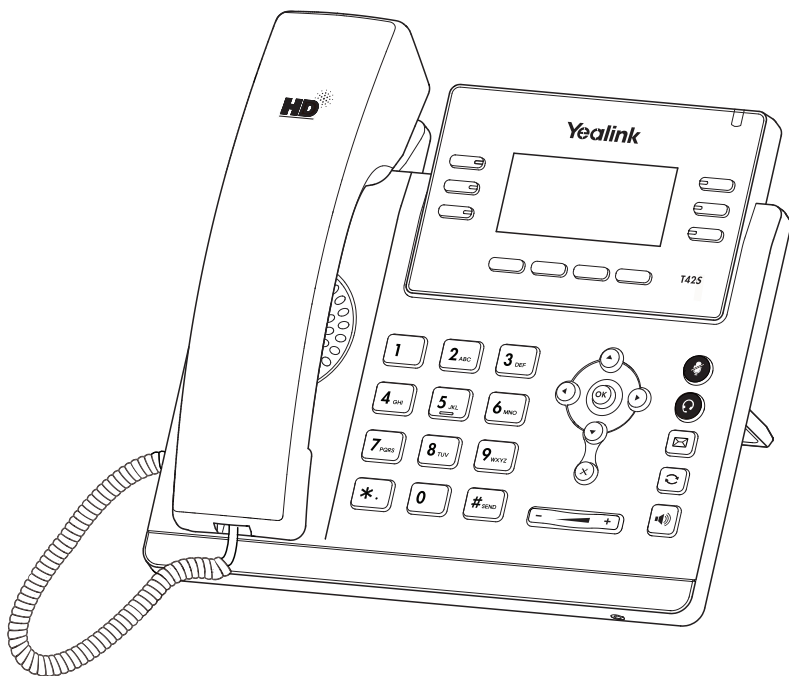


Ultra-elegant Gigabit IP Phone

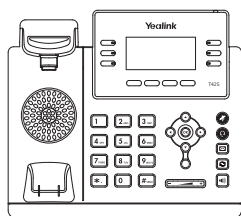
SIP-T42S



Quick Start Guide (V82.20)

Packaging Contents

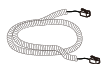
The following items are included in your package. If you find anything missing, contact your system administrator.



IP Phone



Handset



Handset Cord



Ethernet Cable
(2m CAT5E UTP Cable)



Stand



Quick Start Guide

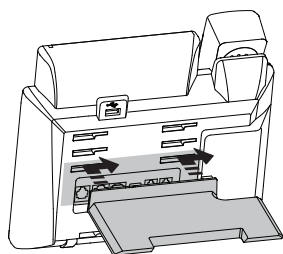


Power Adapter

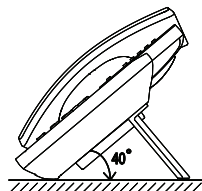
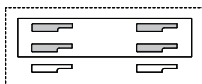
Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

Assembling the Phone

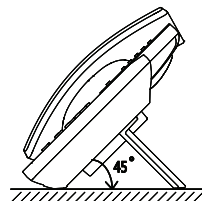
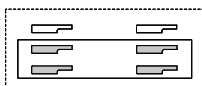
1. Attach the stand, as shown below:



Ⓐ

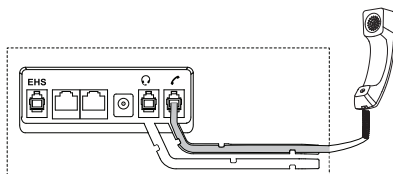
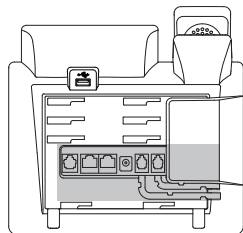


