



# Yealink T41s Quick Start Guide

## DND (Do Not Disturb)

If you put your phone on 'Do Not Disturb' this will send all calls that come directly to you, straight to your voicemail. If a call comes into a group that you are part of and everyone in that group is on 'DND', this will send the call to the group voicemail.

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## Dialling Numbers

Dial the number on the handset and then press either 'OK' or 'Send'.

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## Transferring Calls

### Open Transfer

#### (Transfer call with announcing)

1. Answer the call.
2. Press 'Trans' key.
3. Dial extension or press 'Speed Dial'.
4. Press 'OK'.
5. Wait for your colleague to answer.
6. Introduce caller.
7. Press 'Trans' to send the call to your colleague.
8. Hang up.

### Blind Transfer

#### (Transfer a call without announcing)

1. Answer the call.
2. Press 'Trans' key.
3. Dial the extension or press 'Speed Dial'.
4. Press 'OK'.
5. Press 'Trans'.
6. Hang up.

## Address Book

On the main screen, press the 'Directory' key and then select 'All Contacts'.

Here you can either scroll through using the up and down arrows or use the keypad to start typing the name of the contact you wish to select. Then press the 'Send' key to call the number selected.

## VoiceMail

### From your extension

1. Dial '555' then press 'OK'.
2. Enter password, (Default is 0000) then press #.
3. Listen to the options.

### From another extension

1. Dial '556' then press 'OK'.
2. Enter extension number you want to check followed by #.
3. Enter password, (Default is 0000) then press #.
4. Listen to the options.

### Recording Voicemail Greetings

1. Follow the steps for voicemail to either record a personal or group voicemail.
2. At the option menu select option '0' and then follow the prompts.



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## Pick Up Groups

### Group Pick Up

Press \*8 and 'OK' to pick up a call that is in your call group.

### Direct Pick Up

Press \*8 and 'OK' followed by the extension number. For example, \*8201 'OK' would pick up extension 201 if it was ringing.

## Call History

Press the 'History' button at the top of the phone. You can now scroll left or right between the following:

- All calls
- Dialed calls
- Received calls
- Missed calls
- Forwarded calls



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