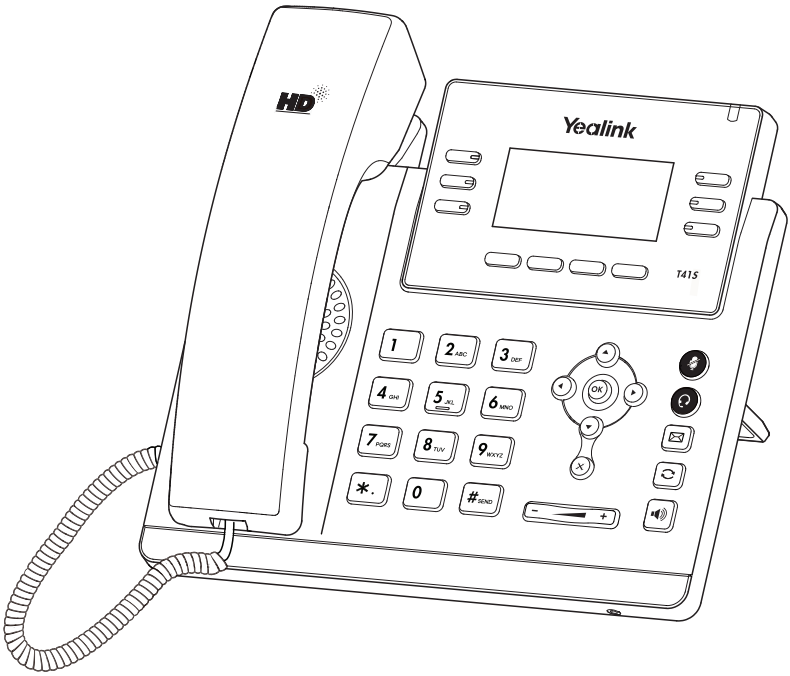
Yealink

T41S-Skype for Business® Edition



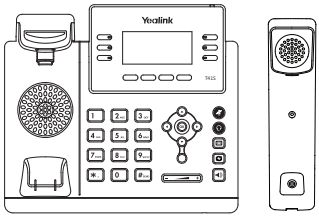
Quick Start Guide (V9.42)

www.yealink.com

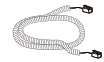
Applies to firmware version 66.9.0.42 or later.

Packaging Contents

The following items are included in your package. If you find anything missing, contact your system administrator.


Skype for Business Phone

Handset


Handset Cord


Quick Start Guide


Ethernet Cable
(2m CAT5E FTP Cable)


Power Adapter
(Optional)

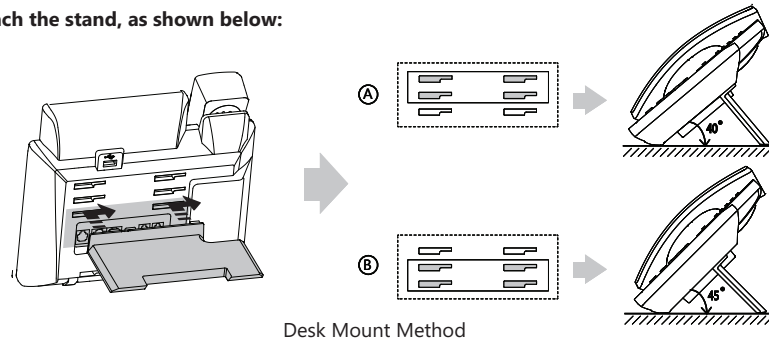

Stand


Wall Mount Bracket
(Optional)

Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

Assembling the Phone

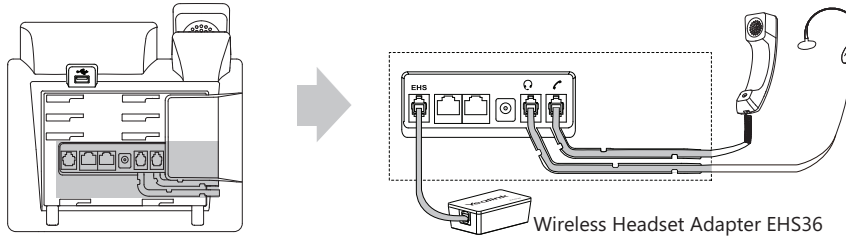
1. Attach the stand, as shown below:



Desk Mount Method

Note: You can also mount the phone to a wall. For more information on how to attach the wall mount bracket, refer to Yealink Wall Mount Quick Installation Guide.

2. Connect the handset and optional headset, as shown below:

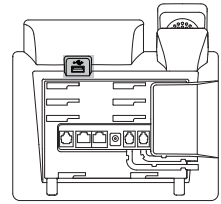


Wireless Headset Adapter EHS36

Note: The headset or wireless headset adapter EHS36 should be purchased separately. EHS36 is used for connecting the phone and a compatible wireless headset. For more information on how to use the EHS36, refer to Yealink_EHS36_User_Guide.

