PHONE USER GUIDE – Yealink T40S

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 **hold**

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

Directory

- Press **Directory**
- Select Network Contacts
- Select Extensions
- Scroll through contacts or select Search and type in a name
- Select the contact you want to call and you will be connected

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

Consult Transfer

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

Transfer to Voicemail

- While on a call, press **transfer**
- Dial 8+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

Ringtones

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

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
- Choose Enable
- Choose where to Forward to
- Click Save

Turning off Call Forwarding

- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose the type of Forwarding
- Select **Disable**

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

LOFFLER