

YEALINK SIP T41-S




HOW TO PLACE A CALL

Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** soft key

OR Using the Headset

- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

HOW TO PLACE A CALL ON HOLD



To place a call on hold

- Press the **Hold** soft key during an active call

To resume a call

- Press the **Resume** soft key

If there is more than one call on hold

- Press  or  to switch between calls, then press the **Resume** soft key to retrieve the desired call

HOW TO FORWARD A CALL

To enable Call Forwarding

- Touch the **menu** soft key when the phone is idle and then **Call Control > Call Forward**

Select the desired forward type:

Always Forward or Busy Forward or No Answer Forward


- Enter the number you want to forward to
- For **No Answer Forward** select the ring time to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change

HOW TO PLACE A CALL

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OR Using the Speakerphone

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- Enter the number, then touch the **Send** soft key

OR Using the Headset


- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

HOW TO ANSWER / END A CALL


Using the Handset

- Pick up the Handset

OR Using the Speakerphone

- Press the  or the **Answer** soft key


OR Using the Headset

- With the headset connected, press 

Using the Handset

- Hang up the Handset or press the **Cancel** soft key

OR Using the Speakerphone

- Press the  or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

HOW TO PLACE A CALL ON HOLD



To place a call on hold:

- Press the physical **HOLD** Key or **HOLD** soft key during an active call.

To resume a call:

- Press the physical **HOLD** key or **RESUME** soft key during a held call.

If there is more than one call on hold:

- Press  or  to switch between calls, then press the physical **HOLD** key or **RESUME** soft key to retrieve the desired call.

To park a call:

- With a caller on the Line, Press **PARK701**. Call will be parked automatically on PARK701.
- If PARK701 is busy, it will light up red. To park another call, choose another park zone.

HOW TO FORWARD A CALL

To enable Call Forwarding:

- Touch the **MENU** soft key when the phone is idle, then **Call Control > Call Forward**

Select the desired forward type:

Always Forward **OR** Busy Forward **OR** No Answer Forward

- Enter the number you want to forward to
- For **No Answer Forward**, select the ring to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change

HOW TO TRANSFER A CALL

You can transfer a call in the following ways:

BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press **TRAN** soft key during an active call: the call is placed on hold
- Enter the number you want to transfer to
- Press the **TRAN** soft key

Assisted Transfer - Allows you to announce the caller prior to rereleasing the call

- Press the **TRAN** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- When the second party answers, announce the call then press the **TRAN** soft key

Transfer calls DIRECTLY TO VOICEMAIL

- During an active call:
- Press **TRAN** soft key or physical key
- Dial ** and the Extension number **OR** Dial ** and choose a BLF button



HOW TO ADD CONTACTS

To access the directory and a Contact

- While idle, press the **Menu** soft key. Use the directional buttons to navigate down to the **Directory** section. Press the **Enter** soft key
- Select required directory, then press **Enter**
- Press the **Option** soft key, then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept change

CALL HISTORY / HOW TO CREATE A CONFERENCE CALL

While the phone is idle:

- Press the **HISTORY** soft key
- Press  or  to switch between **all**, **placed**, **missed** and **received** call lists, then select **Enter**
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry

To create a Conference Call:

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.
- Hang up the Handset to disconnect all parties.