



Quick Start Guide for your Telstra T42G

DOT(Digital Office Technology)[™]

Let's get this show on the road >

Handset legend

Your Telstra T42G

Getting connected

Your contacts

MessageBank

Basic call features

Let's get this show on the road



This guide will help you get connected as quickly and as easily as possible. It'll guide you through the set up and run through the features that are included.

Mentoring

Your first hour over the phone is on us.

After installation, we can schedule a one hour over the phone mentoring session at your convenience, and at no additional cost. We'll show you how to make the most of your service including:

- IP Phone Features
- Smart Call Management Tools and Applications, such as Call Conductor
- Virtual Receptionist
- Voice2Email

Extra over the phone sessions are available. Additional charges apply. For customers in Sydney metro/within 50kms of Sydney GPO, you can upgrade your first bonus hour into an onsite session, or add extra onsite sessions. Additional charges apply.

Book your Mentoring session

Visit <https://bookmentoring.telstra.com/book/index.php>

Email dotmentor@team.telstra.com

(Include your first and last name, email address, mobile number, company name and phone number, DOT order number, State, and preferred appointment date and time.)

Call 1300 723 572 9am-5pm, Mon-Fri (AEST)

To find out more, contact our support team at telstra.com/dot/support or call 1300 723 572 9am-5pm, Mon-Fri (AEST)

Let's get started

Your package contains the following:

- Telstra T42G IP Phone
- Telstra T42G Phone Stand
- Power Adapter
- Ethernet Cable
- This Quick Start Guide

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Getting connected












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Handset legend

Icon	Description
	Network is unavailable
	Registered successfully
	Register failed
	Registering
	Hands-free speakerphone mode
	Handset mode
	Headset mode
	Voice Mail
	Auto Answer
	Do Not Disturb
	Call Hold
	Call Mute

Icon	Description
	Ringer volume is 0
	Keypad Lock
	Alphanumeric input mode
	Numeric input mode
	Multi-lingual lowercase letters input mode
	Multi-lingual uppercase letters input mode
	Multi-lingual uppercase and lowercase letters input mode
	Call Forward/Forwarded Calls
	Missed Calls
	Received Calls
	Placed Calls

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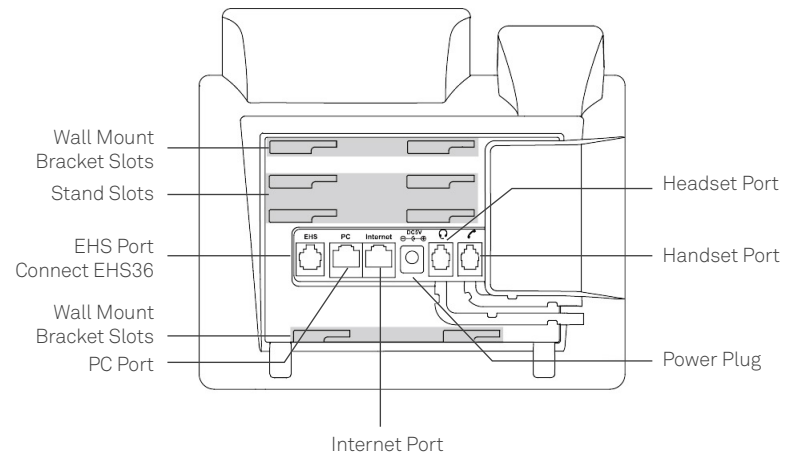
MessageBank

Basic call features

Your Telstra T42G



Message Light	Indicates phone power and some feature status.
Mute Key	Presses to activate the mute mode.
Headset Key	Presses to activate the headset mode.
MessageBank Key	Presses to access MessageBank.
Redial Key	Presses twice to dial out a last dialled number.
Speakerphone Key	Presses to activate the Speakerphone.
Volume Key	Presses +/- to adjust volume.
	Scrolls through the displayed information.
	Confirms actions or answers incoming calls.
	Cancels actions or rejects incoming calls.



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1. Set up your Telstra T42G IP Phone

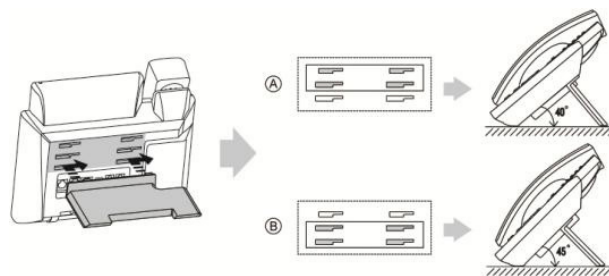


Fig 1

- Turn your phone over to expose the ports on the back of the unit.
- Attach the stand (Fig 1) to the phone.

