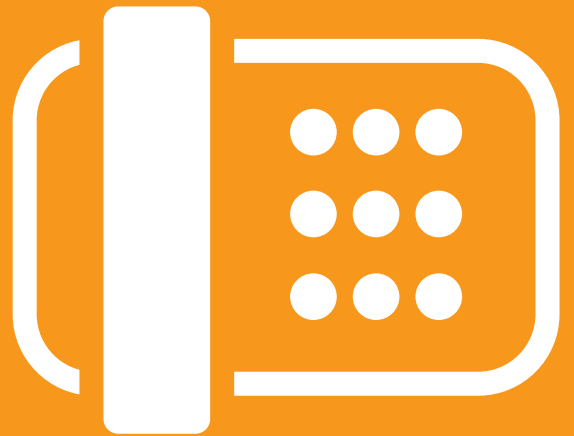


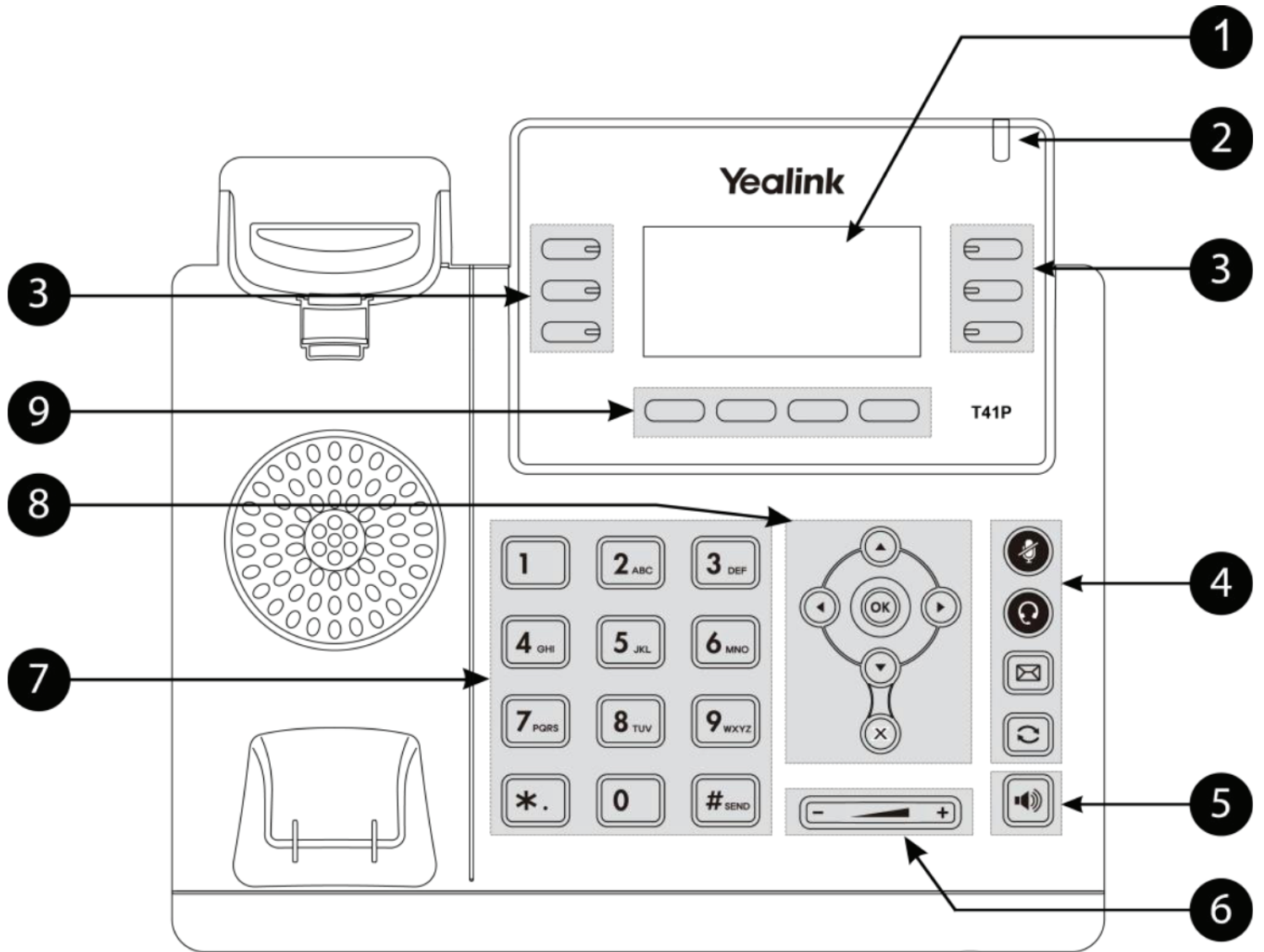
# Flip Connect Yealink T41P Quick User Guide













