

Yealink IP Phone SIP-T42S - QUICK USER GUIDE



ANSWERING CALLS

When you are not in another call, you can answer a call in one of three ways:

- 1 - Using the handset
- 2 - Using the speakerphone
- 3 - Using the headset

Note: You can reject incoming calls by pressing the **X** key or the **Reject** soft key. You can also activate **Do Not Disturb** mode to ignore the incoming calls without ringing on your phone.

You can forward incoming calls to someone else by pressing the **FWD** soft key.

Answering When Not in Another Call

Call duration and destination will always appear on the LCD screen for the active call.

1 - To answer a call using the handset:
Pick up the handset

2 - To answer a call using the hands-free speakerphone mode, do one of the following:

- Press 
- With the handset on-hook and the headset mode deactivated, press the **Answer** soft key.

- With the handset on-hook and the headset mode deactivated, press the line key with the fast flashing green LED indicator.

3 - To answer a call using the headset, do one of the following:

- Press 
- With the headset mode activated, press the **Answer** soft key.
- With the headset mode activated, press the line key with the fast flashing green LED indicator.

Answering When in Another Call

If you have an active call, and an incoming call arrives on the phone, do one of the following:

- Press the **Answer** soft key. The incoming call is answered and the original call is placed on hold.
- Press  to access the new call.
- Press  or the **Answer** soft key. The incoming call is answered and the original call is placed on hold.

PLACING CALLS

You can place a call in one of three ways using your SIP-T42S IP phone:

- 1 - Using the handset

2 - Using the speakerphone

3 - Using the headset

You can also dial the number first, and then choose the way you want to speak to the other party.

You can also search and dial a contact from call history, local directory or remote phone book.

During a call, you can alternate between Speakerphone, Headset, or Handset mode by pressing the Speakerphone key, the Headset key, or by picking up the handset.

The call duration of the active call and far-site's information (name or phone number) are visible on the LCD screen. In the figure below, the call to "Tom" (the phone number: 1009) has lasted 9 seconds.



1 - To place a call using the handset:

- Pick up the handset.
- Enter the desired number using the keypad.
- Press , , or the **Send** soft key.

The # key is configured as a send key by default. You can also set the * key as the send key, or set neither.

Note: You can also dial using the SIP URI or IP address. To obtain the IP address of a phone, press the **OK** key when the phone is idle. The maximum length of SIP URI or IP address length is 32 characters. For example, SIP URI: 3606@sip.com, IP: 192.168.1.15.

Your phone may not support direct IP dialing. Contact your system administrator for more information.

2 - To place a call using the hands-free speakerphone mode, do one of the following:

- With the handset on-hook, press  or the line key to obtain a dial tone.
- Enter the desired number using the keypad.
- Press , , or the **Send** soft key.
- With the handset on-hook, enter the desired number using the keypad. Press , ,  or the **Send** soft key.

3 - To place a call using the headset, do one of the following:

- a) With the optional headset connected, press  to activate the headset mode.
 - Press the line key to obtain a dial tone.
 - Enter the desired number using the keypad.
 - Press , , or the **Send** soft key.
- b) With the optional headset connected, press  to activate the headset mode.
 - Enter the desired number using the keypad.
 - Press , , or the **Send** soft key.

The SIP-T42S IP phone can handle multiple calls at a time. However, only one active call (the call that has audio associated with it) can be in progress at any time, other calls are placed on hold. The SIP-T42S IP phone can handle a maximum of 50 calls at one time.

To Place Multiple Calls

You can have more than one call on your SIP-T42S IP phone. To place a new call during an active call, do one of the following:

- a) Press the line key. The active call is placed on hold.
 - Enter the desired number using the keypad.
 - Press , , or the **Send** soft key.
- b) Press the **Hold** soft key to place the original call on hold.
 - Press the **NewCall** soft key.
 - Enter the desired number using the keypad.
 - Press , , or the **Send** soft key.

You can press  or  to switch between calls, and then press the **Resume** soft key to retrieve the desired call.

