

Yealink T42G

Quick reference Guide



**Make a Call:**

* Lift handset and dial an internal number, EG. Dial extn 101.
* Lift handset and dial an external number. Remember to hit 9 first to get an outside line.

**Make a second call while on a call:**

Put the 1st call on HOLD, then dial the 2nd number. Dial 9 for an outside number.

**Conference call:**

While on a call place that call on HOLD. Dial the 2nd number and then click on CONFERENCE via the options menu.

**Handel a Call**

**Hold/Retrieve:** Click the HOLD key

**Transfer:** Place the 1st call on HOLD, Dial the 2nd number and then click TRANSFER in the menu

**Park/Unpark:** Click the PARK key

**Forwarding Calls:**

Forward all calls: Click the PBX key+Call Forward+Forward All Calls+Select User/Contact/Voicemail/Number you want to forward the calls to.

Forward No Answer: Click the PBX key+Call Forward+Forward N0 Answer+Select User/Contact/Voicemail/Number you want to forward the calls to.

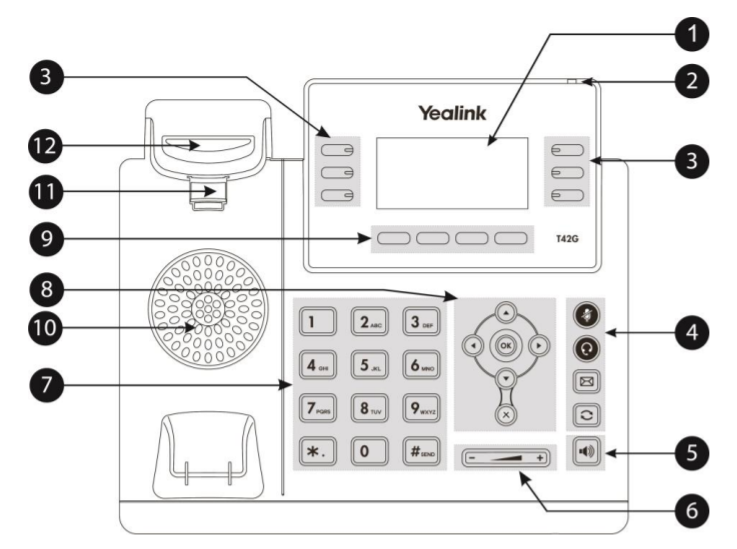
Forward On Busy: Click the PBX key+Call Forward+Forward On Busy+Select User/Contact/Voicemail/Number you want to forward the calls to.

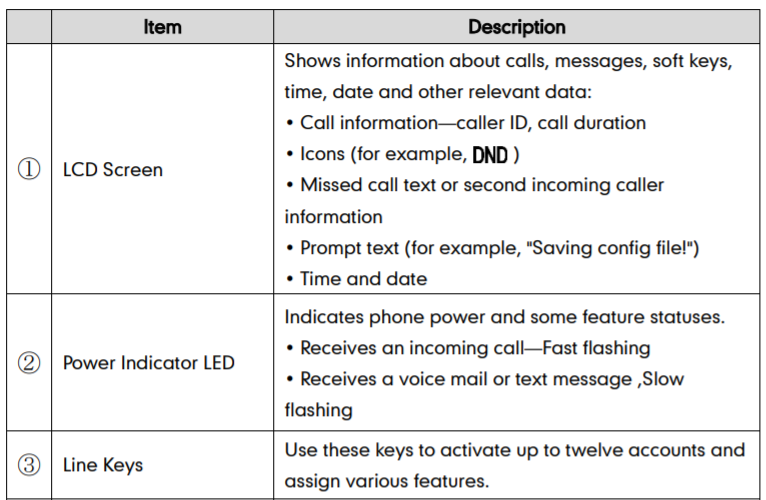
Forward No Registration: Click the PBX key+Call Forward+Forward No Registration+Select User/Contact/Voicemail/Number you want to forward the calls to.

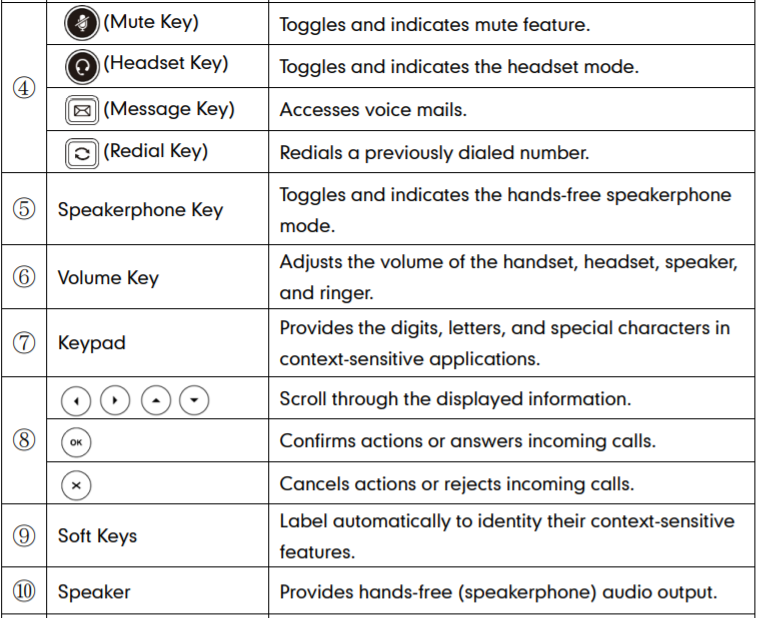
**Voicemail:**

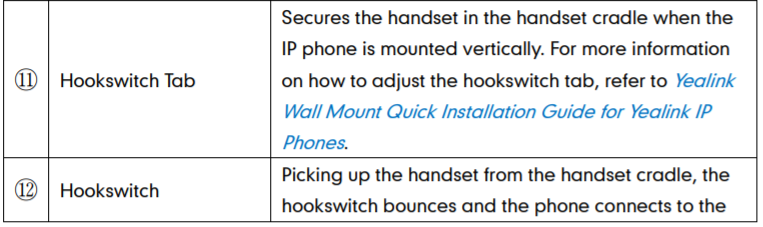
To access your Voicemails, click the Message Key











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