

Yealink T42S

Quick User Guide



Key Guide



Instructions

ANSWERING A CALL (4 options):

- Pick up the handset.
- Press the **Headset** key
- Press the **Speaker** key – OR-
- Press the soft **Answer** key

PLACING A CALL (2 options):

- Pick up the handset, press **Headset**, or **Speaker** key
- Dial number, and then press the **Send** soft key

UNIVERSAL OR PARK HOLD

Holds call on all handsets.

- To place an active call on **Hold 1**, **Hold 2**, or **Hold 3** press the **Park** soft key located at the bottom of your display screen.
- The phone will place the call on the 1st available universal holding positions and announce the location.
- Call can be retrieved on any phone by pressing the same **Hold 1**, **Hold 2**, or **Hold 3** key.

MULTIPLE CALLS

- Press the **Park** key to place your current caller on hold. Then press the soft **Answer** key to answer the second incoming call.
- If you do not want to answer incoming call press the **More** soft key then select the **Reject** soft key. The call will continue to ring on other handsets. If call goes unanswered patient is sent to the “open for business” voicemail greeting.

INTERCOM

- Dial 8+Ext. # then press the soft Dial key to use speakerphone or pick up the handset and speak to your coworker.
- The extension dialed will hear a notification beep and then your voice.

If that extension is on an active call, the phone will treat the intercom as another incoming call which can be answered, rejected, or ignored.

TRANSFERRING CALLS

- While on a live call press the **Transfer** soft key.
- The caller will be placed in a holding pattern and begin hearing the hold music.
- Dial the three-digit extension you want to send the call to. (Note: A call can also be transferred to a 10 digit external number if sending to a cell or home number.)
- If you want to talk to the person receiving the transfer, wait for them to pick up and explain that you will be transferring a call.
- Press the **Transfer** soft key again to complete the transfer.
- If the receiving party does not want to accept the call, press the soft **End Call** key and then the **Resume** soft key to retrieve the call.

BLIND TRANSFER

- While on a live call press the **Transfer** key.
- The caller will be placed in a holding pattern and begin hearing the hold music.
- Dial the three-digit extension you want to send the call to. (Note: A call can also be transferred to a 10 digit external number if sending to a cell or home number.)
- Press the **B Transfer** soft key to send the call directly to the other extension or number.

Instructions Cont'd

CONFERENCE CALLS

- When on a live call, select the **More** soft key and then **Conference** soft key. You will hear a dial tone. The caller will be placed on hold.
- **Dial** the 10-digit phone number or three-digit extension of the third party you want to conference into the call.
- When the third party answers, press the **More** key and then the **Conference** soft key to put all three parties on the call together.
- Your display will show: **Conference**.
- Press the **End Call** soft key to disconnect all parties.

VOICEMAIL

- To listen to general voicemails press the **Messages** key on any phone or dial **9000**.
- It will inform you of any new voicemails and play them.
- To delete a voicemail after listening to it, select option 7.

PERSONAL VOICEMAIL

- To listen to personal extension voicemail Dial **9001**.
- You will be notified of any new voicemail you have. The message will automatically begin playing.
- To delete a voicemail message press 7.

SETTING UP PERSONAL EXTENSION VOICEMAIL

- Dial **9001**
- Select **Option 5** (Advanced Options)
- Select **Option 1** (Make New Recording)
- It will ask you to choose a greeting between 1 and 9, you will use only number 1.
- After recording, follow the prompts to save your greeting.
- Press 1 to listen to recording
- Press 2 to save recording
- Press 3 to re-record

SETTING UP GENERAL VOICEMAIL MESSAGES

- Push the **Messages** key located on the lower left side of the phone or dial **9000**.
- Select **Option 5** (Advanced Options)
- Select **Option 1** (Make a New Recording)
- It will ask you to choose between greeting 1 and 9. You will only use 1-4.
- **Greeting 1: Open Business Message.** Weave will automatically send callers to this voicemail when you are in the office but unable to answer the phone. You will set/edit your office hours in your Weave Software.
- **Greeting 2: Lunch Message.** Weave will automatically send callers to this voicemail when you are closed for lunch at the time indicated in the Weave software.
- **Greeting 3: Break/Meeting Message.** Weave will automatically send callers to this voicemail during recurring scheduled meetings or breaks.
- **Greeting 4: Closed Business Message.** Weave will automatically send callers to this voicemail when the office is closed on the weekend and after normal business hours.
- To listen to your recordings: press **Voicemail** key, select **Option 5**, select **Option 2**, enter the # of the mailbox greeting you want to listen to.

**If you have any more
questions, please
contact us at:**

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