

Yealink T43u – Quick User Guide





Feature Description

1. BLF Keys – Allows you to dial extensions within your organisation with a single touch and see when they are on a call
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 your microphone so the other party cannot hear you
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 scroll through a list of previously called numbers.
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

- Lift the receiver.
- Press  to answer a call via headset
- Press  to answer a call via speakerphone.

Transferring a call

Warm Transfer

1. While on an active call, press the **Transfer** soft key.
2. Dial the number of the other party and press **Call** or press the associated **BLF** key for their extension.
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 or press **Swap** to return to the original caller

Blind Transfer

1. While on an active call, press the **Transfer** soft key.
2. Dial the extension of the other party or press the associated **BLF** key for that user
3. Press the **B Transfer** soft key.

Placing and retrieving a call on hold

Press the **Hold** soft key to put on hold. Press the **Resume** soft key to take off hold

Starting a Conference call

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