3. Connect optional USB devices:

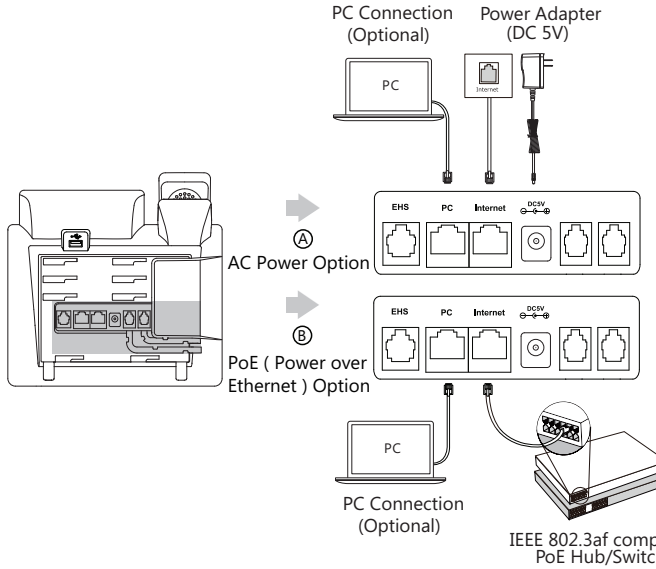
You can connect a USB headset or USB flash drive (to record calls) to the USB port.



Note: The optional USB devices should be purchased separately.

4. Connect the network and power, as shown below:

You have two options for network and power connections. Your system administrator will advise you which one to use.

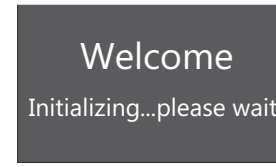


Note: The Skype for Business phone should be used with Yealink original power adapter (5V/1.2A) only. The use of the third-party power adapter may cause the damage to the phone. If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink.

If inline power (PoE) is provided, you don't need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

Startup

After the Skype for Business phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the sign-in screen appears on the LED screen.



Sign into or Sign Out of Your Skype for Business Account

You can sign into or sign out of your Skype for Business account on the phone.

To sign into your Skype for Business account:

1. Press the **Sign In** soft key.
2. Press (▲) or (▼) to select the desired sign-in method.
3. Follow the onscreen prompts.

To sign out of your Skype for Business account:

1. Press the **Status** soft key when the phone is idle.
2. Press (▲) or (▼) to select **Sign Out**.

Phone Lock

If the Skype for Business server is configured to forcibly lock the phone, user can use phone lock feature to lock the phone to prevent it from unauthorized use.

The Skype for Business phone will prompt the user to create a lock PIN at the initial sign-in.

To set a lock PIN:

1. Enter the lock PIN in the **New PIN** field.
2. Press the **Next** soft key, and then enter the lock PIN again in the **Confirm PIN** field.
3. Press the **Save** soft key.

After you create a lock PIN, you can use it to unlock your phone.

To unlock the phone:

1. Press the **Unlock** soft key.
2. Enter the lock PIN in the **Unlock PIN** field.
3. Press the **OK** soft key or (OK) to unlock the phone.

Update Your Presence Status

Your presence information is a quick way for other people to see your availability status. You can change it manually if you want to.

To update your presence status:

1. Press the **Status** soft key when the phone is idle.
2. Press (▲) or (▼) to select the desired status.

   You can select **Reset Status** to change your status to **Available**.

Directory

The phone directory includes local directory and Skype for Business directory.

To add a local contact:

1. Press **Directory->Local Directory**.
2. Select the desired group, and then press the **Enter** soft key.
3. Press the **Add** soft key to add a contact.
4. Enter a unique contact name in the **Name** field and other information in the corresponding fields.
5. Press the **Save** soft key to accept the change.

To search for the local contacts:

1. Press **Directory**->**Local Directory**->**Search**.

2. Enter a few continuous characters of the contact name or continuous numbers of the contact number to search the local contact.
   The phone automatically displays search results.

To search for the Skype for Business contact:

1. Press **Directory**->**Skype for Business Directory**->**Search**.
2. Enter a few continuous characters of the contact name or continuous numbers of the contact number to search the Skype for Business contact.
   The phone automatically displays search results.

To add a Skype for Business contact:

1. Press ▲ or ▼ to highlight the desired contact after you search for the local contacts or Skype for Business contacts.
2. Press the **Option** soft key, and then press ▲ or ▼ to select **Add to SFB** from the prompt list.
3. Select the desired group, and then press the **Save** soft key.

To add a contact to the Favorites group:

When you add contacts to the **Favorites** group, those favorites display on the idle screen too. By default, local favorites are displayed before the Skype for Business favorites. Local favorites are indicated by the icon ★ . Skype for Business favorites are indicated by the presence status icon.

To view a contact's information:

1. Press the **Directory** soft key.
2. Select the desired directory and group, and then press the **Enter** soft key.
3. For local contacts: press the **Option** soft key, and then press ▲ or ▼ to select **Detail**.
   For Skype for Business contacts: press the **Detail** soft key.
   The detailed information of the contact appears on the LCD screen.

