virtex

VirtEx Handset Quick Reference—Grandstream GXP Handsets

Handset Overview—Yealink T46-S

Line Keys—used for switching between (up to) 3 calls

Soft Keys— function indicated by the display

Programmable Keys— usually used as BLF (Busy Lamp Field) indicators for other extensions

Mute Key—to mute your handset

Navigation keypad— used to control menu and browse directories

Hold Key—places a call on hold

Transfer Key—to transfer a call

Adjust ringer or hand- set / headset volume

Message Key—to access voicemail

Speaker Key—to go hands-free

For a complete breakdown of all buttons and their functions, please refer to the Yealink User's Guide.

Placing a Call on Hold

Press the hold button - the caller will hear hold music.   For an external call, the corresponding line key will start flashing to indicate the call is now on hold. To reconnect the call, press the flashing line key, or press the "Resume" soft key, or press the hold button again.

Transferring a Call

With a call in progress, press the transfer key, the caller is placed on hold.

Press the BLF key for the extension you want to transfer to, (alternatively, you can select an external number from the directory, or dial an external number).

You can choose to hang up immediately or press the transfer key again, this is a "blind transfer".

Or you can continue to stay on the line, announce the call to the recipient, then hang up or press transfer to complete the call.

If the recipient does not want to take the call, end your call with them, and resume the original call by pressing the flashing line key to take them off hold.

Start a Conference Call

With the first call in progress, press the conference soft key, the caller is placed on hold.

Establish a second call by pressing a BLF key for an internal extension, or dialling an external caller.

Announce the call, then press the conference soft key again to join the two calls together.

If you have additional line keys, you can repeat this process to join further parties to the call.

Accessing Voicemail (individual user voicemail, if enabled)

If voicemail has been activated on your extension, press the voicemail key   to access your mail-box and follow the spoken instructions.

Accessing Voicemail (shared company mailbox, if enabled)

If your VirtEx system includes a shared mailbox, dial *95 followed by the three-digit mailbox number, and follow the spoken instructions. This function may have been configured on your message key to replace individual user voicemail.

Record a Call On Demand (if enabled)

If your extension is configured to allow on-demand call record, dial *1 during a call to enable or disable it. You can access your recorded calls on the VirtEx control panel.