



Navigation:

Used to scroll through options and lists.



X Button:

Used to exit lists or end calls.



VOLUME:

Adjusts the volume of the ringer, speaker, handset and headset.



MUTE:

Toggles and indicates a muted call.



HEADSET:

Toggles and indicates the headset mode.



MESSAGE:

Accesses voice mail box.



REDIAL & Call History:

Press to access lists for the placed calls, missed calls and answered calls..



SPEAKERPHONE:

Toggles and indicates the hands-free speakerphone mode.

BASIC PHONE FEATURES

MAKE A CALL: Dial the number from the keypad. To complete the call, lift the handset or press the Send key. Alternatively, press the Speakerphone key after dialing to initiate a hands-free call.

HOLD A CALL: Press the Hold key. To return to the call, press the Resume key or the Hold key again.
Note: Hold is only held on that specific phone..

ANSWER A CALL: Lift the handset or press the Answer key. Alternatively, press the Speakerphone key to initiate a hands-free call.

Ending A Call: Return the handset, press End Call or press the X.



HOSTED PBX YEALINK SIP-T43U STATIONS

ADVANCED CALL HANDLING

CALL PARK: Call parks are virtual environments that exist to “Hold” a call that is available to be retrieved from any other station in the business. Press an unlit Park key to park a call. Press the appropriate lit Park key to retrieve the call.

3-WAY CONFERENCE: With a live call established, press the Conference key, dial a number (or extension) and press Send. After the 3rd party answers, press Conference key a 2nd time to join the three calls.

TRANSFER: Press the Transfer key and dial a number (or extension). Then either:
A) Press Send and wait for the recipient to answer and introduce the call. Then press the Transfer key a 2nd time to complete the transfer. Or
B) Press the B-Transfer key to complete the transfer with no introduction.

TRANSFER TO VOICEMAIL: Press the Transfer key, dial the number 5, dial the extension, press the B-Transfer key to send the call direct to voicemail.

VOICE MAIL ACCESS

FROM OFFICE PHONE:

1. Press the Message key or dial *99
2. Enter your **PIN*** (followed by pound #)
3. First time enrolment access will prompt you to change your PIN, name and outbound greeting.
- 4.

FROM ANY OTHER PHONE:

1. Dial 207-699-4000
2. Enter the 10 digit telephone number (followed by pound #)
Example: 2071234567#
3. Enter your **PIN*** (followed by pound #)
4. First time enrolment access will prompt you to change your PIN, name and outbound greeting.

***NOTE:** The default enrolment PIN is 010203. Your new chosen PIN must contain 6 to 20 digits and no repeating patterns. (no consecutive numbers in groups of 3 or more in a row)

VOICE MAIL SYSTEM NAVIGATION

GENERAL

- | | |
|-----------|---------------------------------|
| Press “1” | to play messages |
| Press “2” | to send a message |
| Press “3” | to manage your greetings |
| Press “4” | to change your mailbox settings |
| Press “6” | to manage your deleted messages |
| Press “7” | to log on as another user |
| Press “0” | to access additional assistance |
| Press “*” | to exit voicemail |

WHILE PLAYING

- | | |
|-----------|-----------------|
| Press “1” | to repeat |
| Press “2” | to save |
| Press “3” | to delete |
| Press “4” | to reply |
| Press “5” | to forward copy |
| Press “#” | to leave as new |

BUSINESS TECHNICAL SUPPORT: 866-287-0234 help@gwisupport.net