

simplifi<sup>®</sup>



# T46G & T46GW Desk Phone User Guide

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## Welcome

The Simplifi T46G and T46GW IP desk phones are stationary Voice-over-IP (VoIP) business phones that support Lines from Simplifi features with up to 22 programmable line buttons. They come with a 4.3-inch color display and 10 multipurpose line key buttons. The T46G supports optional Wi-Fi for wireless connection and Bluetooth® for hands-free calling. The T46GW ships with the Wi-Fi adapter included.

Most importantly, both models support the Simplifi Lines service. So, wherever you are—at your desk or on the move—you never have to miss a call.

## Initial setup

If your T46G desk phone is not already connected and set up for using the Simplifi Lines service, please verify the following with your system administrator before proceeding:

1. You have a Simplifi Lines number.
2. Your user information has been updated in the Lines with your 911 address and email address.
3. Your phone number has been included in any business group features.
4. Preferred options for broadband and power connections.

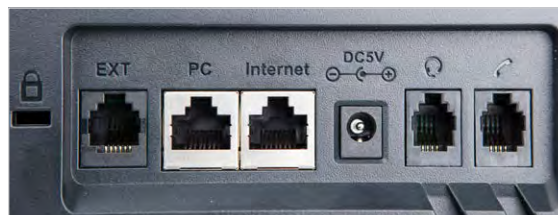
## Connect to broadband and power.

### Power

You have two options for broadband and power connections. Your system administrator will advise you on which one to use.

### Network

Connect the included standard Ethernet cable (or other standard Ethernet cable) between the internet port on the phone and the port on the wall or on your Power over Ethernet (PoE)-capable switch/hub device.



### Wi-Fi connectivity (optional)

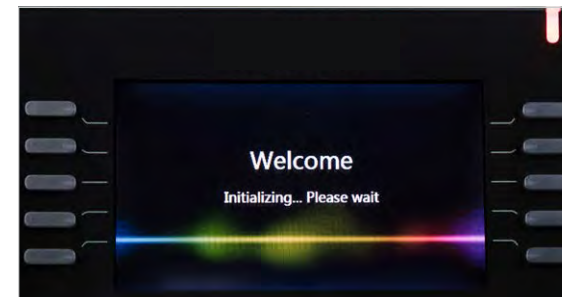
As an alternative to wired Ethernet connection, the T46G desk phone can also connect to the network wirelessly with the optional WF40 Wi-Fi USB dongle. The T46GW ships with a Wi-Fi adapter already installed.

For setup instructions, please refer to [Wi-Fi connectivity](#) in the “Basic settings” section of this user guide.

## Startup and initialization

When your Lines phone is connected to the network and powered on, it will automatically start the initialization process. The phone will attempt to contact a Dynamic Host Configuration Protocol (DHCP) server in your network to obtain valid IPv4 network settings by default. After connecting, the power light will start as a steady red light, then blink and turn off when initialization is complete.

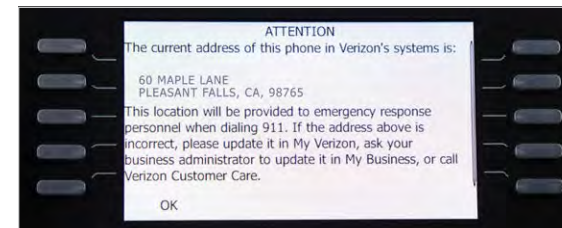
After startup, and confirming the 911 address, the phone will be ready for use.



### View E911 address.




Emergency 911 (E911) is a location technology that enables emergency responders to know the geographical location of a caller dialing 911.

To view your 911 address, press the **911 Address** line key to the right of the LCD screen.



## Getting to know your desk phone

### Hardware components

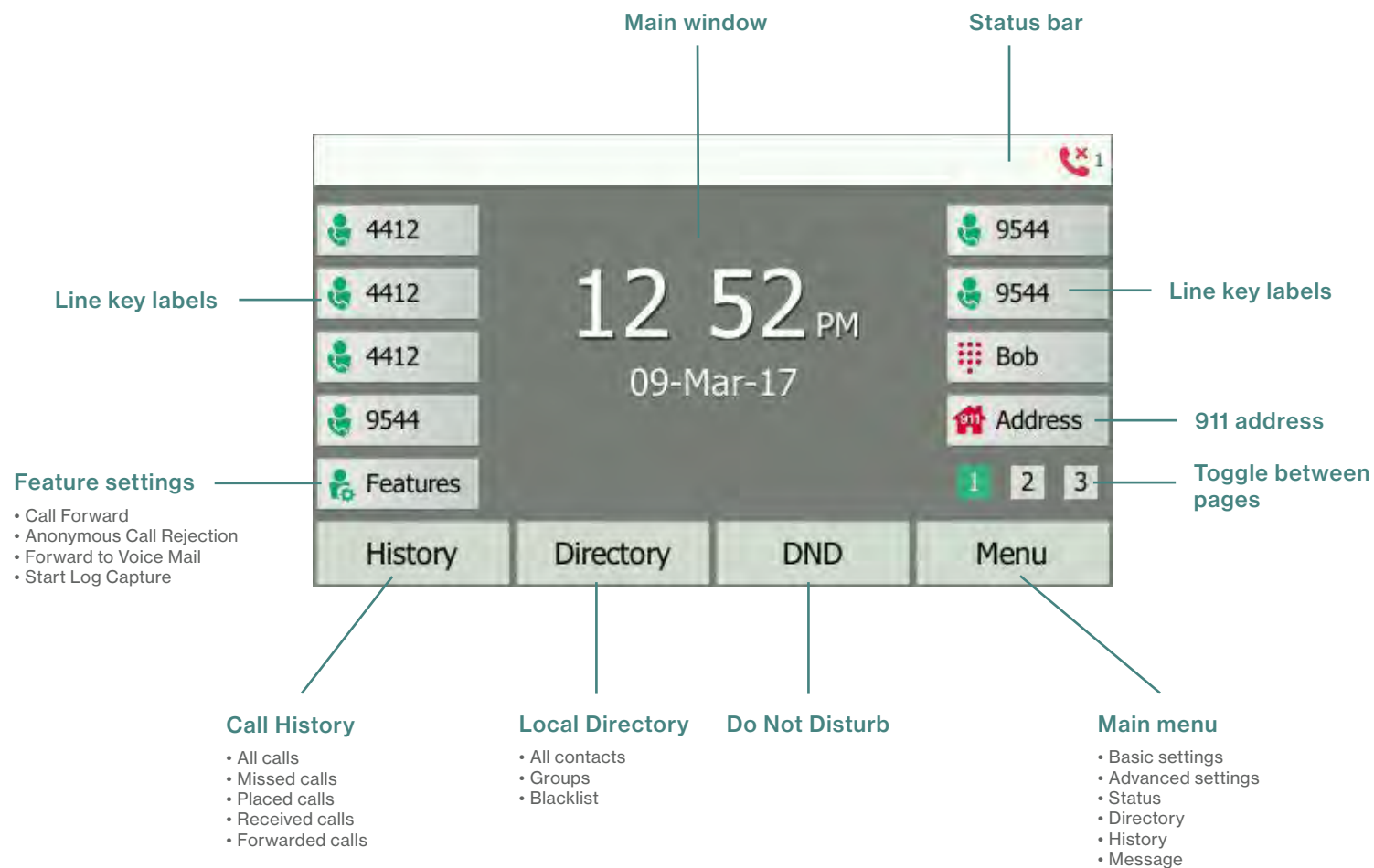
Item	Description
1	LCD screen Main display
2	Power indicator LED Indicates phone power and status: • Fast flash – incoming call • Slow flash – new Voice Mail message
3	Line keys Configurable keys enable you to: • Select a phone line to place a call. • Speed dial a favorite contact. • Answer incoming calls. • Monitor a shared line.
4	Headset key Enable/disable headset mode and indicates status.
	Mute key Mute/unmute microphone and indicates status.
	Message key Access Voice Mail system and messages.
5	Hold key Place and resume calls on hold.
	Redial key Redial last or previously dialed numbers.
	Transfer key Transfer a call to another party.
6	Speakerphone key Enable/disable speakerphone and indicates status.
7	Volume key Adjust call and ringer volume.
8	Keypad Alphanumeric interface for dialing numbers or entering information
	 Allows you to scroll through the displayed information
9	Control pad  Confirms actions or answers incoming calls  Cancels actions or rejects incoming calls
10	Feature keys Context-sensitive keys to navigate and take action depending upon the screen you are on
11	Speaker Provides hands-free speakerphone audio output
12	Hookswitch tab Secures the handset in the cradle when phone is mounted vertically
13	Hookswitch Connects/disconnects phone line when handset is removed/replaced in the handset cradle





## Navigating the display

The Idle screen is the primary screen for accessing all other menus and features on the T46G LCD display. The phone will automatically return to this screen after 60 seconds of inactivity.



## LED light status






Power indicator LED

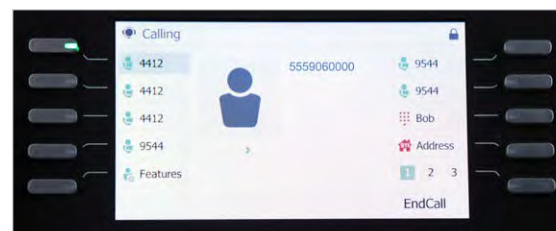
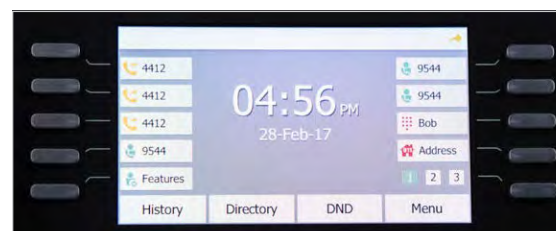
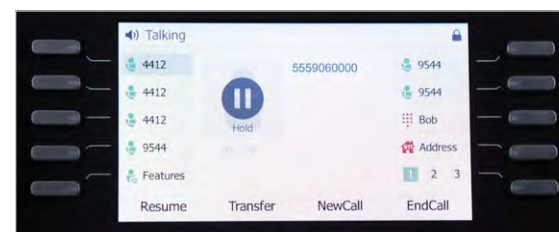
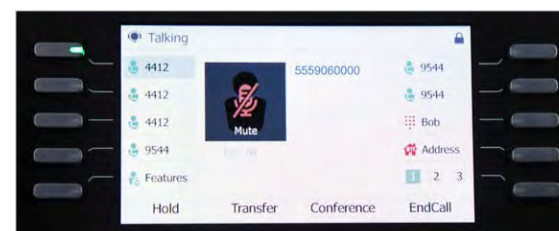
LED status indicator	What it means
Solid red	The phone is initializing.
Fast flashing red	The phone is ringing or downloading configuration files.
Slow flashing red	You have received a new Voice Mail message.
Off	The phone is not in use or powered off.

