



Ultra-Elgant Gigabit IP Phone User Guide

Placing Calls

You can place a call in three ways using your SIP-T42G IP phone:

- Using the handset
- Using the speakerphone
- Using the headset (*not included in this manual*)



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

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. In the figure below, the call to the number "1007" has lasted 15 seconds.



To place a call using the handset:

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



The # key is configured as a send key by default. (*This feature can be removed*)

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

Do one of the following:

- With the handset on-hook, press  or the line key to obtain a dial tone.

Enter the desired number using the keypad.


Press  ,  or the Send soft key.

- With the handset on-hook, enter the desired number using the keypad.

Press  ,  ,  or the Send soft key.

Ending Calls:

Do one of the following:

- If you are using the handset, press the Cancel soft key or hang up the handset.
- If you are using the speakerphone, press  or the Cancel soft key.

Answering Calls

When you are not in another call, you can answer a call in three ways:

- Using the handset
- Using the speakerphone
- Using the headset (*not included in this manual*)

Answering When Not in Another Call


Call duration and destination will always appear on the LCD screen for the active call.

To answer a call using the handset:

- Pick up the handset.



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

Do one of the following:

- Press .
- With the handset on-hook press the Answer soft key.
- With the handset on-hook press the line key. (The line key LED flashes green)

Answering When in Another Call

If you have an active call, and an incoming call arrives on the phone, do one of the following:

1. Press the Answer soft key. (*recommended method*)
 - The incoming call is answered and the original call is placed on hold.
2. Press  to access the new call then press  or the Answer soft key.
 - The incoming call is answered and the original call is placed on hold.


Call Transfer

You can transfer a call in the following ways:

Blind Transfer: *(This transfers the call without informing the second party of the caller)*

1. Press the TRAN soft key during an active call. The call is placed on hold.
2. Press the number you want to transfer to.
3. Press TRAN soft key.

Attended Transfer: *(Allows the second party to find out who is on the line and allow or deny the call)*

1. Press the **TRAN** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and press .
3. Press the **TRAN** soft key when the second party answers and allows the call.
 - a. If the second party denies the call or doesn't answer, press the Cancel soft key and then Resume to let the caller know they are unavailable, etc., and offer to take a message, transfer to the second party's voicemail, etc.

Transfer a Call to Voicemail:

1. Press the TRAN soft key during an active call. The call is placed on hold.
2. Dial *125 or the VM TRANS button and the extension number you are transferring the call for voicemail to. *(VM TRANS not programmed on all phones.)*
4. Hang up. Call has now been transferred straight to that extension's voicemail.


Conference Call

1. Press **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 EndCall soft key to disconnect all parties.



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

Redialing Numbers

To redial the last dialed number from your phone:

- Press  twice.
 - A call to your last dialed number is attempted.


To redial a previously dialed number from your phone:

1. Press  when the phone is idle.
2. Press ↑ or ↓ to select the desired entry from the placed calls list, and then press  or the Send soft key.

Call Mute


You can mute the microphone of the active audio device during an active call, and then the other party cannot hear you.

To mute a call:

- Press  during an active call.
 - The mute key LED illuminates solid red.
 - The LCD screen indicates that the call is on mute.



To un-mute a call:

- Press  again to un-mute the call.
 - The mute key LED goes out.

Call Hold & Resume

You can place an active call on hold. Only one active call can be in progress at any time. Other calls can be made and received while placing the original call on hold. When you place a call on hold, your IP PBX may play music on hold to the other party while waiting.

To place a call on hold:

- Press the Hold soft key during a call.
 - The line key LED flashes green. The LCD screen indicates that the call is on hold.



****Note:** The phone will beep softly every 30 seconds to remind you that you still have a call on hold.

To resume a held call:

- Press the Resume soft key.

Multiple Calls on Hold:

If multiple calls are placed on hold, do one of the following:

- Press \uparrow or \downarrow to switch between the calls, and then press the Resume soft key to retrieve the desired call.
- Press the corresponding line key to retrieve the call.

****Note:** If more than one call is placed on hold, a numbered prompt appears on the LCD screen, for example, "2/3", indicating that this is the second call out of three calls.

Call Park

You can use call park to place a call on hold, and then retrieve the call from another phone in the system (for example, a phone in another office or conference room). You can park an active call by pressing the call park key on the phone. If the call is parked successfully, the response is either a voice prompt confirming that the call was parked, or a visible prompt on the LCD screen.

To use call park:


1. Press Park soft key during an active call. This places the call on hold.
2. Parked call can now be picked up at any available phone by dialing the assigned park number (701, 702, ...).

****Note:**

1. The parked call can be announced over an intercom/paging system
2. If the parked call is not retrieved within a period of time assigned by the system, the phone performing call park feature will receive call back.


Intercom Another Extension

1. Press the INTERCOM soft key and the extension number when the phone is idle.
2. Call will be connected.
3. Press the INTERCOM or Cancel soft key to end the intercom call.

****Note:** You can also just dial the party's extension number you wish to reach and push  .

Voicemail

Voicemail Setup:

1. Press the  soft key.
2. You will be prompted to enter your pin – default pin is 1234.
3. Press 0 for Mailbox options


Mailbox Options:

1. Record unavailable message *
2. Record busy message *
3. Record name *
4. Manage temporary greeting
5. Change password **

***Note:** You should record options 1, 2, and 3, but don't worry about 4.

****Note:** Change your password once the voicemail is setup.

To listen to voice messages:

1. Press  soft key.
2. Follow the voice prompts to listen to your messages.

Caller ID / Call 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