



# Your Yealink T42S.

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# HANDSET USER GUIDE YEALINK T42S HANDSET



Your Yealink T42S handset is menu driven, much like a mobile phone. It is capable of receiving multiple concurrent calls which you can flick through by simply using the navigation keys.



## DIALLING OUT

To access an outside line simply start dialling, no codes are required. There are two different ways you can dial out; you can lift the receiver and dial the number required or alternatively dial out without lifting the receiver and the call dials out through the loud speaker of the phone. For internal calls, simply dial the extension number.

## HOLD

While on a call, simply press the **HOLD** key at the bottom of the phone to place the caller on hold. You'll notice the line key will now start to flash. This indicates there is someone on hold on that line. To return to the call, simply press the flashing line key or press the **RESUME** function key.

## TRANSFERRING A CALL

While on a call, press the **TRANSFER** key to place the caller on hold. Whilst they are on hold, simply dial or select the required extension number. When the party answers, announce the call and replace the handset to complete the transfer. If the other party is unavailable, press the **RESUME** function key to resume to the first caller.

## EXTERNAL TRANSFERS

During a call, press the **TRANSFER** key to place the caller on hold. Whilst they are on hold, simply dial the external phone number. When the party answers, announce the call and replace the handset to complete the transfer. If the other party is unavailable, press the **RESUME** function key again to return to the first caller.

## DIALLING RULES

The handset has an automatic dial now rule of 4 seconds, which means it will begin dialling the number you have typed 4 seconds after you have stopped dialling it. This setting can be modified from the phone admin portal, if you would like us to amend this setting for you, please contact us via your support portal.

## SPEED DIAL

To dial a pre-programmed speed dial, key in # followed by the speed dial position, e.g. dial #1 for the speed dial stored in position 1. You can program new speed dials from your online phone portal, alternatively contact us via your support portal and we can assist you.

## PAGING

Paging allows the facility to "tannoy" call a group of extensions. By default, this feature is disabled but can be programmed by one of our engineers both during and after installation.

## GROUP PICKUP

Group pickup allows you to pick up a call ringing from another extension. If you wish to do this you can key in \*98 or •8 on your handset depending on how your system is set up. If you need assistance, please contact us via the support portal.

## DND

This stands for **Do Not Disturb**. This can be enabled from your online phone portal or from the phone itself. If this is enabled, your handset will not ring on incoming calls.

## HISTORY

The history allows you to view all the latest incoming, outgoing or missed calls on your device. To do this, press the **HISTORY** function key and navigate with the left and right keys to flick through the calls.

## PROGRAMMABLE KEYS

Programmable keys can be set up to be used as speed dials, directory, intercom and many other things dependent on your workplace requirements. To program a key, keep the key you wish to program pressed for 3 seconds and select the option you wish to program it with. If you need further assistance with this, please contact us via your support portal.

Login to your support portal for further information: [support.circle.cloud](https://support.circle.cloud)

## CONFERENCE CALLING

You can set up a conference call with a maximum of 3 parties. When you want to add another party into a call, press the **CONF** key followed by the extension or telephone number. Once the additional party has answered, press **CONF** again to merge all parties together into a conference call.

## NIGHT / DAY MODE

When the system is in day mode, it will ring as normal and when in night mode all calls will forward to your out of hours voicemail service. These voicemails will be forwarded to a designated email address. If you require this setting, this can be discussed with your engineer on the day of installation or contact us via your support portal.

## CALL FORWARDING

You can forward calls from your handset as well as calls coming into your main telephone number to anywhere you choose from your online phone portal. If you wish to do this for your handset only, this can also be done from the handset from the features menu which can be found by clicking the **MENU** key.

## ADJUSTING VOLUME

When your handset is idle, use the up and down navigational keys to increase or decrease the ringer volume. If you use the navigational keys during a call, this will regulate the speaker level.

## VOICEMAIL

To access your mailbox, simply press the **MAILBOX** key on the right-hand side of your phone. You must enter your PIN followed by #. To access your mailbox, press 1 and follow the audible instructions. When your mailbox is full, it will stop working, therefore it is important to delete all used messages.

## RECORDING VOICEMAIL GREETINGS

To record your voicemail greeting, access your mailbox via the **MAILBOX** key and once logged in, press 2 to change your mailbox busy greeting, 3 to change your no answer greeting and 4 to change your mailbox extended away greeting. If you would like assistance in setting your voicemail greeting or would like a professional recording, please contact us via your support portal and we can arrange this for you.

