Yealink

T58A&T56A® Edition
User Guide

Contents

About This Guide

Thank you for choosing Yealink T58A/T56A Teams IP phones, which are mainly designed to work with the Microsoft Teams client. This guide provides everything you need to quickly use your new phone. Firstly, verify with your system administrator that the IP network is ready for phone configuration. Also be sure to read the Quick Start Guide in your phone package before you set up and use the phone.

• *Related Documentations*

Related Documentations

You can find the following types of documents from each product support page on *Yealink Support*:

• Release Notes: This guide describes what's new for a new phone firmware.
• Quick Start Guide: This guide describes the contents of your package, how to assemble the phone or accessory, and how to use the basic features. This guide is also included in your phone package.
• Administrator Guide: This guide provides detailed information about setting up your network and configuring features.
• Regulatory Notice: This guide provides information for all regulatory and safety guidance.

Getting Started with Teams IP Phones

This chapter aims to make you familiar with phone user interface.

📝 **Note:** As you read this guide, keep in mind that some features are configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may be operated differently on your phone. Additionally, the examples and graphics in this guide may not directly reflect what is displayed or is available on your phone screen.

• *Hardwares of T58A and T56A*
• *Power LED Indicator*
• *Accessing Screens on Yealink Teams Phones*
• *Entering Data and Editing Fields*

Hardwares of T58A and T56A
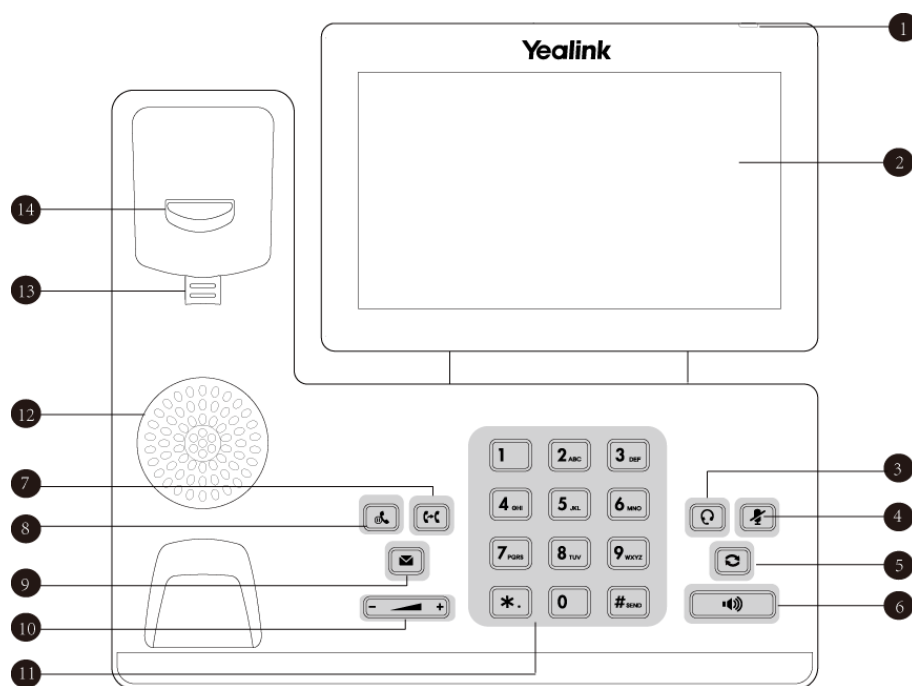
The table lists each feature numbered in the figures.

	Item	Description
1	Power LED indicator	Indicates call status, message status and phone's system status.
2	Touch Screen	7 inch (1024 x 600) capacitive (5 point) touch screen. Tap to select and highlight screen items.
3	HEADSET Key	Toggles the headset on or off. The LED indicator glows green when the headset is activated.
4	MUTE Key	Toggles the microphone on or off. The LED indicator glows green when the mute feature is activated.
5	REDIAL Key	Redials a previously dialed number.
6	Speakerphone Key	Toggles the speakerphone (hands-free) mode or not. The LED indicator glows green when the speakerphone is activated.
7	TRANSFER Key	Transfers a call.
8	HOLD Key	Places a call on hold or resumes a held call.
9	MESSAGE Key	Accesses your voice messages.
10	Volume Key	Adjust the volume of handset, headset, speaker, ringer, or media.
11	Keypad Keys	Enable you to enter numbers, letters, and special characters.
12	Speaker	Provide the digits and special characters in context-sensitive applications.
13	Reversible Tab	Secures the handset in the handset cradle when the Phone is mounted vertically. For more information on how to adjust the reversible tab, refer to *Yealink Wall Mount Quick Installation Guide for Yealink IP Phones*.
14	Hookswitch	Connects or disconnects the phone from the phone line. The hookswitch is automatically activated when a user lifts the handset from the cradle to get a dial tone.

Power LED Indicator

LED Status	Description
Red	The phone is initializing.
Fast-flashing red (300ms)	The phone is ringing.
Slow-flashing red (1s)	The phone receives a voicemail or misses a call.

> **Note:** The above introduces the default LED status. Your system administrator can configure the status of the power LED indicator.

Accessing Screens on Yealink Teams Phones

You can navigate the menu bar at the bottom of the touch screen to access the following screens easily.

