





Yealink T58A Telephone User Guide

To place a call:



- Lift the handset and dial the number or press the speaker phone button to make a speaker phone call, press **Send**.
- Internal Call: Dial the extension number of the location you are calling.
No need to dial 9 or choose a line when dialing out

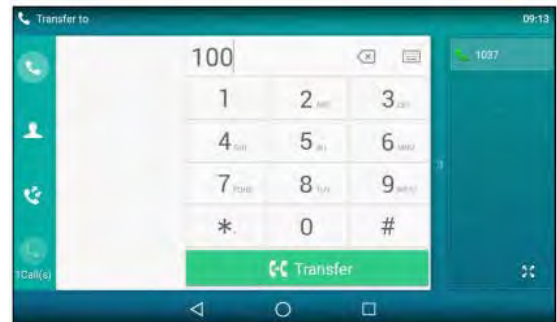
Hold:

- To place caller on hold, press the **Hold**  key
- If there is only one caller that is on hold, press the **Hold** key again or press the "Resume" soft key
- If there is more than one call on hold, tap the call you want to resume, and press the **hold**  button or tap the **Resume** soft key.
- **NOTE: calls placed on hold are only able to be picked back up by you. See "Park Orbit"**




To Transfer a Call:

BLIND TRANSFER


- Press the **transfer**  button or tap the **Transfer** soft key. The call is then placed on hold.
- Dial the persons extension or external number.
- Press  to complete transfer.




ATTENDED TRANSFER

- Press the **transfer**  button or **Transfer** soft key during a call. The call is then placed on hold.
- Enter the number you wish to transfer to, then press the **# SEND**  button.
- Once call is announced, press  or tap the **Transfer** soft key to complete transfer.

Conference Calls:

- Tap the **Conference** soft key during an active call. The call is then placed on hold.
- Enter the number of the third party, and then press  or tap **Conference**.
- Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
- Tap the **Endcall** soft key to disconnect all parties.

Transfer to Voicemail: *This transfers the caller directly into another user's voicemail without ringing their phone (no matter what their status is).*


- With a caller on the line, press the **transfer** 
- Dial ***56 + the extension**
- Hit **Transfer** soft key

Park Orbit: *(putting a call on hold for another person)*


- If a call comes in for a specific person, and that person is on another call or away from their desk, the caller can be parked to an orbit number, and then picked up from any phone in the building.
- **To park a call:** Press the **Transfer** button followed by 7000
- The system will then assign it an orbit number to which that call will be on hold at, **wait several seconds to hear the park #**, then you can hang up
- **To retrieve the call from ANY phone:** simply dial the park number starting at 7001-700X

****If the parked call is not answered after 2 minutes, it will ring back to the original destination.*



Microphone (Mute):

- To mute out yourself on a call or conference call press the **mute** 
- Press same button to un-mute


Volume Controls:

- Volume Controls on the bottom left of the screen 
- You can adjust ring, speaker, and handset volume using this.

Redial:

- Press the **Redial**  button to enter the **Placed Calls** list, then tap the desired entry
- Press the **Redial**  button *twice* when the phone is idle to dial out the last dialed number.

Do Not Disturb:

- Swipe down from the top of the screen to enter the control center and toggle **DND** to ON.
- The  icon on the status bar indicates that DND is activated.

Paging:

- Overhead paging codes will match existing.

Using the Touch Screen

By default, the IP phone supports three idle screens. The home screen displays as below:



To navigate the touch screen:

- Swipe left or right to switch among different idle screens.
- Tap ◀ to go back to the previous screen.
- Tap ○ to return to the idle screen.
- Tap □ to view and manage recently used applications.

