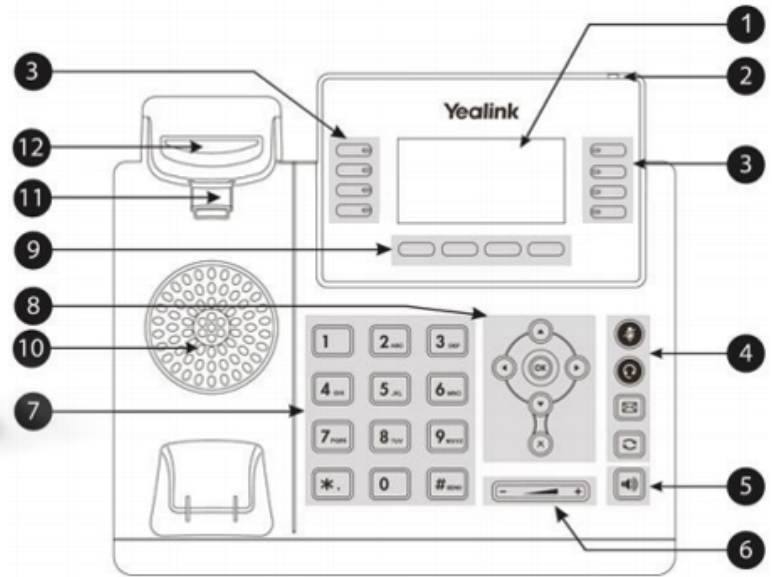


YEALINK T43 - USER GUIDE




MAKING A CALL


Using the handset:

1. Pick up the handset.
2. Enter the number using the keypad and then press the **Send** soft key.

Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, then press the **Send** soft key.




Using the compatible headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press the **Send** soft key.

Note: During a call you may alternate between 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 headset be connected to the phone.

Multiple calls:

1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Press the Send soft key.

You can press  or  to switch between calls, then press  again to resume the desired call.

ANSWERING A CALL

Using the handset:

Pick up the handset.

Using the speakerphone:

Press .

- | | |
|--|-----------------------|
| 1. LCD Screen | 6. Volume Key |
| 2. Power LED | 7. Keypad |
| 3. Line Keys | 8. Scroll keys |
| 4. Message key | 9. Soft Keys |
| <ul style="list-style-type: none"> • Hold key • Redial Key • Transfer Key | |
| 5. Speakerphone Key | |

Using the headset:

Press

Note: You may ignore an incoming call by pressing the **Reject** soft key.

ENDING A CALL

Using the handset:



Hang up the handset or press the **End Call** soft key. **Using the speakerphone:**


Press  or the **End Call** soft key.

Using the headset: Press the **Cancel** soft key.

REDIAL


Press  to enter the **Placed Calls** list. Press  or


 to select the desired call, then press  or the **Send** soft key.

Press  twice when the phone is idle to call the last dialed number.


YEALINK T43 - USER GUIDE


MUTING A CALL

Press  to mute the microphone during a call.

Press  again to un-mute the call.



VOLUME ADJUSTMENT

Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press  when the phone is idle to adjust the ringer volume.

RING TONE

1. Press the **Menu** soft key when the phone is idle, then select **Settings** > **Basic Settings** > **Sound** > **Ring Tones**.



2. Press  or  to select the desired ring tone.

3. Press the **Save** soft key to accept the change.

PUTTING A CALL ON HOLD

Press the **Hold** soft key during an active call.

To resume a held call, press the **Resume** soft key.

If there is more than one call on hold, press  or  to select the desired call, then press the **Resume** soft key.

PARK AND RETRIEVE A CALL

1. During an active call locate an available Park 1 or Park 2 key .

2. Press Park 1 or Park 2 key during an active call.

3. The caller is now parked.

4. The caller will hear music while they are parked

5. You Can now retrieve the Parked call on different phone

6. Press the Park key that you parked the call on to retrieve

TRANSFERING A CALL

There are two ways to transfer a call: Blind Transfer, and Attended Transfer.

Blind Transfer:

1. Press the **Transfer** soft key during an active call.

2. The caller will hear hold music

3. Enter the number you want to transfer to

4. Wait to hear the phone ring at least once

5. Press the **Transfer** soft key to complete the transfer

Attended Transfer:

1. Press the **Transfer** soft key during an active call.

2. The caller will hear hold Music

3. Enter the number you want to transfer them to

4. Wait for that person to answer

5. You can inform that person of the transfer

6. Press the **Transfer** soft key to complete the transfer

CALL FORWARDING

CALL FORWARDING ENABLE

1. Enter *72 then press **Send** to enable call forwarding

2. Enter the number to forward followed by the # Key

3. You will hear a confirmation stating your number

CALL FORWARDING Disable

1. Enter *73 then press **Send** to disable call forwarding

2. You will hear a confirmation

CALL FORWARDING UPDATE

1. Enter *56 then press **Send** to Update call forwarding

2. Enter the number to forward followed by the # Key

3. You will hear a confirmation

CALL FORWARDING Toggle

1. Enter *74 then press **Send** to Toggle call forwarding

2. You will hear a confirmation

CONFERENCE CALL

1. Press the **Conf** soft key during an active call. The call is placed on hold.

2. Enter the number of the second party, then press the **Send** soft key.

3. Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.


4. If you hang up to disconnect yourself. The other parties will be disconnected from the call as well.

Note: You may split the conference call into two individual calls by pressing the **Split** soft key.

VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.

Listening to voice messages:

1. Press 

2. Follow the voice prompts to listen to your voice messages. **Note:** when accessing the voice mail system for the first time your password is your extension #. Change this to a 4-digit number you can easily recall.

CONTACT DIRECTORY

Adding a contact:

1. Press the **Directory** soft key when the phone is idle, 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 **Add** soft key to accept the change.

Note: If your phone firmware is updated, contacts entered in this manner will be lost.

Editing a contact:

1. Press the **Directory** soft key when the phone is idle, then select the desired group.



2. Press  or  to select the desired contact, then press the **Option** soft key and then select **Detail** from the prompt list.

3. Update the contact information.

4. Press the **Save** soft key to accept the change.

Deleting 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, then press the **Option** soft key and select **Delete** from the prompt list.

3. Press the **OK** soft key when the LCD screen prompts "Delete Selected Item?"