Line key LED (configured as a phone line)

LED status indicator	What it means
Solid green	The line is busy.
Fast flashing green	Receiving incoming call on that line
Slow flashing green	Line placed on hold from this device
Slow flashing red	Line placed on hold from another device
Solid red	Line in use on another device
Off	The line is inactive.

## Indicators and notifications on LCD display

Icon	What it means
	Call Forward enabled; receiving incoming call on that line
	Do Not Disturb (DND) is enabled.
	Missed call
	Wi-Fi enabled
	New Voice Mail message






## Customize your desk phone.

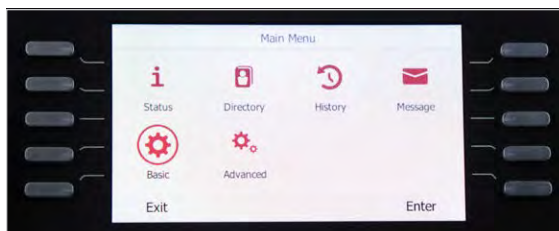
### Basic settings

Setup and preference options for the following can be found in the Basic settings screen:

- Language preferences
- Time and date
- Display settings
- Ringtone and key tone sound settings
- Bluetooth headset setup
- Wi-Fi connectivity

To access Basic settings:








1. Press the **Menu** soft key while the phone is idle.
2. Use the   arrow keys to navigate to **Basic settings** and press  to select.

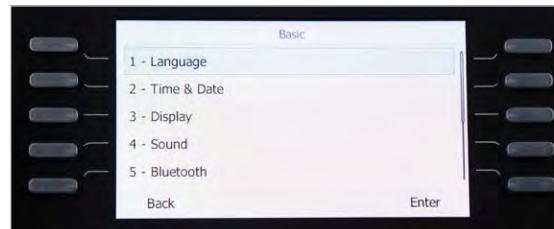
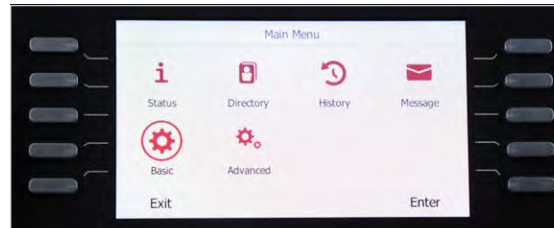


### Language preferences

The default language of the phone's user interface is English.

To change language of phone user interface:









1. Press the **Menu** soft key while the phone is idle.
2. Use the   arrow keys to navigate to **Basic settings** and press  to select.
3. From Basic settings, scroll  to **Language** and press  to select.
4. Scroll  to your preferred language and press  to select.

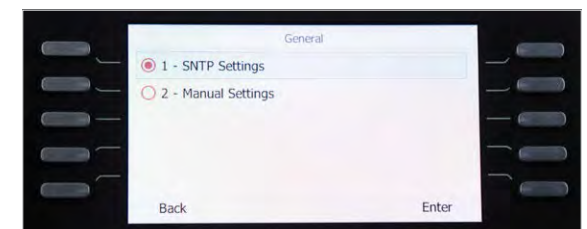
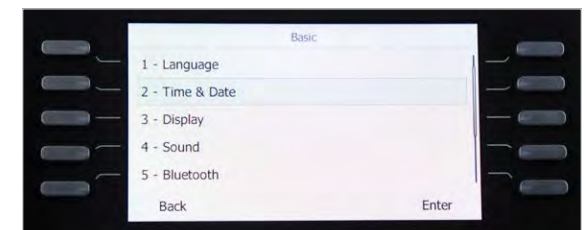
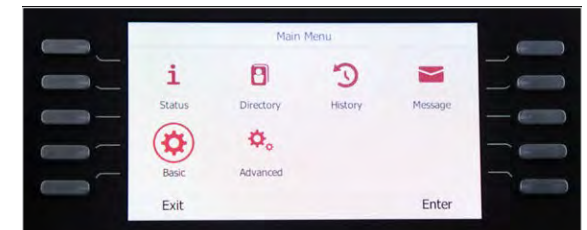


### Time, date and time zone settings

Time and date are displayed in the middle of the status bar. You can configure your time zone to synchronize with the address that your system administrator used when setting up Simplifi for your location. You can also set your preferred format for displaying time and date in the **Time & Date** settings screen.








Configure time zone to synchronize with 911 address:

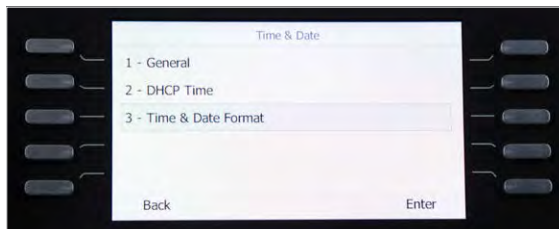
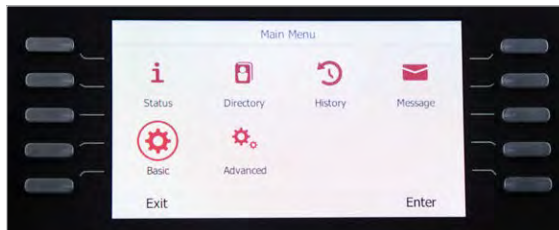
1. Press the **Menu** soft key while the phone is idle.
2. Use the   arrow keys to navigate to **Basic settings** and press  to select.
3. From Basic settings, scroll  to **Time & Date** and press  to select.
4. Press  to select **General**.
5. Scroll  to **SNTP settings** and select .





Set time and date format preferences:

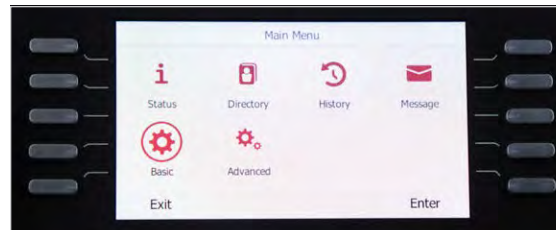
1. Press the **Menu** soft key while the phone is idle.
2. Use the   arrow keys to navigate to **Basic settings** and press  to select.
3. From Basic settings, scroll  to **Time & Date** and press  to select.
4. Scroll   to select your preferred date and time formats and press the **Save** soft key to accept the changes.



## Display settings

There are four options for personalizing the LCD display of your T46G desk phone. Select **Menu > Basic > Display** to navigate to the Display settings screen.

- **Backlight.** Set the brightness of your LCD display.
- **Contrast.** Personalize the sharpness of your LCD screen.
- **Wallpaper.** Change the background color of your LCD screen.
- **Screen saver mode.** Configure your screen to automatically dim or display time and date after the phone has been inactive for a predetermined amount of time. You can stop the screen saver and return to the idle screen at any time pressing any key on the phone.













## Backlight

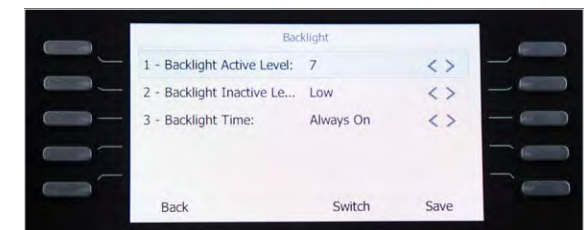
There are two options for setting backlight preferences:

**Backlight Active Level** – sets the brightness of the LCD screen when the phone is active. Brightness levels go from 1 to 10, with 10 being the brightest setting.





**Backlight Inactive Level** – enables low-light mode when the phone is inactive for a designated period. You can configure the amount of time the phone must be inactive before switching to low-light mode. You can also turn off the backlight completely when inactive.

### Configure backlight settings:

1. From Display settings, scroll  to **Backlight** and press  to select.
2. Scroll   **Backlight Active Level** to your preferred screen brightness.
3. Scroll  to **Backlight Inactive Level**, then use   or the **Switch** soft key to select the desired value.
4. Scroll  to **Backlight Time**, then use   or the **Switch** soft key to select the desired value.
5. Press the **Save** soft key to accept the changes.







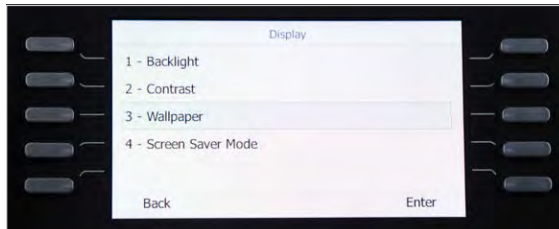
### Contrast settings:

1. From Display settings, scroll  to **Contrast** and press  to select.
2. Scroll   or use the **Switch** soft key to increase or decrease the desired contrast.
3. Press the **Save** soft key to accept the changes.







### Wallpaper settings:

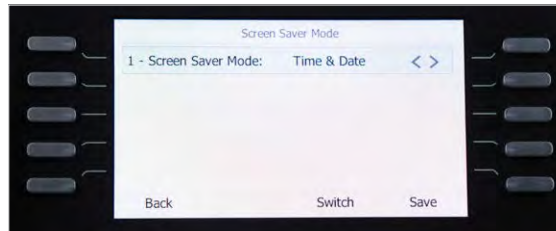
1. From Display settings, scroll  to **Wallpaper** and press  to select.
2. Scroll   or use the **Switch** soft key to view wallpaper options and press the **Save** soft key to select.



### Screen saver mode

Configure your screen saver:

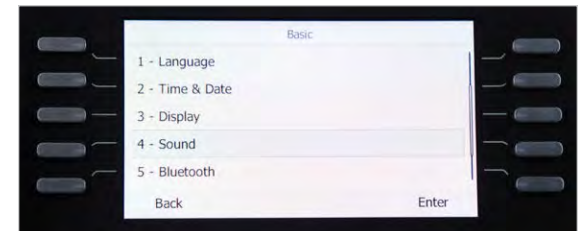
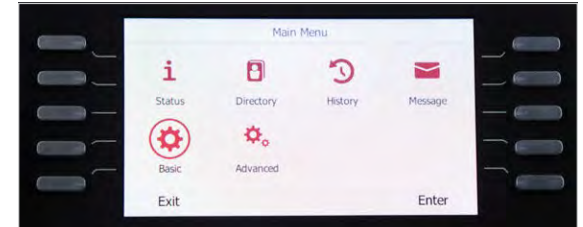
1. From Display settings, scroll  to **Screen Saver Mode** and press  to select.
2. Scroll   or use the **Switch** soft key to view options and press the **Save** soft key to select.








