















## Yealink T41P/T42G Quick Reference Guide

Placing a Call	Answering a Call	Hold and Muting	Forward Incoming Call	Rejecting/Silence Calls
<ol style="list-style-type: none"> <li>Pick up handset;</li> <li>Press Headset  key; or</li> <li>Press Speakerphone  key</li> <li>Enter number</li> <li>Press OK  key; or</li> <li>Press #SEND  key</li> </ol>	<ol style="list-style-type: none"> <li>Pick up handset;</li> <li>Press <b>Answer</b> soft key;</li> <li>Press Headset  key; or</li> <li>Press Speakerphone  key</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Hold</b> soft key</li> <li>Press <b>Resume</b> soft key to resume call</li> <li>Press Mute  key to mute your audio device</li> <li>Press Mute  key again to unmute audio device</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Forward</b> soft key</li> <li>Enter number to forward call to</li> <li>Press OK  key; or</li> <li>Press #SEND  key; or</li> <li>Press <b>Send</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Reject</b> soft key</li> <li>Call sent directly to voicemail</li> <li>Press <b>Silence</b> soft key</li> <li>Answer call within designated number of rings</li> </ol>
Transferring Calls	Conference Calls	Ending/Splitting Conference Call	Managing Conference Call	Forwarding Extension
<ol style="list-style-type: none"> <li>Press transfer (<b>Tran</b>) soft key</li> <li>Enter number to transfer call to</li> <li>Press transfer (<b>Tran</b>) soft key</li> <li>You have the option of speaking with the party, or transferring after hearing ring-back tone</li> </ol>	<ol style="list-style-type: none"> <li>While on an active call, press <b>Conference</b> soft key</li> <li>Enter number of second party</li> <li>Press OK  key; or</li> <li>Press #SEND  key</li> <li>Press <b>Conference</b> soft key when second party answers</li> </ol>	<ol style="list-style-type: none"> <li>Press end call (<b>EndCall</b>) soft key to terminate your participation in call</li> <li>Press <b>Split</b> soft key</li> <li>Enter extension of party to speak to</li> <li>Press <b>Resume</b> soft key</li> <li>Press end call (<b>EndCall</b>) soft key</li> <li>Repeat steps 3-5 with other party</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Manage</b> soft key</li> <li>Press far mute (<b>FarMute</b>) soft key to restrict party from speaking</li> <li>Press <b>Remove</b> soft key to remove party from conference call</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Menu</b> soft key</li> <li>Select <b>Features</b>, then press <b>Enter</b> soft key</li> <li>Select <b>Call Forward</b>, then press <b>Enter</b> soft key</li> <li>Select type: <ol style="list-style-type: none"> <li><b>Always Forward:</b></li> <li><b>Busy Forward:</b></li> <li><b>No Answer Forward:</b></li> </ol> </li> <li>Enter forwarding number</li> <li>Press <b>Save</b> soft key</li> </ol>
Setting up Voicemail	Searching for Contact	Adding a Contact	Editing a Contact	DND
<ol style="list-style-type: none"> <li>Press message  key; or dial *123 to access Message Center</li> <li>Enter initial password, which by default is your 4 digit extension</li> <li>Record name and unavailable message (*see note below)</li> <li>Change password <ol style="list-style-type: none"> <li>Cannot be extension</li> <li>Enter 4-15 non-sequential and non-recurring digits</li> </ol> </li> <li>Press <b>Connect</b> soft key when alerted of a new message; or</li> <li>Press message  key to access voicemail</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Directory</b> soft key</li> <li>Select <b>All Contacts</b></li> <li>Press <b>Search</b> soft key</li> <li>Enter search criteria</li> <li>Select desired contact</li> <li>Press <b>Send</b> soft key to call</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Directory</b> soft key</li> <li>Select <b>All Contacts</b></li> <li>Press <b>Add</b> soft key</li> <li>Enter contact information</li> <li>Press <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>Press <b>Directory</b> soft key</li> <li>Select <b>All Contacts</b></li> <li>Press <b>Search</b> soft key</li> <li>Enter search criteria</li> <li>Press <b>Option</b> soft key</li> <li>Edit information</li> <li>Press <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>Press Do Not Disturb (<b>DND</b>) soft key to enable</li> <li>Press <b>DND</b> soft key again to disable</li> </ol>

\* Auto attendant will prompt you to record “busy message” – do not record this as it is currently not supported by Fuze