

Hosted Business Phone System

Yealink T41P Quick Reference Guide




How to Place a Call


Using the handset

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

OR Using the Speakerphone

- With the Handset on-hook, press 
- Enter the number, then press 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 a Call


Using the handset

- Pick up the handset

OR Using the Speakerphone

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

OR Using the Headset


- Press 

How to End a Call

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 **Hold** soft key during an active call

To resume the 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 Create a Conference Call

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.

How to Forward a Call

To enable Call Forwarding

- Press the **menu** soft key when the phone is idle and then select **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.

Contact Directory

To access the directory and add a Contact

- Press the **Directory** soft key
- Select required directory, then press **Enter**
- Press **Option** soft key then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept 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 releasing the call

- Press **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

Call History

While the phone is idle

- Press the **Call Log** 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 **OR**
- Select **Add to Personal** to add to your Local Directory