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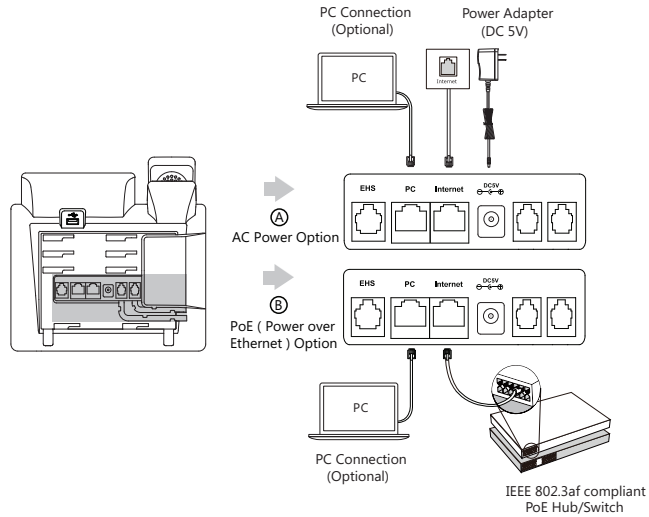
Desk Mount Method

2. Connect the handset as shown below:



3. Connect the network and power, as shown below:

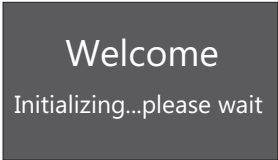
You have two options for network and power connections. Your system administrator will advise you which one to use.



Note: The IP phone should be used with Yealink original power adapter (5V/1.2A) only. The use of the third-party power adapter may cause the damage to the phone. If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink. If inline power (PoE) is provided, you don't need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

Startup

After the IP phone is connected to network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use.



Basic Call Features

Placing a Call

Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **Headset** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press .

Note: You can reject an incoming call by pressing the **Reject** soft key.

Ending a Call

Using the handset:

Hang up the handset or press the **End Call** soft key.

Using the speakerphone:

Press  or the **End Call** soft key.

Redial

- Press  to enter the placed call list, press  or  to select the desired entry, and then press  or the **Send** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute

- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the **Hold** soft key during an active call.

To resume the call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there is more than one call on hold, press  or  to select the desired call, and then press the **Resume** soft key.

Call Transfer

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the **B Trans** soft key.

Attended Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Send** soft key.
3. Press the **Transfer** soft key when the second party answers.

Call Forward

Call Forward

To enable call forward:

- Update Call-Forward- Dial *56
- Enable Call-Forward- Dial *72
- Disable Call-Forward- Dial *73
- Toggle Call-Forward- Dial *74

Call Conference

Call Conference

1. Press the **Conf** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the **Split** soft key.

Voice Message

Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To set up voice messages:

1. Press  or the **Connect** soft key.
2. Enter mailbox number (your extension) and press #
3. Welcome greeting
4. Enter password (4 to 6 Digits) and press #
5. Re-enter password and press #
6. Record your greeting when done press #
 - Press 1 to save
 - Press 2 to replay
 - Press 3 to re-cord

Checking your voice mail:

1. Press  or the **Connect** soft key.
2. Enter mailbox # which is your extension
 - Press 1 to save message
 - Press 2 to replay message
 - Press 3 to forward message
 - Press 7 to delete message

Customizing Your Phone

Call History

1. Press the **History** soft key 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.

Contact Directory

To add a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Add** soft key to accept the change.

To edit a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

Note: You can add contacts from call history easily. For more information, refer to **Call History** above.

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.
- Press  to adjust the media volume in the corresponding screen.

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.



About First Communications

First Communications is a leading technology solutions provider offering data networking, voice, and managed services throughout the Midwest. Founded in 1998, First Communications network has grown to include more than 600 on-net wire centers and supports over 35,000 customers. Headquartered in Akron, Ohio and a 24x7x365 Network Management Center in Chicago, First Communications is dedicated to pairing effective customer communications with next generation technology.

Technical Support

Please open a ticket through your CMP Account: <https://my.firstcomm.com/Account/Login.aspx>
Support: 800-860-1261 opt 2, opt 2
Visit First Communications (<http://www.firstcomm.com>)

First Communications
Web: www.firstcomm.com
Addr: 3340 W Market St, Akron, Ohio 44333
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