

Yealink T42 Handset User Guide




Call features

How to place a call


Turning Handset On/Off:

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

How to end a call

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

How to answer a call:


Using the Handset:

- Pick up the handset

OR Using the Headset:

- Press 

OR Using the speakerphone:

- Press the  or the Answer 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 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 Transfer a Call

You can transfer calls in one of two ways:

- **Blind Transfer:** Transfer a call directly to another party without consulting
- **Attended Transfer:** Transfer a call with prior consulting

To perform a blind transfer during a call:

1. Press the **Tran** soft key during a call
2. Enter the number you want to transfer the call to
3. Press the **Tran** soft key to complete the transfer

To perform an attended transfer:

1. Press the **Tran** soft key during a call
2. Enter the number you want to transfer the call to
3. Press **OK** or **#Send** to dial out
4. After the party answers the call, press the **TRAN** soft key to complete the transfer. If you are using a handset, the transfer can be completed by hanging up the handset.

You can cancel the transfer before the call is connected by pressing the **Cancel** soft key.

Customising your phone

Call History

1. Press the **Up Arrow** when the phone is idle, press **▲** or **▼** to scroll through the list.
2. Select an entry from the list, you can do the following:
 - Press the **Send** soft key to call the entry.
 - Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also do the following:

- Select **Detail** to view detailed information about the entry.
- Select **Add to Contact** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Delete All** to delete all entries from the list.

Volume Adjustment

- Press **☰** during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press **☰** when the phone is idle or ringing to adjust the ringer volume.

Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Settings->Basic Settings->Sound->Ring Tones**.
2. Press **▲** or **▼** to select **Common** or the desired account and then press the **Enter** soft key.
3. Press **▲** or **▼** to select the desired ring tone.
4. Press the **Save** soft key to accept the change.



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If you need any assistance with your handset or Xelion package, please call our support team on 0121 311 1010 or email support@connaughtltd.co.uk