To call contacts from the directory:

1. Press the **Directory** soft key.
2. Select the desired group, and then press the **Enter** soft key.
3. Select the desired contact, and then press the **Call** soft key.

Basic Call Features

To place a call:

1. Do one of the following:
   - Pick up the handset.
   - Press  .
   - Press  .
2. Select a contact and press the **Call** soft key.

To answer a call:

1. Do one of the following:
   - Pick up the handset. The call is answered in handset mode.
   - Press  . The call is answered in hands-free (speakerphone) mode.
   - Press  . The call is answered in headset mode.

To end a call:

1. Do one of the following:
   - If you are using the handset, hang up the handset or press the **EndCall** soft key.
   - If you are using the speakerphone, press  or press the **EndCall** soft key.

- If you are using the headset, press the **EndCall** soft key.

To redial a call:

1. Press  when the phone is idle to dial out the last dialed number.

To mute or un-mute a call:

1. Press  to mute the microphone or press it again to un-mute the microphone during a call.

To place a call on hold:

1. Press the **Hold** soft key during an active call. The first line key LED slowly flashes green.

To resume the held call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there is more than one call on hold, press  or  to select the call you want to resume, and then press the **Resume** soft key .

Initiate a Conference Call

You can initiate a Skype for Business conference call by meet now or calling a group of Skype for Business contacts.

To initiate a conference call by meet now:

1. Press **Menu**->**Meet Now**->**Add**.
2. Select a contact and press the **Call** soft key.
3. Press the **Add** soft key to add additional contacts.

To initiate a conference call with a Skype for Business group:

1. Press **Directory** ->**Skype for Business Directory**.
2. Press  or  to select the desired Skype for Business group.
3. Press the **Dial All** soft key to dial all Skype for Business contacts in the group.

Call Forward

You can enable the call forward feature to forward all incoming calls to the desired destination.

To enable call forward:

1. Press **Menu**->**Setting**->**Features**->**Call Forward**.
2. Select the desired type.
3. Press the **OK** soft key.

You can also forward an incoming call when your phone is ringing.

To forward an incoming call to a contact when your phone is ringing:

1. Press the **FWD** soft key.
2. Select a contact and press the **FWD** soft key.

To forward an incoming call to voicemail when your phone is ringing:

1. Press **More**->**FWD VM**.

Call Transfer

You can transfer a call in the following ways:

To perform a blind transfer during a call:

1. Press **More**->**B Trans** during an active call. The call is placed on hold.
2. Enter a number or choose a contact from the recent calls or a directory.
3. Press the **Tran** soft key to complete the transfer.

Then the call is connected to the number to which you are transferring.

To perform a consultative transfer:

1. Press **More**->**Tran** during an active call. The call is placed on hold.
2. Enter a number or choose a contact from the recent calls or a directory.
3. Press the **Call** soft key to dial out.
4. After the party answers the call, press the **Trans** soft key to complete the transfer.

Using Better Together over Ethernet (BToE)

Better Together over Ethernet (BToE) enables you to place, hold, and answer calls on your phone and Skype for Business client on your computer. You can download the Yealink BToE Connector application from the Yealink Website and install the application on your computer.
Before you can begin using BToE, you must pair your phone with your computer.

To activate BToE:

1. Do one of the following:
   - Connect an Ethernet cable from your computer to the PC port on your phone.
   - Enter the phone IP address into the BToE application manually and click **OK**.

   If you are not signed into Skype for Business on your phone, a dialog box is displayed on your computer asking for your Skype for Business login credentials.
2. If the dialog box does not display on your computer, press the **Sign In** soft key on your phone and select **Sign in via PC**.
3. Enter your login credentials in the dialog box.

   The same user account is signed into your phone and your Skype for Business client, so that the BToE is activated.

To place BToE calls, do one of the following:

- Hover your cursor over the avatar of the contact, and then click in the Skype for Business client.
- Select a contact or enter the phone number, and then press the **Call** soft key on your phone.

To answer BToE calls, do one of the following:

- Click in the Skype for Business client.
- Press the **Answer** soft key on your phone.

To hold BToE calls, do one of the following:

- Click , and then click in the Skype for Business client.
- Press the **Hold** soft key.

To resume a call, do one of the following:

- Click , and then click in the Skype for Business client.
- Press the **Resume** soft key.

To change the audio device during a call in the Skype for Business client:

1. Click , and then click to change the audio device.

About Yealink

Yealink (Stock Code: 300628) is a global leading unified communication (UC) terminal solution provider that primarily offers video conferencing systems and voice communication solutions. Founded in 2001, Yealink leverages its independent research and development and innovation to pursue its core mission: “Easy collaboration, high productivity.” The company’s high-quality UC terminal solutions enhance the work efficiency and competitive advantages of its customers in over 100 countries. Yealink is the world’s second-largest SIP phone provider and is number one in the China market.

Technical Support

Visit Yealink WIKI (http://support.yealink.com/) for the latest firmware, guides, FAQ, Product documents, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (https://ticket.yelink.com) to submit all your technical issues.

T41S-SFB-EN

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