



Yealink T41P/T42G Training

Fuze Training Department

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Training Objectives

After attending this training, users should have a basic understanding of:

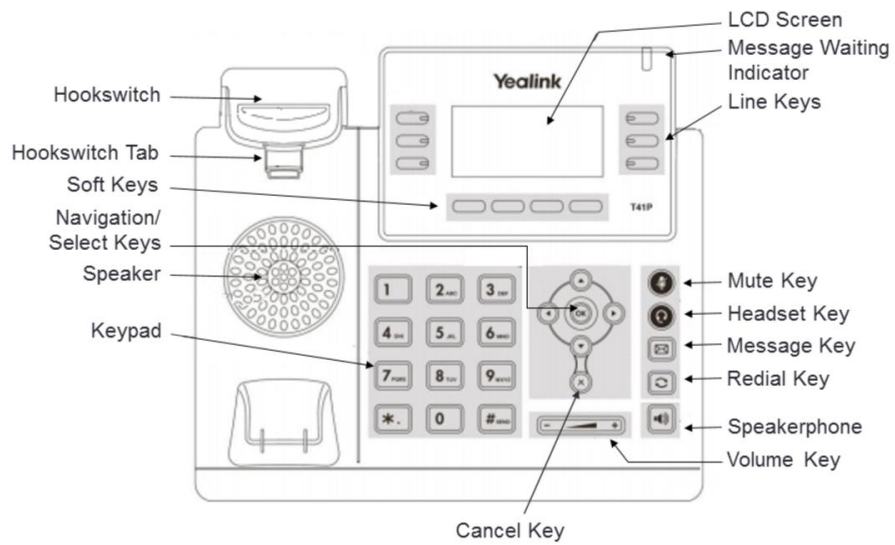
- Benefits and overview of the Yealink T41P/T42G
- Call features, including placing, receiving, and managing calls
- Setting up and accessing voicemail
- Searching and editing within the contact directory
- Additional features and capabilities

Benefits of the Yealink T41P

- Backlit, monochrome, graphical LCD
- 6 line appearances per page
- 3 pages of line appearances
- HD Voice on all audio paths (speaker, handset, headset)
- User-friendly navigation options



Phone Layout

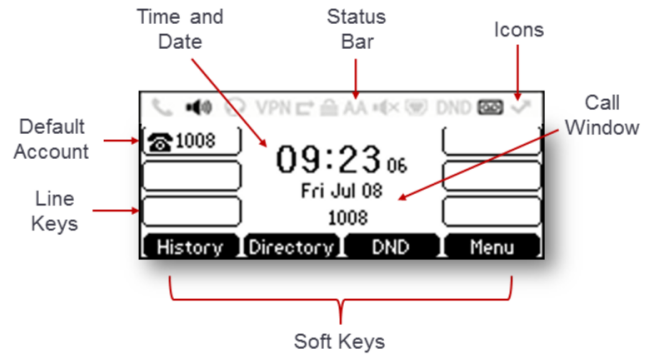


Idle Screen Display

- Default phone view
- Displays your phone lines and your speed dials/favorites contact listings
- May contain multiple pages



Use the **History** soft key to view all calls, missed, placed, received, and forwarded call lists



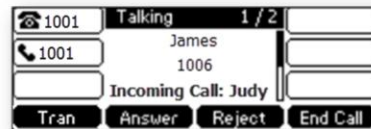
Calls View

- Call duration and destination will appear on the screen for the active call
- Incoming calls will be displayed on active call screen
- Answering the incoming call will place original call on hold

Active Call



Incoming Call



Held Call







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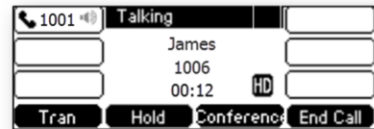
Placing Calls

You can place a call using one of the following methods:

- Pick up the handset
- Press the **Headset** key , then press the line key
- Press the **Speakerphone** key 
 - For each of these methods, after entering the number on the keypad, press , , or the **Send** soft key



You can also lift the handset after entering the number to initiate the call



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Note: To make calls within the US, dial the 10 digit number including the area code and local number. It is not necessary to dial 1 or 9 prior to the number.

* For international calls, dial 011, the country code, the Area code, and the number.

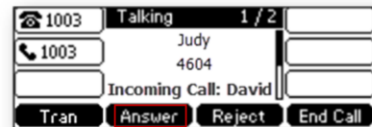
Answering Incoming Calls

Answer incoming calls by:

- Picking up the handset
- Pressing the **Answer** soft key
- Pressing the **Headset** key: 
- Pressing the **Speakerphone** key: 




To answer an incoming call while on an active call, press the **Answer** soft key; the original call is then placed on hold



Note: When receiving an incoming call, the LED light will fast flash red.

Holding and Muting

You can place an active call on hold or mute

- To place call on hold, press the **Hold** soft key
- To resume the call, press the **Resume** soft key
- To **Mute** your audio device, press 






The LCD screen will indicate the status



Forwarding Incoming Calls to Another Person

Forward will allow you to pass along an incoming call to a number or extension without answering the call

- When phone is ringing, press the **Forward** soft key
- Enter the number to forward the call to, then press , , or the **Send** soft key

 You have a limited amount of time to enter the forwarding number, approximately 4-5 rings



Silence Incoming Calls

- During an incoming call, press the **Silence** soft key to silence the ringer
- Phone will still display the incoming call, allowing you to answer the call



Rejecting Calls







- Press the **Reject** soft key to send calls directly to voicemail





Calls you reject will be displayed in **History**, accessed from the Idle Screen Display



Call History

- To view missed, received, placed, or forwarded calls, press  or the **History** soft key
- Use the  or  keys on the phone to toggle between the type of call
- Use the  or  keys to select the desired number
- Press the **Send** softkey or press  to redial the number

 Pressing  will also bring you to call history



You can redial the last dialed number from your phone by pressing the “Redial” key twice