- *Accessing the Calls Screen*
- *Accessing the Meeting Screen*
- *Accessing the Voicemail Screen*

Accessing the Calls Screen

The Calls screen is displayed after the phone startup. You can place a call from the history entry or view the contact information from the Calls screen.
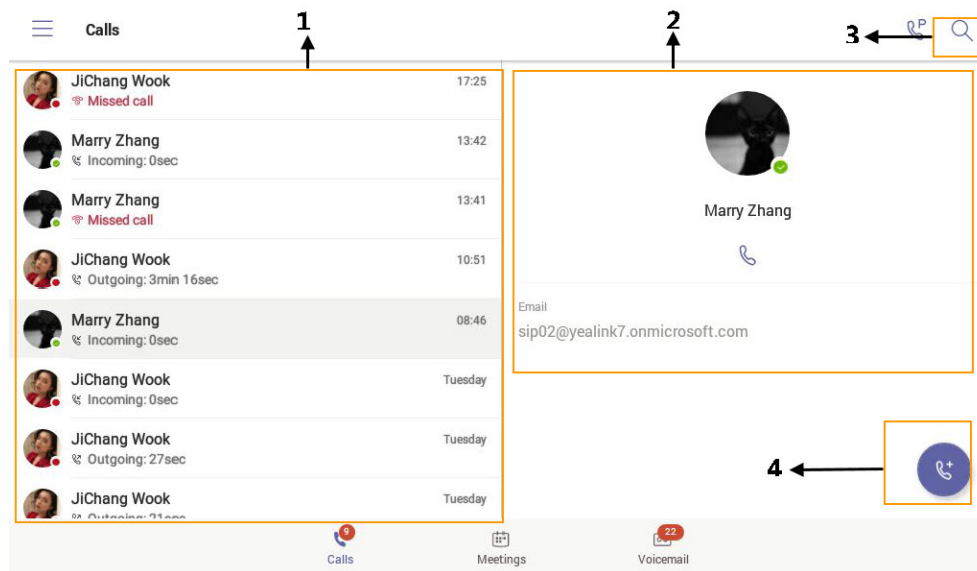
NO.	Name	Discription
1	Call History	Displays incoming, outgoing and missed calls.
2	Operation Options	• Display the detail information of the contact. • Tap to call the contact.

NO.	Name	Discription
3	🔍	Tap to search for a contact.
4	📞	Tap to initiate a call.

Accessing the Meeting Screen

You can access the **Meetings** screen to join or schedule meetings.

1. Tap **Meetings** to access the **Meetings** screen.
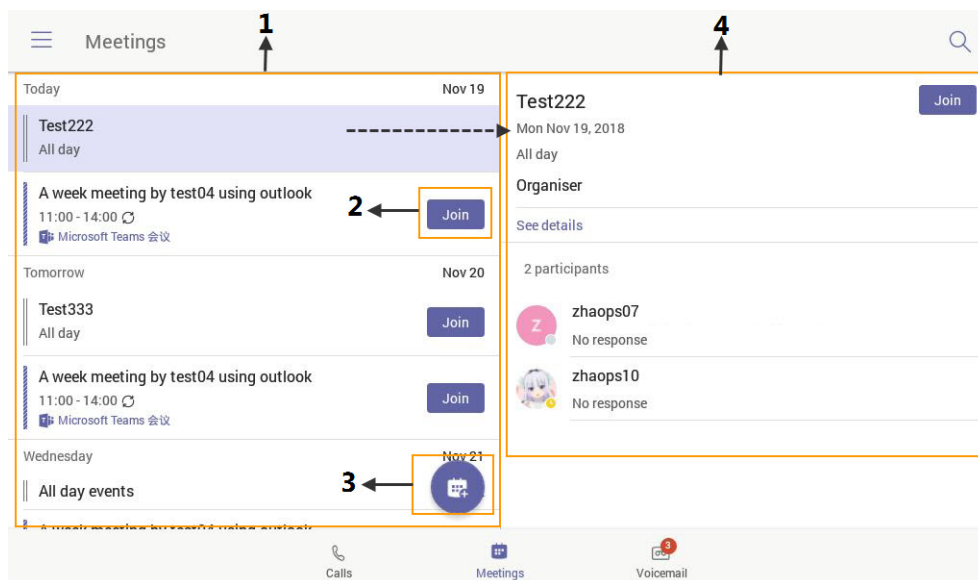
NO.	Name	Discription
1	Scheduled meeting list	Displays all the scheduled on the Teams phone, from Teams client or Outlook.
2	Join	Tap to join the corresponding scheduled meeting.
3	📅	Tap to schedule a meeting.
4	Meeting details	Tap the corresponding scheduled meeting to view the meeting details.

Accessing the Voicemail Screen

You can listen to voicemails or place calls to contacts from the **Voicemail** screen.

1. Tap **Voicemail** to access the **Voicemail** screen.

NO.	Name	Discription
1	Voicemail list	Displays all the voicemails stored in the voicemail list.
2	▷	Tap to play the voicemail.
3	1x	Tap to change the playback speed of the voicemail.
4	Operation options	• Tap 📇 to view information of contact. • Tap 📞 to call the contact. • Tap 🗑 to delete the voicemail.
5	Contact details	Displays the contact details and tap 📞 to place a call.

Entering Data and Editing Fields

- *Using the On-screen Keyboard*
- *Using the Onscreen Dial Pad*
- *Using the Phone Keypad*

Using the On-screen Keyboard

Before using the on-screen keyboard to enter data, you need to know the function of the keys on the on-screen keyboard. The Teams phone only supports the English (US) input method.
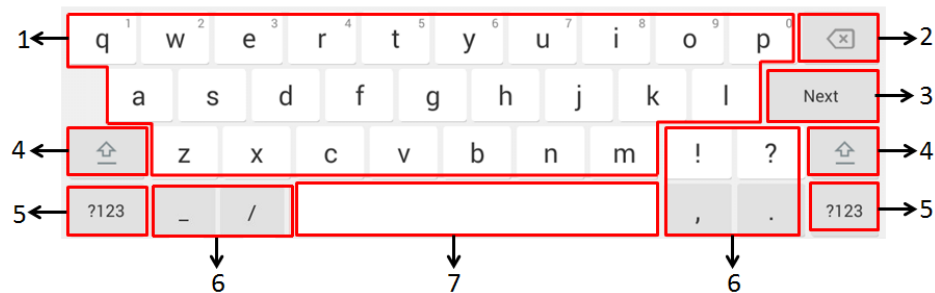
No.	Item	Description		
1	26 English Letters	• Tap to enter letters. • Long tap a key and then slide to choose one of the options to enter an alternate character.		
2	Delete Key	• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.		
3	Labelled automatically to identify the context-sensitive features.	Next Key	Tap to go to the next field.	
		Done Key	Tap to confirm the settings.	
		⬅	Tap to enter a new line.	
		Go Key	Tap to search for the people.	
4	⇧	Tap to switch between the uppercase input mode and lower case.		
5	Input Method	Tap to switch among input modes.		
6	Special Characters	Tap to enter the corresponding character.		
7	Space Key	Tap to enter spaces.		