Note: If multiple accounts are registered on the phone, you can first press the desired line key on the idle screen or press the **Line** soft key on the dialing screen, and then you can use the selected account to place a call.

ENDING CALLS

To end a call, do one of the following:

- If you are using the handset, press , the **EndCall** soft key or hang up the handset.
- If you are using the headset, press , or the **EndCall** soft key.
- If you are using the speakerphone, press ,  or the **EndCall** soft key.

Note: When a call is placed on hold, you cannot press  to end it. You should press the **Resume** soft key to resume the call, and then press  to end it.

CALL TRANSFER

Before performing a transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **Call Transfer**.

To perform a call transfer during a call:

1. Press the **Tran** soft key during a call.
2. You can do one of the following:

- Enter the number you want to transfer the call to.



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.

- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact (Directory should be configured in advance). Press , , or the **Send** soft key to complete the transfer.
- Press the **Directory** soft key, and then select **History**. Select the desired list and then press  or  to select the entry. Press , , or the **Send** soft key to complete the transfer.
- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact. Press , , or the **Send** soft key to complete the transfer.

You can also perform a blind transfer to another existing call when there are multiple calls. Before performing a blind transfer to another existing call, make sure that the Allow Trans Exist Call is enabled.

CALL HOLD / RESUME

You can place an active call on hold. Only one active call can be in progress at any time. Other calls can be made and received while placing the original call on hold. When you place a call on hold, your IP PBX may play music to the other party while waiting.

To place a call on hold:

Press the **Hold** soft key during a call. The line key LED flashes green. The LCD screen indicates that the call is on hold.



Note: The phone will beep softly every 30 seconds to remind you that you still have a call on hold. The phone ignores engaged audio device (handset or headset) and switches to Speakerphone to play the hold tone by default. The Speakerphone key will light up for 1 second.

To resume a held call: Press the **Resume** soft key.

Multiple Calls on Hold

If multiple calls are placed on hold, do one of the following:

- Press **←** or **→** to switch between the calls, and then press the **Resume** soft key to retrieve the desired call.
- Press the corresponding line key to retrieve the call.

If more than one call is placed on hold, a numbered prompt appears on the LCD screen, for example "2/3", indicating that this is the second call out of three calls.

VOLUME

You can press the Volume key to adjust the ringer volume when the phone is idle or ringing. You can also press the Volume key to adjust the receiver volume of currently engaged audio devices (handset, speakerphone or headset) when the phone is in use.

To adjust the ringer volume:

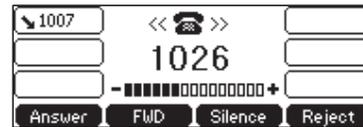
When the phone is idle:

Press **←** or **→** to adjust the ringer volume.



When the phone is ringing:

Press **←** or **→** to adjust the ringer volume.

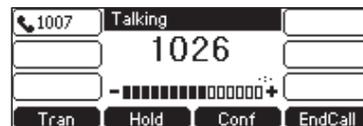


You can also press **←** or **→** to adjust the ringer volume when selecting a ring tone.

Note: If the ringer volume is adjusted to minimum, the icon  will appear on the LCD screen.

To adjust the volume when the phone is during a call:

Press **←** or **→** to adjust the volume of currently engaged audio device (handset, speakerphone or headset).



DIRECTORY

Directory provides easy access to frequently used lists. The lists may contain Local Directory, History, Remote Phone Book and LDAP. You can configure the list(s) to access for the **Directory** soft key.

*To configure the list(s) to access for the **Directory** soft key via web user interface:*

1. Click on **Directory->Setting**.
2. In the **Directory** block, select the desired list from the **Disabled** column and then click **→**. The selected list appears in the **Enabled** column.
3. Repeat the step 2 to add more lists to the **Enabled** column.
4. To remove a list from the **Enabled** column, select the desired list and click **←**.
5. To adjust the display order of enabled lists, select the desired list and click **↑** or **↓**.

To view the directory via phone user interface:

Press the **Directory** soft key when the phone is idle. The LCD screen displays the enabled list(s) in the directory.



If there is only one list in the directory, press the **Directory** soft key to enter this list directly.