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# IP PHONE

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## YEALINK SIP T41S

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


## BASIC CALL FEATURES

### Placing Calls

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

### Using the speakerphone

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



### Using the headset

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

**Note:** During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or the **Speakerphone** key or picking up the handset. Headset mode requires a headset connected.


### Answering Calls

To answer a call do one of the following






- Pick up the handset.
- Press 
- Press  if a headset is connected.

**Note:** You can ignore an incoming call by pressing the **Reject** soft key.



### Ending Calls

- If using the handset hang up or press the **Cancel** soft key.
- If using the speakerphone press  or the **Cancel** soft key.
- If using the headset press the **Cancel** soft key.

### Redial



- Press  to enter the placed call list, press  or  to select the desired entry and then press  or the **Send** soft key.
- Press  twice when the phone is on idle to dial the last dialed number.

### Call Mute

- Press  during call to mute the call.
- Press  again to un-mute the call

### Call Hold and Resume

To place a call on hold

- Press the **Hold** soft key during an active call.
- If there is only one call on hold press the **Resume** soft key when ready.
- If there is more than one call on hold press  or  to select the desired call and then press the **Resume** soft key.

### Call Transfer

You can transfer a call in the following ways

#### Blind Transfer

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

#### Semi-Attended Transfer

- Press the **Tran** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to, and then press **#**

- Press the **Tran** soft key when you hear the ring back tone.

#### Attended Transfer

- Press the **Tran** soft key during an active call. The call will be placed on hold.
- Enter the number you want to transfer to, then press **#**
- Press the **Tran** soft key after the call is answered.

#### Call Forward

- To activate a call forward dial \*72 followed by the number to forward calls to.
- To deactivate call forwarding dial \*73

When reactivating call forwarding calls will forward to last programmed number unless otherwise stated (follow the prompts after dialing \*72).

#### Call Conference

- Press the **Conf** soft key during an active call. The call is placed on hold.
- Enter the number of the second party, and 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.
- Press the **Cancel** soft key to disconnect all parties.



**Note:** You can split the conference call into two individual calls by pressing the **Split** soft key.

#### Speed Dial



To configure a speed dial key:

- Press the **Menu** soft key when the phone is idle, and then select **Features-> DSS Keys**.
- Select the desired DSS key and then press the **Enter** soft key.
- Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and enter the number in the **Value** field.
- Press the **Save** soft key to accept the change.

#### To Delete Contact



- Press the **Directory** soft key when the phone is idle, then select the desired group.
- Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
- Press the **OK** soft key when the LCD screen prompts “Delete Selected Item?”

#### Call History





- Press the **History** soft key when the phone is idle, press  or  to scroll through the list.
- Select an entry from the list, you can do the following:
  - Press the **Send** soft key to place a call.
  - Press the **Delete** soft key to delete the entry from the list.
- If you press the **Option** soft key, you can also do the following:
  - Select **Detail** to view detailed information about the entry
  - Select **Move to Contacts** to add the entry to the local directory.
  - Select **Add to Blacklist** to add entry to blacklist
  - Select **Delete All** to delete all entries from the list.

## CUSTOMISING YOUR PHONE

### Volume

- Press -  + during a call to adjust the volume of the currently used audio device.
- Press -  + when the handset is idle to adjust the ringer volume.

### Ring tones



- Press the **Menu** soft key when the phone is idle and then select **Settings->Basic Settings->Ring Tones**
- Press  or  to highlight the **Intercom Call** option or the desired line.
- Press  or  to select the desired ring tone.
- Press the **Save** soft key to accept the change.

### Contact Directory

#### To add a contact

- Press the **Directory** soft key when the phone is idle, then select the desired group.
- Press the **Add** soft key to add new contact.
- Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
- Press the **Add** soft key to accept the change.

#### To edit a contact

- Press the **Directory** key when the phone is idle and select the desired group.
- Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
- Edit the contact information

- Press the **Save** soft key to accept the change.

### Group pickup

- To pick up a call which is ringing on another extension dial \*81

### Do Not Disturb

- Press DND soft key to activate – DND will appear in the top right hand corner of your screen.
- To de-activate press **DND** again.

### TO RETRIEVE VOICEMAIL

- Dial \*97 to access mail boxes.
- Follow prompts to enter the mailbox number and pin number.

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