

Yealink T41S Quick Reference Guide

Place a Call

- Enter a number
- Press the **Send** soft key

Answer a Call

- Press the **Answer** soft key or
- Lift the handset

End a Call

- Press the **End Call** soft key, or
- Hang up the handset

Hold a Call

- Press the **Hold** soft key
- Press the **Resume** soft key to take the call off Hold

Transfer a Call (Consult Transfer)

Consult Transfer enables you to transfer a call to another party with consultation

- While on a call tap the **Transfer** soft key
- Enter the transfer destination number

When the party answers, announce the call


- Press the **Transfer** soft key again to complete the transfer

If the party refuses the call (prior to pressing Transfer a second time)

- Press the **Cancel** soft key to be returned to the original caller



Messages

- Press the **Voicemail** button  on the handset
- Follow the prompts to access the Voice Portal to retrieve Voice Mail messages and record greetings

Conference Call

While on a call

- Press the **Conf** soft key
- Enter the required number or extension of the second party
- When the call connects, press the **Conf** soft key to connect all parties
- Press the **End Call** soft key to exit the conference
(this does not end the call for the other parties)

Forwarding a Call

To enable Forwarding

- Press the **Menu** softkey
- Use the Navigation arrows to select **2. Features**
- Select **1. Call Forward**
- Use the Navigation arrows to select: **Always, No Answer** or **Busy**, press **Enter** on the required option
- Press the right navigation arrow to select Enable
- Press the down navigation arrow to enter the number to forward to
- Press the **Save** soft key to enable

To disable Forwarding

- Press the **Menu** softkey
- Use the Navigation arrows to select **2. Features**
- Select **1. Call Forward**
- Use the Navigation arrows to select: **Always, No Answer** or **Busy**, press **Enter** on the required option
- Press the right navigation arrow to select Disable

Setting a Speed Dial

- Hold down an available line button for 2 seconds
- Press the right navigation arrow to select **type as Speed Dial**
- Press the down navigation arrow to get to Label and enter the Name
- Press the down navigation arrow to get to Value and enter the number
- Select **Save**

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Star Codes are predefined 2 digit numbers prefixed with a star * and are an alternate method of performing commonly used features in Global PBX instead of using soft keys on the phone.

If you have available line buttons on your phone, Star codes can also be configured as speed dials. Some commonly user Star Codes are listed below.

Parking	
Park and Retrieve	*3
Valet	*4
Retrieve	*5
Transferring Calls	
Transfer ²	*77
Call Park ³	*85
Call Retrieve ³	*86
Call Pickup ³	*87
Anonymous	
Block CLID (Calling Line ID) – Activate	*67
Block CLID (Calling Line ID) – Deactivate	*68
Block Anonymous Calls – Activate	*88
Block Anonymous Calls – Deactivate	*89
Miscellaneous	
Send call direct to Voicemail	**
Privacy	*0 + ext
Check Voicemail	*97
Check Voicemail (auto login)	*98
Direct Extension Pickup	*99

Call Forwarding	
Call Forward – Update	*56
Enable - Call Forward	*72
Call Forward - Disable	*73
Call Forward - Toggle	*74
DND (Do not disturb) – Activate	*78
DND (Do not disturb) – Deactivate	*79
Hot Desking	
Enable Hot Desking - all Calls will be sent to this device.	*11
Disable Hot Desking - turn off Hot Desking on this phone.	*12

¹ An extension number is required after these star codes

² A destination number (e.g. an external number) is required after these star codes

³ It is optional whether an extension number is added after the star codes. The system will play a prompt

**** Please note that not all * codes will function on every system****