





# PHONE USER GUIDE – Yealink T40G


## Placing a Call

- Lift handset, press  or press 
- Dial a number, extension or press a speed dial

## Answering a Call

- Lift handset OR
- Press  or 



## Hold

- While on a call, press 

## Retrieving a Held Call

- Press **Resume** to retrieve the call

## Redial

- Press  twice to redial the last number
- Press  once to get to the placed calls list

## Do Not Disturb

- Press DND

## Turning Off DND

- Press DND Again

## Park

- While on a call, press More
- Press Park

## Retrieving a Held Call


- To retrieve the Parked Call, press the red Park button

## Conference Calls


- While on a call, press Conference
- Dial number or press a speed dial
- Press Conference again and all parties will be connected

## Transferring a Call

### Blind Transfer

- While on a call, press 
- Dial number or press a speed dial
- Hang up to complete the transfer





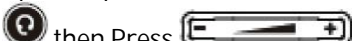
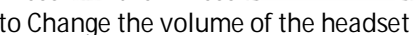
### Consult Transfer

- press 
- Dial number or press a speed dial
- Talk to the person
- Hang up to complete the transfer

### Transfer to Voicemail

- press 
- Dial \*+extension
- Hang up

## Audio Control

- Press  to Change the ringer volume while your phone is on the hook
- Pick up the handset and Press  to Change the volume of the handset
- Press  then Press  to Change the volume of the Speaker phone
- Press  then Press  to Change the volume of the headset

## Message Waiting Light

Located in the Upper Right Corner of phone, New voicemails will light this up red

## Forwarding Calls

- Press Menu
- Select Features
- Choose Call Forwarding
- Choose the type of forwarding:
  - Always Forward- All calls forward all the time
  - Busy forward– Only forwards when line is in use
  - No Answer Forward- Calls are forwarded if not answered after a period of time
- Turn the forwarding on
- Type in a number to forward to
- Press Save

## Turning off Call Forwarding

- Press Menu
- Select Features
- Choose Call Forwarding
- Choose the type of Forwarding
- Select Off

## Ringtones

- Press Menu
- Select Basic
- Select Sound
- Choose Ringtones
- Choose the tone you want
- Select Save

## Call History

- Press History
- Scroll through the list
- Select an entry
- Select the Person to call back or press options to get call detail such as duration, add to Contacts, edit info, blacklist contact or Delete

## Soft Keys

History – Access your call history  
Directory – Save/Access your Contacts  
DND – Sends calls directly to voicemail  
Menu – Brings you to your settings  
Send – dials the number  
Delete –backspaces one number while dialing  
Cancel – removes the partially dialed number and hangs up  
Transfer – Transfers a call  
Hold – Places a call on Hold  
Resume – takes a call off hold status  
Conference – Initiates/completes a conference  
Split – Splits a conference call apart  
Manage – Manage the conference call  
Far Mute - Mutes highlighted party  
Remove – Removes highlighted party  
Far Hold -Puts the highlighted party on hold  
000 – Lists more options while on a call  
End Call – Hangs up an active call  
BXfer-Blind Transfer to another user  
Park – Parks a call on the system that anyone can pick up by dialing the park extension listed when the call is placed on park  
Call Flip- Flips the call to the Desktop or Cell phone app  
Back – Brings you back one screen  
Cancel – backs out of transfer or conference screen  
Reject – Transfers call to your voicemail or forwarding condition

## Hard Keys

Headset – Press this to use a headset  
Mute – Makes it so people can't hear you  
Messages – Calls Voicemail  
Hold – Places a call on Hold  
Redial – Press twice to redial the last person you called  
Transfer – sends a call to third party  
Speaker – Takes phone off hook  
Bottom of Circle – Directory/Volume -  
Top of Circle- Call history/Volume +  
Center of Circle – Select/OK  
**X** -brings you back one screen

**LOFFLER**