### Sound settings

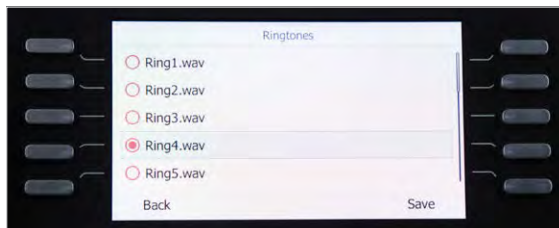
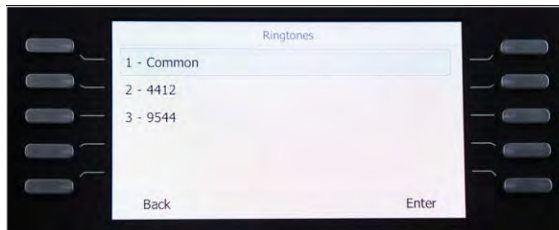
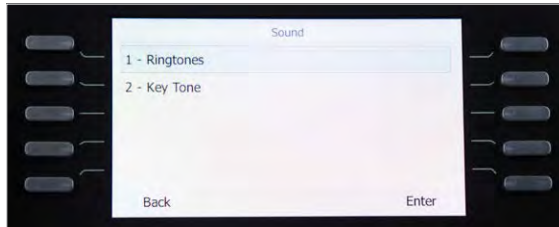
Sound settings is where you can configure ringtones and key tones (keypad tones). Selecting a different ringtone than those of your neighbors can help distinguish your phone from other incoming calls. Key tones provide audible cues when pressing conference buttons.

Select **Menu > Basic > Sound** to navigate to the Sound settings screen.







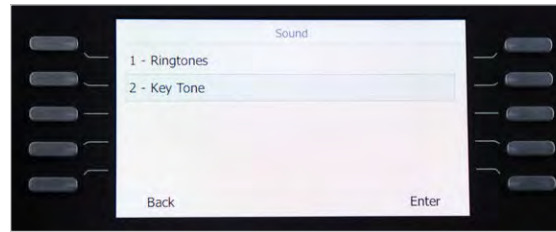
### Ringtones:

1. From Sound settings, scroll  to **Ringtones** and press  to select.
2. Highlight the line you wish to change the ringtone for or select **Common** to change the ringtone for all lines. Press **Enter** or  to make your selection.
3. Use   to preview ringtone options and press the **Save** soft key to select.




### Key tones:


1. From Sound settings, scroll  to **Key Tone** and press  to select.
2. Use   or the **Switch** soft key to enable or disable Key Tones and press the **Save** soft key to accept the changes.



### Call volume

To adjust call volume, press  **Volume Key** while on an active call.





### Ringer volume

To adjust the ringer volume, press  **Volume Key** when the phone is inactive.


### Bluetooth headset setup

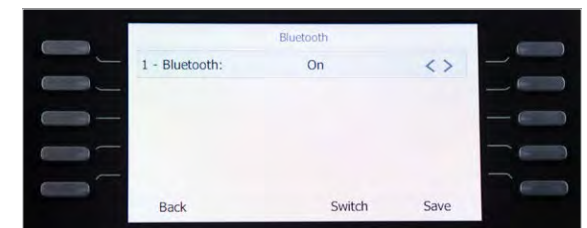
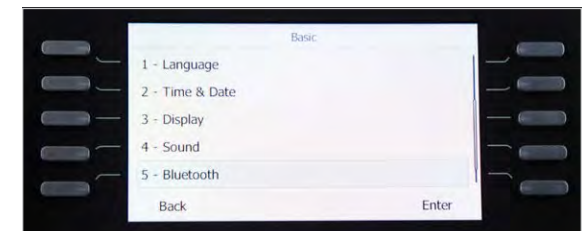
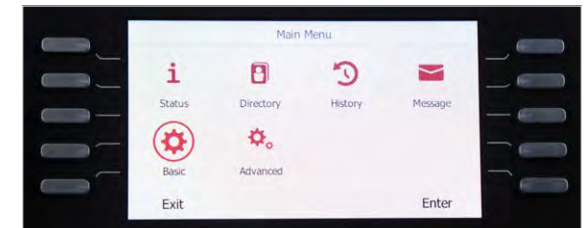
Your T46G desk phone supports wireless headsets with the optional BT40 Bluetooth USB Stick. Before you enable Bluetooth, make sure the BT40 is properly connected to the USB port on the back of the phone.

#### Pair your Bluetooth headset:

1. From Basic settings, scroll  to **Bluetooth** and press  to select.
2. Use   or the **Switch** soft key to enable or disable Bluetooth and press the **Save** soft key to accept the changes.





The T46G desk phone will list paired devices. If you have not previously paired your headset, press the **Scan** soft key and follow the pairing instructions that came with your Bluetooth device.

The LCD screen will display  Bluetooth icon when enabled.



## Wi-Fi connectivity


Before setting up a wireless broadband connection, please make sure the Simplifi desk phone is connected to its power adapter and that no Ethernet cable—either for wired Ethernet or PoE—is connected. Insert the WF40 Wi-Fi USB dongle into the USB port in the back of the phone. You should see the Wi-Fi signal indicator appear in the notification bar.

1. From Basic settings, scroll  to **Wi-Fi** and press  to select.
2. Use   or the **Switch** soft key to enable or disable Wi-Fi and press the **Save** soft key to accept the changes.





The T46G desk phone will automatically scan for nearby Wi-Fi networks. Select the network you wish to connect to and enter your Wi-Fi password if required.

## Line keys

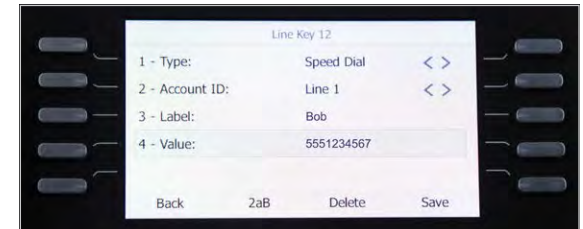
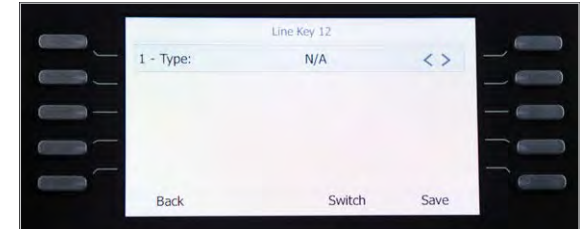
Your T46G comes with 22 configurable line keys. You can use them to create one-button speed dials for frequently dialed numbers. To view all lines, press the

-  **Pages** key on the idle screen to toggle to additional line key pages.

*Configure line keys for speed dial:*


1. Press and hold an unused **line key** (for about five seconds).
2. Use   or the **Switch** soft key to scroll through the type of line keys available until you locate **Speed Dial**.
3. Scroll   to complete each of the following fields:
  - **Account ID:** Select the phone line/number that will dial out.
  - **Label:** Enter the name you would like displayed on the line key label.
  - **Value:** Enter the phone number you would like this line key to dial.
4. Press the **Save** soft key to accept your changes.

You can now use this line key to speed dial this contact.






Access additional line keys:

To access additional line keys, press the  **Pages** key (last line key on the right of the screen) to toggle between pages.

## Voice Mail setup

To set up your Voice Mail:

1. Press  **Message** button and follow the voice prompts.
2. Select your preferred language.
3. Create your four-digit passcode.
4. Record your name at the voice prompt.
5. Select a greeting, either personalized or standard.

See [Voice Mail](#) for more information.

## Basic call features


### Make and receive calls.

Calls can be made using the handset, speakerphone, or through a connected headset.


*Using the handset:*

To place a call, pick up the handset, enter the phone number via the keypad and press the **Send** soft key. To answer a call, simply pick up the handset.

*Using the speakerphone:*





With the handset on hook, press  to answer an incoming call, or enter a phone number and press **Send** to make a hands-free speakerphone call.

*Using a headset:*





With the headset connected, press  to answer an incoming call, or enter a phone number and press **Send** to make a hands-free call.

Note: During a call, you can alternate between these methods by pressing the **Headset** or **Speakerphone** keys, or by picking up the handset. Headset mode requires a connected headset.

*From your Call History:*

1. Press the **History** soft key when the phone is idle.
2. Scroll   **All Calls** to highlight the desired entry. You can also filter your view by navigating   **Missed Calls, Placed Calls, Received Calls** or **Forwarded Calls**.
3. Press the **OK** soft key to dial the number.

*From the Local Directory:*

1. Press the **Directory** soft key when the phone is idle.
2. Scroll   **All Calls** to highlight the desired entry. You can also filter your view by navigating   **Missed Calls, Placed Calls, Received Calls** or **Forwarded Calls**.
3. Press the **OK** soft key to dial the number.

### Manage multiple lines.

The telephone number assigned to your desk phone gives you three different lines to place and receive calls. Each line is represented by a line key with your Lines number. You can use these lines to simultaneously hold three separate conversations or conference in up to six participants.

*Receiving incoming calls while the line is in use:*

Press the **line key** with the flashing red indicator to answer the call. You can also press **Hold** to place the current call on hold. Then you can:

- Press **Answer** to pick up the incoming caller.
- Press **Ignore** to trigger your Call Forward Busy and Call Forward No Answer configuration.

### Ignore a call.

Press **Ignore** during an incoming call when you wish to trigger the Call Forwarding options you configured for Call Forward Busy or Call Forward No Answer.

### End a call.

To end a call, press **End Call**.

### Hold a call.

To place a call on hold, press  or the **Hold** soft key during an active call.

To resume the call, do one of the following:


*One call on hold:*

Press  or the **Resume** soft key.


*Multiple calls on hold:*





Press the desired line key.

### Mute/unmute.

Press  to mute or un-mute the microphone during a call.

### Redial.

Press  twice while the phone is idle to dial out to the last number dialed.

To view a longer list of placed calls, press  and use   to scroll to the desired number. Press  again or the **OK** soft key to place your call.



