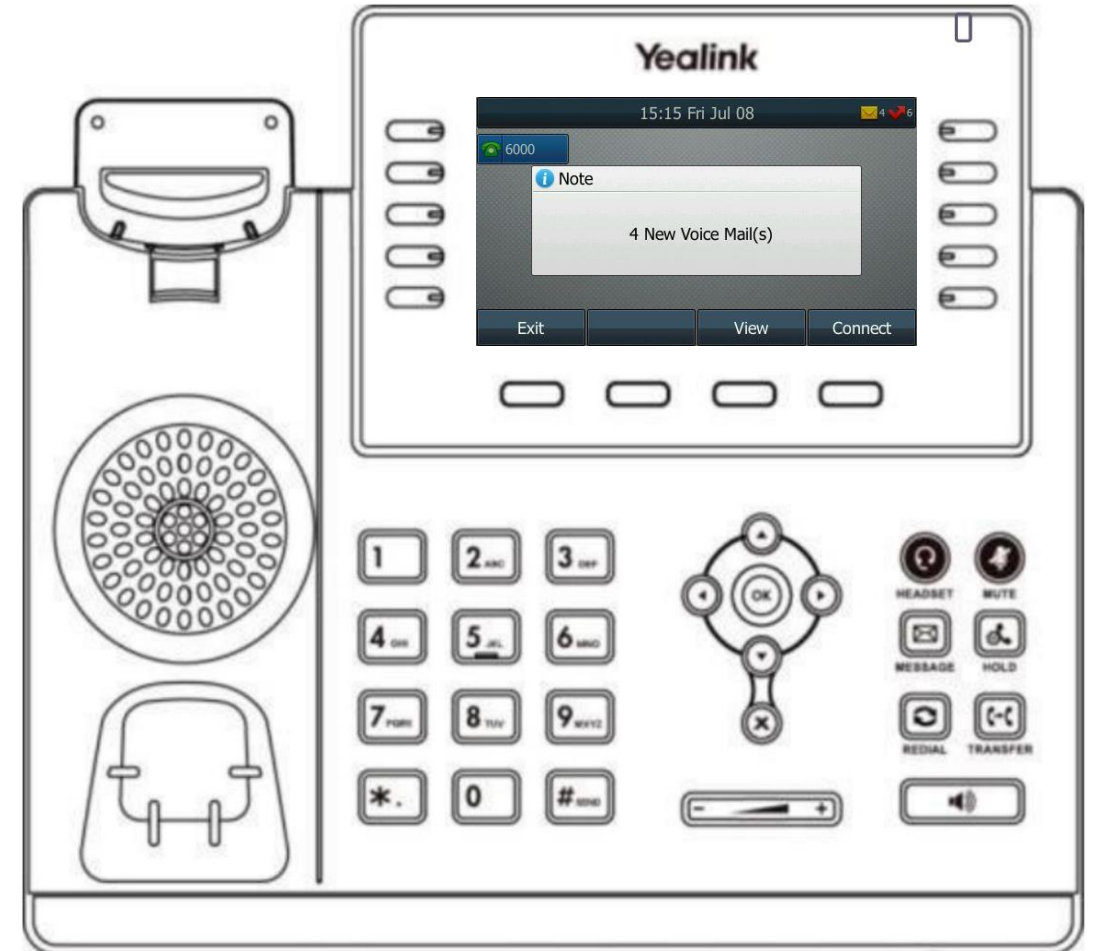
To forward all incoming calls while on an active call, enable **Busy Forward**.



# Knowledge Check 3 of 4


There are multiple ways to access the message center to view voicemails.

