

## Yealink T4 Series – Placing Calls



You can place a call in one of four ways using your SIP-T4 Series IP phone:

- Using the handset
- Using the speakerphone
- Using the headset
- Using the ITC Cloud portal, refer to [www.itccloud.com](http://www.itccloud.com) for additional portal training.

You can also dial the number first, and then choose the way you want to speak to the other party.



You can also search and dial a contact from call history, local directory, or remote phone book.

During a call, you can alternate between Speakerphone, Headset, and Handset modes by pressing the Speakerphone key, the HEADSET key, or by picking up the handset. You can also alternate between the previous modes to a mobile device and vice versa by dialing \*88 either on your IP phone or mobile device.

The call duration of the active call and far-site's information (name or phone number) are visible on the LCD screen. In the figure below, the call to "1026" (the phone number: 1026) has lasted 15 seconds.









### To place a call using the handset:

1. Pick up the handset.
2. Enter the desired number using the keypad.
3. Press   or the **Send** soft key.

The # key is configured as a send key by default. You can also set the \* key as the send key or set neither.


### To place a call using the hands-free (speakerphone) mode:

Do one of the following:

- With the handset on-hook,  press or the line key to obtain a dial tone.  
Enter the desired number using the keypad.  
Press   or the **Send** soft key.
- With the handset on-hook, enter the desired number using the keypad.  
Press    or the Send soft key.



### To place a call using the headset:

Do one of the following:

- With the optional headset connected,  press to activate the headset mode.



Press the line key to obtain a dial tone.

Enter the desired number using the keypad.

  Press or the **Send** soft key.

- With the optional headset connected,  press to activate the headset mode.

Enter the desired number using the keypad.

Press   or the **Send** soft key.



The SIP-T46S IP phone can handle multiple calls at a time. However, only one active call (the call that has audio associated with it) can be in progress at any time, other calls are placed on hold. The SIP-T46S IP phone can handle a maximum of 50 calls at one time.


### To place multiple calls:

You can have more than one call on your SIP-T46S IP phone. To place a new call during an active call, do one of the following:

- Press the line key. The active call is placed on hold.



Enter the desired number using the keypad.



Press   or the **Send** soft key.

-  Press or the **Hold** soft key to place the original call on hold.

Press the **New Call** soft key.

Enter the desired number using the keypad.

  Press or the **Send** soft key.

You can   press or to switch between calls, and then press the **Resume** soft key to retrieve the desired call.