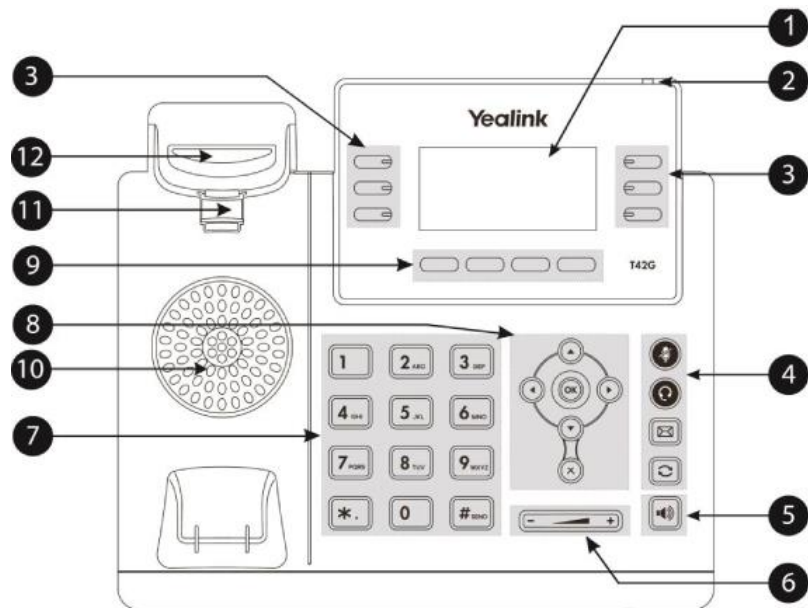


YEALINK T41

YEALINK T42



Ref.	Key	Description
①	LCD SCREEN	Shows information about calls, messages, soft keys, time, date, etc. Call information—caller ID, line ID, call duration Icons (i.e. DND, missed calls, etc.) Second incoming caller information Intuitive display buttons Time and date
②	MESSAGE LAMP	Indicates message waiting/ voice mail
③	BUSY LAMP FIELD BUTTONS (BLF)	15 Programmable Keys for extensions (presence), functions or speed dials.
④	MUTE	Toggles and indicates mute feature.
	HEADSET KEY	Toggles and indicates the headset mode.
	MESSAGE KEY	Access to voice mail options.
	REDIAL	History or press twice for last number re-dial.
⑤	SPEAKER KEY	Toggles the hands-free speakerphone mode.
⑥	VOLUME KEY	Adjusts the volume of the handset, headset, speaker, and ringer.
⑦	DIALPAD	Provides the digits, letters, and special characters in context-sensitive applications.
⑧	◀ ▶ ▲ ▼	Scroll through the displayed information.
	OK	Confirms actions or answers incoming calls.
	X	Cancels actions or rejects incoming calls.
⑨	SOFT KEYS	Intuitive feature buttons.
⑩	SPEAKER	Provides ringer and hands-free (speakerphone) audio output.
⑪	HOOK SWITCH TAB	Secures the handset in the handset cradle when the IP phone is mounted vertically.
⑫	HOOK SWITCH	Picking up the handset from the handset cradle, the hook switch bounces and the phone connects to the line, laying the handset down on the handset cradle, the phone disconnects from the line.

How To	Instructions to follow on your Yealink T41S/T42S IP Phone
To Make a Call	<p>RECEIVER Pick up the receiver, enter the telephone number (prefixed by 9) and confirm your call by pressing OK or the Send soft key. End the conversation by pressing the soft key End Call, X or hang up.</p> <p>SPEAKER Press the speaker key to activate the speaker & dial the telephone number (prefixed by 9). Confirm your call by pressing OK or the Send soft key. End the conversation by pressing the soft key End Call or X.</p> <p>HEADSET Activate the headset by pressing the headset key and dial the telephone number (prefixed by 9). Confirm your call by pressing OK or the Send soft key. End the conversation by pressing the soft key End Call or X.</p>
Put Call on Hold	To place a call on hold, press the soft key Hold (calling party gets music on hold). To resume call, press soft key Resume .
Transfer a Call	<p>ATTENDED TRANSFER After receiving a call, press the Transfer soft key, enter the extension number, extension BLF, directory or dial a number and press OK. Answer to announce the transferring call. To transfer the call, press the Transfer soft key.</p> <p>UNATTENDED TRANSFER After answering the call, press the Transfer soft key (offers music on hold to caller) enter the extension number and hang up.</p> <p>BLIND TRANSFER Do not take the incoming call, press the soft key Forward, enter extension number and press the Forward soft key or OK to complete the blind transfer.</p>
3 rd Party Conference	After receiving a call, press the Conf soft key (1 st party gets music on hold), dial 2 nd party and when ready for three-way conversation, press Conf soft key again.
Voicemail	<p>INITIAL SET-UP Press the message key or dial *791. After extension announcement, enter voicemail PIN. Select 0 for Mailbox Options: Press 1 to record your Unavailable greeting or 2 to record your Busy greeting. After recording your message, press # (pound key) to end recording. Press 2 to playback your recording, 3 to re-record or press 1 to save.</p> <p>TO ACCESS VOICEMAILS Press the Message key or dial *791 to access the voice mail. After extension announcement, enter voicemail PIN. Select 1 for new messages.</p>
Call History	<p>To view your call records: Press the History soft key or Redial key once (Redial key twice for last number redial). The LCD screen displays recent call records. Press ◀ or ▶ to switch between placed, received, missed and forwarded call lists. Press ▲ or ▼ to select a desired entry. Press the Send soft key or OK button twice to call.</p>
Call Forward	<p>Press Menu soft key, then Call Settings and OK, then ▼ to Call Forward then OK</p> <p>ALWAYS FORWARD (CallFwd FIXED): Press OK or soft key Select and enter the destination number you want to forward all incoming calls to – remembering to prefix with 9 – then OK. The display will show the Call Forward.</p> <p>BUSY FORWARD (CallFwd BUSY): Press OK or soft key Select and enter the destination number you want to forward all incoming calls to – remembering to prefix with 9, or to Voicemail with >>VM soft key – then OK</p> <p>NO ANSWER FORWARD (CallFwd TIMED): Press OK or soft key Select and enter the destination number you want to forward all incoming calls to – remembering to prefix with 9, or to Voicemail with >>VM soft key – then OK</p>
DND	DO NOT DISTURB. Handset will NOT accept incoming calls, but will still allow outgoing. Display will show DND.
HOT DESK	<p>TO 'LOG OUT': Select menu soft key, ▼ to Phone Settings and OK, then ▼ to Logoff and OK. Press OK.</p> <p>TO 'LOG IN': Press soft key Sign In, enter extension number and submit or OK and then enter extension password and submit or OK. Press OK.</p>
Missed Calls	In the top right corner of the display you will see a flashing crooked arrow. By pressing the soft key History key, all entries with the crooked arrow are missed calls. Scroll using ▲ or ▼ and press soft key Send or OK button to call back.
Directory	Press soft key Directory for Phone Book. Enter name through the alpha numeric dial pad i.e. press 2 once for A, 3 two times for E, etc. Spell desired entry. After a few letters, press soft key Submit , select the wanted entry with ▲ or ▼ and press soft key dial or the OK button to make the call.