Quick Reference Guide

verizon√

One Talk ^{SM}
T46G IP Desk Phone, Medium

www.verizonwireless.com/Support/One-Talk

Basic call features

Placing a call

Using the handset
Pick up the handset, enter the phone number and press **Send** soft key.

Using the speakerphone
With handset on hook, press 🔊 enter the phone number and press Send soft key.

Using the headset
With the headset connected, press 🎧 to activate the headset mode, and enter phone number then press **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **Headset** key or **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

Answering and ending a call

• When using the speakerphone, press 🔊 to answer.
• When using the headset, press 🎧 to answer.
• To end a call, press **End** Call.

Note: To ignore an incoming call, press the **Ignore** soft key.

Redial

• Press 🔄 to enter the **Placed** call list, press ⌃ or ⌄ to select the desired entry, and then press 🔄 or the **Ok** soft key.
• Press 🔄 twice when the phone is idle to dial out the last dialed number.

Call mute and un-mute

• Press 🔇 to mute and un-mute the microphone during a call.

Call hold and resume

Place a call on hold
Press 🔒 or the **Hold** soft key during an active call.

To resume the call, do one of the following:
• For only one call on hold, press 🔒 or the **Resume** soft key.
• For more than one call on hold, press the desired line key.

Call transfer

Press 🔀 or the **Transfer** soft key during an active call. This will place the call on hold.

Direct transfer
1. Enter the number you want to transfer to.
2. Press 🔀 or the **Transfer** soft key.

Consultative transfer
1. Enter number to which you want to transfer, and then press #️⃣.
2. Press 🔀 or the **Transfer** soft key when the second party answers.

Call forwarding

1. Press the **Features** soft key when the phone is idle, then select **Call Forward** –> **OK**.
2. Use ⏶ and ⏷ and then **OK** to select the desired forward type:

   Always Forward – Incoming calls are forwarded unconditionally.
   Busy Forward – All incoming calls will be forwarded when the phone is busy.
   No Answer Forward – Incoming calls are forwarded if not answered after a period of time.
3. Enter the number to which you want to forward.
4. Press the **Save** soft key to accept the change.

Note: For no Answer Forward, to select press ⏶ or ⏷ then **OK**, ⏴ and ⏵ to **Enable**, enter **Forward** to number, use ⏴ or ⏵ to set Number of Rings.

Conference calling

1. Press the **Conference** soft key during an active call. This will place the call on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.
5. For no Answer Forward, to select press ⏶ or ⏷ then **Ok**, ⏴ or ⏵ to **Enable**, enter **Forward** to number, use ⏴ or ⏵ to set Number of Rings.

Speed dial

1. Press and hold an **Unused** line key.
2. Select the Type as Speed Dial and enter the number and the name to be displayed on the speed dial button.
3. Click **Save**.

You can now use this line key to initiate the preset speed dial.

To use the speed dial key:
Press the corresponding Line Key to dial out the preset number.

Voice mail

To set up your voice mail:
1. From the desk phone press the **Message** button.
2. Select your preferred Language: 1 for English.
3. Create a password. A four digit number.
4. Record your name.
5. Select a greeting. Either personalised or standard.

Each device will have the following notification capabilities:
• Blinking power light.
• ✉ Envelope icon on the LCD screen.

Listen to voice messages
1. Press ✉ or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

Customizing your phone

Call history

1. Press the **History** soft key when the phone is idle. Press (▲) or (▼) to scroll through the list.
2. To select an entry from the list, you can do the following:
   • Press the **Dial** soft key to place a call.
   • Press the **Edit then Delete** soft key to delete the entry from the list.

Press the **Option** soft key for **Details**, **Adding Contacts**, **Adding to Blacklist** and **Deleting All**.

Contact directory

Add a contact
1. Press the **Directory** soft key when the phone is idle, and then select the desired group.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

Edit or delete a contact
1. Press the **Directory** soft key when the phone is idle, and then select the desired group.
2. Press (▲) or (▼) to select the desired contact, press the **Option** soft key, and then select **Detail** from the prompt list.
   • To edit, select **Detail** from the prompt list, edit the contact information and press **Save**.
   • To delete, select **Delete** from the prompt list and press the **OK** soft key.

Note: You can easily add contacts from the call history. For more information, refer to **Call History** above.

Ring tones

1. Press the **Menu** soft key when the phone is idle, and then select **Basic** –> **Sound** –> **Ring Tones**.
2. Press (▲) or (▼) to select the desired ring tone.
3. Press the **Save** soft key to accept the change.