



Yealink T58W Pro

Quick Reference Guide



Available features may vary. Provided feature set based on the original order and the system administrator's requests for each deployment. Please contact your system administrator or Telesystem directly to discuss any additions to the system.

MAKING A CALL

Using the handset:

1. Pick up the handset.
2. Enter the number using the keypad and then press the **Call**  soft key.

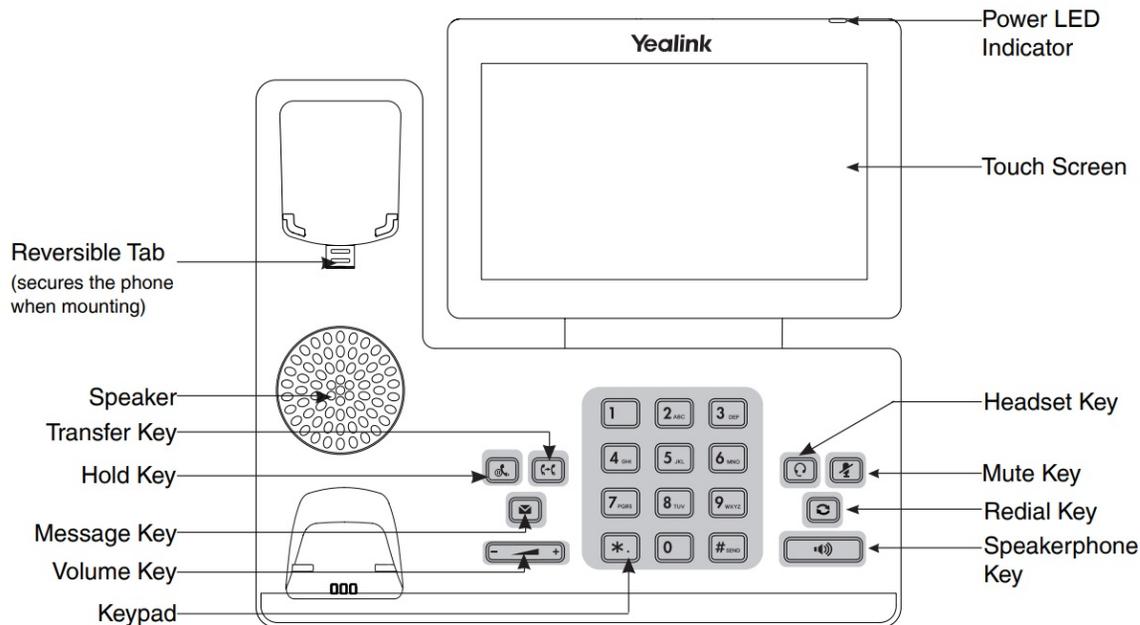
Using the speakerphone:

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

Using the headset:

1. With the headset connected,  to activate the headset mode.
2. Enter the number, and then press the **Send** softkey.

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



ANSWERING A CALL

Using the handset:

Pick up the handset.

Using the speakerphone:

Press 

Using the headset:

Press 

Note: You may ignore 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

Using the headset:

Press the **End Call** soft key.

Press  to enter the **Placed Calls** list. Press  or  to select the desired call, then press  or the **Send** soft key.

Press  twice when the phone is idle to call the last dialed number.

MUTING A CALL

Press  to mute the microphone during a call.

Press  again to un-mute the call.

VOLUME ADJUSTMENT

Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press  when the phone is idle to adjust the ringer volume.

RING TONE

1. Press the **Menu** soft key when the phone is idle, then select **Basic > Sound > Ring Tones**.

2. Press  or  to select the desired ring tone.
3. Press the **Save** soft key to accept the change.

PUTTING A CALL ON HOLD

Press  or the **Hold** soft key during an active call. To resume a held call, press the **Resume** soft key.

If there is only one call on hold, press  or the **Resume** soft key.

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

CALL PARK AND RETRIEVE

Call Park

1. While on an active call, press the **More**  soft key
2. Select the **Park** soft key on the screen



3. Follow the voice prompts
4. Enter the extension plus # where the call will be parked

Retrieve

1. To retrieve a parked call, press the **Call**  button
2. Press the **Retrieve Park** soft key on the right side menu



3. Enter the extension plus # where the call is parked

TRANSFERING A CALL

There are two ways to transfer a call: **Blind Transfer** and **Announced Transfer**.

Blind Transfer:

1. While on an active call, press the **More**  soft key
2. Press the **Transfer** soft key on the screen

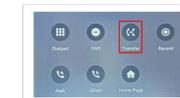
2. Press the **Transfer** soft key on the screen



3. Enter the ext or number the call will be transferred to
4. Press the **Blind Transfer**  button

Announced Transfer:

1. While on an active call, press the **More**  soft key
2. Press the **Transfer** soft key on the screen



3. Enter the ext or number the call will be transferred to
4. Press the **Blind Transfer**  button

CONFERENCE CALL

1. Press the **Invite**  soft key during an active call
2. The call is placed on Hold
3. Enter the ext or number of the second party, then press the **Plus**  key
4. Press OK in the **Selected Members** popup screen



5. Press the **Call**  button to initiate the conference

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

VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.