Using the Onscreen Dial Pad

Instead of using the onscreen keyboard, you can also use the dial pad on the dialing screen to enter data. The onscreen dial pad only provides digit keys, # key, + key, ; key, * key and , key.

Procedure

1. Do one of the following:

   • Pick up the handset.

   • Press the Speakerphone key.

   • Press the HEADSET key.

   • Tap 📞 on the Calls screen and then tap ⊞.

2. Use the onscreen dial pad to enter numbers.

Using the Phone Keypad

Instead of using the onscreen keyboard, you can also use phone keypad to enter data. The phone keypad only provides digit keys, # key, + key, ; key, * key and , key.

Procedure

Press digit keys, pound key and star key on the phone or long press the pound key or star key to provide more characters.

Signing into and Locking Your Phone

You can sign in to the phone with your Microsoft online account and use phone lock feature when necessary.

- *Signing into Your Teams Phone*
- *Signing out of Your Teams Phone*
- *Phone Lock*

Signing into Your Teams Phone

You can sign into your Microsoft online account directly on your phone or sign into your phone via web sign-in, which includes your sign-in address and password.

About this task

You can select personal mode or shared mode when sign in:

- **Personal mode:**Your phone is located in your office as your personal phone.
- **Shared mode:**The phone is set as a common area phone in a conference room. You can sign shared account mode to avoid revealing private information(call history and voicemail) if the phone is located in public.

All feature avaliable in personal mode and shared account mode supports the following feature:

- Place a call
- Receive a call
- *Joining a Scheduled Teams Meeting*

Contact your system administrator to get your sign-in account.

- *Signing into Your Phone in Personal Mode*
- *Signing into Your Phone in Shared Mode*
- *Signing into Your Phone via Web Sign-in*

Signing into Your Phone in Personal Mode

Procedure

1. Tap **Sign in**.

You will be connected to the Company Portal automatically.

2. Enter your account credentials .

3. After the phone signs in successfully, tap **Got it** and then select **Personal** login account.

Signing into Your Phone in Shared Mode

Procedure

1. Tap **Sign in**.

You will be connected to the Company Portal automaticlly.

2. Enter your account credentials.

3. After the phone signs in successfully, tap **Got it** and then select **Shared** login account.

   📝   **Note:** You can only place/answer calls and use the Teams Meeting feature in the shared mode.

Signing into Your Phone via Web Sign-in

Procedure

1. Tap **Sign in**.

You will be connected to the Company Portal automatically.

2. Select **Sign in from another device** from the **Sign in** screen.
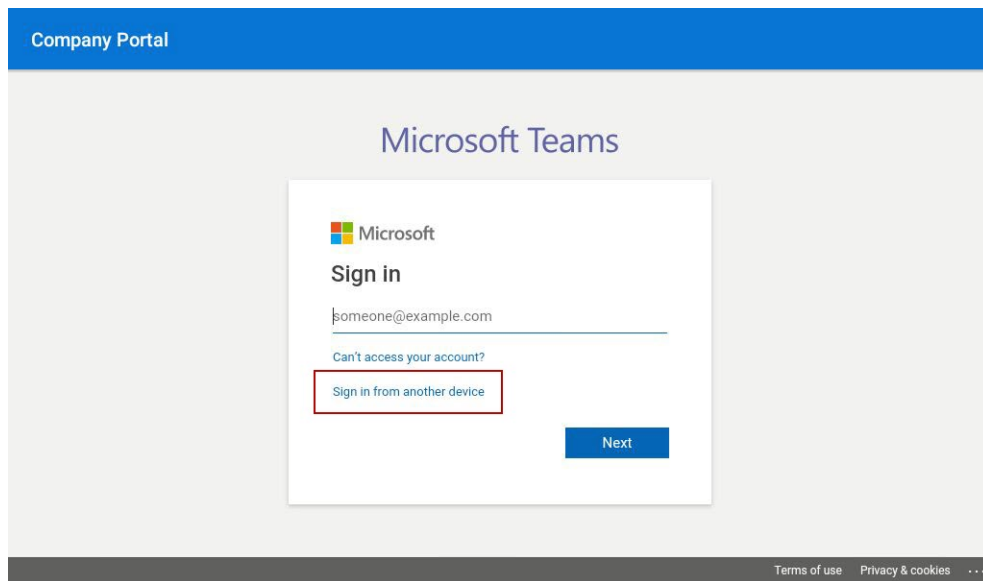
3. Go to *https://microsoft.com/devicelogin* on your computer.

4. Enter the code shown on your phone.

5. Enter your account credentials or select a desired account to sign in.

    A confirmation message is displayed after you successfully signs into Microsoft Intune Company Portal.

6. Select **Personal** or **Shared** login account on your phone and then tap **OK**.

    > 📝 **Note:** You can only place/answer calls and use the Teams Meeting feature in the shared mode.

Signing out of Your Teams Phone

After you sign out of your account, you can only use the phone setting feature.

Procedure

Navigate to ☰ > **Settings** > **Sign out**.

Phone Lock

When the phone is not used, you can enable the phone lock to prevent unauthorized users from viewing or modifying phone information, such as your scheduled meetings. When the phone is locked, you can still answer the incoming call. If the administrator forcibly enables the phone lock feature on the Microsoft Teams & Skype for Business Admin Center , you cannot disable it on the phone. For more information, contact your system administrator.

*   *Creating a Lock PIN*
*   *Enabling Phone Lock*
*   *Setting the Idle Timeout for Phone Lock*

- *Unlocking Your Phone*
- *Changing Your lock PIN*
- *Disabling Phone Lock*

Creating a Lock PIN

If your administrator sets security restrictions and enables the phone lock for you, you are prompted to set up a lock PIN, which is used for unlocking your phone.

