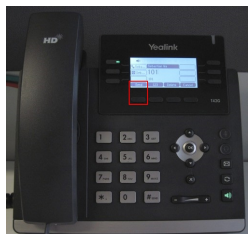


YEALINK T42-T41-T19 QUICK START

MAKING A CALL

Dial the number you wish to call using the keypad and press **"Send"**. The phone will dial the number and your call will be connected.



MANAGING YOUR VOICEMAIL ACCOUNT

Press the **"Message"** or



A voice menu system will ask you to enter your Personal Identification Number (PIN) followed by **"#"**.

The initial options you are presented with, are the following:

- Dial * to play your messages.
- Dial **"9"** to go to options.
- Dial pound **"#"** to exit.

*When you dial **"9"** for options, the following options will be announced by the voicemail system.

*Dial the respective numbers to change and update these features:

"1" allows you to change your profile status.

"5" allows you change your self-identification message.

"6" allows you to play mailbox information.

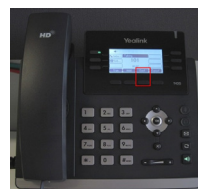
"7" allows you change your voicemail PIN number.

"8" allows you to change your greeting message.

"9" allows you to restart the voice menu prompts.

HOW TO MAKE A CONFERENCE CALL

- Make or Answer a call.



- Press the **"Conf"** soft key. The first caller will be put on hold.
- Dial the number of the caller you wish to add to the conference call and press **"Conf"**.
- Once the call has been answered press **"Conf"** again. The callers will be added to the conference.



While in a conference call you can do the following:

- Press the **"Split"** soft key to split the conference into two individual calls.
- Press the **"Hold"** soft key to place conference on hold.
- Press the **"Cancel"** soft key to end conference call.
- Press the **"Manage"** soft key and select a participant by using the **"Left"** and **"Right"** keys to:
- Mute the participant by pressing the **"Far Mute"** soft key.
- Remove the participant by pressing the **"Remove"** soft key.
- Place a new call by pressing the **"New Call"** soft key. The conference will be put on hold.
- Press the **"Back"** soft key to go to the previous screen.
- Press the **"Cancel"** soft key to end the conference call.

NOTE: A conference with up to three participants (yourself and two others) can be made using this procedure.

TRANSFER DIRECT TO VOICE-MAIL

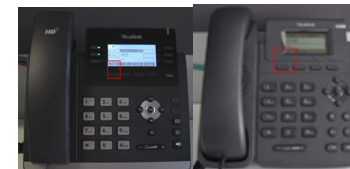
To transfer a caller directly to the Voice-mail of an Extension:

- Dial *4 + <extension number>
For example;
*4100, will leave a voice-mail message for extension 100.

HOW TO MAKE A BLIND TRANSFER

Note: A Blind Transfer is a transfer to another extension without actually initiating a call to the end destination. The call is blindly transferred to the destination. By comparison, an attended transfer is a transfer where before actually transferring to the destination, the call is put on hold and another call is initiated to confirm whether the end destination actually wants to take the call or not. These two calls are then merged together.

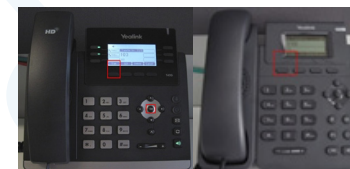
- Press **"Answer"** on the touch screen to answer the call



- Press the **"Tran"** soft key to start the blind transfer
- Enter the extension number of the person you would like to transfer the call to.
- Press **"Tran"**. The call has been transferred to the specified extension.

ATTENDED TRANSFER METHOD

- Press the **"Answer"** soft key to answer an incoming call.



- Press the **"Trans"** key to start the attended transfer procedure. This will automatically put the caller on hold.
- Dial the extension number of the person you would like to transfer the call to.
- Press **"OK"** to call.
- The transfer recipient answers and accepts to take the call.
- Press the **"Tran"** soft key to transfer the call.
- The original caller and the transfer recipient are now connected.

