Yealink T41/42/46 Quick Reference Guide

Pineapple
VOICE | DATA | CLOUD

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 (ATTENDED TRANSFER)

Attended 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

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Lines or Speed Dials

Voicemail

Soft keys

Mute
Headset
Voicemail
Redial
Speaker

Navigation arrows

Volume Control Press - / +

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

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*