Procedure

1. Tap **OK** to create a lock PIN on the pop-up menu.

> Your company requires that
> you secure this phone with
> phone lock PIN in order to
> prevent unauthorize people to
> access to sensitive
> information. Let's set it up now.
>
> OK
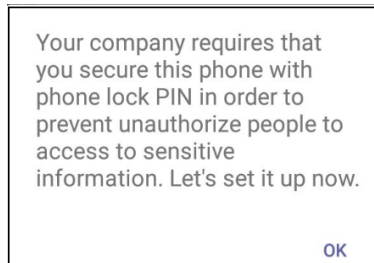
2. Enter the lock PIN in the **New PIN** field.

3. Enter the lock PIN again in the **Confirm PIN** field.

4. Tap **OK**.

Enabling Phone Lock

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Phone Lock**.

2. Turn on **Lock Enable**.

3. Enter the lock PIN in the **New PIN** field.

4. Enter the lock PIN again in the **Confirm PIN** field.

   You can use your lock PIN to unlock your phone.

5. Tap ✓ to accept the change.

Setting the Idle Timeout for Phone Lock

You can configure the idle timeout, after which the phone will be locked automatically.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Phone Lock**.

2. Enter the unlock PIN.

3. Tap the **Idle time-out** field and then select a desired value.

4. Tap **OK** to save the change.

Unlocking Your Phone

Procedure

1. Tap 🔒 on the touch screen.

2. Enter the unlock PIN.

> 📝 **Note:** You will be forced to sign out after five unsuccessful unlock attempts.

Changing Your lock PIN

You can change your lock PIN at any time.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Phone Lock**.

2. Enter the unlock PIN.

3. Enter the new lock PIN in the **New PIN** field.

4. Enter the lock PIN again in the **Confirm PIN** field.

5. Tap ✓ to accept the change.

Disabling Phone Lock

If your system administrator sets security restrictions and enables the phone lock, you are restricted from disabling it.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Phone Lock**.

2. Enter the unlock PIN.

3. Turn off **Lock Enable**.

Changing Your Presence Status

You can update your presence status on the phone. For example, when you are busy with urgencies, you can change your status to DND to avoid being disturbed.

Procedure

1. Tap ☰ at top-left of the touch screen.

2. Tap the presence status field and then select the desired status from the drop-down menu.
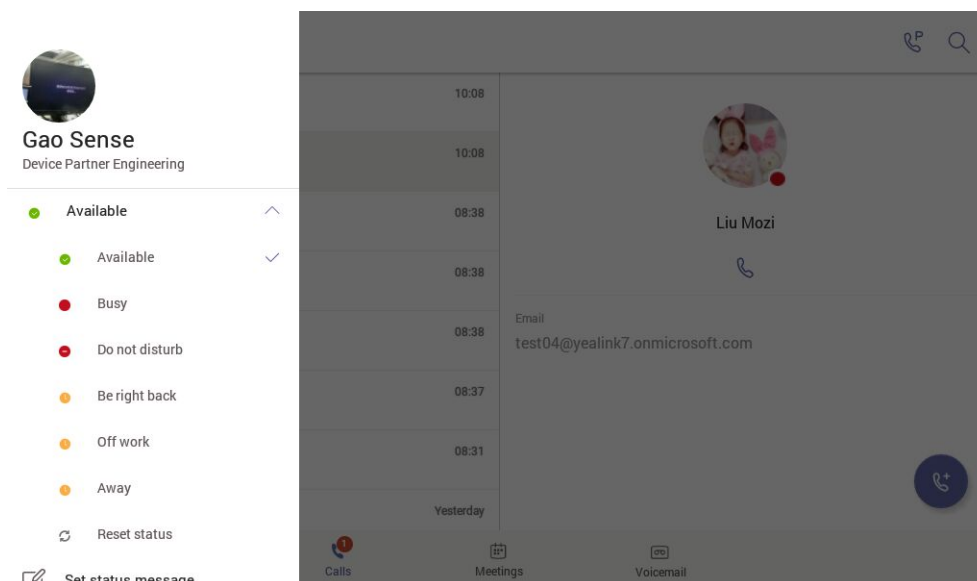
> **ⓘ**   **Tip:** You can reset your presence status to be avaliable from any other status by tapping **Reset Status**.

Audio Calls

This chapter shows you how to handle calls with your phone.

- *Switching among the Handset, Speakerphone and Headset Modes*
- *Placing Calls*
- *Answering Calls*
- *Muting and Unmuting Audio*
- *Holding and Resuming Calls*
- *Ending or Rejecting an Active Call*
- *Ending All Calls in the Process*
- *Transferring Calls*
- *Forwarding all incoming calls*
- *Configuring the Forwarded Destination If the Incoming Call is Unanswered*
- *Synchronizing Incoming Calls to A Specifed Contact/Delegates*
- *Blocking Calls with No Caller ID*

- *Anonymous Call*

Switching among the Handset, Speakerphone and Headset Modes

You can select the desired mode before placing a call, or you can alternate among Speakerphone, headset, and handset modes during a call.

You can switch the audio output modes of a phone.

- Switching to handset mode: Pick up the handset .

- Switching to speakerphone (hands-free) mode: Press the Speakerphone key . The Speakerphone LED indicator glows green when the speakerphone is activated.

- Switching to headset mode: Press the HEADSET key. The HEADSET LED indicator glows green when the headset is activated.

Placing Calls

You can use your phone like a regular phone to place calls in many ways easily.

- *Calling Contacts*
- *Dialing the Number*
- *Placing Multiple Calls*
- *Placing a Call from Call History*
- *Redialing a Number*
- *Placing a Call from Voicemail*
- *Placing an Emergency Call from a Locked Phone*

Calling Contacts

Procedure

1. From the **Calls** screen, tap .

2. Enter the contact account information to search for the desired contact.

3. Tap beside the cantact to place a audio call.

   Tip: You can tap to search a contact.

Dialing the Number

Procedure

1. Do one of the following:

   - Pick up the handset.

   - Press the Speakerphone key.

- Press the HEADSET key.

- Tap 📞 on the Calls screen and then tap ⚏ .

2. Enter the contact number.

3. Tap 📞 .

Placing Multiple Calls

When you are in a call,you can hold your current call and place a new call. Only one active call (the call that has audio associated with it) can be in progress at any time.

