GRANITE COMMUNICATIONS, INC.

Yealink T46S

* **Making a Call:**
  + Dial the ten digit number
  + Then lift the handset or press speaker
* **Intercom Call:**
  + Press Intercom Key
  + Then press desired extension or dial extension the press send
* **Redial Call:**
  + Lift handset
  + Last dialed numbers will be listed below
  + Scroll to desired number and press send
* **Answering an Incoming Call to your Phone:**
  + Lift Handset or press the speaker button
* **Answering An Additional Call to your phone:**
  + Press the Answer Key
  + Use the swap button to go between the two calls
  + Press the End Call to End the call
* **Transferring Calls:**
  + Press Transfer, this puts caller on hold
  + Press extension key or dial extension
  + Wait for called party to answer, announce caller
  + Press transfer to complete the transfer
* **To Park a Call**
  + Press open PARK key
  + Announce over intercom park location
  + To pick up call simply press the park key
* **Setting up a Conference Call**
  + During the call, press conference key
  + Then dial additional number
  + Once call connect hit conference key
* **To Transfer a Call to Voicemail**
  + Press TRANSFER key
  + Dial extension plus \* (star on keypad)
  + Press Transfer to complete
* **Misc.**
  + DND- Do not disturb, calls go directly to Voicemail
  + Page- Make a one way announcement thru all phones in page group

**Voicemail Default Passcode:**

* + Your default passcode is your extension
* **Setting up your mailbox**
  + Hit the message key
  + Then enter your default passcode
  + Then record your name
    - Hit the # key when completed
    - Press 1 to accept
    - Press 2 to listen to it
    - Press 3 to re-record
  + Then record your unavailable message
    - Hit the # key when completed
    - Press 1 to accept
    - Press 2 to listen to it
    - Press 3 to re-record
  + Next is Busy message
    - DO NOT RECORD JUST PRESS #
    - Then 1 to accept (the phone is never busy so no need to record)
  + Then it will ask to enter new password
    - Please note this must be different then your extension and can’t be 1234
* **Temporary Greetings**
  + Log into your mailbox
  + Press 0 for mailbox options
  + Press 4 to manage temporarily greeting
  + After the tone say your out of office greeting
    - Hit the # key when completed
    - Press 1 to accept
    - Press 2 to listen to it
    - Press 3 to re-record
    - **(the temporary greeting overrides your unavailable greeting)**
  + To remove temporary greeting
    - Press 0 for mailbox options
    - The system will notify you that you have a temporary greeting
  + Press 4 to manage temporarily greeting
  + Press 2 to erase temporary greeting