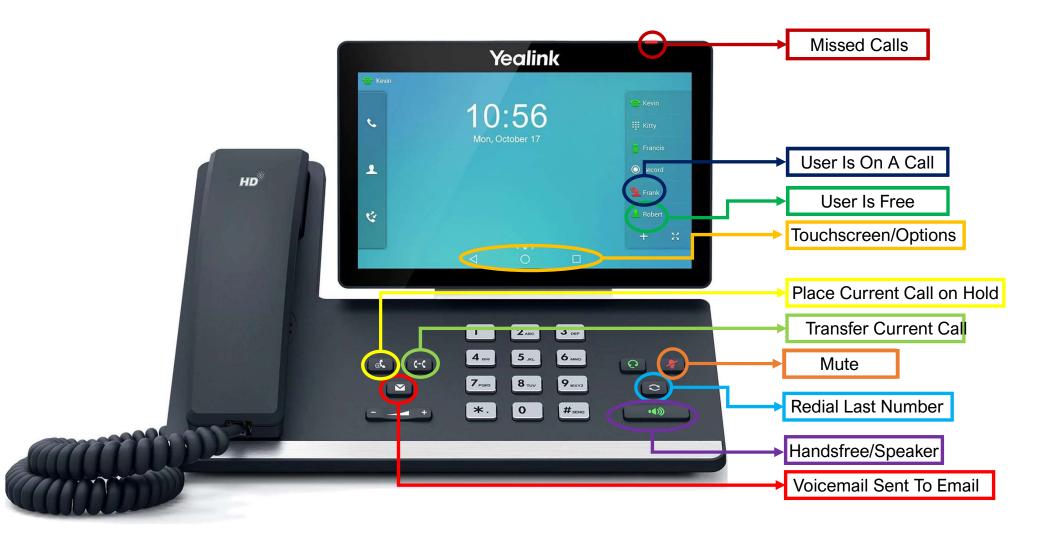
# Yealink Cheat Sheet – T58W



## **Main Changes With New Phones**

- 1. 911 or 9-911 still works (there is no need to dial 9)
- 2. All extension are <u>6 digits (XXX100) no more 4 digit</u> <u>dialing</u>
- 3. Press "Front Office" button for the front office OR dial 0
- 4. No 9 to dial telephone numbers (like dialing cell phones)
- 5. Can dial long distance from all phones
- 6. If computer doesn't appear to be working, please restart before turning in a repair ticket

# To transfer a call directly to voicemail:

- 1. While on the phone, press the "TRAN" button.
- 2. Dial 03 followed by the extension whose voicemail you'd like to transfer the call to (i.e. 03XXX601 to transfer to the voicemail of extension XXX601).
- 3. Press the "TRAN" button again and hang up the phone

## **Voicemail Personal Greeting:**

- 1. Lift the handset and listen for the dial tone.
- 2. Press 5001. This will connect you to your Voicemail.
- 3. Enter your password. (2016)
- 4. Press 6 to access greetings.
- 5. Press 1 to record your personal greeting.

#### To edit your personal greeting:

- 1. Repeat steps 1-4.
- 2. Press 3 to erase your previous message.
- 3. Press 1 to record a new message.