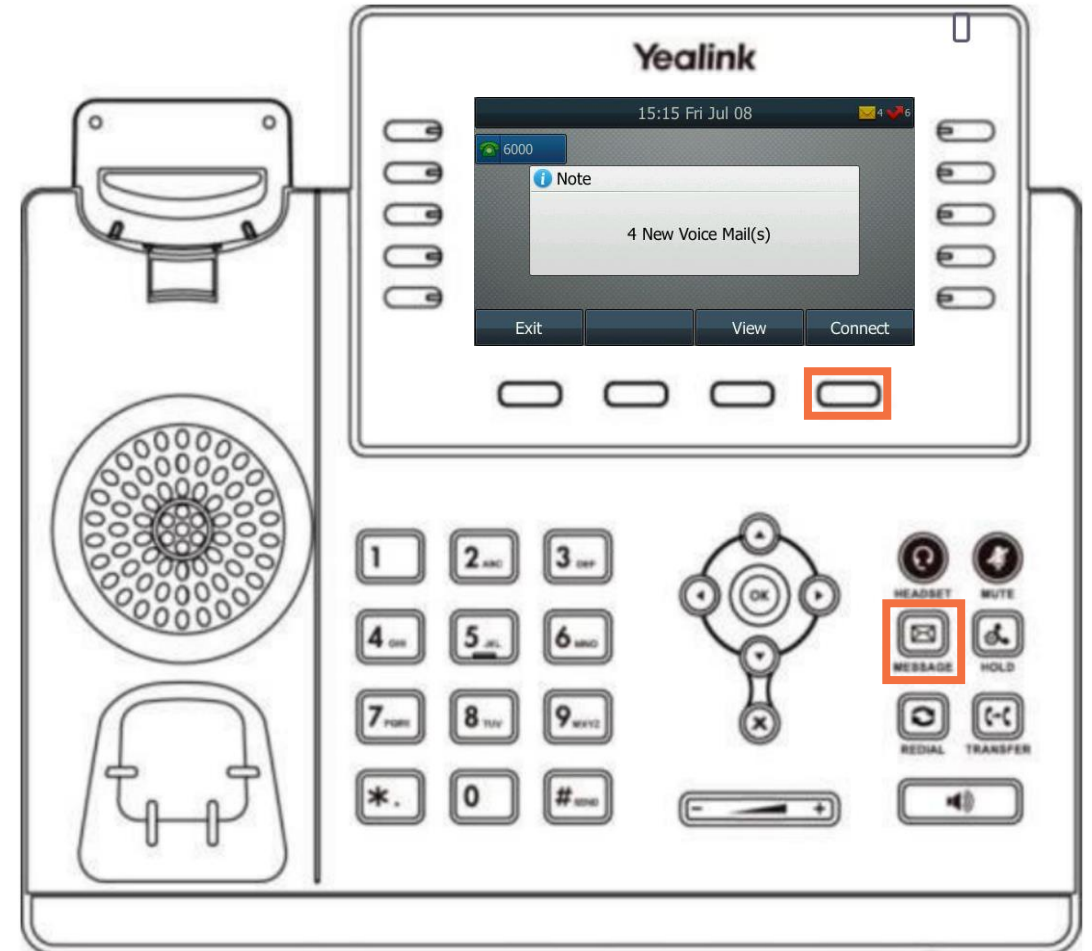
Click one of the ways on-screen to access the message center with the tap of a key.



# Knowledge Check 3 of 4


**That is correct!**

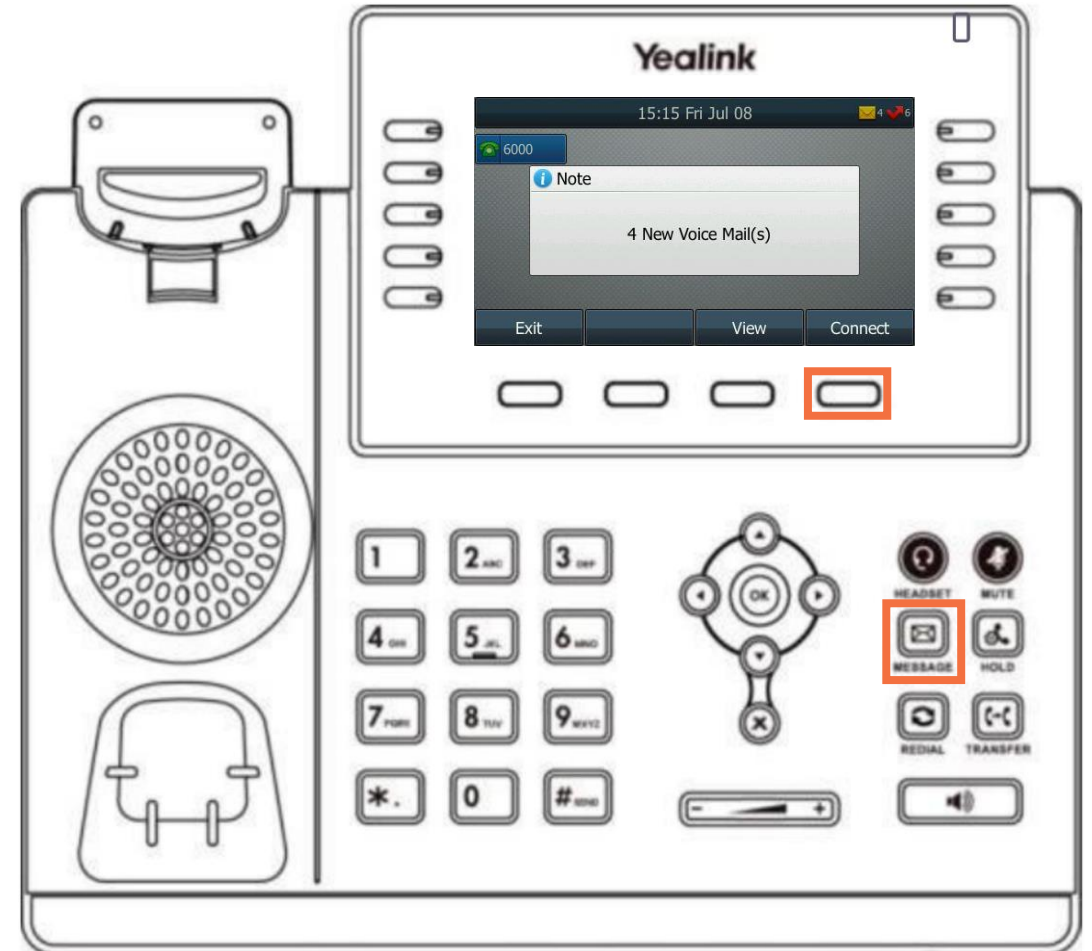
Push the **Connect** soft key or the  key to access the message center.