## Advanced call features

### Simplifi feature access codes






Feature	Feature access code
Anonymous Call Rejection	**77 to enable **87 to disable
Caller Line ID Block	**67 then dial
Direct Transfer to Voice Mail	Transfer > **55 > dial extension > Direct
Remote Group Pickup	**98

### Block a call.

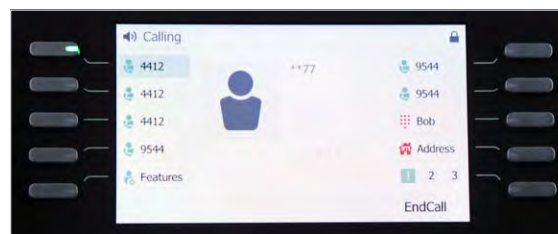
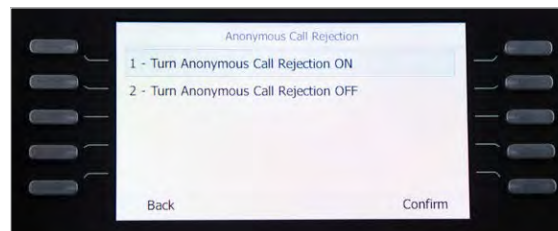
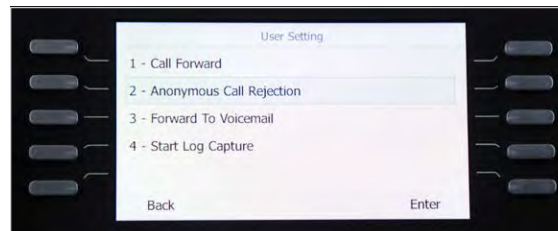
There are two ways to block incoming calls from ringing your phone:

1. **Anonymous Call Rejection** blocks incoming calls that restrict the display of their outgoing caller ID information.
2. **Blacklist** allows you to specify contact names and Call History numbers from which you do not wish to receive calls.



#### Enable Anonymous Call Rejection:

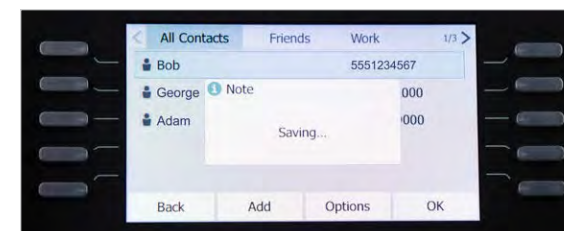
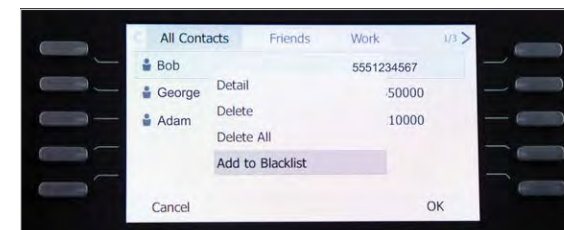
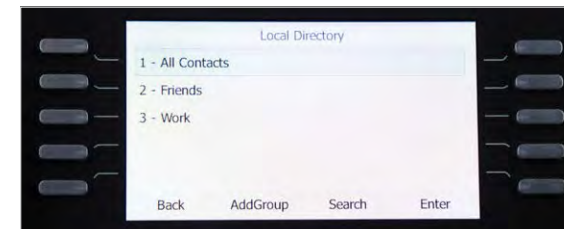
1. Press the **Features** line key while the phone is idle.
2. Scroll  to **Anonymous Call Rejection** and press  to select.
3. Use   to highlight **ON** or **OFF** and press  to make your selection.

Note: You can also turn Anonymous Call Rejection on by dialing \*\*77. To turn the feature off, dial \*\*87.




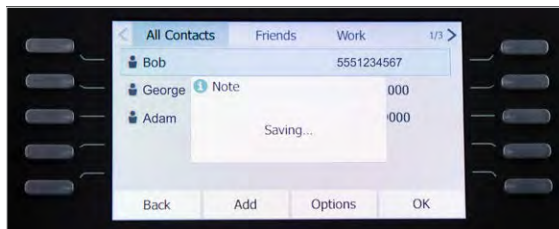
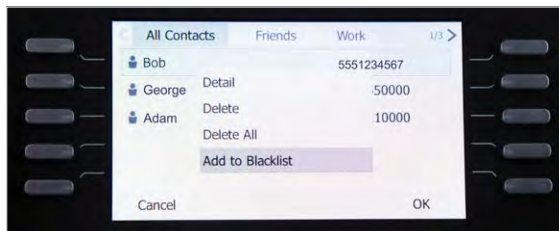
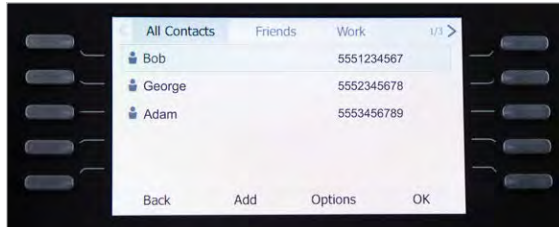
#### Blacklist a contact from your directory:

1. Press the **Directory** soft key while the phone is idle.
2. Locate the contact you wish to blacklist by selecting **All Contacts** or the **Group** to which the contact belongs.
3. Use   to navigate to the contact and press the **Options** soft key.
4. Select **Add to Blacklist**.




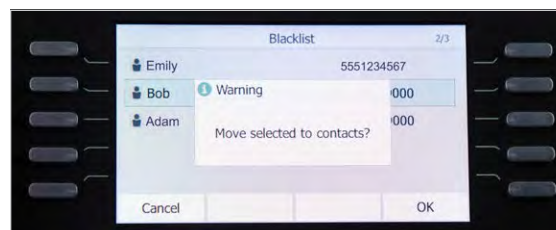
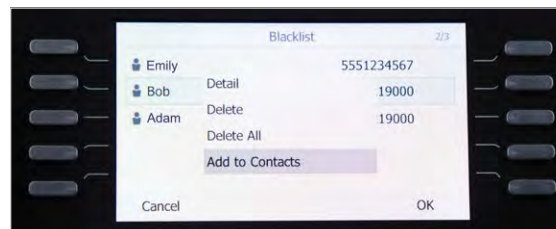
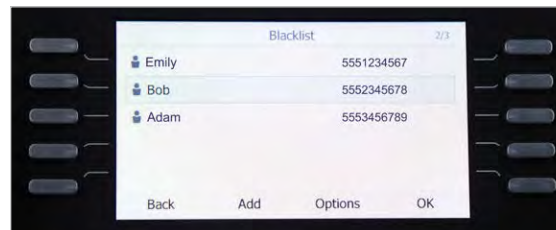
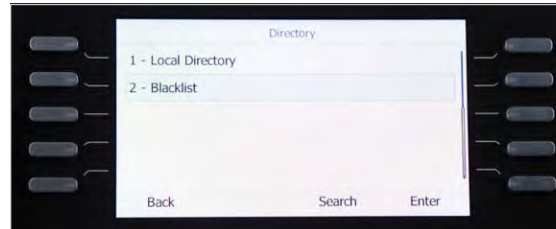
*Blacklist a contact from your Call History:*

1. Press the **History** soft key while the phone is idle.
2. Use  to navigate to the number you wish to blacklist and press the **Options** soft key.
3. Select **Add to Blacklist**.



*Remove a contact from a blacklist:*

1. Press the **Menu** soft key while the phone is idle.
2. Press the **Directory** soft key, then press **Blacklist**.
3. Scroll  to highlight the contact you wish to unblock and press **Options**.
4. Select **Add to Contacts** and press **OK** to accept the change.



## Bridge Line

The Simplifi Bridge Line feature lets you use your own desk phone to receive and place calls on behalf of other phone numbers. Incoming calls to those telephone numbers will ring on your desk phone. You can also use those other numbers to place calls directly from your own desk phone.

*Configure another phone number to your desk phone:*

Your organization's Simplifi service administrator can configure bridged devices by logging into the My Business Simplifi Lines Management Platform.

*Monitoring and answering calls for a bridged number:*

1. When a call is made to a shared line, it will appear on your screen.
2. Press the appropriate line key to answer the call. The monitored phone's status display will now show that the line is busy.

Once a call is answered on a bridged line, you will have access to the same features that are available on your own desk phone line.

## Call Barge

Any bridged line or other device that shares a number with you can use the Call Barge feature to join a call in progress. Call Barge is especially useful for admins when it is urgent that a manager be reached immediately.

Before you can use Call Barge, your service administrator must configure the barge function in the Simplifi Admin Portal.

*Barge in on a call to your Simplifi number or bridged line:*

1. Press and hold the line key\* in use for approximately five seconds.
2. Press the **Barge** soft key to barge in on the active call.

\*The line key indicator will light steady green when the line is busy (on an active call).

#### *Barge-In warning tone:*

Simplifi can be configured to notify you when another user barges in on a call. For more information, refer to the [User Portal Guide](#) or contact your systems administrator.

### Call Forwarding

This feature allows incoming calls to automatically ring another phone number or to be sent directly to Voice Mail, depending on your preferences. The following options are available:

#### *Call Forward Always*

Forwards all calls made to your Simplifi phone number to an alternative phone number. Calls can be forwarded to any domestic U.S. and 800 number.

#### *Call Forward Busy*

Forwards calls to an alternative number when your Lines number is busy. Calls can be forwarded to any domestic U.S. and 800 number.

#### *Call Forward No Answer*

Forwards calls to an alternative phone number when there is no answer at your Simplifi number.

#### *Call Forward to Voice Mail*

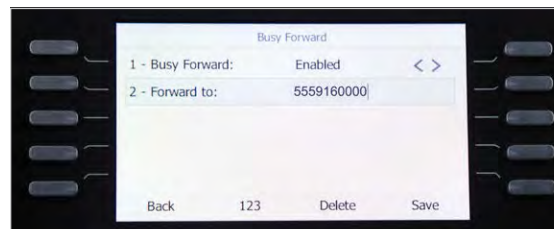
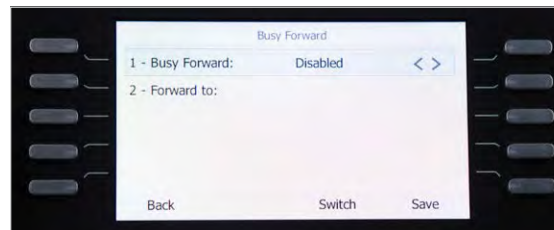
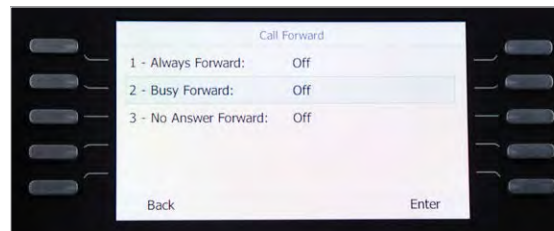
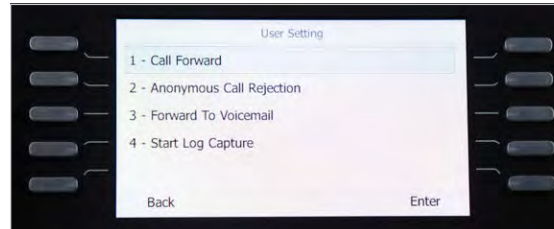
Automatically forwards calls made to your Simplifi phone number to your Voice Mail box, where callers can leave a voice message.