Procedure

1. During a call, tap ⬅ to return to the **Calls** screen.

2. Tap 📞 on the Calls screen or tap 🔍 to search and then dial out the contact.

The active call is placed on hold and the new call is set up.

Placing a Call from Call History

You can place calls to contacts from the call history list, which contains incoming, outgoing and missed calls.

Procedure

1. From the **Calls** screen, tap a desired contact.

The contact details are displayed on the right side of the screen.

2. Tap 📞 to place a audio call from the contact details.

Redialing a Number

You can recall the last contact you called when your phone is idle.

Procedure

Press 🔄 .

A call to your last dialed number is attempted.

Placing a Call from Voicemail

Procedure

1. From the **Voicemail** screen, tap the voice mail record that you want to call.

2. Tap 📞 below the corresponding voicemail to place a audio call.

Placing an Emergency Call from a Locked Phone

Once locking the phone, you can dialing an emergency number without having to unlock.

Procedure

1. Tap 🔒 on the touch screen.

2. Tap **Emergency Call**.

3. Enter a emergency number and then tap **Place call**.

Answering Calls

When you receive an incoming call on your phone, you can choose to answer it in various ways.

- *Answering a Call*
- *Answering a Call When in a Call*

Answering a Call

Procedure

Do one of the followings:

- Pick up the handset.

- Press the Speakerphone key.

- Press the HEADSET key.

- Tap 📞.

Answering a Call When in a Call

You can answer the incoming call when you are in an active call.

Procedure

Tap 📞 on the touch screen.

The active call is placed on hold, and the incoming call becomes active.

Muting and Unmuting Audio

You can mute the microphone during an active call so that the other party cannot hear you.

Procedure

1. During a call, press the mute key on the phone or tap 🎤 on the touch screen.

   The mute key glows red.

2. To unmute audio, press the mute key on the phone or tap 🎤 on the touch screen.

   The mute key glows green.

Holding and Resuming Calls

When you are in a call, you can place an active audio call on hold and resume the call when you are ready.

- *Placing a call on Hold*
- *Resuming a Call*

Placing a call on Hold

Procedure

During a call, press 📞 or tap ••• > **Place call on hold**.

Resuming a Call

Procedure

Do one of the following:

- If only one call is placed on hold, press 📞 or tap ••• > **Place call on hold**.

- If multiple calls are placed on hold, tap ▶ on the right side of the desire held call.

Ending or Rejecting an Active Call

Procedure

Tap 📞.

Ending All Calls in the Process

You can end all calls in the process at a time.

Procedure

Do one of the following:

- If you are using the handset, hang up the handset.

- If you are using the headset, press the HEADSET key.

- If you are using the speakerphone, press the Speakerphone key.

Transferring Calls

You can transfer a call to another party using the blind transfer or consultative transefer methods.

- *Performing a Blind Transfer*
- *Performing a Consultative Transfer*

Performing a Blind Transfer

You can transfer calls to other contacts immediately without consulting with them first.

Procedure

1. During a call, press ⎡⟲⎤ or tap ▪▪▪ > **Transfer** > **Transfer now**.

   The call is placed on hold.

2. Enter the account information of the contact to search and then select the desired contact.

   Then the call is connected to the number which you are transferring to.

Performing a Consultative Transfer

You can transfer calls to other contacts after consulting with them first.

Procedure

1. During a call, press ⎡⟲⎤ or tap ▪▪▪ > **Transfer** > **Consult first**.

2. Enter the account information of the contact to search and then select the desired contact.

3. After the party answers the call, tap ⟳ beside the contact.

   It promts you whether to transfer the call or not.

4. Tap **OK** to complete the transfer.

5. After the transferred party answers the call, the call is transferred successfully.

Forwarding all incoming calls

You can set up your phone to forward all incoming calls to a specified destination.

Before you begin

Forwarding feature is only applicable when you sign in Personal account mode.

- *Forwarding Calls to Voicemail*
- *Forwarding Calls to a Contact or Number*
- *Forwarding Calls to Delegates*
- *Configuring the Second Forwarded Destination If Unanswered by Your Delegates*

Related tasks
Signing into Your Phone in Personal Mode

Forwarding Calls to Voicemail

You can forward all incoming calls to your voicemail.

Procedure

1. Navigate to ☰ > **Settings** > **Calls**.

2. Turn on **Call Forwarding**.

3. Tap the **Forward to** field and then select **Voicemail**.

Forwarding Calls to a Contact or Number

You can forward all incoming calls to a contact or number.

Procedure

1. Navigate to ☰ > **Settings** > **Calls**.

2. Turn on **Call Forwarding**.

3. Tap the **Forward to** field and then select **Contact or number**.

4. Add the desired contact.

The incoming calls are automatically forwarded to the contact.

Forwarding Calls to Delegates

You can forward all incoming calls directly to your delegates.

Before you begin

You should assign your delegates on the Microsoft Teams client.

Procedure

1. Navigate to ☰ > **Settings** > **Calls**.

2. Turn on **Call Forwarding**.

3. Tap the **Forward to** filed and then select **My delegates**.

Configuring the Second Forwarded Destination If Unanswered by Your Delegates

You can configure the second forwarded destination if the incoming call is not answered by your delegate.

Before you begin

You configure to forward incoming calls to your delegates.

Procedure

1. Navigate to ☰ > **Settings** > **Calls** > **If unanswered**.

2. Select a desired forwarded destination:

   • Select **Voicemail** directly.

   • If you select **Contact or number**, add the target member.

   The incoming calls will be forwarded to the specified destination.

Configuring the Forwarded Destination If the Incoming Call is Unanswered

Procedure

1. Navigate to ☰ > **Settings** > **Calls** > **If unanswered**.

2. Select a desired forwarded destination:

   • Select **Voicemail** directly.

   • If you select **Contact or number**, add the target contact.

   • If you have assigned your delegates on the Microsoft Teams client, you can select **Delegates**.

Related tasks
Forwarding Calls to Delegates

Synchronizing Incoming Calls to A Specifed Contact/Delegates

You can synchronize incoming calls to a specifed contact or delegates so that you and they can receive the incoming calls simultaneously.