# Knowledge Check 3 of 4

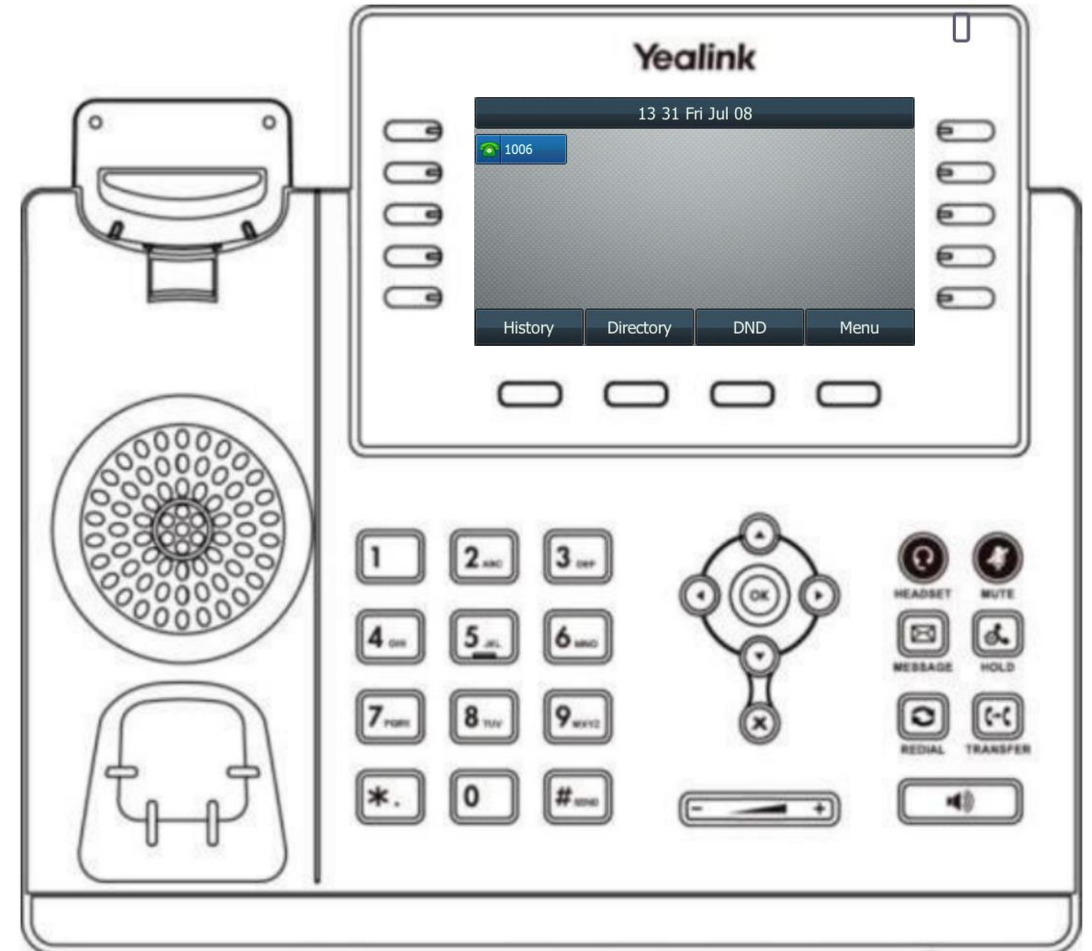
**Sorry, that is incorrect.**

Push the **Connect** soft key or the  key to access the message center.



