YEALINK T43U, T46U DESKTOP IP PHONES
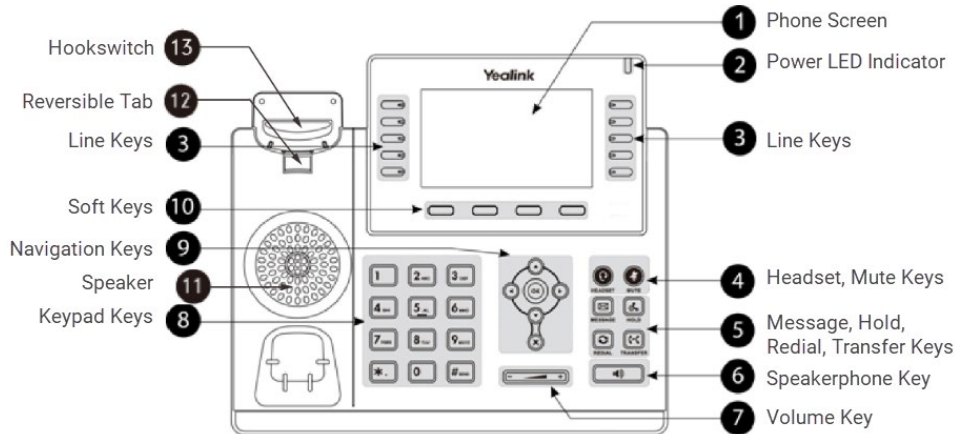
QUICK REFERENCE GUIDE

Yealink T43U

Yealink T46U

Hookswitch **13**	**1** Phone Screen
Reversible Tab **12**	**2** Power LED Indicator
Line Keys **3**	**3** Line Keys
Soft Keys **10**	
Navigation Keys **9**	
Speaker **11**	**4** Headset, Mute Keys
Keypad Keys **8**	**5** Message, Hold, Redial, Transfer Keys
	6 Speakerphone Key
	7 Volume Key

IDLE SCREEN

POWER LED INDICATORS

- **SOLID RED.** The phone is initializing.
- **FAST-FLASHING RED.** The phone is ringing.
- **SLOW-FLASHING RED.** The phone receives a voicemail or text message.

LINE KEY LED INDICATORS

- **SOLID GREEN.** The line is seized or in conversation.
- **FAST-FLASHING GREEN.** The line receives an incoming call.
- **SLOW-FLASHING RED.** The call is placed on hold.
- **OFF.** The line is inactive.

PLACING A CALL

1. Do one of the following:
   - Start typing a phone number.
   - Select the desired line key.
   - Pick up the handset.
   - Press the **Speakerphone** key.
   - Press the **Headset** key.
2. Enter the contact's phone number or highlight a contact.
3. Press the **Send** soft key.

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Call History

1. Press the **History** soft key or go to **Menu > History**.
2. Select the desired call list.
3. Highlight a contact and select **Send**.

Directory

You can place a call to a contact from the directory.

1. Select **Directory (Dir)** or go to **Menu > Directory**.
2. Select the desired contact group or **All Contacts**.
3. Use the arrow keys to scroll through the list and highlight an entry.
4. Press the **Send** soft key to dial.

Redial

1. Press the **Redial** key to access the **Placed Call** list.
2. Highlight the desired record and select **Send**.

Alternatively, press the **Redial** key twice to redial the last dialed number.

ANSWERING A CALL

1. Do one of the following:
   – Pick up the handset.
   – Press the **Speakerphone** key.
   – Press the **Headset** key.
   – Press **Answer** or the line key with the flashing green LED indicator.

ENDING A CALL

- Press the **Cancel** key or **End Call (EndCall)**.

HOLDING A CALL

- HOLD. Press the **Hold** key or select **Hold** during a call. The speakerphone key will light up and the phone will beep softly every 30 seconds to remind you that you have a call on hold.
- RESUME. Press the **Hold** key again, press the corresponding line key, or select **Resume**. If multiple calls are placed on hold, select the desired call first.

CONFERENCE CALLS

1. Place a call to the first party.
2. Select **Conference (Conf)** to place a new call. The first call is held.
3. Dial the number of the second party or select their name in a list, then select **Send**.
4. When the second party answers, select **Conference (Conf)** to add the second party to the conference.
5. Repeat the above steps to add more parties to the conference.

Merging Two Calls into a Conference

1. Place two calls on the phone.
2. Select the desired call for a conference and ensure that the call is active.
3. Select **Conference (Conf)**.
4. Highlight the desired hold call and select **Send** or **Select.**

TRANSFERRING CALLS

Attended Transfer

1. During an active call, press the **Transfer** key. The active call is held.
2. Do one of the following:
   – Enter a number or select a contact from the placed call list.
   – Press **Directory** and select the desired contact from the list.
3. Press the **OK** key or select **Send**.
4. Do one of the following:
   – When you hear the ringback tone, press the **Transfer** key to finish a semi-attended transfer.
   – After the contact answers, press the **Transfer** key to finish an attended (consultative) transfer.

