TELEPHONE ORIENTATION

Yealink T46S

For Binary Networks

Hosted PBX

Objectives

Once you have completed this training you will be able to :
- Understand the basic functions of the handset
- Be able to make and receive calls
- How to park and transfer the calls between each handset

THE HANDSET LAYOUT

Private Lines

BLF Extensions

Park Orbit

Menu

View Call History

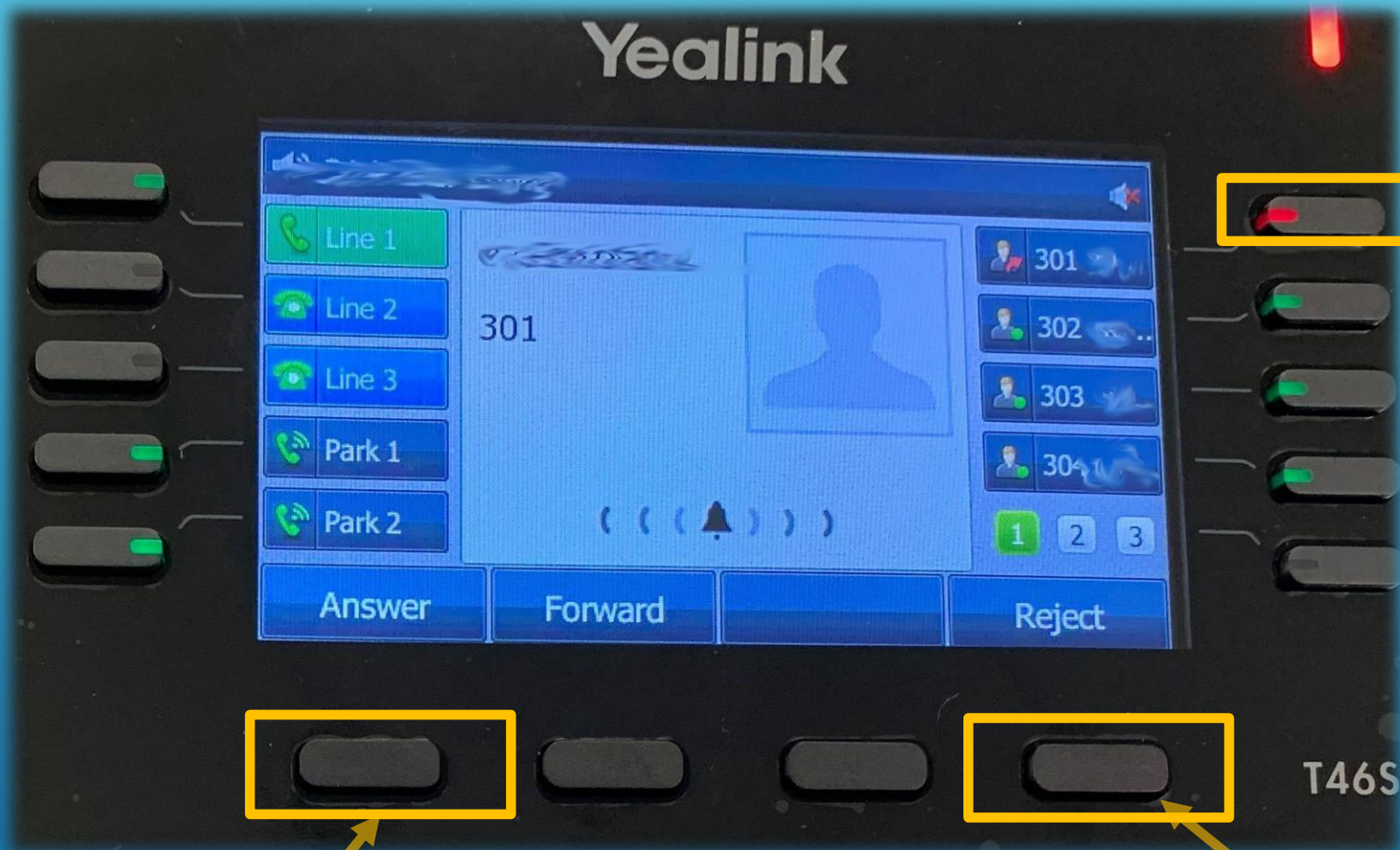Directory

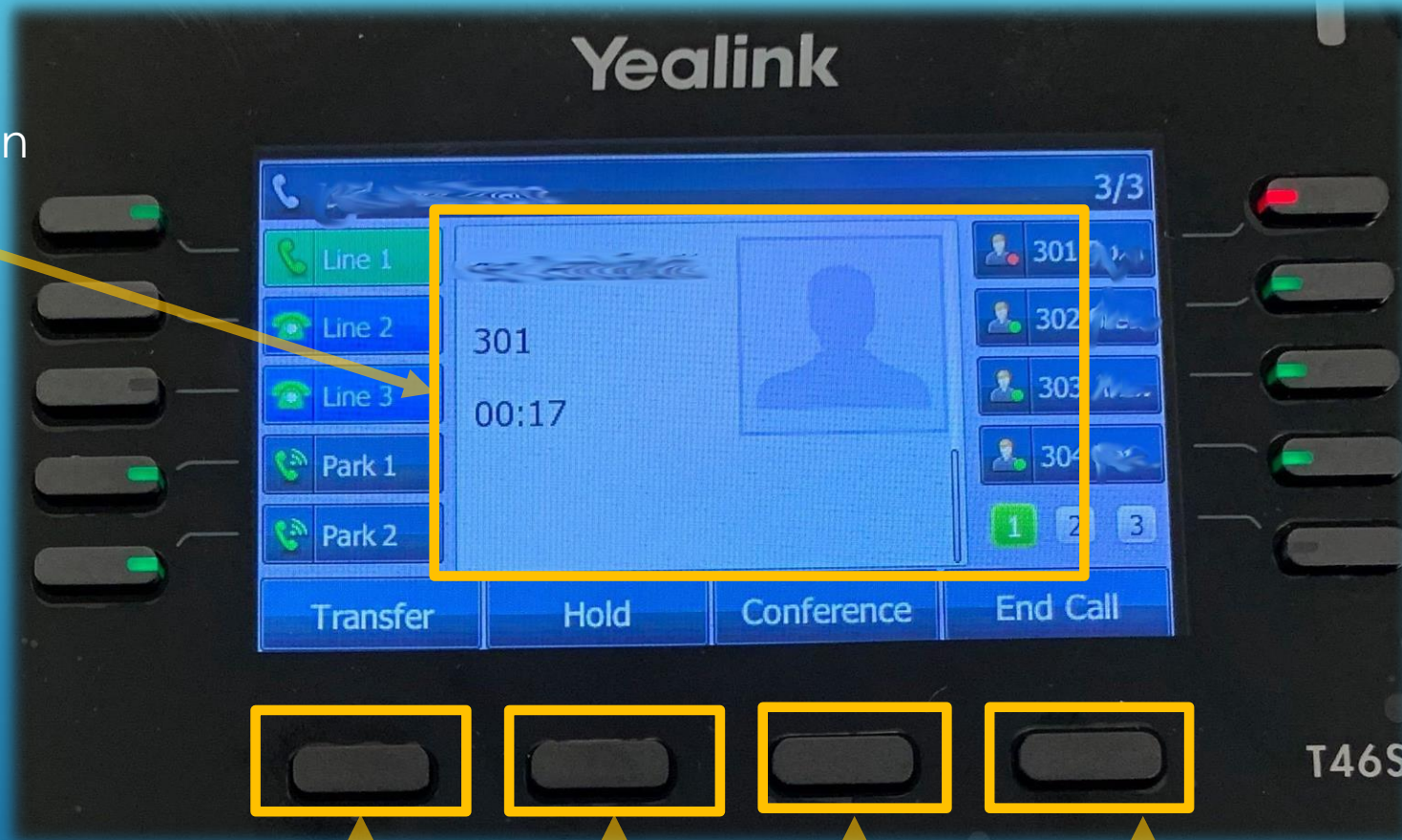Do not Disturb

AN INCOMING CALL

an extension currently on a call.

Answer

Reject

AN ACTIVE CALL

Active call InProgress on handset
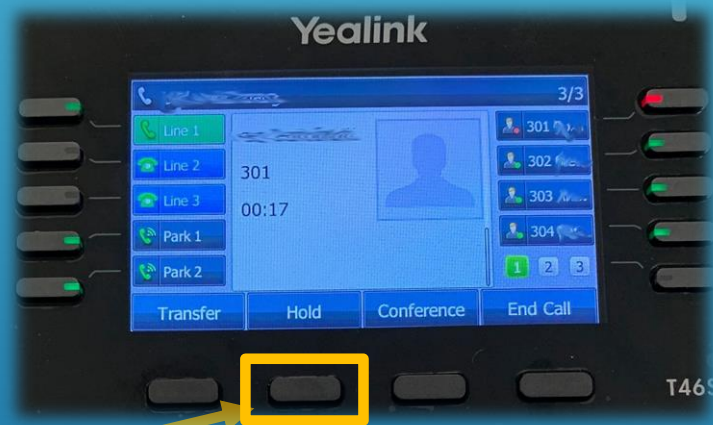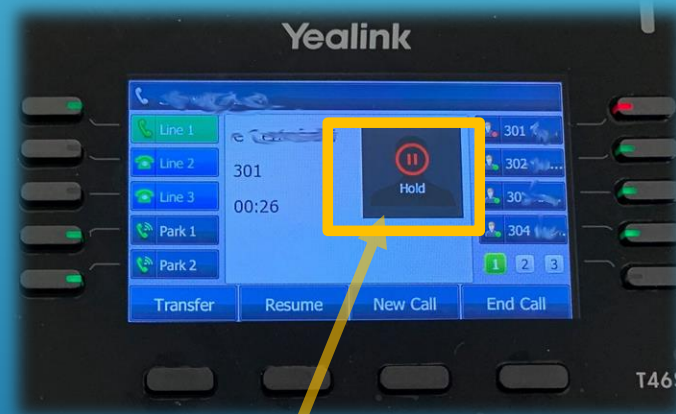
Transfer   Hold   Conference   Ending the call

HOLDING A CALL

Allows you to pause the active call and return to it later. Hold music will be played. Other users cannot access your call.

When on an active call to hold the call press the hold button

When a call is on hold it will look like this

PARKING A CALL

What is park?
Parking is similar to the hold feature that allows you hold a call and another user simply retrieve it on another handset, in a one touch action.

When call is parked other extensions will see this flash and can pick the park up from the previous user

When on an active call click Park 1

TRANSFERRING A CALL

Warm Transfer: Is where you introduce the call before transferring By pressing the send key it will then allow you to warm transfer. Th B Transfer Key will change to a Transfer Key to complete this action press the transfer key.

When on an active call and you wish to transfer press transfer

Blind Transfer :Is where you do not introduce the call before transferring. Click B Transfer to Perform this action

binary
N E T W O R K S

QUESTIONS ?