

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 **6 digits (XXX100) - no more 4 digit dialing**
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.