



My Granite Cloud User Guide

Yealink T46S- T54W

Phone Setup:

- Intercom Calling:
 - Press the INTERCOM,
 - Press extension Key or dial number
- Making a Call:
 - Dial the number (10 digits – no 1 required)
- To Redial a Number:
 -  Press Redial Key
- Transferring a Call:
 - With Extension Keys
 - While on the phone w/caller, press persons key, wait for them to answer, announce caller, and then hang up
 - With Dialing Extension Number:
 - While on the phone w/caller, press transfer, dial the extension number, announce caller, and then hang up
 - To Cancel the Transfer:
 - Press CANCEL, then RESUME
- To Park a Call:
 - Press available PARK Key
- Conference Calls:
 - During the call press CONFERENCE
 - Dial Number of 3rd Party
 - When call connects, press CONFERENCE
 - To separate calls, press MANAGE
- To Page:
 - Press PAGE Key and announce Page
- To Transfer a Call to Voice Mail
 - Press TRANSFER
 - Dial **7** and Extension number or Ext Key
 - Then hang up

Voice Mail Setup:

- Voicemail Default Passcode:
 - Default Passcode is **8522**
- Setting up your Mailbox
 -  Press the Envelope Key
 - Enter Default Passcode 8522, press #
 - Record Name, press #
 - This is for dial by name directory
 - Record Greeting, press #
- **DO NOT CHANGE:** the option "Voice Mail Code" in the phone's settings. This is not for your voicemail passcode. Changing this value will prevent you from accessing your voicemail completely.

