Yealink T42 Handset
User Guide

Line Buttons

Soft Keys

Navigation Buttons

Mute

Headset

Messages

Redial

Speaker

Volume Control
Press - / + to adjust volume

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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Scan this QR code to download the latest Xelion Apps (mobile and softphone) direct from their website

Watch a demo

Scan this QR code to see a demo video of this handset