Blind Transfer

1. During an active call, press the **Transfer** key.
2. Do one of the following:
   – Enter a number or select a contact from the placed call list.
   – Press the contact's **Speed Dial** key.
   – Press **Directory (Dir)** and select the desired contact from the list.
3. Press **B Transfer (B Trans)** or the **Transfer** key to complete the transfer.

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FORWARDING CALLS

Enable Forwarding

1. While the phone is idle, go to **Menu** > **Features** > **Call Forward**.
2. Select the desired forward type:
   - ALWAYS FORWARD. Incoming calls are forwarded unconditionally.
   - BUSY FORWARD. Incoming calls are forwarded when phone is busy.
   - NO ANSWER FORWARD. Incoming calls are forwarded if not answered after a period of time.
3. Enter the destination number in the *Forward to* field.
   - For **No Answer Forward**, press the arrow keys or the **Switch** soft key to select the ring time to wait before forwarding. The default ring time is 12 seconds.
4. Press the **Save** soft key to accept the change.

Disable Forwarding

1. Go to **Menu** > **Features** > **Call Forward**.
2. Select the desired forwarding type.
3. Switch to **Off**.
4. Press the **Save** soft key to accept the change.

VOICEMAIL

The message waiting indicator on the idle screen indicates that one or more voicemail messages are waiting in the message center. The power indicator LED slowly flashes red.
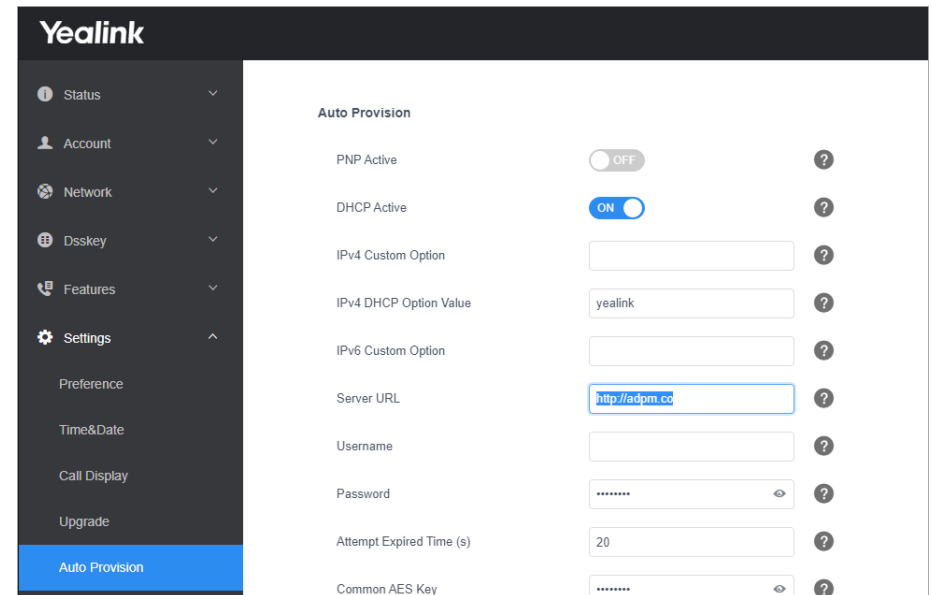
1. Press the **Messages** key or the **Connect** soft key.
2. Follow the voice prompts to listen to your messages.

VOLUME PREFERENCES
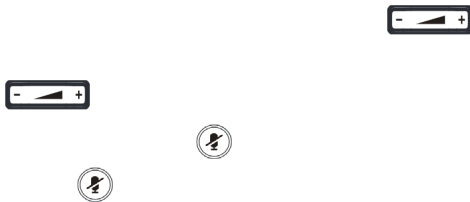
PROVISIONING

1. While the phone is idle, press the **OK** key to obtain the IP address.
2. Open your browser and enter the device's IP address into the URL bar.
3. Log in with the admin credentials: **admin/password**
4. In the web GUI, navigate to **Settings** > **Auto Provision**.
5. In the Server URL field, enter **http://adpm.co**
6. Click **Confirm.**
7. Click **Auto Provision** to confirm.

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Status	Auto Provision	
Account	PNP Active	OFF
Network	DHCP Active	ON
Dsskey	IPv4 Custom Option	
Features	IPv4 DHCP Option Value	yealink
Settings	IPv6 Custom Option	
Preference	Server URL	http://adpm.co
Time&Date	Username	
Call Display	Password	••••••••
Upgrade	Attempt Expired Time (s)	20
Auto Provision	Common AES Key	••••••••

Factory Reset

1. On the device, go to **Menu** > **Advanced** (default password: password) > **Reset Config**.
2. Select **Reset to Factory Settings** > **Reset**.
3. Select **OK**.

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