



Yealink T42G Phone Cheat Sheet

- 1) To dial:
 - a. Ten Digit Phone Number
 - b. Click Send

- 2) To Redial:
 - a. Press Redial Key
 - b. Scroll down to number of choice
 - c. Press Redial or Send Key
(Or to quickly redial the last dialed number, press Redial key twice while phone is idle)

- 3) To Retrieve Voicemail: (default pass: 979EXT)
 - a. Voice Mail Key
 - b. Access Voicemails - Use the Arrow up and down Keys to Scroll over and press play to listen, delete to erase
 - c. To Exit back to Main Menu Exit key

- 4) To check Call log:
 - a. Press the History Button
 - b. You have options to Redial, Delete from history
 - c. Option Key shows detail of call, you can add to Contacts or Blacklist, or clear history.
 - d. Back Key to go back to Main Menu

- 5) Transfer a Call:
 - a. While on a call press Tran Key
 - b. Dial Extension
 - c. Press Tran Key again to transfer

- 6) Conference Call:
 - a. While on a call Press Conf Key
 - b. Dial the second number
 - c. Press Conf Key again to conference in another call

- 7) Changing Ringtones:
 - a. Press Menu Key
 - b. Then Select -> Basic Settings -> Ring Tones
 - c. Choose ringtone
 - d. Press the Save soft key