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