#### *To configure Call Forwarding:*

1. Press the **Features** soft key while the phone is idle.
2. Select **Call Forward** and press **OK** to select.
3. Use **▼** **▲** to navigate to your preferred forwarding option and press **OK** to select. (Only one option can be enabled at a time.)
4. Use **◀** **▶** or the **Switch** soft key to enable or disable the feature, then scroll **▼** to **Forward to:** and enter the number to which you wish to forward calls. Press the **Save** soft key to accept the changes.

#### *Forward to Voice Mail:*

1. Press the **Features** line key while the phone is idle.
2. Select **Forward to Voicemail** and press to select.



### Call Move

When you share your Simplifi number with other devices, you can move an active call between any of these devices without disconnecting. You may share your Simplifi number with up to five different devices, including mobile phones and tablets.

#### *Move a call:*

To move a call from your desk phone to mobile device, simply place the call on hold by pressing the **Hold** soft key. You may then continue the conversation by retrieving the call from your mobile device.

#### *Retrieve a call from your desk phone:*

If you placed a call on hold from another Simplifi device, the line key on your desk phone will flash red. Press the **line key** to pick up the call and continue your conversation.

### Caller Line ID Block

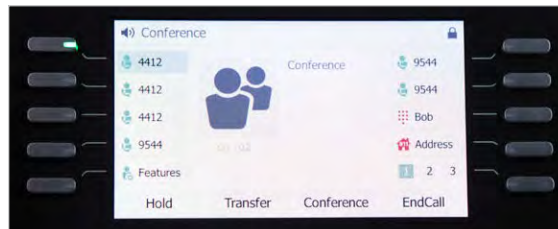
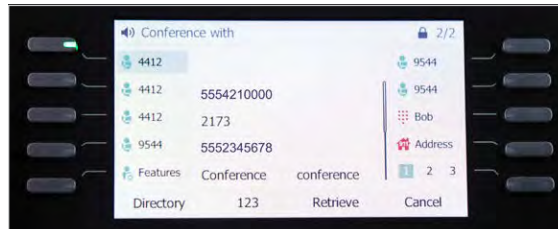
You can opt to place outgoing calls anonymously by pressing **\*\*67** prior to dialing. This will prevent your phone number or any other Caller ID information from appearing on the recipient's display.

## Conference Calling

Simplifi 6-way Conferencing enables you to have up to six different parties participating in a single conference call. During an active call, follow these instructions to add and merge up to four more lines to your conference.

*To start a conference call:*

1. Press the **Hold** soft key during an active call, then press **New Line**.
2. Enter the number of the second party, then press the **Send** soft key.
3. After the second party answers, press the **Conference** soft key. All parties are now joined in the conference.
4. Repeat steps 1 to 3 to hold up to a 6-way Conference Call.



## Do Not Disturb

When enabled, Do Not Disturb (DND) will reject all incoming calls automatically. Depending on how you configure other devices that share your Simplifi number, the call may ring on another device or be forwarded to Voice Mail.

*Enable or disable Do Not Disturb:*

1. Press the **DND** soft key to enable or disable the feature.
2. Your desk phone will not ring while the screen displays **DND**.



## Remote Group Pickup

Simplifi helps ensure that calls are answered by associating lines with groups (Inside Sales, for example). If your administrator has assigned your line to a specific group, Remote Group Pickup enables you to remotely pick up a group member's ringing line from your own desk phone.



Dial **\*\*98** from your desk phone to remotely pick up a group member's ringing line.

### Transferring calls

You may transfer an active call to any other phone number, regardless of service provider (it does not have to be a Simplifi number). There are three transfer options: Consultative Transfer, Direct Transfer, and Direct Transfer to Voice Mail.


### Consultative Transfer:

Consultative Transfer allows you to dial and speak to the person before you transfer the call.

1. Press  or the **Transfer** soft key during an active call. This will place the call on hold.
2. Enter the 10-digit phone number or extension you want to transfer to and press the **Consult** soft key. When the second party answers, advise them of the transfer.
3. Press  or the **Transfer** soft key to complete.


### Direct Transfer:

Direct Transfer enables you to immediately transfer an active call. This feature will make it appear that the current caller directly dialed the second caller.

1. Press  or the **Transfer** soft key during an active call. This will place the call on hold.
2. Enter the 10-digit phone number or extension you want to transfer to and press the **Direct** soft key to complete the transfer.

### Direct Transfer to Voice Mail:

Direct Transfer to Voice Mail enables you to transfer a call to someone else's Voice Mail.





1. Press  or the **Transfer** soft key during an active call. This will place the call on hold.
2. Press **\*\*55** then enter the 10-digit phone number or extension you want to transfer to.
3. Press the **Direct** soft key to complete the transfer.



## Call History

Call History maintains a list of all calls that were missed, placed, received and forwarded. You can view and delete call records, place a call, blacklist a contact, or add a contact to your Local Directory from the Call History screen.

*View Call History:*

1. Press the **History** soft key while the phone is idle.
2. Scroll   All Calls to highlight the desired entry. You can also filter your view by navigating   Missed Calls, Placed Calls, Received Calls or Forwarded Calls.



*Call a contact from Call History:*

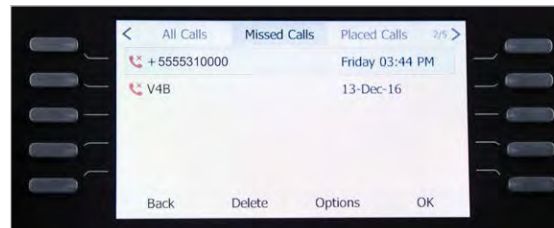
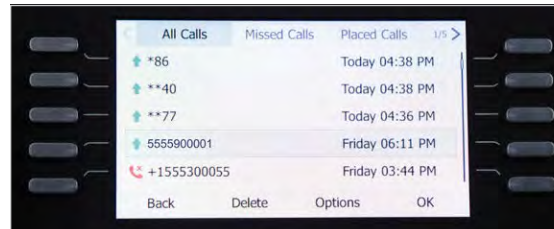
3. Follow steps 1 and 2 above, then press the **OK** soft key to dial the contact.

*Delete an individual call record:*

4. Follow steps 1 and 2 above, then press the **Delete** soft key.

*For all other options, including:*

- Add to Local Directory
  - Blacklist the contact
  - View details
  - Delete all call records
5. Follow steps 1 and 2 above, then press the **Options** soft key.
  6. Scroll   to highlight the desired option, then press **OK** to accept the change.





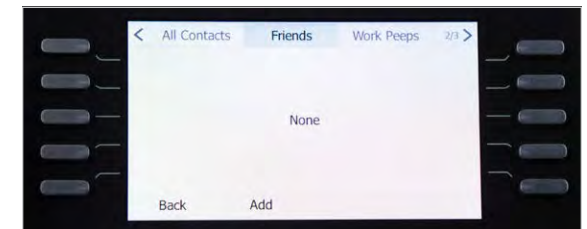
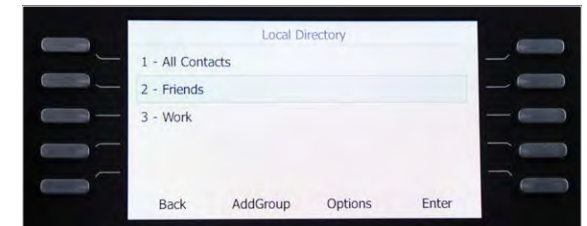
## Contact management

### Local Directory

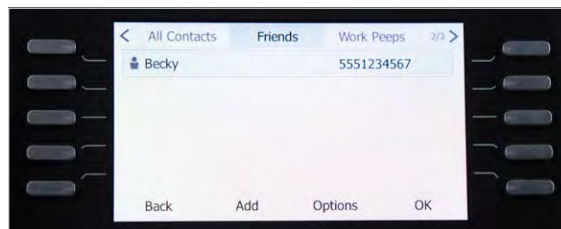
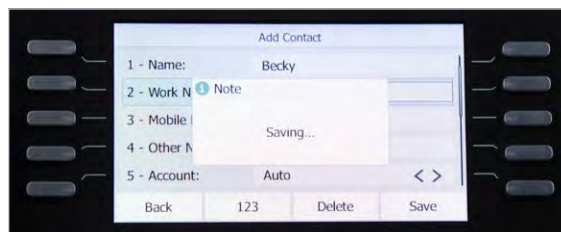
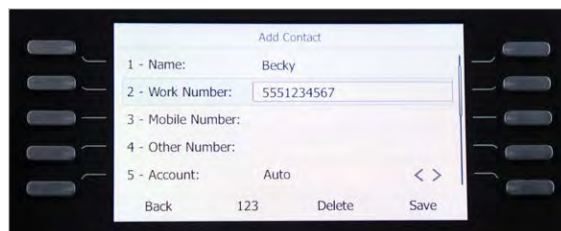
The built-in phone directory can store the names and phone numbers of your contacts. You can store up to 1,000 contacts and 48 groups in your phone's Local Directory. You can add new groups and contacts; edit, delete or search for a contact; blacklist a number; move contacts between groups; or dial a contact number directly from the Local Directory.

*Add a contact:*

1. Press the **Directory** soft key when the phone is idle.
2. Scroll   to the desired directory group and select **OK**.
3. Press the **Add** soft key to add a contact.
4. Using the keypad, enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
5. Press the **Save** soft key to accept your changes.



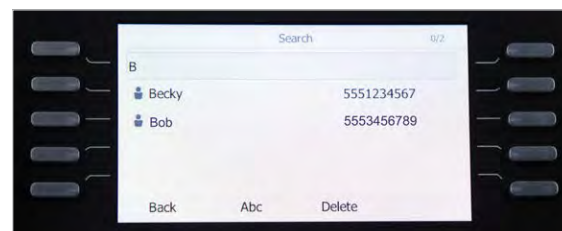
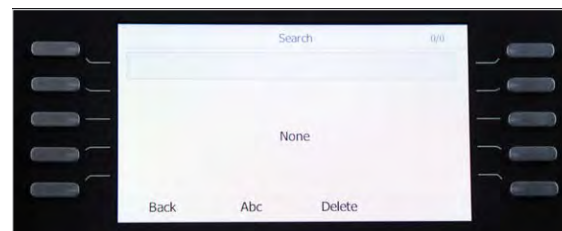








#### Search the directory for a contact:

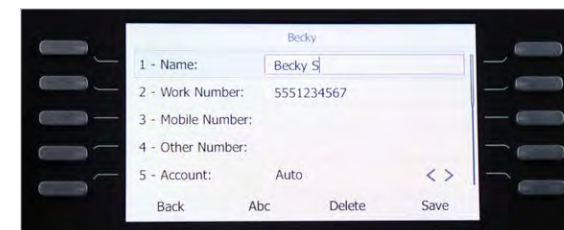
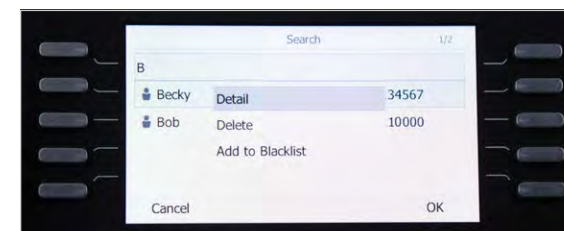
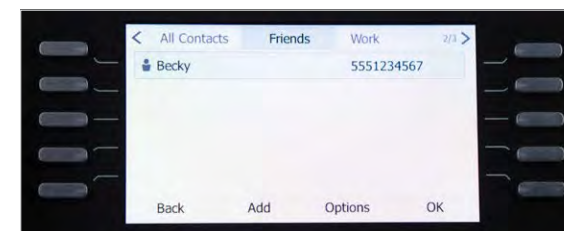
1. Press the **Directory** soft key, then press **All Contacts**.
2. Press the **Search** soft key and use the key pad to enter the contact's name or phone number. Contacts whose name or number matches will appear on the screen as you type.

