SMARTCHOICE
You Manage the Business. We Connect It.

Yealink T41S USER GUIDE

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PLACING A CALL

Make outgoing calls.

From the handset:

Pick up the handset, enter the phone number and press the **Send** soft key.

Using the speakerphone:

With the handset on-hook, press 🔊 , enter the number and press the **Send** soft key.

From a headset:

With the headset connected, press 🎧 to activate the headset mode, enter the number and press the **Send** soft key.

From your Call History:

1. Press the **History** soft key

2. Press ◀ or ▶ to switch between All, Placed, Received, Missed and Forwarded call lists
3. Press ▼ or ▲ to select the desired entry
4. Press the **Send** soft key

From your directory:

1. Press the **Directory** soft key

2. Select the desired contact group and press the **Enter** soft key

3. Press ▼ or ▲ to find and highlight the desired number

4. Press the **OK** soft key to dial out the number

ANSWERING A CALL

When not already on a call:

• **Using the handset:** Pick up the handset
• **Using the speakerphone:** Press 🔊
• **Using the headset:** Press 🎧

While on a call or the line is otherwise in use:

Press the corresponding incoming line key to answer the call.

Alternatively, press **Hold** to place the current call on hold, then press **Answer** to pick up the incoming call. Or press **Ignore** to trigger your Call Forwarding preferences.

You can also activate Do Not Disturb mode to turn off ringing and automatically ignore calls by pressing the **DND** soft key.

Ignore a call.

Press **Ignore** during an incoming call when you wish to trigger the call forwarding options you configured for Call Forward Busy or Call Forward No Answer.

End a call.

Using the handset:

1. Press the **End Call** soft key

2. Hang up the handset

HOLD A CALL

Press the **Hold** soft key during a live call.

If there is only one call on hold, press the **Resume** soft key.

If there is more than one call on hold, press ⌄ or ⌃ to select the desired call, then press the **Resume** soft key.

Mute/unmute your phone's microphone.

Press 🎤 during a call.

Redial.

1. Press ⟳ to enter the placed call list
2. Press ⌄ or ⌃ to select the desired entry
3. Press ⟳ or the **Send** soft key

Redial last number.

Press ⟳ twice when the phone is idle to dial out the last-dialed number.

Block a call.

There are two ways to block incoming calls from ringing on your phone:

• Anonymous Call Rejection blocks incoming calls that restrict the display of their outgoing caller ID information
• Blacklisting allows you to specify contact names and Call History numbers from which you do not wish to receive calls

CALL TRANSFER

You may transfer an active call to any other phone number (it does not have to be a One Talk number). There are three transfer options: Consultative Transfer, where you have an opportunity to speak with the called party before transferring the call for pickup; Direct Transfer, where the current active call is transferred with no dialog between you and the called party; and Direct Transfer to Voice Mail.

Consultative Transfer

While on a call:

1. Press the **Transfer** soft key; this will place the other party on hold
2. Use the dial pad to enter the number (extension or 10-digit number)
3. Press **Consult**; you will be connected and can inform the called party of the pending transfer
4. Press **Transfer** to complete

Direct Transfer

While on a call:

1. Press the **Transfer** soft key; this will place the other party on hold
2. Use the dial pad to enter the number (extension or 10-digit number)
3. Press **Direct**

Direct Transfer to Voice Mail

Direct Transfer to Voice Mail enables you to transfer a call to someone else's voicemail.

1. Press the **Transfer** soft key during an active call. This will place the call on hold
2. Press ****55**, then enter the 10-digit phone number or extension to which you want to transfer the call
3. Press the **Direct** soft key to complete the transfer