

Yealink IP Phone SIP-T58A & T58V - QUICK USER GUIDE




PLACING A VIDEO/VOICE CALL


To place a call using the handset:

1. Pick up the handset.
2. Enter the number and then tap **Send**.

To place a call using the speakerphone:

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

To place a call using the headset:



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

PLACING A CALL ON HOLD AND RESUME

To place a call on hold:

Press  or tap the **Hold** soft key during an active call.

To resume the call, do one of the following:

1. If there is only one call on hold, press  or tap the **Resume** soft key.
2. If there is more than one call on hold, tap the call you want to resume and press  or tap the **Resume** soft key.

CALL TRANSFER


Blind Transfer:


1. Press  or tap the **Transfer** soft key during a call. The call is placed on hold.

2. Enter the number you want to transfer to.

3. Press .


Semi-Attended Transfer:


1. Press  or tap the **Transfer** soft key during a call. The call is placed on hold.

2. Enter the number you want to transfer to and press .

3. Press  or tap the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer:


1. Press  or tap the **Transfer** soft key during a call. The call is placed on hold.

2. Enter the number you want to transfer to and press .

3. Press  or tap the **Transfer** soft key when the second party answers.

CONFERENCE CALL

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

2. Enter the number of the second party and press  or tap **Conference**.




3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.

4. Tap the **End Call** soft key to disconnect all parties.




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

CONTACT DIRECTORY



To add a contact:

1. Tap  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  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  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?".

VOLUME ADJUSTMENT

1. Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
2. Press  when the phone is idle or ringing to adjust the ringer volume.
3. Press  to adjust the media volume in the corresponding screen.