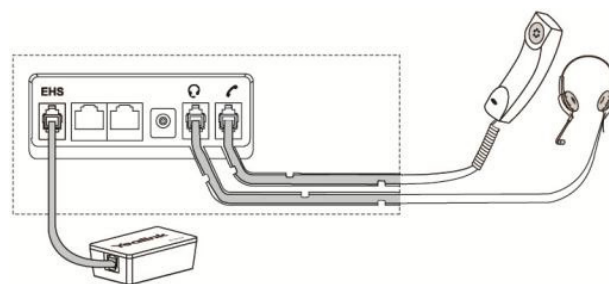


Fig 2

- Connect the handset cable to the handset port on the phone (Fig 2).
- Optional – Wired Headset:
Connect the wired headset to the headset port on the phone (Fig 2). Connect the EHS36 to the EHS port on the phone (Fig 2).

2. Set up your power and the network connection (2 options)

PC Connection (Optional)

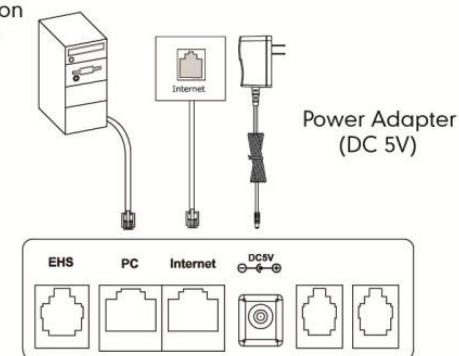


Fig 3

Connect via AC power

- Ensure the power source is turned OFF.
- Plug the Power Adapter (DC5V) into the power source.
- Connect the Power Adapter (DC5V) to the DC5V port on the back of the phone (Fig 3).
- Turn the power source ON.
- Connect the Ethernet cable to the Internet port on the back of the phone and an available Ethernet port on a compatible DOT router/switch* (Fig 3).

Optional – PC Connection

Connect one end of the second Ethernet cable to the LAN port on the user's PC and the other end to the PC port on the phone (Fig 3).

* DOT-powered switches are available for purchase, if there are insufficient Ethernet ports on your DOT router to connect all your devices.

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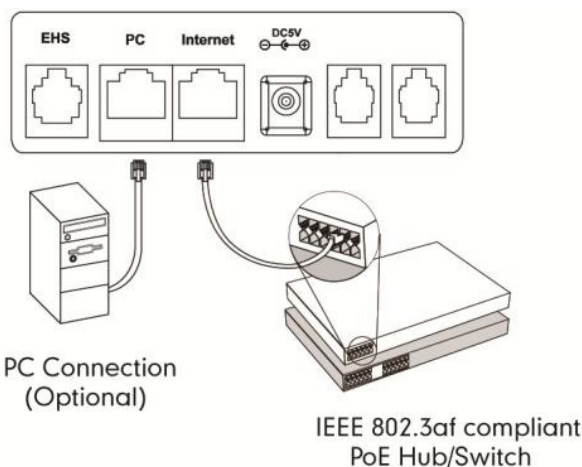


Fig 4

Connect via Power Over Ethernet (PoE)

- Connect the Ethernet cable to the Internet port on the back of the phone and an available Ethernet port on a compatible DOT router/switch* (Fig 4).
- Optional – PC Connection:
Connect one end of the second Ethernet cable to the LAN port on the user's PC and the other end to the PC port on the phone (Fig 4).

* DOT-powered switches are available for purchase, if there are insufficient Ethernet ports on your DOT router to connect all your devices.

3. Set up your User Profile

The user profile must be set-up before you can use the phone.

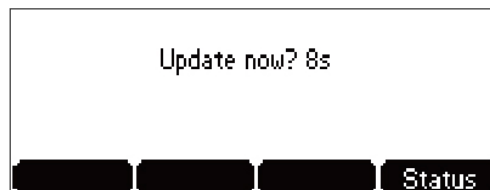


Fig 5

- During startup, the LCD screen will display "Welcome... Initialising... Please wait" for ~2 minutes, and the message light will flash a solid red.

- The LCD screen will now display "Update now?" to initiate the startup (Fig 5). The message light will stop flashing
- Press **OK** to update configuration or **X** to cancel startup. Your phone will update configuration settings automatically after 10 seconds, unless you press **X**.
- The LCD screen will cycle display:
"Network checking" for ~30 seconds;
"Configuration updating" for ~1 minute;
"Welcome... Initialising... Please wait" for ~1 minute;
"Network checking..." for ~5 seconds.

