






REDIAL A NUMBER


To call the last dialled number:

- Press  twice when the phone is idle to dial the last dialled number.



To call a previously dialled number:

1. Press  to enter the Placed Calls list.
2. Press  or  until you reach the desired entry in the list.
3. Press  or the **Send** soft key to place the call.

MUTE OR UN-MUTE A CALL

- Press  to mute or un-mute an active call.

FORWARD A CALL

1. Press the **Menu** soft key.
2. Select **Features** and then **Call Forward**.
3. Select the desired forward type: **Always Forward**, **Busy Forward**, or **No Answer Forward**.
4. Enter the destination number you wish to forward calls to.
 - For **No Answer Forward**, press  or  to select the desired ring time.
 - Press the **Save** soft key to accept the change.

CREATE A CONFERENCE CALL

1. Press the **Conf** soft key during an active call. This will place the call on hold.
2. Enter the extension or external number of the second party, then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party has answered the call.
 - All parties are now joined in the conference call.
4. Press the **End Call** soft key to disconnect all parties.

PLACE A CALL ON HOLD & THEN RESUME THE CALL



To place a call on hold:

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

To resume a call from hold:

- Press **Resume** soft key when a call is on hold.

If there is more than 1 call on hold:

- Press  or  to select the desired held call, then press the **Resume** soft key to retrieve the desired call.

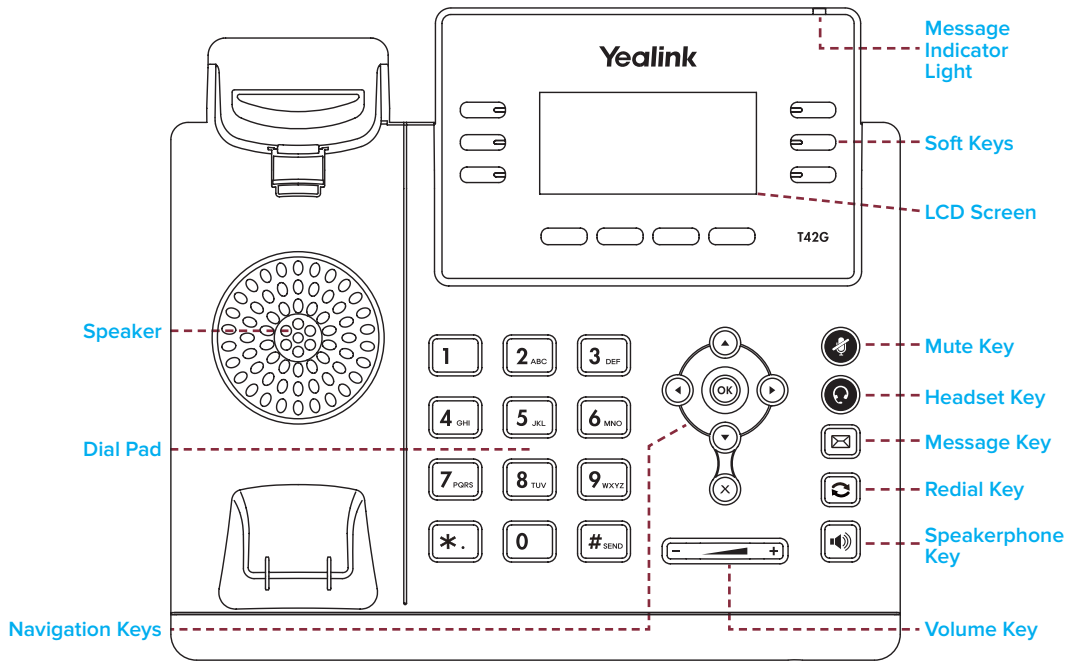


Yealink SIP-T42G Ultra-elegant Gigabit IP Phone

Quick Reference User Guide



Layout & Features:



How to:

PLACE A CALL

Using a handset:

1. Pick up handset.
2. Enter number and press the **Send** soft key.

Using a headset:

1. With the headset connected, press to activate headset mode.
2. Enter number and press the **Send** soft key.

Using speakerphone:

1. With the handset on-hook, press .
2. Enter number and press the **Send** soft key.

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

ANSWER/END A CALL

Using a handset:

- Pick up handset / Return handset or press **End Call** soft key.

Using a headset:

- Press .

Using speakerphone:

- Press .

TRANSFER A CALL

Blind Transfer - The call is transferred directly without the need to announce the caller:

1. Press or the **Transfer** soft key during the active call, the call is then placed on hold.
2. Enter the receiving number you want the call transferred to and press .
3. Press or the **Transfer** soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call:

1. Press or the **Transfer** soft key during the active call, the call is then placed on hold.
2. Enter the number you want to transfer to and press .

When the second party answers, announce the call and then press or the **Transfer** soft key.

ACCESS VOICEMAIL

1. Press or press the **Connect** soft key.
2. When prompted, enter **PIN-Code** and press .

 - For new messages, press .
 - For saved messages, press .
 - For advanced voicemail settings, press .

MANAGE CALL HISTORY

1. Press the **History** soft key to view the **Placed, Missed** or **Missed** call log.
2. Press or to scroll through the list.
 - Press the **Send** soft key to place a call.
 - Press the **Delete** soft key to delete the highlighted entry from the list.
 - Press the **Option** soft key and select **Add to Contacts** to add the entry to the local directory or select **Add to Blacklist** to add the entry to the blacklist.

ADD A NEW CONTACT

1. Press the **Directory** soft key and then press the **Add** soft key.
2. Select the **Directory** the contact will be added to.
3. Enter the contact's **Name** and **Number**.
4. Press the **Save** soft key.