



Yealink T4/T5 Quick Reference Guide

Placing Calls

You can place a call in three ways using your SIP-T42S IP phone:

- Using the handset
- Using the speakerphone
- Using the headset

You can also dial the number first, and then choose the way you want to speak to the other party.

You can also search and dial a contact from call history, local directory or remote phone book. During a call, you can alternate between Speakerphone, Headset, or Handset mode by pressing the Speakerphone key, the Headset key, or picking up the handset. The call duration of active calls is visible on the LCD screen.

To place a call using the handset:

1. Pick up the handset.
2. Enter the desired number using the keypad.
3. Press the **Send** soft key or 

To place a call using the headset:

With the optional headset connected, press  to activate the headset mode.

1. Press the line key to obtain a dial tone.
2. Enter the desired number using the keypad.
3. Press the **Send** soft key or 

With the optional headset connected, press  to activate the headset mode.

1. Enter the desired number using the keypad.
2. Press the **Send** soft key or 

Answering Calls

To answer a call using the handset:

1. Pick up the handset.

To answer a call using the hands-free speakerphone mode:

1. Press 
2. With the handset on-hook and the headset mode deactivated, press the **Answer** soft key.
3. With the handset on-hook and the headset mode deactivated, press the line key (the line key LED flashes green).

To answer a call using the headset:

1. Press 
2. With the headset mode activated, press the **Answer** soft key.
3. With the headset mode activated, press the line key (the line key LED flashes green).

Transferring Calls

You can transfer a call to another party in one of the 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:

1. Press the **Transfer** soft key during a call.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key to complete the transfer.

To perform an attended transfer:

1. Press the **Transfer** soft key during a call.
2. Do one of the following:
 - Enter the number you want to transfer the call to and press the **Send** soft key or 
 - Press the pre-programmed soft key
3. After the party answers the call, press the **Transfer** 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.

Ending Calls

1. If you are using the handset, press the **Cancel** soft key or hang up the handset.
2. If you are using the headset, press the **Cancel** soft key.
3. If you are using the speakerphone, press  or the **Cancel** soft key.

Conference Calls

1. When the first party answers the call, press the Conf soft key to place a new call.
2. The active call is placed on hold.
3. Enter the number of the second party and press the **Send** soft key or .
4. When the second party answers the call, press the Conf soft key again to join all parties in the conference.

During the conference call, you can do the following:

- Press the **Hold** soft key to place the conference on hold.
- Press the **Split** soft key to split the conference call into two individual calls.
- Press the **New Call** soft key to place a new call.
- Press the **Back** soft key to return to the previous interface.
- Press to mute the conference call.
- Press the **Cancel** soft key to drop the conference call.

Do Not Disturb (DND)

Press the **DND** soft key when the phone is idle. The DND icon on the idle screen indicates that DND is enabled. Incoming calls will be rejected automatically and "**n Missed Call(s)**" ("n" indicates the number of the missed calls) will prompt on the LCD screen.

History

To view the call history:

1. Press the **History** soft key. The LCD screen displays all call records.
 2. Press < or > to switch between All, Placed, Received, Missed and Forwarded call lists.
 3. Press or to select the desired entry.
 4. Press the Option soft key, and then select Detail from the prompt list.
- The detailed information of the entry appears on the LCD screen.

To place a call from the call history list:

1. Press the History soft key.
2. Press < or > to switch between All, Placed, Received, Missed and Forwarded call lists.
3. Press or to select the desired entry.
4. Press the **Send** soft key.

Voicemail

When receiving a new voice mail, the message indicator LED will slowly flash red. The LCD screen will display a prompt message and the message icon will appear on the screen.

1. When the phone prompts you have received a new voice mail and the power indicator LED slow flashes red, press  or dial 555 and press the Send soft key to enter the voice mail.
2. Enter your mailbox password followed by #.
2. Follow the voice prompt to listen to voice mails.

Get In Touch

If you have any questions regarding our service, or need any help please contact us for support.

 **03333 494 999**

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