Before you begin

Make sure you are in Personal account mode.

Procedure

1. Navigate to ☰ > **Settings** > **Calls** > **Also ring**.

2. Select a desired target.

   - Select **Contact or number**, add the target contact.

   - If you have assigned your delegates on the Microsoft Teams client, you can select **Delegates**.

   The target member and you will receice the incoming calls simultaneously.

Related tasks
Signing into Your Phone in Personal Mode

Blocking Calls with No Caller ID

Before you begin

Make sure you are in Personal account mode.

Procedure

1. Navigate to ☰ > **Settings** > **Calls**.

2. Turn on **Block calls with no caller ID**.

Related tasks
Signing into Your Phone in Personal Mode

Anonymous Call

You can hide your phone number when dialing people who are outside of Microsoft Teams.

Before you begin

Make sure you are in Personal account mode.

Procedure

1. Navigate to ☰ > **Settings** > **Calls**.

2. Turn on **Hide your phone number when dialing people who are outside of Microsoft Teams**.

Related tasks

Signing into Your Phone in Personal Mode

Conference Calls

This chapter provides basic operating instructions about initiating and managing a conference call.

- *Initiating a Conference by Calling Multiple Contacts*
- *Initiating a Conference Call by Inviting Other Contacts*
- *Initiating a Conference Call From Call History*
- *Managing the Conference Participants*
- *Adding Participants to a Conference Call*
- *Leaving the Conference*

Initiating a Conference by Calling Multiple Contacts

Procedure

1. Tap 📞 from the **Calls** screen.

2. Enter the contact information to search and then select the desired contact.

You can add multiple contacts.

3. Tap 📞 at the top-right corner of the touch screen.

Initiating a Conference Call by Inviting Other Contacts

You can initiate a conference call by inviting contacts to join the active call.

Procedure

1. During a call, tap 📇 .

2. Tap 👤 on the touch screen.

3. Enter the participant account information to search and then add members.

4. Tap ✓ to initiate a conference.

Initiating a Conference Call From Call History

Procedure

1. Tap **Calls** from the touch screen.

2. Select a desired entry from the call history.

   The conference call history are displayed on the right side of the screen.

3. Tap 📞 .

Managing the Conference Participants

Everyone in the conference call can manage call participants.

- *Muting All Conference Participants*
- *Muting Individual Conference Participants*
- *Removing the Participants from the Conference*
- *Re-inviting the Participants Who Have Been Removed*
- *Viewing the Details of Paticipants*

Muting All Conference Participants

Everyone can mute all the other conference participants in the conference call. The participants being muted can only unmute themselves.

Procedure

1. During the conference call, tap 📇.

   All participants are displayed in the participants list.

2. Tap **Mute all**.

   All the other participants in the conference call are muted.

Muting Individual Conference Participants

Everyone can mute any other conference participants in the conference call.

Procedure

1. During the conference call, tap 📇.

   All participants are displayed in the participants list.

2. Tap 🎤 beside the participant.

The participant is muted.

Removing the Participants from the Conference

Everyone can remove other conference participants from the conference.

Procedure

1. During the conference call, tap .

   All participants are displayed in the participants list.

2. Tap the desired participant and then select **Remove from the call**.

   The participant is displayed in the **Other participants** list and he/she receives a prompt that indicates he/she was

   removed from the conference.

   The participant will connect to the conference again if he/she taps .

Re-inviting the Participants Who Have Been Removed

You can re-invite the participants who have been removed from the conference call from the **Other participants** list .

Procedure

1. During the conference call, tap .

   All participants are displayed in the participants list.

2. Tap the desired participant from the **Other participants** list and then select **Invite in the call**.

   After the participant answers the call, he/she will be muted when joins the conference again.

Viewing the Details of Paticipants

You can view the details of paticipants who are in the conference call or in the lobby(Other participants list).

Procedure

1. During the conference call, tap .

   All participants are displayed in the participant list.

2. Tap the desired participant and then select **View profile**.

Adding Participants to a Conference Call

Everyone in the conference call can add others to the conference.

Procedure

1. During the conference call, tap ⊞.

2. Tap ⊕ on the touch screen.

3. Enter the participant account information to search and then add members.

4. Tap ⌄ to add the participants.

   The participants are muted after being added to the conference.

Leaving the Conference

All participants can leave the conference at any moment.

Procedure

Tap ☎ .

Other participants remain connected.

Using the Teams Meeting Feature

Teams meetings are a great way to come together with your colleagues and clients both inside and outside of your organization. You can join a Teams meeting as long as you have a Teams online account.

You can schedule meetings on the Teams phone, the Teams client or the Outlook. Meeting scheduled from Teams client and Outlook are synced automatically with Teams phone. Meeting screen shows all the meeting scheduled in the last 7 days.

- *Schedule a Meeting on the Teams Phone*
- *Viewing the Meeting Details*
- *Joining a Scheduled Teams Meeting*
- *Responding to the Meeting Invitation*
- *Editing the Response to the Meeting Invitation*

Related tasks
Signing into Your Phone in Personal Mode
Signing into Your Phone in Shared Mode

Schedule a Meeting on the Teams Phone

You can schedule meetings on the Teams phone.

Before you begin
Make sure you are in Personal account mode.

Procedure

1. From the **Meetings** screen, tap .

2. Enter the title, add the participants and select start time and end time.

   You can enable the **All day** feature to set up whole day meetings.

3. Enter the location and select the repetition period.

4. To show others your status during this time, tap the **Show As** field and then select **Busy**, **Free**, **Tentative** or **Out of office**.

5. Optional: Enter the description of the meeting.

6. Tap to set up the meeting.

Viewing the Meeting Details

You can view details of scheduled meetings such as the conference dial-in number and conference ID.

Before you begin
Make sure you are in Personal account mode.

Procedure

1. From the **Meetings** screen, tap the desired meeting.

2. Tap **See more** on the right of the screen.

Joining a Scheduled Teams Meeting

You can join a Teams meeting scheduled on the Teams phone, the Teams client or the Outlook.

Procedure

From the **Meetings** screen, tap **Join** beside the desired meeting.

