

# Yealink T44/46

## Quick Reference Guide

### Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

- 1 While on a call, press the **Transfer** soft key.
- 2 Dial a number or select from the **Directory** and press **Call**.
- 3 After speaking with the receiving party, press the **Transfer** soft key again to complete the transfer.

### Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

- 1 While on a call, press the **Transfer** soft key.
- 2 Dial a number or extension.
- 3 Press the B Transfer soft key immediately to complete the transfer.

### Intercom

The intercom feature initiates two-way audio to a specific extension.

- 1 Dial 08(Extension)

### Extension Pickup

Allows user to answer a call that is ringing on another extension.

- 1 Dial 07(Extension)



### Accessing call history

- 1 Press the **History** soft key.
- 2 Use the right and left arrow keys to see Missed, Received, Placed, or Forwarded calls.
- 3 Used the down and up arrow keys to scroll through each list.

### Checking Voicemail

- 1 Press the **Voicemail** button.
- 2 Enter your voicemail pin (1478# is the default password)
- 3 Press 1 to listen to voicemails.