To change the wallpaper:

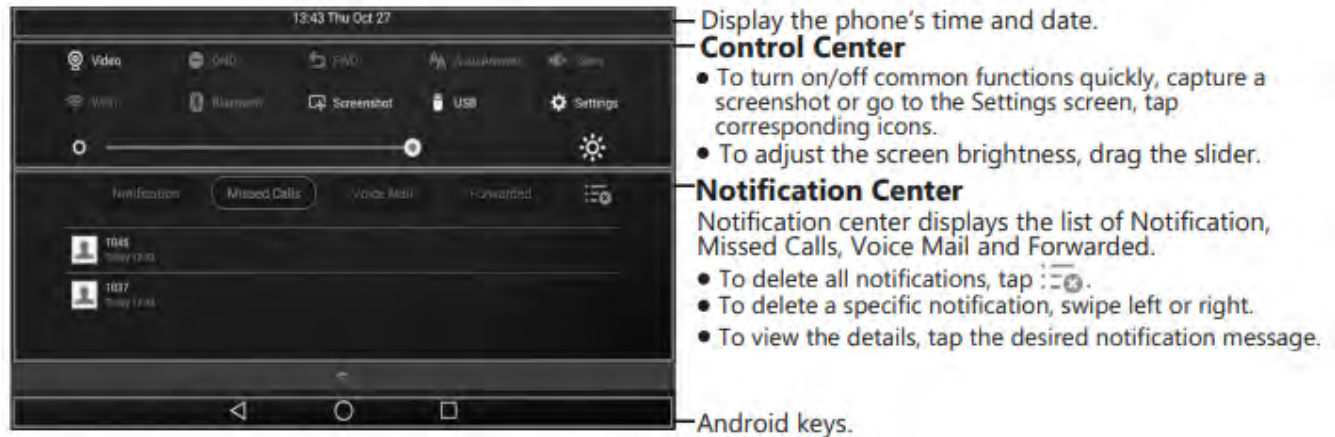
1. Long tap the empty spot on the idle screen.
2. Tap **WALLPAPERS**.
3. Select a desired picture.
4. Tap **Set wallpaper**.

To add a widget to the idle screen:

1. Long tap the empty spot on the idle screen.
2. Tap **WIDGETS**.
3. Drag the desired widget up/down/left/right to the destination spot on the idle screen.



Control Center and Notification Center

Swipe down from the top of the screen to enter the control center and the notification center.






Swipe up from the bottom of the screen to hide this screen.

Call History




1. Tap , and then select the desired call list on the left.
2. Drag up and down to scroll.
3. Tap  after the desired entry, and then you can do the following:
 - Tap **Send** to place a call.
 - Tap **Add** to add the entry to the local directory.
 - Tap **Edit** to edit the phone number of the entry before placing a call.
 - Tap **Blacklist** to add the entry to the blacklist.
 - Tap **Delete** to delete the entry from the list.

Contact Directory



To add a contact:

1. Tap , and then select the desired group on the left.
2. Tap  to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Tap  to accept the change.

To edit a contact:

1. Tap , and then select the desired group on the left.
2. Tap  after the desired contact.
3. Edit the contact information.
4. Tap  to accept the change.

To delete a contact:

1. Tap , and then select the desired group on the left.
2. Tap  after the desired contact and then tap **Delete**.
3. Tap **OK** when the touch screen prompts "Delete selected item?".




Yealink Voicemail User Guide

Setting Up Your Mailbox for The First Time:

- dial 4000 to access voicemail and the default password will be 0000#
- Dial 0 for "Mailbox Options"
- Press 1 for "unavailable" message (will play whether in DND or not) this is what you use as default
- Press 3 to change your name
- Press 4 to change your password

Accessing Voicemail Messages:

- When you receive a new voicemail, this will appear on your phone à
- You can select **view**, otherwise you can press the voicemail icon  at any point to listen to your messages.



Listening to Messages: by dialing 4000

- Press 2 for advanced options: 1 reply, 2 to call, 3 to hear envelope info (time and date).
- Press 3 to change folders
- Press 4 to listen to previous message
- Press 5 to repeat message
- Press 6 for next message
- Press 7 to delete
- Press 8 to forward a message: Press 1 to prepend (add comments) or press 2 to forward with no comments
- Press 9 to save message
- Press * for help (will always repeat menu)
- Press # is to exit or hang up

To Change your Greeting:

- If you wish to change your greeting -**dial 4000 to access voicemail** (swiping right and selecting voicemail icon will **not** work)
- Press 0 for mailbox options
- Press 1 to record your unavailable message (default message)
- Follow prompts to listen record and save as needed.

To Change Your Mailbox Password:

- Access mailbox (4000), then option 4 to change password