# Knowledge Check 4 of 4

Click the soft key that will begin the process of forwarding all calls.

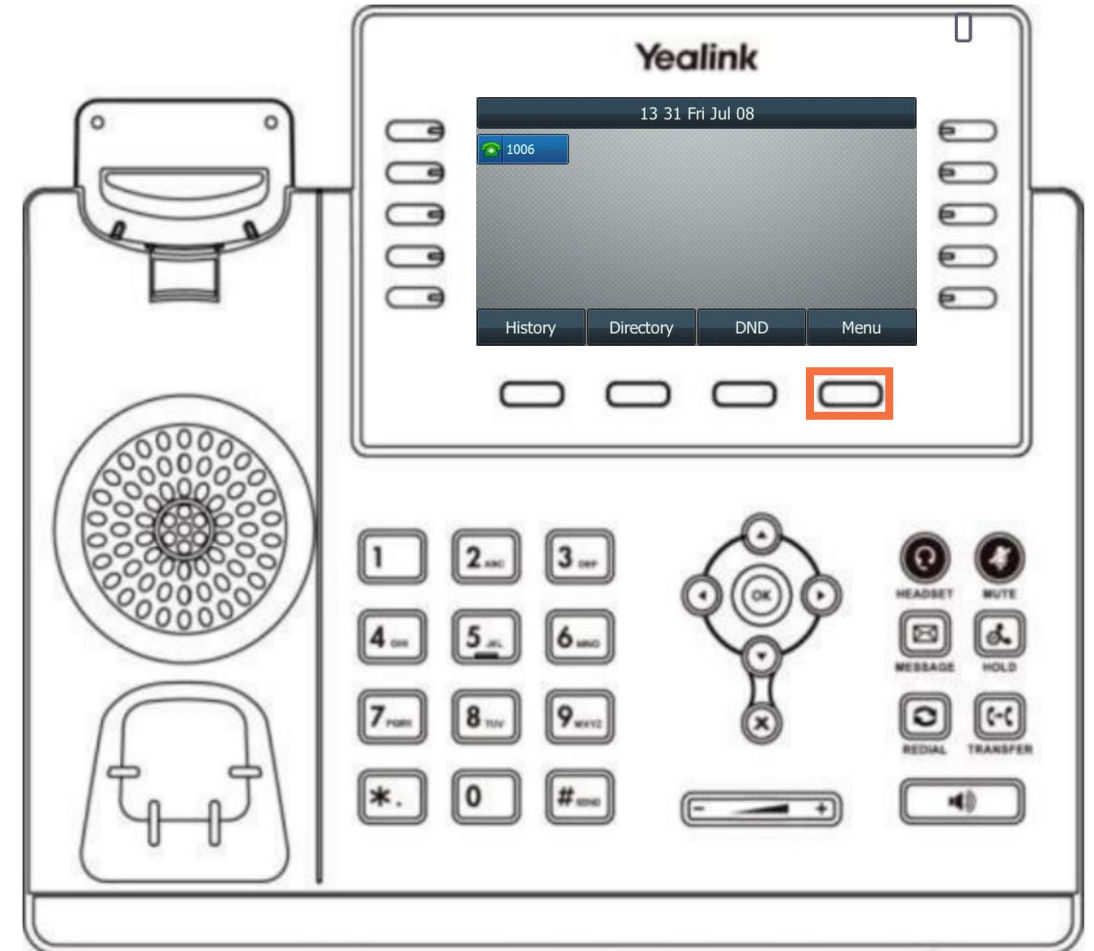




# Knowledge Check 4 of 4

**That is correct!**

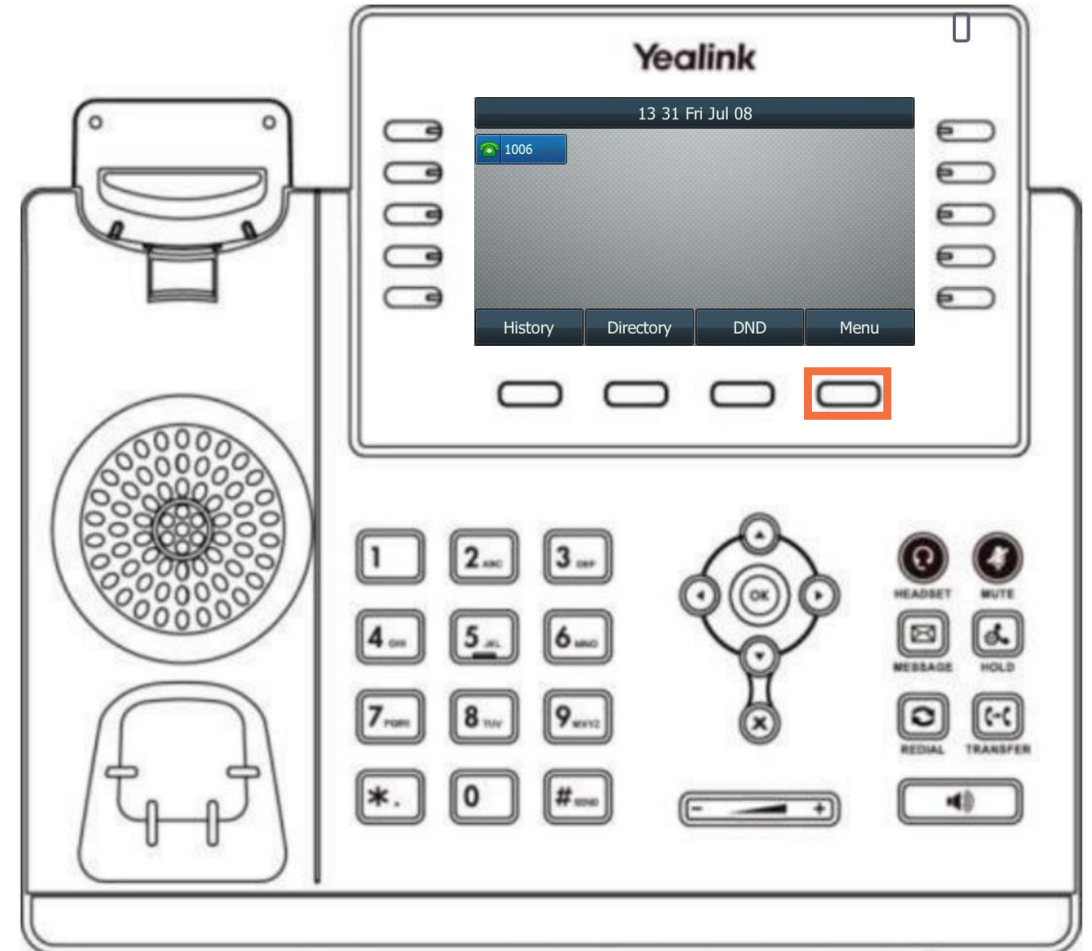
Settings such as forwarding calls can be accessed from the devices **Menu** screen.



# Knowledge Check 4 of 4

Sorry, that is incorrect.

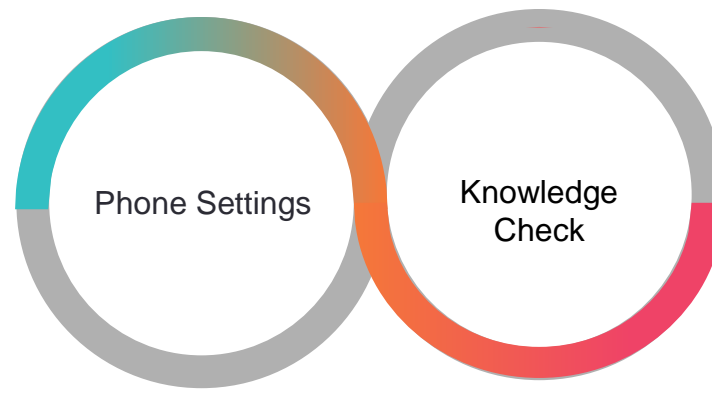
Settings such as forwarding calls can be accessed from the devices **Menu** screen.



# Phone Settings Complete

This module on Yealink T46 model settings is now complete.

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



Restart