Yealink T42S Quick Reference Guide

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Place a Call

- Enter a number
- Press the *Send* soft key

Answer a Call

- Press the *Answer* soft key
  or
- Lift the handset

End a Call

- Press the *End Call* soft key, *or*
- Hang up the handset

Hold a Call

- Press the *Hold* soft key
- Press the *Resume* soft key to take the call off Hold

Transfer a Call (Consult Transfer)

Consult Transfer enables you to transfer a call to another party with consultation

- While on a call tap the *Transfer* soft key
- Enter the transfer destination number

When the party answers, announce the call

- Press the *Transfer* soft key again to complete the transfer

If the party refuses the call (prior to pressing Transfer a second time)

- Press the *Cancel* soft key to be returned to the original caller

Labels (phone diagram)

- Lines or Speed Dials
- Voicemail indicator
- Soft keys
- Mute
- Headset
- Voicemail
- Redial
- Speaker
- Navigation arrows
- Volume Control — Press +/- to adjust

Messages

- Press the *Voicemail* button ✉ on the handset
- Follow the prompts to access the Voice Portal to retrieve Voice Mail messages and record greetings

Conference Call

While on a call

- Press the *Conf* soft key
- Enter the required number or extension of the second party
- When the call connects, press the *Conf* soft key to connect all parties
- Press the *End Call* soft key to exit the conference
  (this does not end the call for the other parties)

Forwarding a Call

To enable Forwarding

- Press the *Menu* softkey
- Use the Navigation arrows to select *2. Features*
- Select *1. Call Forward*
- Use the Navigation arrows to select: *Always*, *No Answer* or *Busy*, press *Enter* on the required option
- Press the right navigation arrow to select Enable
- Press the down navigation arrow to enter the number to forward to
- Press the *Save* soft key to enable

To disable Forwarding

- Press the *Menu* softkey
- Use the Navigation arrows to select *2. Features*
- Select *1. Call Forward*
- Use the Navigation arrows to select: *Always*, *No Answer* or *Busy*, press *Enter* on the required option
- Press the right navigation arrow to select Disable

Setting a Speed Dial

- Hold down an available line button for 2 seconds
- Press the right navigation arrow to select *type as Speed Dial*
- Press the down navigation arrow to get to Label and enter the Name
- Press the down navigation arrow to get to Value and enter the number
- Select *Save*

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Star Codes are predefined 2 digit numbers prefixed with a star * and are an alternate method of performing commonly used features in Global PBX instead of using soft keys on the phone.

If you have available line buttons on your phone, Star codes can also be configured as speed dials. Some commonly user Star Codes are listed below.

Making Calls	
Redial	*66
Call Return	*69
Intercom [1]	*90
Transferring Calls	
Transfer [2]	*77
Call Park [3]	*85
Call Retrieve [3]	*86
Call Pickup [3]	*87
Anonymous	
Block CLID (Calling Line ID) – Activate	*67
Block CLID (Calling Line ID) – Deactivate	*68
Block Anonymous Calls – Activate	*88
Block Anonymous Calls – Deactivate	*89
Voicemail	
Send voicemail as emails – Activate	*95
Send voicemail as emails – Deactivate	*96
Go to Voicemail	*97
Record new greetings	*98
Clear voicemail indicator	*99

Call Forwarding	
Call Forward All – Activate [2]	*71
Call Forward All – Deactivate [2]	*72
Call Forward Busy – Activate [2]	*73
Call Forward Busy – Deactivate	*74
DND (Do not disturb) - Activate	*78
DND (Do not disturb) – Deactivate	*79
Mobile phone client	
Retrieve call from mobile phone to desk phone client	*51
Move your current call from your desk phone to your mobile phone client	*52

[1] An extension number is required after these star codes

[2] A destination number (e.g. an external number) is required after these star codes

[3] It is optional whether an extension number is added after the star codes. The system will play a prompt