Yealink T43U Quick Guide

Deskphone Features

Line keys

Soft keys

Navigation keys

Cancel key

Mute/Unmute key

Headset key

Voicemail key

Redial key

Speakerphone key

Volume keys

Feature Description

1. **Line keys**—enables you to select a phone line, view calls on a line, or quickly call a favorite contact.
2. **Soft keys**—enables you to select context-sensitive keys that display along the bottom of the screen.
3. **Navigation keys**—scrolls through information and options displayed on the phone screen.
4. **Cancel key**—cancels action or rejects incoming calls.
5. **Mute/Unmute key**—mutes audio during calls and conferences.
6. **Headset key**—enables you to place and receive calls through a headset.
7. **Voicemail key**—enables you to access voicemail messages.
8. **Redial key**— enables you to dial the last called number or extension.
9. **Speakerphone key**—enables you to place and receive calls using the speakerphone.
10. **Volume keys**—adjusts the volume of the handset, headset, and speaker.

Placing a call

Dial the number and do one of the following:
- Lift the receiver.
- Press 🎧 to use the headset.
- Press 🔊 to use the speakerphone.

Answering a call

Options:
- Lift the receiver.
- Press 🎧 to answer a call via headset.
- Press 🔊 to answer a call via speakerphone.

Placing a call on hold

- Press the **Hold** soft key or dial [#SEND] [#SEND] while on an active call.

Retrieving a held call

- Press the **Resume** soft key or [#SEND] to retrieve a held call.

Starting a Conference call

1. While on an active call, press the **Conf** soft key.
2. Dial the extension of the other party that you would like to add to the call.
3. Once the other party answers, press the **Conf** soft key to merge the two calls.

Retrieving a Parked Call

- Press [*.], followed by the park location.

Transferring a call

Warm Transfer:
1. While on an active call, press the **Transfer** soft key.
2. Dial the number of the other party.
3. When the destination party answers, provide the information, and confirm that they would like to take the call.
4. Press the **Transfer** soft key.

Blind Transfer:
1. While on an active call, press the **Transfer** soft key.
2. Press the **Blind** soft key.
3. Dial the extension of the other party.
4. Press the **Transfer** soft key.

Voicemail Transfer:
1. Press **Transfer** soft key.
2. Dial [*.] [0] plus the extension number of the voicemail where you want to transfer the call.

Parking a call

Option 1:
1. While on an active call, press the **More** soft key until the **Park** soft key is displayed.
2. Press the **Park** soft key.
3. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
4. Note the park location. Example *802.

Option 2:
1. While on an active call, press [#SEND] [#SEND] [*.] [3 DEF].
2. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
3. Note the park location. Example *802.

Paging

- Press ✱. 8TUV 4GHI , then follow the prompt.

Initiating an Intercom call

- Press ✱. 8TUV 5JKL , then follow the prompt.

Hot Desking

- Press the **Login** soft key then follow the prompt.
- Enter your extension number, then press #SEND .
- Enter your voicemail pin, then press #SEND .

Recording a call

- While on an active call, press ✱. 9WXYZ to start the recording.
- Press ✱. 9WXYZ to end the recording.