




## PLACE A CALL

- Pick up the handset, or press the **Headset** or the **Speaker** key and dial.
- Dial number, and then press the **Send** soft key

## ANSWER A CALL

- Pick up the handset. 
- Press the **Headset** key 
- Press the **Speaker** key 
- Press the soft **Answer** key

## VIEW RECENT CALLS

- Press the **Call Log** soft key to view lists of recent calls... you may look at *All, Missed, Placed, or Received*.



Use the navigation pad to switch list views, scroll, and select list items:

- ◀ Switch ▶ between the call lists
- ▲ Scroll ▼ through listings

Press the **OK** button to select.

*While viewing Recent Calls you may also:*

- Select a listing and press **Send** to call the number
- Select a listing and press the **Option** soft key to see details

## HOLD & RESUME



*On hold call displays only on the device used to place the call on hold.*

- While on an active call press the **Hold** button located on the right side of phone.
- Press the same **Hold** button to resume the call before picking up the handset.
- Press the **Hold** soft key
- Call can also be resumed by using the **Resume** soft key.



## TRANSFER CALLS

*Transfer calls to any extension*

### Consulted/Warm Transfer

- Press  or tap the **Transfer** soft key
- Enter or select the extension or phone number and press **Send**, **OK** or the **#** button to dial
- Speak to the recipient and press  or tap the **Transfer** soft key again to send the call when ready.

### Blind Transfer

- Press  or tap the **Transfer** soft key
- Dial or select the ext/phone number
- Press  or tap the **Transfer** soft key again.

## PARK & RETRIEVE CALLS

*Parking allows any extension to pick up without transferring it*

### To Park a call:

1. Press and hold the **Transfer** soft key (bottom of the display) or press the **@** button.
2. Press 1 of the 4 park line buttons labeled **Park 1, 2, 3, or 4**.




*Note: When you Park a call, all phones will show the call "Parked" on that line and allow anyone to answer the call.*

3. Call the extension and inform them they have a call on **Park Line 1, 2, 3, or 4**.
4. Staff now can press the **Park 1-4** line you specified to accept the call

## END CALLS

*You can only end active calls. To end an On Hold call, you must resume the call first.*

### To End an Active Call:

-  Replace the handset in the cradle.
  - Press the **End Call** soft key at the bottom of the display.
-  Press the **Headset** button to end if using a headset
-  Press the **Speaker** button to end if using speakerphone

# Yealink T43 Phone Interface