Tip: If you know which group a contact belongs to, tap the group, then scroll to find the contact you're looking for.





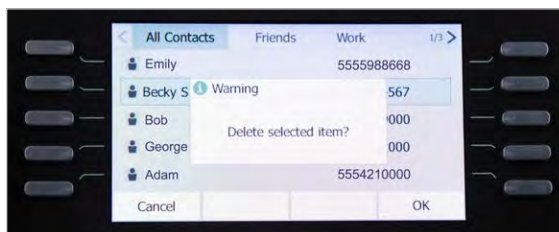
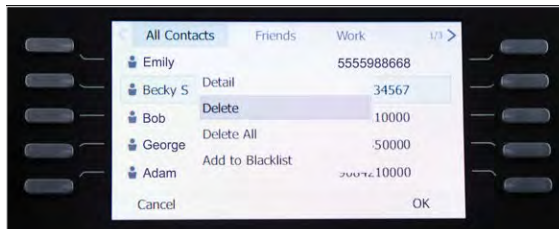
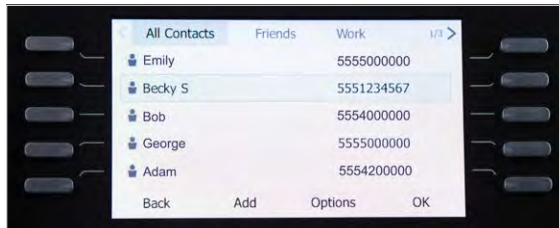
#### Edit contact information:

1. Press the **Directory** soft key, then press **All Contacts** or the **Group** to which the contact belongs.
2. Scroll   to highlight the contact you wish to edit.
3. Press the **Options** soft key and select **Detail** from the prompt list.
4. Edit the contact information using   to select the desired contact fields you wish to change.
5. Press the **Save** soft key to accept the changes.





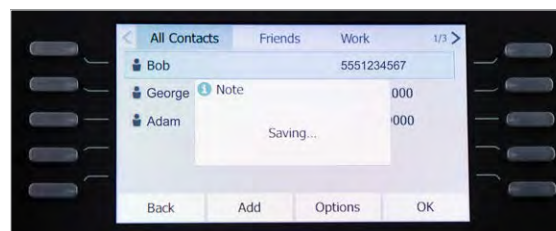
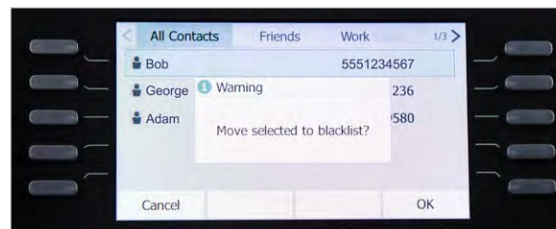
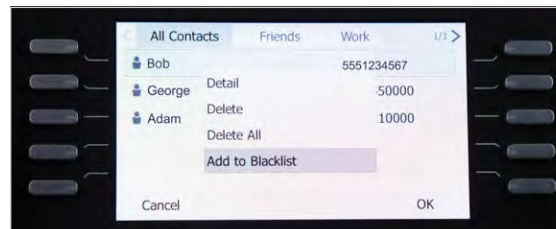
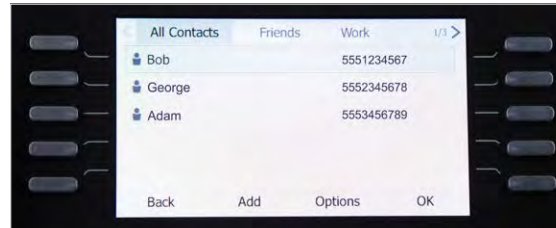
### Delete a contact:

1. Press the **Directory** soft key when the phone is idle, and then press **All Contacts** or the **Group** to which the contact belongs.
2. Scroll   to highlight the contact you wish to delete.
3. Press the **Options** soft key and select **Delete** from the prompt list.
4. Press the **OK** soft key when the LCD screen prompts, **Delete selected item?**





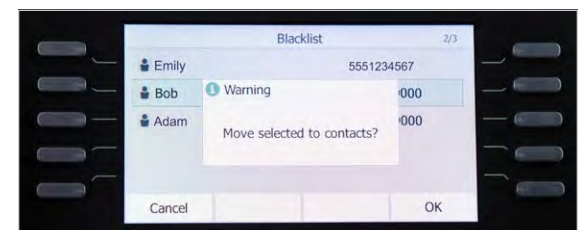
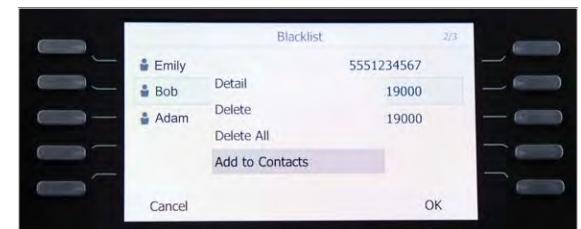
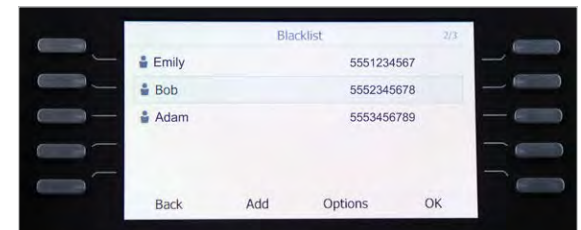
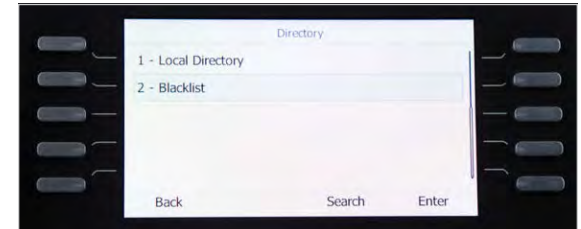
### Blacklist a contact from your directory:

1. Press the **Directory** soft key while the phone is idle.
2. Locate the contact you wish to blacklist by selecting **All Contacts** or the **Group** to which the contact belongs.
3. Use   to navigate to the contact and press the **Options** soft key.
4. Select **Add to Blacklist**.









### Remove contact from Blacklist:

1. Press the **Menu** soft key while the phone is idle.
2. Press the **Directory** soft key, then press **Blacklist**.
3. Scroll   to highlight the contact you wish to unblock and press **Options**.
4. Select **Add to Contacts** and press **OK** to accept the change.



#### Assign a contact to a group:

1. Press the **Directory** soft key, then press **All Contacts** or the **Group** to which the contact belongs.
2. Scroll   to highlight the contact you wish to edit.
3. Press the **Options** soft key and select **Detail** from the prompt list.
4. Scroll   to Group field and   to select the desired group.
5. Press the **Save** soft key to accept the changes.

#### Groups



Groups are a great way to organize large lists of contacts. You can even assign each group its own distinctive ringtone.

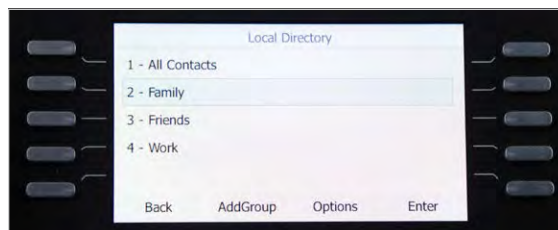
You can create and delete groups, edit group names, add contacts and move contacts to different groups. New groups appear on the left side of your screen under Local Directory.

#### Create a group:



1. Press the **Directory** soft key.
2. Press **Add Group**, and enter a group name using the keypad.
3. If you would like to assign a unique ringtone to this group, scroll to **Assign Ringtone**.
4. Press **Add** to accept your changes.

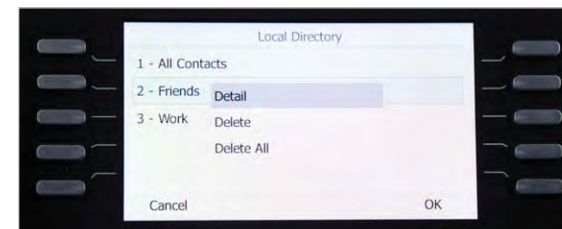
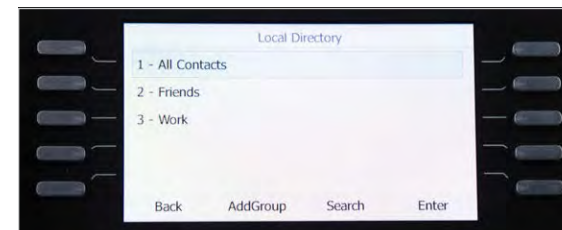
#### Delete a group:

1. Press the **Directory** soft key.
2. Scroll   to the group you wish to delete and press **Options**.
3. Select **Delete** from the prompt list and press **OK** to confirm or **Cancel** to cancel deletion.