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














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


- 1** LCD Screen  
Shows Call Information, Missed calls, Voicemail, Time and Date and DND.
- 2** Power and Message Light
- 3** BLF, Park and Feature Keys
- 4** Mute  
Mutes the microphone so the other party cannot hear you.  
Headset  
Switches between Handset and Headset use.  
Message  
Used to collect your message.  
Redial  
Redials a previously dialed number.
- 5** Speakerphone  
Toggles hands free operation
- 6** Volume Key  
Adjusts handset, headset, speaker and ringer volume.
- 7** Keypad  
Provides digits, letters and special characters in context-sensitive applications.
- 8** Menu navigation keys  
  
Menu navigation keys
- 9** Context sensitive keys  
  
Cancel keys      OK keys









Making Calls	
Making an Internal Call	Dial the extension number via the alpha-numeric keypad, Press Send (  ) hash (  ) OK (  ) key, or lift your handset to make the call.  The Call Status screen will display whom you are ringing and your details.
Making a Directory Call	Press the Directory Key (  ), then press the key on the keypad that displays the first letter of the User's name, keep entering the characters to refine the search. Find the user required using the Navigation Keys (  ), select the user required and then press the OK (  ) key to call that user.
Making an External Call	Dial the external number via the alpha-numeric keypad. (Your System Administrator will inform you if a prefix is required.) Press Send (  ), hash (  ), OK (  ) key, or lift your handset to make the call.  The Call Status screen will display whom you are ringing and your details.

Answering Calls	
Answering a Call	The main screen will show the details of the caller, Lift the handset or press the Speaker (  ), Answer (  ) or OK (  ) buttons to answer the call.  If you do not wish to answer the call press the reject button (  ) and the call will be passed to your Forward on Busy number (if set), or to voicemail (if enabled), or cancelled. (If your phone is busy or not answered within 20 seconds (default) the caller will be passed to voicemail, if enabled.)
Ending a Call	Replace your handset (if you are using the handset), or press the Speaker button (  ) (if you are using hands free).
Placing a Call on Hold	Press the Hold Key (  ). To retrieve the call press the resume button (  ).
Announced Transferring a Call	Place the call on hold using the Tran Key (  ). Dial the internal or external number and wait for the call to be answered and then announce the intended transfer. To transfer the original call, replace your handset (if you are using the handset) or press the Speaker button (  ) (if you are using hands free). or press the Tran Key (  ).  To return to the original call, press the Cancel and then the Resume Key (  ), or wait for the destination to hang up and then press the Resume key (  ).
Blind Transferring a Call	Place the call on hold using the Tran Key (  ). Dial the internal or external number. To complete the transfer, replace your handset (if you are using the handset) or press the Speaker button (  ) (if you are using hands free) or press the Tran key (  ) and replace the handset.
Parking a Call	This facility allows a call to be held on the system and picked up by any extension. Once on a call press one of 4 Park keys (  ) to park the call. The caller's details will be displayed against the relevant Park Slot and the led indicator will flash red showing that there is a parked call waiting to be picked up.  Identify the person you wish to pickup and press the button next the relevant park slot to pick up the call.



## Conferencing

<p>Conferencing a Call</p>	<p>To conference a call press the Conference button (  ), enter the ext. you wish to conference.</p> <p>You can swap between calls by pressing the Swap button (  ), or to conference all parties press the Conference button (  ) again.</p>
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## Number Redialling

<p>Redialing a Number</p>	<p>To redial a number, press the redial Key (  ), you will get a list of maded calls displayed on the main screen. Use the navigation keys (  ) to select the number you wish to redial and then press the Send button (  ) .</p>
<p>To Call a Previous Caller Back</p>	<p>Press the History button (  ). Use the Navigation keys (  ) to select the number you wish to call back and then press the Send button (  ) .</p>
<p>Deleting a Call Entry</p>	<p>Use the Navigation keys (  ) to select the call you wish to delete, then press the delete button (  ) .</p>

## Voicemail

<p>Leaving a Message for a Colleague</p>	<p>If the extension you are ringing is busy or is not answered you will be transferred to voicemail (if enabled) and played your colleague's greeting. Leave your message.</p>
<p>Accessing Your Own Messages</p>	<p>The message waiting indicator on the T41P will flash to let you know that you have a new voicemail, you will also see a cassette icon (  ) appear on the main screen.</p> <p>Press the Messages Key (  ) to listen to your messages, any new messages will be played automatically.</p> <p>Whilst the message is playing you can use the keypad to do the following: -</p> <ul style="list-style-type: none"> <li>Press 1 to play help</li> <li>Press 2 to skip forward 2 seconds</li> <li>Press 3 to delete the message</li> <li>Press 4 to play the previous message</li> <li>Press 5 to forward the message</li> <li>Press 6 to play the next message</li> <li>Press 7 to save the message</li> <li>Press 8 to skip backwards 2 seconds</li> <li>Press 9 to play the callers number</li> <li>Press * for configuration options</li> <li>Press 0 to return the call*</li> </ul>