Responding to the Meeting Invitation

Participants can respond to the meeting scheduled on the Teams phone, the Teams client or the Outlook.

Before you begin
Make sure you are in Personal account mode.

Procedure

1. From the **Meetings** screen, tap the desired meeting.

2. Tap **RSVP** on the right of the screen.

3. Select a desired reponse:

    • Accept (Accept the invitation)

    • Tentative (Tentatively accept the invitation)

    • Decline (Decline the invitation)

Your response are shown as below:
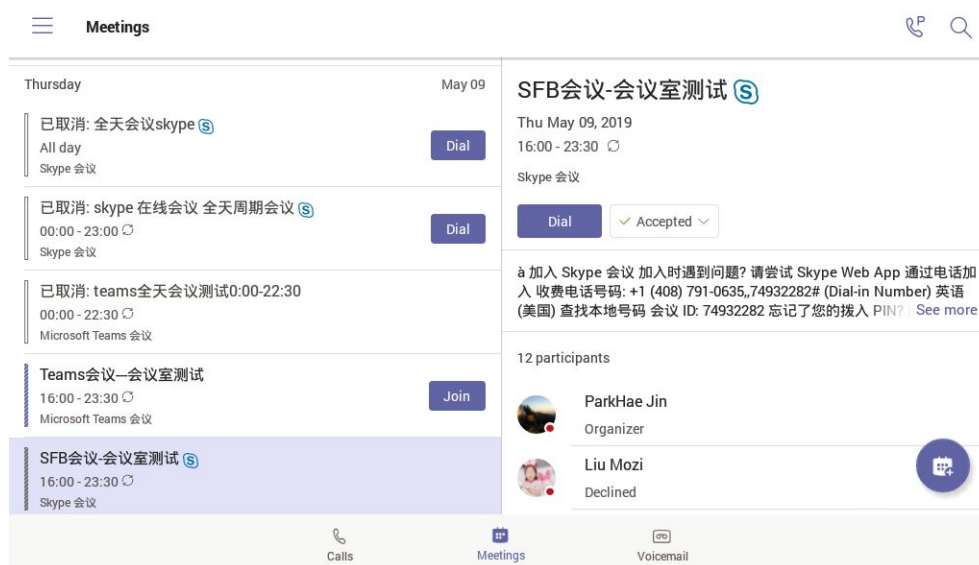
Editing the Response to the Meeting Invitation

Participants can change the response to the scheduled meeting.

Before you begin
Make sure you are in Personal account mode.

Procedure

1. From the **Meetings** screen, tap the desired meeting.

2. Tap the configured response and then select a desired reponse.

Using the Voicemail

After you sign in to the phone in Personal account mode, all voice mails received on your account will be displayed on your phone. You can view the duration and receiving time of each voicemail stored in your voicemail. After read the voicemail, you can delete it.

- *Listening to the Voicemail*
- *Deleting Voicemail Messages*
- *Viewing the Details of the Contacts*

Related tasks
Signing into Your Phone in Personal Mode

Listening to the Voicemail

Procedure

1. From the **Voicemail** screen, tap the desired voicemail.

2. Tap ▷ to play the voicemail.

   You can drag the slider to skip forward the playing or rewind the playing.

3. To change the playback speed of the voicemail, tap .

   You can also change the speed to **2×** or **.5×**.

4. To pause the playback, tap ⏸ . Then tap ▷ to resume the playback.

Related tasks
Changing the Playback Speed of the Voicemail

Deleting Voicemail Messages

After you listen to a message, you can delete it.

Procedure

1. From the **Voicemail** screen, tap the desired voicemail.

2. Tap 🗑 below the corresponding voicemail.

   It prompts if you are sure to delete the voicemail.

3. Tap **DELETE**.

Viewing the Details of the Contacts

Procedure

1. From the **Voicemail** screen, tap the desired voicemail .

2. Tap [icon] below the corresponding voicemail.

Teams Phone Settings

- *Setting the Language*
- *Time and Date Display*
- *Screen Savers*
- *Changing the Screen Backlight Brightness and Time*
- *Bluetooth*

Setting the Language

The default language of the phone user interface depends on what you set after the phone starts up. You can change the language.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Language**.

2. Select a desired language.

   It prompts if you are sure to change the language.

3. Tap **OK**.

Time and Date Display

You can set the time and date manually. The time and date format is also customizable.

- *Setting the Time and Date Manually*
- *Changing the Time and Date Format*

Setting the Time and Date Manually

If your phone cannot obtain the time and date automatically, you can set the time and date manually.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Time & Date**.

2. Tap the **Type** field and select **Manual Settings** from the pop-up dialog box.

3. Tap **OK**.

4. Enter the specific date and time in the corresponding fields.

Changing the Time and Date Format

You can change the time and date format.

About this task

The built-in date formats are listed as below:

Date Format	Example(2018-05-30)
WWW MMM DD	Wed May 30
DD-MMM-YY	30-May-18
YYYY-MM-DD	2018-05-30
DD/MM/YYYY	30/05/2018
MM/DD/YY	05/30/18
DD MMM YYYY	30 May 2018
WWW DD MMM	Wed 30 May
MM DD YYYY	05 30 2018

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Time & Date**.

2. Select the desired date format from the **Date Format** field.

3. Select the desired time format from the **Time Format** field.

Screen Savers

The screen saver automatically starts each time your phone is idle for a certain amount of time. You can stop the screen saver at any time by pressing any key or tapping the touch screen. When your phone is idle again for a preset waiting time, the screen saver starts again.

- *Changing the Waiting Time for Screen Saver*
- *Changing the Screen Saver Background*

Changing the Waiting Time for Screen Saver

You can change the waiting time for the screen saver.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Display**.

2. Tap the **Screensaver Waiting Time** field and select the desired time from the pop-up menu.

3. Tap **OK**.

Changing the Screen Saver Background

You can change the screen saver background of the phone.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Display**.

2. Tap the **Screensaver background** field and select the desired background from the pop-up dialog box.

3. Tap **OK**.

Changing the Screen Backlight Brightness and Time

You can change the backlight brightness of the LCD backlight when the phone is active (in use). The backlight brightness automatically changes after the phone has been idle for a specified time.