#### Edit a group:

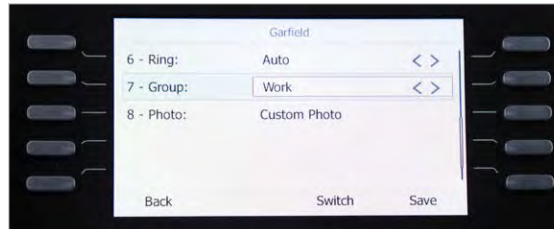
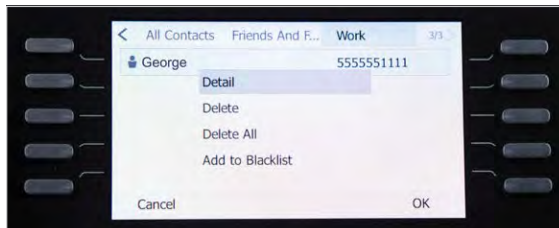
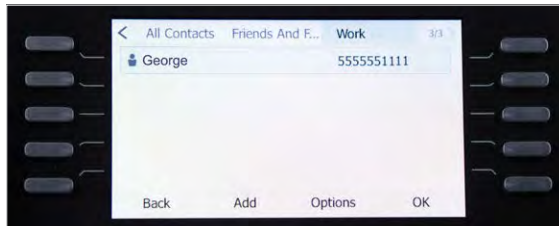
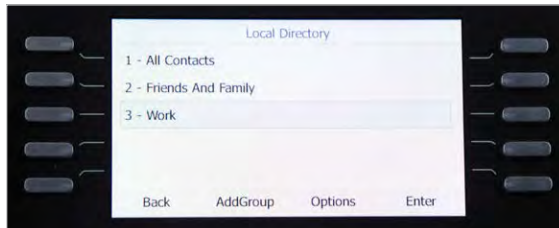
1. Press the **Directory** soft key.
2. Scroll   to the group you wish to rename and press **Options**.
3. Press **Detail** and make your desired changes to the name or ringtone using the keypad.
4. Press **Save** to accept the changes.





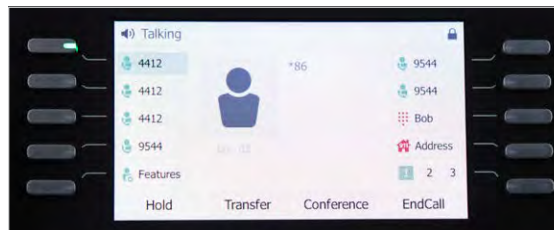
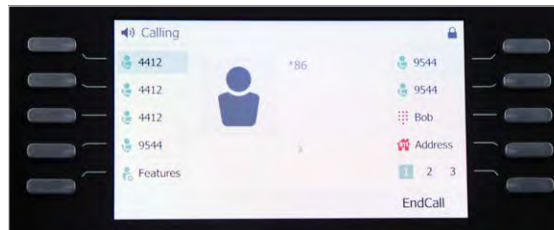
Move a contact to a different group:

1. Press the **Directory** soft key, then press **All Contacts** or the **Group** to which the contact belongs.
2. Scroll  to highlight the contact you wish to move. Press the **Options** soft key, then select **Detail** from the prompt list.
3. Scroll  to Group field and  to select the desired group.
4. Press the **Save** soft key to accept the change.




## Voice Mail


Your T46G desk phone will notify you when you have new Voice Mail messages with an onscreen message and blinking red power light indicator.



Retrieve new Voice Mail messages:

1. Press  **Message** button on the desk phone.
2. When prompted, enter your PIN followed by the # key.
3. After you listen to your message, you can:
  - Press 7 to erase.
  - Press 8 to reply.
  - Press 9 to save.
4. After all your messages have been played, you can:
  - Press 1 to replay messages.
  - Press 2 to send a message.
  - Press 4 for personal options.

Set up Voice Mail:





1. Press  **Message** button and follow the voice prompts.
2. Select your preferred language.
3. Create your four-digit passcode.
4. Record your name at the voice prompt.
5. Select a greeting, either personalized or standard.




## System status, troubleshooting and other settings

### Check phone status.

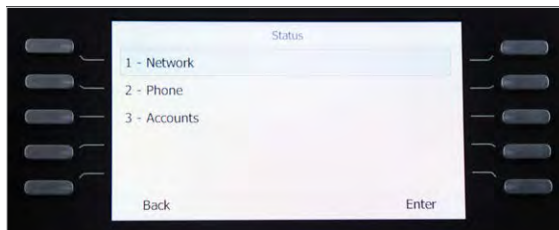
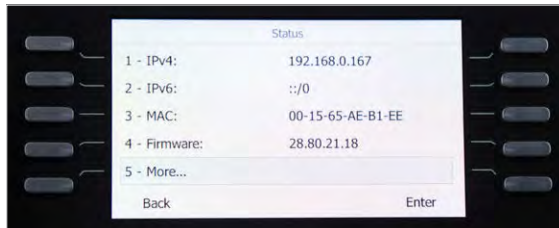
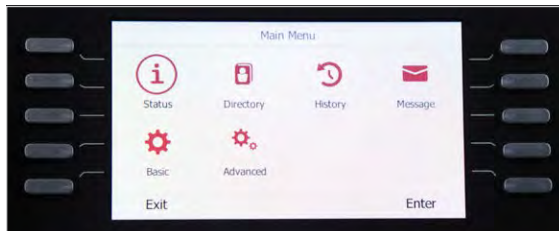
The **Status** screen is where you will find general information about your network, phone and account, including MAC address, IP address, product ID, hardware and firmware versions, and more.

To check status:

1. Press the **Menu** soft key while the phone is idle.
2. Use the  arrow keys to navigate to **Status** settings and press  to select.
3. The screen will display your IP address, MAC address and firmware number. For more information, scroll  to **More** and press  or the **Enter** soft key.

4. Scroll   to **Network, Phone** or **Accounts** and select  for additional status information:

- Network: IPv4 and MAC address
- Phone: hardware, firmware, version and product ID
- Accounts: phone number associated with account








### Reboot phone or reset it to factory settings.





Rebooting the phone or returning it to factory settings often resolves issues that could not be solved through other troubleshooting methods. Resetting the phone to factory settings is also used to delete personal information and contacts from returned devices so they can be easily reassigned.

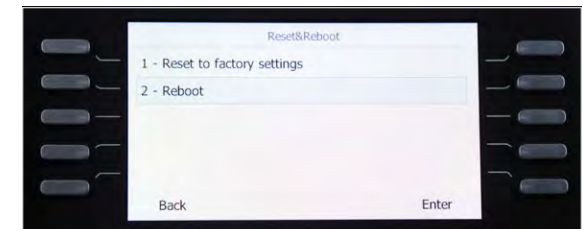
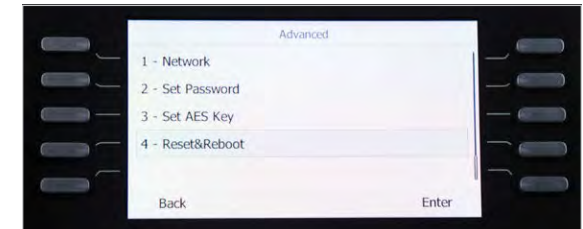
These are advanced settings for administrators only and require an admin password.

Navigate to the Advanced settings screen:

1. Press the **Menu** soft key to open the Menu screen.
2. Use the     keys to navigate to **Advanced settings** and press  to select.
3. Enter administrator password and press the **OK** soft key to confirm.







Reboot your phone:

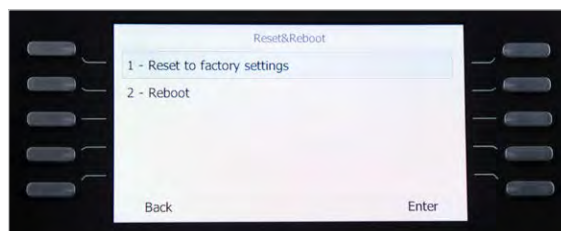
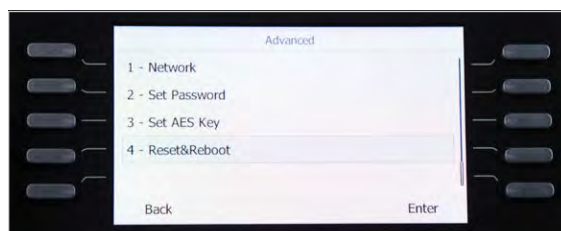
1. From Advanced settings, scroll  to **Reset & Reboot** and press  to select.
2. Scroll  to **Reboot** and press  or the **Enter** soft key.
3. Press the **OK** soft key to confirm.





Reset your phone to factory settings:

1. From Advanced settings, scroll   to **Reset & Reboot** and press  to select.
2. Select **Reset to factory settings** and press  or the **Enter** soft key.
3. Scroll   to your desired reset option and press the **Save** soft key to select.
4. Press **OK** soft key to confirm.



## Specifications

- Dual-port Gigabit Ethernet
- Supports IPv4 and IPv6
- 4.3" 480 x 272 pixel color display with backlight
- Dimensions: 2.1 H x 9.7 W x 4.0 D
- Mode: all digital
- Color: black
- Number of contacts: 1,000
- Built-in USB port for optional BT40 Bluetooth USB Stick (for hands-free Bluetooth headset)
- Paper label-free design
- PoE (802.3af) class support
- Supports expansion modules
- Stand with two adjustable angles

## Features

### Accessibility

- 6-way Conference Call support
- Multi-language

### Bluetooth

- Bluetooth headset support with built-in USB port (requires USB adapter)

### Form Factor

- 1 x USB2.0 port
- 1xRJ9 (4P4C) handset port
- 1xRJ9 (4P4C) headset port
- Desk phone
- Integrated stand with two adjustable angles
- Message Waiting Indicator (MWI)
- Power over Ethernet (IEEE 802.3af), class 0
- Wall mountable

### Network

- Advanced calling (HD voice)

## Technology

- Dual-port Gigabit Ethernet
- IP assignment: static/DHCP/PPPoE
- IPv6
- OpenVPN, IEEE 802.1X
- PoE (802.3af) class support
- Supports bridging that allows T41P, T46G, T46GW and T49G to monitor incoming calls
- Yealink Optima HD voice

## Applications and software

- Simplifi compatible

## Display and input

- Dual-color (red or green) illuminated LEDs
- Illuminated mute, headset, hands-free speakerphone keys

## Music and audio

- Speakerphone

## Product

- Set date/time manually or automatically

## Tools

- Caller ID with Name

## Accessibility features

### For hearing-impaired users

Feature	Description
Adjustable ringtone and volume	Choice of a variety of ringtones. Volume of the ringer can also be changed to suit needs.
Adjustable call volume	While on a call, raise or lower the volume of the voice on the far end and of other phone sounds heard.
Visual notifications	Indicators on the phone screen, such as flashing bars or icons, indicate when calls are incoming or outgoing, or if a call is active or held. Indicators can also indicate phone status and if certain features are activated.
Electronic hookswitch support	When using a headset that supports electronic hookswitch (EHS), controls on the headset can answer and end calls. In addition, call volume can be controlled and calls may be able to be muted from the headset.
Headset memory mode	Headset can be set up to take all calls.
Hearing-aid compatible (HAC) handsets	The standard handset of Yealink phone isn't fully compatible with HAC. If customers have HAC requirement, Simplifi can ship the additional handset to replace only the current standard handset of the phone.
TTY support	Yealink phones support commercial TTY devices (for example, Ultratec Superprint).
Visual Message Waiting Indicator (MWI)	<ul style="list-style-type: none"> <li>An indicator light on the phone indicates that new messages are waiting. Icons on the phone screen also indicate that the phone has new messages.</li> <li>At launch, Voice Mail Indicator always shows "1". See Known Issues for more information.</li> </ul>

### For vision-impaired and blind users

Feature	Description
Adjustable backlight settings	Change the backlight setting of the screen by adjusting backlight settings.
Tactile five-key with raised bumps	The five-key has bumps that let user easily discern the position of other keys on the keypad.
Large keys	Large keys on the phone console enable easy access to phone features and functions.
Physical line keys	Yealink phones have physical line keys to answer and end calls.
Variety of feature keys to press	Many features on Yealink phones are accessible by pressing feature keys on the phone console.
Tactile-discernible number, feature and navigation keys	Keys on the phone console are easily discernible by their size and shape.
Illuminated feature keys	Many feature keys are illuminated when activated, providing alerts when a feature is enabled.

