




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



Yealink T46 Phone Interface