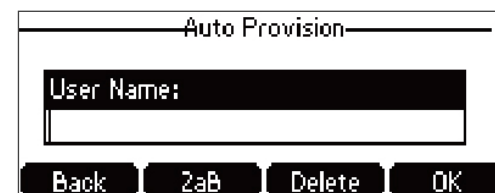


Fig 6

- You will be prompted for your admin details (Fig 6) – please ensure you follow the next steps correctly.
 - Refer to the Configuration Summary that was sent to your DOT registration email.
 - Refer to section "Device type: T42G" for your User ID and Password.
 - Enter your User ID when prompted for "User Name".
 - Use the navigation key to scroll down, and enter Password when prompted for "Password".

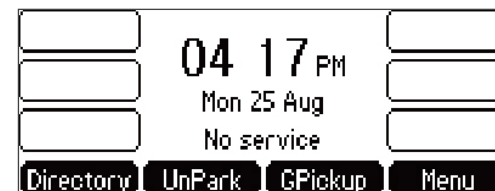


Fig 7

- Using the soft key, select "OK".

The LCD screen will revert to the home display screen (Fig 7) – your phone is ready for use.

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Search and call a saved contact

- To access your Phone Directory: select – **Directory**.
- Optional – search by name:
Select **Search** and type the complete or partial name of the contact you wish to call.
- Use the navigation keys to scroll up or down and highlight the desired contact.
- Place a call to the desired contact / number by pressing the contact or **Dial**.

Place a call from your Call History

To access Call History:

- From the Home screen, use navigation keys to scroll up.
- Select desired Call History type: Placed, Missed, Received.

OR

- From Home screen, select "Menu".
- Using keypad, press "6" (or scroll to "6. History type" and select "Enter").
- Using keypad,
Press "1" (or scroll to "1. Local History" and select "Enter"); or
Press "2" (or scroll to "6. Network Calllog" and select "Enter").

To place the call:

- Scroll to desired contact / number and select **Send**.

Save a number/edit a contact from your Call History

To access Call History:

- From the Home screen, use navigation keys to scroll up.
- Select applicable Call History type: Placed, Missed, Received.

OR

- From Home screen, select "Menu".
- Using keypad, press "6" (or scroll to "6. History type" and select "Enter").
- Using keypad,
Press "1" (or scroll to "1. Local History" and select "Enter"); or
Press "2" (or scroll to "6. Network Calllog" and select "Enter").

Scroll to desired contact and select "**Options**" and select action to proceed.

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Set up your MessageBank

- Using keypad, press "101" and **Send** or press  on your phone to connect to MessageBank.
- Follow the prompts to set up your MessageBank greeting, etc.

Access your MessageBank

The message light on your phone will flash to indicate new messages.

- Using keypad, press "101" and **Send** or press  on your phone to connect to MessageBank.
- Follow the prompts to listen to your voicemail messages.

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Call Transfer

These are 2 ways to transfer calls: Blind or Supervised.

Blind Transfer – Transfer the call to another handset without announcing the call to the other party.

- Whilst on an active call, press **Transfer**.
- Dial the number you are transferring to.
- Hang up to complete the transfer.

Supervised Transfer – Transfer the call to another handset after announcing the call to the other party.

- Whilst on an active call, press **Transfer**.
- Dial the number you are transferring to.
- Wait for the party to answer, and announce the call.
- Press **Transfer** after the call is answered to complete the transfer.

Call Park

Call Park allows you to park a line by placing a call on hold and pick-up the call from any other phones in the office.

- To place an active call on hold, press **Park** or press *68 using the keypad.
- Dial the number or extension of the location you would like to resume the call on, followed by #.
- To resume the call, go to the location and press **UnPark** or press *88 using the keypad.

Note: Call park code (*68) and Call park retrieve code (*88) should already be pre-configured on the phone. The call on hold will remain 'parked' if you dial the incorrect phone or extension number, and the parked call will ring at the originating location after ~45 seconds.

Group Call Pickup

Group Call Pickup enables calls that are ringing on another phone to be answered from any other phone in the office.

- When another phone within the office is ringing, press **GPickup**.

Note: Group call pickup code (*98) should already be pre-configured on the phone.

Conference Calls

Local Conference Call – a maximum of three parties (including the caller) can be on a conference call at any one time.

To initiate a conference, add a third party to a call:

- Whilst on an active call, press **Conf**.
- Enter the other party's number, wait for the party to answer the phone.
- Press to connect all parties into the conference **Conf**.

To manage callers in a conference call:

- During the conference call, press **Manage**.
- Press **Far Mute** to mute the selected party. The muted party can hear everyone, but no one can hear the muted party.
- Press **Remove** to remove the selected party from the conference call.

Network Conference Call – more than three parties (including the caller) can be on a conference call at any one time.

- Whilst on a 3-way conference call, press **Conf**.
- Enter the other party's number, wait for the party to answer the phone.
- Press **Conf** to connect all parties into the conference.
- Repeat the above steps to invite more parties.

Note: Network conference features should already be pre-configured on the phone.



Thank you