### For mobility-impaired users

Feature	Description
Auto-answer	Yealink phones can auto-answer calls, so users don't have to lift a handset, push a button, or tap a key to answer a call. If this feature is enabled, phone will automatically answer incoming calls using the speakerphone.
Dedicated headset jack that enables the auto-answer function	Headset can be set up to take all calls.
Touch screen	Certain Yealink phones have large touch screens to tap, swipe and press to perform phone functions and activate features.
Built-in speakerphone	A built-in speakerphone allows users to use the phone without having to use a handset or headset.
Adjustable phone stand	Yealink phones have adjustable stands, so the phone can sit at a comfortable angle on the desktop.

## Compatible accessories

EXP40	EXP40 Button Expansion Module
WF40	WF40 Wi-Fi USB Stick
BT40	BT40 Bluetooth USB Stick
EHS36	EHS36 IP Phone Wireless Headset Adapter
T46GWMB	T46G Wall Mount Bracket
EXP40WMB	EXP40 Wall Mount Bracket
PS5V2000	T46G Power Supply
CORD	Replacement Handset Cord
T46GHS	T46G Replacement Handset

## Important customer information

To avoid electric shock, use caution when connecting cables. For example, do not connect safety extra-low voltage (SELV) circuits to telephone-network voltage (TNV) circuits. LAN ports contain SELV circuits, and WAN ports contain TNV circuits. Some LAN and WAN ports both use RJ-45 connectors.

To avoid electric shock, do not operate the product or connect or disconnect cables during electrical storms. To avoid electric shock, do not use this product in or near water.

To reduce the risk of fire or overheating, keep this product in well-ventilated areas, away from radiators or other heat sources. Do not block cooling vents.

The plug-socket combination must be accessible at all times because it serves as the main power-disconnecting device.

Use only the manufacturer-provided AC adaptor approved for use with this product. Use of another AC adaptor may cause a fire or explosion.

This product relies on short-circuit (overcurrent) protection installed in your home or office. Ensure that a fuse or circuit breaker no larger than 120 VAC, 15A U.S. is used on the phase conductors (all current carrying conductors).

Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

1. When the power cord or plug is damaged or frayed.
2. If liquid has been spilled into the product.
3. If the product has been exposed to rain or water.
4. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal condition.



### WEEE warning

To avoid the potential effects on the environment and human health as a result of the presence of hazardous substances in electrical and electronic equipment, end users of electrical and electronic equipment should understand the meaning of the crossed-out wheeled bin symbol. Do not dispose of WEEE as unsorted municipal waste and have to collect such WEEE separately.

### Customer feedback

We are striving to improve our documentation quality, and we appreciate your feedback. Email your opinions and comments to [DocsFeedback@yealink.com](mailto:DocsFeedback@yealink.com).

### GNU GPL information

Yealink SIP VP-T49G IP phone firmware contains third-party software under the GNU General Public License (GPL). Yealink uses software under the specific terms of the GPL. Please refer to the GPL for the exact terms and conditions of the license.

The original GPL license, source code of components licensed under GPL and used in Yealink products can be downloaded online: <http://www.yealink.com/GPLOpenSource>.

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### Warranty

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Yealink Network Technology CO., LTD. makes no warranty of any kind with regard to this guide, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Yealink Network Technology CO., LTD. shall not be liable for errors contained herein nor for incidental or consequential damages in connection with the furnishing, performance, or use of this guide.

### Important 911 emergency response information

If you call 911, emergency service responders will be sent to the registered location you provided when you provisioned this phone. An incorrect address could result in incorrect routing of 911 calls and dispatch of emergency personnel to the wrong location, so please contact us if your registered location is not accurate.

Data and voice functionality (including the ability to make and receive 911 calls) will not be available during a power outage, broadband connection failure or other service disruption. Neither Simplifi nor any of its affiliates shall be liable for any service outage and/or inability to access emergency service personnel, nor shall Simplifi or any of its affiliates be responsible for the acts or omissions of emergency response center personnel.



### Declaration of conformity

Hereby, Yealink Network Technology CO., LTD. declares that this phone is in conformity with the essential requirements and other relevant provisions of the CE, FCC. You can find the CE and FCC information from the label on the back of the IP phone.

### CE mark warning

This device is marked with the CE mark in compliance with R&TTE Directive 1999/5/EC.

### Part 15 FCC Rules

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device is compliant with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

### Class B digital device or peripheral

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio/TV technician for help.

### Important safety precautions

Please read the following important safety notices and instructions before installing or using the product.

- A DANGER warning refers to situations that could cause bodily injury.
  - A CAUTION warning refers to situations that could result in equipment malfunction or damage.
1. Follow all warnings and instructions marked on the product.
  2. Unplug this product from the wall outlet before cleaning.  
  
Do not use liquid cleaners or aerosol cleaners. Use an antistatic cleaning pad for cleaning.
  3. Do not use this product near water.
  4. Do not place this product on an unstable cart, stand or table. If the product falls, it could be seriously damaged.
  5. This product should be operated using the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
  6. Do not allow anything to rest on the power cord. Do not locate this product where people will walk on the cord.
  7. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short-out parts that could result in a fire or electric shock.
  8. Never spill liquid of any kind into or onto the product.
  9. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks.
  10. Refer all questions regarding servicing of this product to qualified service personnel.

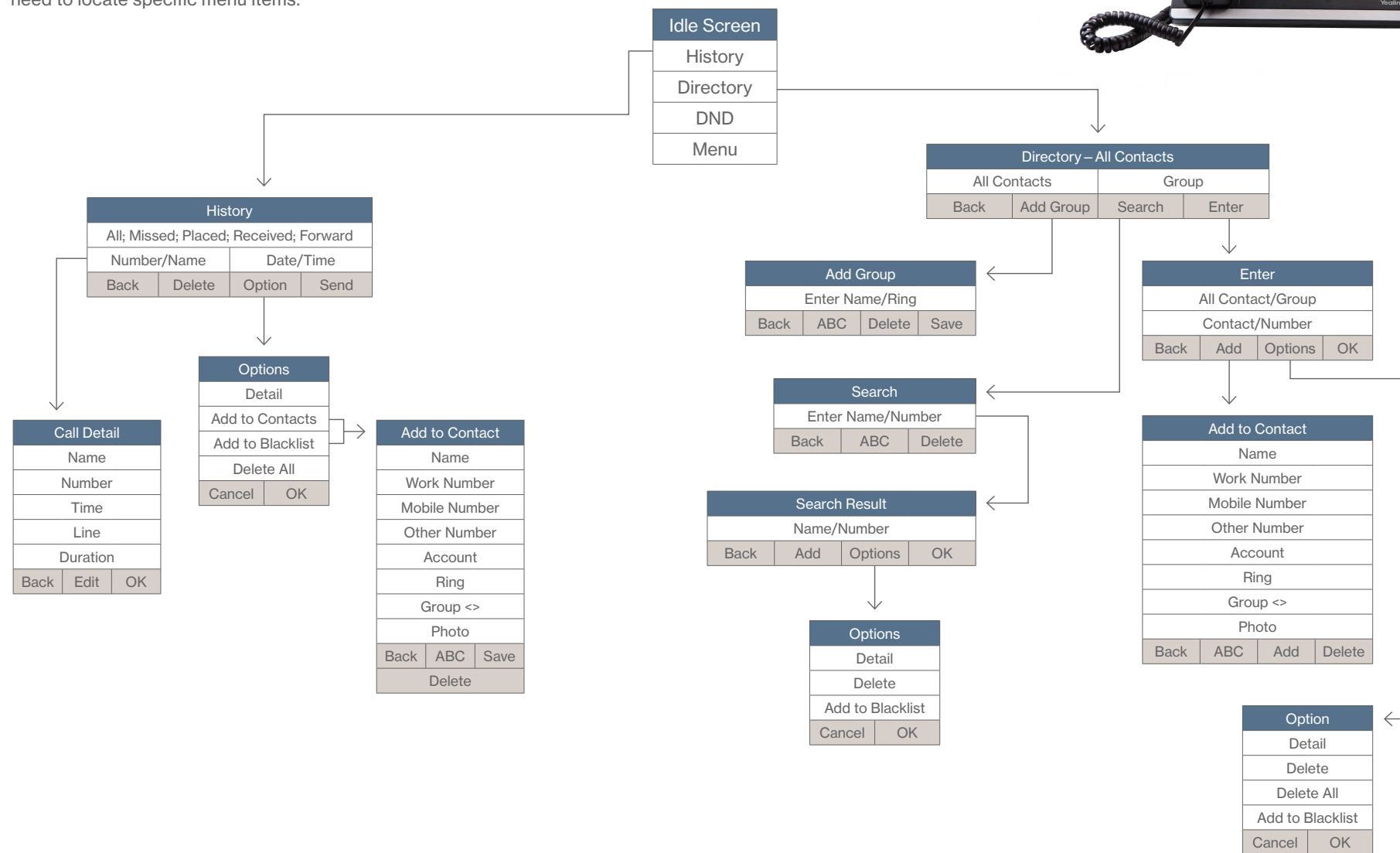
### Danger—electric shock and fire

Electric current from power, telephone and communication cables is hazardous, and could result in electric shock and/or fire.



## T46 desk phone navigation guide (soft key menu A)

This navigation guide shows the hierarchy of screens for the Soft Key menu. You can refer to this diagram for a visual representation of the flow of the soft key screens and as a reference guide when you need to locate specific menu items.



## T46 desk phone navigation guide (soft key menu B)

This navigation guide shows the hierarchy of screens for the Soft Key menu. You can refer to this diagram for a visual representation of the flow of the soft key screens and as a reference guide when you need to locate specific menu items.

