# Yealink

# Yealink T58
# Quick User Guide

DayStarr COMMUNICATIONS

## MAKING A CALL

**Using the handset:**

1. Pick up the handset.

2. Enter the number using the keypad and then press the **Send** soft key**.**

**Using the speakerphone:**

1. With the handset on-hook, press ◄»

2. Enter the number, then press the **Send** soft key.

**Using the headset:**

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

*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.

**Multiple calls:**

1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Press the **Send** soft key.

You can press ▲ or ▼ to switch between calls, then press again to resume the desired call.

## 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.

**Using the headset:**
Press the **End Call** soft key.

## REDIAL

Press to enter the **Placed Calls** list. Press ▲ o

▼ 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

1. While on an active call, press an available park, indicated by a green light.
2. The call will be placed on park and will indicate with a blinking red light.
3. The caller will now be placed on hold and will hear a message or on hold music if configured.
4. The caller is now parked.
5. To retrieve a parked call, simply press the button next to the desired call park and then lift the handset.

## TRANSFERING A CALL

There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-Attended Transfer.

**Blind Transfer**:

While on a call, press the button of the person you wish to transfer to (if their light indicates they are available)

Or-

1. Press [↩] or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press

   [↩] or the **Transfer** soft key.

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**Attended Transfer**:

1. Press [↩] the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then

   press [#sₑₙₒ]
3. Press the **Transfer** soft key when the second party answers.

## CONFERENCE CALL

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Press the **End Call** soft key to disconnect all parties.
*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.

## CommPortal

You can access our Commportal web application on any browser on your computer or mobile device.

1. Open up a new browser window and type my.daystarr.net.
2. Login using the desired 10 digit directory number as the username and password. (*Note: first time loging in the password will be Pa55word*)

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**Listening to voice messages:**

1. Press [✉] or the **Connect** soft key.
*2.* Follow the voice prompts to listen to your voice messages. Alternatively, you can dial *98 to access the Voicemail system at any time. The system will prompt for your password.
***Note:*** *when accessing the voice mail system for the first time your password is 1-3-5-7. Change this to a 4-digit number you can easily recall.*

## CONTACT DIRECTORY

**Adding a contact:**

1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

***Note:*** *If your phone firmware is updated, contacts entered in this manner will be lost. It is best to enter these contacts into your commportal.*

**Editing a contact:**

1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press (▲) or ● to select the desired contact, then press the **Option** soft key and then select **Detail** from the prompt list.
3. Update the contact information.
4. Press the **Save** soft key to accept the change.

**Deleting a contact:**

1. Press the **Directory** soft key when the phone is idle, and then select the desired group.
2. Press (◄) or (►) to select the desired contact, then press the **Option** soft key and select **Delete** from the prompt list.
3. Press the OK soft key when the LCD screen prompts *"Delete Selected Item?"*

## CALL PICKUP

1. To pick up a call ringing a specific phone that is not ringing as part of a Ring Group, dial **\*11xxx** (xxx being the extension of the ringing phone).
2. You may also pcik up a ringing line be pressing their line key while it is flashing with an incoming call.
3. For example your neighbor's phone extension 112 is ringing. You would dial **\*11112** to pickup that call.
4. To pick up a call on any ringing phone dial **\*11**.

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