

Yealink SIP-T58A and T58V

Quick Reference Guide

NAVIGATE THE TOUCH SCREEN

Swipe left or right to switch between home and widget screens. Swipe down from the top of the screen to open the control and notification center.

Tap ◀ to go back to previous screen.

Tap ○ to return to the home screen.

Tap □ to view and manage recently used applications.


PLACE VOICE/VIDEO CALLS

Using the handset

Dial the number you are calling, then pick up the handset.

Note: You may place a call by picking up the handset before dialing. Just be aware the system will attempt to complete the call after a slight pause in entering digits on the dialpad.

Using the speakerphone

With the handset in the cradle, dial the number you are calling, then press  or the **Send** soft key.

ANSWER CALLS

Using the handset

When a call comes in, pick up the handset.

Using the speakerphone

When a call comes in, press  or the **Answer** soft key.

Answer a second call

When a second call comes in, press the **Answer** soft key or the ringing line soft key. The active call is automatically placed on hold.

CONTROL VIDEO DURING A CALL

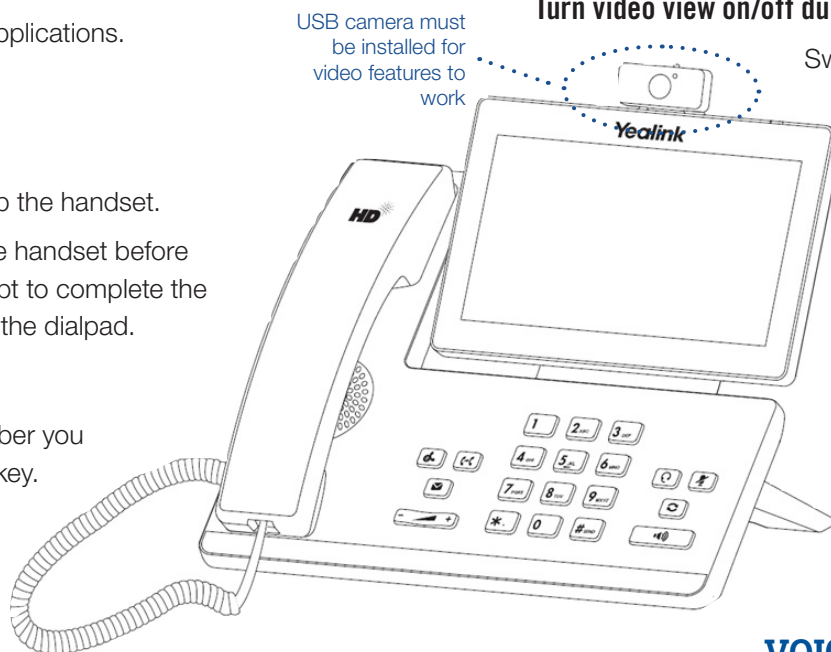
Change the video view

Tap  to display the video on full screen.

Tap  to display video in the call control panel.

Turn video view on/off during a call

Swipe down from the top of the screen to open the control center. Tap **Video** to toggle video from phone camera on/off.



HOLD AND RESUME CALLS

Place a call on hold


Press the **Hold** button or soft key during an active call. The line soft key controlling the call will indicate the is on hold.

Resume a held call


Press the line soft key controlling the call or the **Resume** soft key.

VOICEMAIL

Set up voicemail

If voicemail is available for your extension, the system will walk you through your voicemail setup the first time you press the  button.

Check voicemail from your phone


Once you have set up your voicemail, press the  button and follow the prompts.

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TRANSFER CALLS


Blind transfer

Press the  button or **Transfer** soft key during an active call. The call is automatically placed on hold.


Enter the number to which you want to transfer the call.

To complete the transfer either hang up, or press the  button, or press the **Transfer** soft key twice.


Consultative transfer

Press the  button or **Transfer** soft key during an active call. The call is automatically placed on hold.

Place a call to the transfer recipient by entering their number then waiting for the call to complete or pressing the **Transfer** soft key followed by **Send**.


When the transfer recipient answers, if they are available to take the call, press the  button or **Transfer** soft key to complete the transfer.

Direct to voicemail transfer

Press the  button or **Transfer** soft key during an active call. The call is automatically placed on hold.

If you are transferring to a four-digit extension, enter *90 followed by the number to which you want to transfer the call.

If you are transferring to a five-digit or six-digit extension, enter * followed by the number to which you want to transfer the call.

To complete the transfer either hang up, or press the  button, or press the **Transfer** soft key twice.

Return to the original caller

At any point before completing a transfer, you may take the original caller off hold by tapping the line soft key controlling the held call or tapping the held call window and tapping **Resume**.

MAKE A 3-PARTY CONFERENCE CALL

Tap the **Conference** soft key during an active call. The active call is automatically placed on hold.

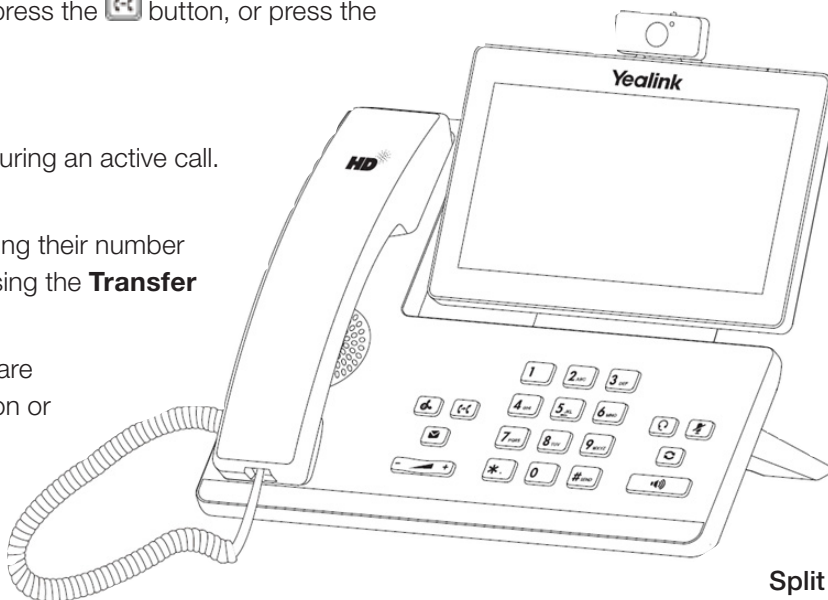
Enter the number of the party you would like to conference in, then tap **Conference** or wait for the call to complete.

When the third party answers, press the **Conference** soft key again. All parties are now joined in the conference.

Press the **Split** soft key to split the conference call into two individual calls.

Press the **EndCall** soft key to disconnect all parties or to leave a three-way conference.

To disconnect all parties in a three-way conference, **Split** into individual calls, then **EndCall** each party.



MUTE AND UNMUTE MICROPHONE

Press  to mute the microphone during a call.

Press  again to unmute the microphone during a call.