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Your
Yealink
T58W
Pro.

HANDSET USER GUIDE YEALINK T58W PRO HANDSET

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Your Yealink T58W Pro handset strikes an exquisite balance between simplicity and sophistication. A cutting-edge smart media phone for your desk, the Yealink T58W Pro provides an all-in one communication solution.

FUNCTION TOUCH KEYS

NAVIGATION TOUCH KEYS

CAMERA

KEYPAD

PROGRAM TOUCH KEYS

HANDSET

TRANSFER

HEADSET

HOLD

MUTE

MAILBOX

REDIAL

VOLUME

LOUD SPEAKER

DIALLING OUT
To access an outside line simply start dialling, no codes are required. There are two different ways you can dial out; you can lift the receiver and dial the number required or alternatively dial out without liftiing the receiever and the call dials out through the loud speaker of the phone. For internal calls, simply dial the extension number. If you are video calling, to control your video tap Full Screen to display the video in full screen and tap ◁ to return.

HOLD
While on a call, simply press the **HOLD** key at the bottom of the phone to place the caller on hold. The line key will now start to flash. This indicates there is someone on hold on that line. To return to the call, simply press the flashing line key or press the **RESUME** function key.

TRANSFERRING A CALL
While on a call, press the **TRANSFER** key to place the caller on hold. Whilst they are on hold, simply dial or select the required extension number. When the party answers, announce the call and replace the handset to complete the transfer. If the other party is unavailable, press the **RESUME** function key to resume to the first caller.

EXTERNAL TRANSFERS
During a call, press the **TRANSFER** key to place the caller on hold. Whilst they are on hold, simply dial the external phone number. When the party answers, announce the call and replace the handset to complete the transfer. If the other party is unavailable, press the **RESUME** function key again to return to the first caller.

USING YOUR TOUCH SCREEN
By default, your phone supports three idle screens. To switch between idle screens, swipe left and right. If you need to go back to the previous screen, tap ◁. To return to the idle screen, tap ○ and tap □ to view and manage your recently used applications

CHANGING YOUR WALLPAPER
To change your wallpaper, log tap the empty spot of the idle screen, tap **WALLPAPERS** and select your desired wallpaper. To add widgets to your idle screen, long tap the empty spot, tap **WIDGETS** and drag the desired widget to the desired destination spot.

SPEED DIAL
To dial a pre-programmed speed dial, key in **#** followed by the speed dial position, e.g. dial #1 for the speed dial stored in position 1. You can program new speed dials from your online phone portal, alternatively contact us via your support portal and we can assist you.

GROUP PICKUP
Group pickup allows you to pick up a call ringing from another extension. If you wish to do this you can key in ***88** or ***8** on your handset depending on how your system is set up. If you need assistance, please contact us via the support portal.

DND
This stands for **Do Not Disturb.** This can be enabled from your online phone portal or from the phone itself. If this is enabled, your handset will not ring on incoming calls.

HISTORY
The history allows you to view all the latest incoming, outgoing or missed calls on your device. To do this, tap and navigate through your calls by dragging up and down on the touch screen.

PROGRAMMABLE TOUCH KEYS
Programmable keys can be set up to be used as speed dials, directory, intercom and many other things dependent on your workplace requirements. To program a key, tap the programmable touch key for 3 seconds and select the option you wish to program it with.

Login to your support portal for further information: **support.circle.cloud**

CONTROL & NAVIGATION CENTER
To open your control and navigation center, swipe down from the top of the screen. To turn common functions on and off quickly, tap corresponding icons in the control center. There will also be notifications showing in this center, such as missed calls and voicemails. To hide this screen, swipe up from the bottom.

ADDING AND REMOVING CONTACTS
To add a contact, tap 👤 and select the desired group, and tap **+** to add the contact, enter their details and tick to accept changes and save. To edit a contact, find your desired contact tap ① then add your changes and tick to save. From the edit menu, you can also tap to remove contacts. Saving contacts this way will only save them to your handset, if you require assistance updating your directory for multiple handsets please contact us via your support portal.

CONFERENCE CALLING
When you want to add another party into a call, press the **CONF** key followed by the extension or telephone number. Once the additional party has answered, press **CONF** again to merge all parties together into a conference call.

VOICEMAIL
To access your mailbox, simply press the **MAILBOX** key. You must enter your PIN followed by #. To access your mailbox, press 1 and follow the audible instructions. When your mailbox is full, it will stop working, therefore it is important to delete all used messages.

RECORDING VOICEMAIL GREETINGS
To record your voicemail greeting, access your mailbox via the **MAILBOX** key and once logged in, Press 0 for mailbox options, then 1 for the unavailable message or 2 for the busy message. If you would like assistance in setting your voicemail greeting or would like a professional recording, please contact us via your support portal and we can arrange this for you.

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