

## YEALINK SIP T42-G




### HOW TO PLACE A CALL

#### Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

#### OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** soft key

#### OR Using the Headset

- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

### HOW TO PLACE A CALL ON HOLD



#### To place a call on hold

- Press the **Hold** soft key during an active call

#### To resume a call

- Press the **Resume** soft key

#### If there is more than one call on hold

- Press  or  to switch between calls, then press the **Resume** soft key to retrieve the desired call

### HOW TO FORWARD A CALL

#### To enable Call Forwarding

- Touch the **menu** soft key when the phone is idle and then **Call Control** > **Call Forward**

#### Select the desired forward type:

##### Always Forward or Busy Forward or No Answer Forward

- Enter the number you want to forward to
- For **No Answer Forward** select the ring time to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change

## Layout & Features:



## HOW TO TRANSFER A CALL

You can transfer a call in the following ways:

**BLIND Transfer** - The call is transferred directly without the need to announce the caller

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- Press the **Tran** soft key

**ASSISTED Transfer** - Allows you to announce the caller prior to rereleasing the call

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers, announce the call, then press the **Tran** soft key

## HOW TO ADD CONTACTS

To access the directory and a Contact

- While idle press the **Menu** soft key use the directional buttons to navigate down to the **Directory** section. Press the **Enter** soft key
- Select required directory, then press **Enter**
- Press **Option** soft key then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept change

## CALL HISTORY / HOW TO CREATE A CONFERENCE CALL

While the phone idle

- Press the **Call Log** soft key
- Press or to switch between **all**, **placed**, **missed** and **received** call lists, then select Enter
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Personal** to add to your Local Directory

To Create a Conference Call

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answer. All parties are now joined in the conference
- Hang up the Handset to disconnect all parties.

## How to:

### HOW TO ANSWER / END A CALL

Using the Handset

- Pick up the Handset

OR Using the Speakerphone

- Press the ; or the **Answer** soft key

OR Using the Headset

- Press

Using the Handset

- Hang up the Handset, or press the **Cancel** soft key

OR Using the Speakerphone

- Press the ; or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

You can alternate between headset, speakerphone and handset by pressing the corresponding key.