















Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> <li>1. Pick up the <b>handset</b>; or</li> <li>2. Press the <b>Headset</b>  button; or Press the <b>Speakerphone</b>  button</li> <li>3. Enter the <b>number</b></li> <li>4. Press the <b>OK</b>  button</li> <li>5. Or the <b>#SEND</b>  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up the <b>handset</b></li> <li>2. Press the <b>Answer</b> soft key; or</li> <li>3. Press the <b>Headset</b>  button; or</li> <li>4. Press the <b>Speakerphone</b>  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Hold</b> soft key</li> <li>2. Press the <b>Resume</b> soft key to resume call</li> <li>3. Press the <b>Mute</b>  button to mute your audio device</li> <li>4. Press the <b>Mute</b>  button again to unmute audio device</li> </ol>
Rejecting and Silencing a Call	Forward an Incoming Call	Transferring Calls
<ol style="list-style-type: none"> <li>1. Press the <b>Reject</b> soft key</li> <li>2. Call sent directly to voicemail</li> <li>3. Press the <b>Silence</b> soft key</li> <li>4. Answer call within designated number of rings</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Forward</b> soft key</li> <li>2. Enter the number to forward call to</li> <li>3. Press the <b>OK</b>  button; or</li> <li>4. Press the <b>#SEND</b>  button; or</li> <li>5. Press the <b>Send</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the Transfer (<b>Tran</b>) soft key</li> <li>2. Enter number to transfer call to</li> <li>3. Press the transfer (<b>Tran</b>) soft key</li> <li>4. You have the option of speaking with the party, or transferring after hearing ring-back tone</li> </ol>
Conference Calls	Ending/Splitting Conference Call	Managing Conference Call
<ol style="list-style-type: none"> <li>1. While on an active call, Press the <b>Conference</b> soft key</li> <li>2. Enter number of second party</li> <li>3. Press the <b>OK</b>  key; or</li> <li>4. Press the <b>#SEND</b>  key</li> <li>5. Press the <b>Conference</b> soft key when second party answers</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the end call (<b>EndCall</b>) soft key to terminate your participation in call</li> <li>2. Press the <b>Split</b> soft key</li> <li>3. Enter extension of party to speak to</li> <li>4. Press the <b>Resume</b> soft key</li> <li>5. Press the end call (<b>EndCall</b>) soft key</li> <li>6. Repeat steps 3-5 with other party</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Manage</b> soft key</li> <li>2. Press the far mute (<b>FarMute</b>) soft key to restrict party from speaking</li> <li>3. Press the <b>Remove</b> soft key to remove party from conference call</li> </ol>

## Yealink T41/T42 Quick Reference Guide

Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> <li>1. Press the <b>Directory</b> soft key</li> <li>2. Select <b>All Contacts</b></li> <li>3. Press the <b>Search</b> soft key</li> <li>4. Enter search criteria</li> <li>5. Select desired contact</li> <li>6. Press the <b>Send</b> soft key to call</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Directory</b> soft key</li> <li>2. Select <b>All Contacts</b></li> <li>3. Press the <b>Add</b> soft key</li> <li>4. Enter contact information</li> <li>5. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Directory</b> soft key</li> <li>2. Select <b>All Contacts</b></li> <li>3. Press the <b>Search</b> soft key</li> <li>4. Enter search criteria</li> <li>5. Press the <b>Option</b> soft key</li> <li>6. Edit information</li> <li>7. Press the <b>Save</b> soft key</li> </ol>
Forwarding an Extension	Setting up the Voicemail	Do Not Disturb (DND)
<ol style="list-style-type: none"> <li>1. Press the <b>Menu</b> soft key</li> <li>2. Select the <b>Features</b>, then Press the <b>Enter</b> soft key</li> <li>3. Select <b>Call Forward</b>, then Press the <b>Enter</b> soft key</li> <li>4. Select type:               <ol style="list-style-type: none"> <li>a. <b>Always</b></li> <li>b. <b>Busy</b></li> <li>c. <b>No Answer</b></li> </ol> </li> <li>5. Enter forwarding number</li> <li>6. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Message</b>  button; or dial *123 to access Message Center</li> <li>2. Enter the PIN, default 4-digit extension</li> <li>3. Record name, and unavailable message (*see note below)</li> <li>4. Change PIN               <ol style="list-style-type: none"> <li>a. Cannot be extension</li> <li>b. Enter 4 – 15 non-sequential and non-recurring digits</li> </ol> </li> <li>5. Press the <b>Connect</b> soft key when alerted of a message</li> <li>6. Or Press the <b>Message</b>  button to access voicemail</li> </ol>	<ol style="list-style-type: none"> <li>1. Press Do Not Disturb (<b>DND</b>) soft key to enable</li> <li>2. Press Do Not Disturb (<b>DND</b>) soft key again to disable</li> </ol>
<p>*Auto attendant will prompt you to record “busy message” – do not record this as it is currently not supported by Fuze</p>		