About this task

You can change the screen backlight brightness and time in the following settings:

Backlight Active Level: The brightness level of the phone screen when the phone is active.

Backlight Time: The delay time to change the brightness of the phone screen when the phone is inactive. Backlight time includes the following settings:

- **Always On**: Backlight is on permanently.
- **15s**, **30s**, **1min**, **2min**, **5min**, **10min** , **30min**, **45min** or **1h**: Backlight is turned off when the phone is inactive after the designated time.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Display**.

2. Slide the **Backlight Active Level** slider to change brightness of the LCD backlight.

3. Tap the **Backlight Time** field and select the desired time.

Bluetooth

The T58A/T56A Teams phone supports Bluetooth. You can pair and connect the Bluetooth headset to your phone.

- *Activating the Bluetooth Mode*

- *Pairing and Connecting the Bluetooth Headset*
- *Editing Your Phone's Bluetooth Device Name*
- *Disabling You Phone Discovery*
- *Renaming the Paired Bluetooth Devices*
- *Disconnecting the Bluetooth Device*
- *Un-pairing the Bluetooth Devices*
- *Deactivating the Bluetooth Mode*

Activating the Bluetooth Mode

You need to activate Bluetooth mode to use the Bluetooth feature.

Before you begin

Make sure the Bluetooth USB Dongle BT41 is connected to the T56A phone.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Turn on **Bluetooth**.

Pairing and Connecting the Bluetooth Headset

Before you begin

Make sure that you have activated the Bluetooth mode and the Bluetooth headset is discoverable.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Tap ⋮ > **Scan** to search the Bluetooth devices.

3. Tap your Bluetooth headset in the **AVALIABLE DEVICES** list.

   The Bluetooth headset is paired and connected successfully.

Related tasks
Activating the Bluetooth Mode

Editing Your Phone's Bluetooth Device Name

You can change the Bluetooth device name for your phone.

Before you begin

Make sure you have activated the Bluetooth mode.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Enter the desired name in the **Device Name** field.

Related tasks

Activating the Bluetooth Mode

Disabling You Phone Discovery

After Bluetooth is turned on, your phone is visible to other Bluetooth-enabled devices by default. You can disable this feature to not allow your phone to be discovered by other Bluetooth devices.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Turn off **Open Discover**.

Renaming the Paired Bluetooth Devices

You can rename the paired Bluetooth devices for better recognition.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Long tap the paired device and then select **Detail** from the pop-up menu.

3. Enter the desired name in the **Rename** field.

4. Tap **OK**.

Disconnecting the Bluetooth Device

You can disconnect the Bluetooth device from your phone. After the Bluetooth device is disconnected, it stays in the paired devices list, so that you can easily connect it to your phone next time.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Tap the connected Bluetooth devices.

It prompts if you are sure to disconncet.

3. Tap **OK**.

Un-pairing the Bluetooth Devices

You can unpair your Bluetooth devices with your Teams phone. After unpaired, the Bluetooth devices disappear from the paired devices list.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Long tap the paired device and then select **Unpaired** from the pop-up menu.

Deactivating the Bluetooth Mode

You can deactivate the Bluetooth mode when you no longer use a Bluetooth device.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Bluetooth**.

2. Turn off **Bluetooth**.

Optional Accessories with Your Phone

This chapter describes the optional accessories that you can use to extend your phone's capabilities.

- *Bluetooth Headset*
- *USB Headset*

Bluetooth Headset

You can use a Bluetooth headset to handle calls on the phone. For more information, refer to the documentation from your Bluetooth headset manufacturer.
Related tasks
Pairing and Connecting the Bluetooth Headset

USB Headset

You can use a USB headset to handle calls on the phone.

For the supported headsets, refer to *Tested headset list compatible with Yealink IP Phone*. USB headsets that are not listed may not function properly if you connect them to your IP phone. For more information on how to use your USB headset, refer to the related documentation from the manufacturer.

Accessibility Features

The phone includes a number of features to accommodate vision-impaired users.

- *Large Text*
- *High Contrast Mode*
- *Color Correction*

Large Text

You can change displayed text size.

Procedure

Navigate to ☰ > **Settings** > **Device Settings** > **Accessibility**.

High Contrast Mode

You can change contrast if any difficulties in reading text on screen.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Accessibility**.

2. Turn on **High Contrast Mode**.

Color Correction

You can change color mode if any difficulties in color recognition.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Accessibility**.

2. Tap the **Color Correction** field and select the desired value from the pop-up menu.

   - Off

   - Deuteranomaly (red-green)

   - Protanomaly (red-green)

   - Tritanomaly (blue-yellow)

3. Tap **OK**.

Hybrid Mode

Teams phone supports hybrid mode: survivability app mode and teams app mode. If the phone disconnects with local MS server, you can switch to survivability app to implement the call features.

📝 **Note:** The hybird mode is disabled by default. Contact your system administrator to enable it.

Enabling the Quick Ball

You can use the quick ball to quickly switch between the survivability app mode and teams app mode.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Hybrid Mode**.

2. Turn on **Quick Ball**.

Results
The screen displays a quick ball, you can tap it to change the app mode quickly.

Switching to Survivability App

Procedure

Do one of the following:

- Navigate to ☰ > **Settings** > **Device Settings** > **Hybrid Mode**, and then tap **Access Survivability App**.

- Tap the quick ball 🔵SIP .

  📝 **Note:** In a teams call, the quick ball does not appear, so you cannot switch to the survivability app

  mode.

Switching to Teams App

Procedure

Tap ⇄ or quick ball 🔵Teams .

📝 **Note:** In a SIP call, the call is placed on hold when you switch to the teams app mode.

Survivability App Screens

The survivability app includes the following screens:
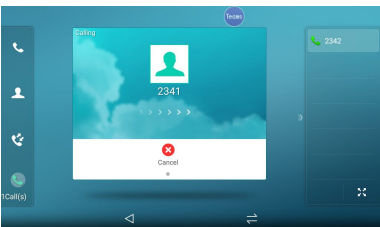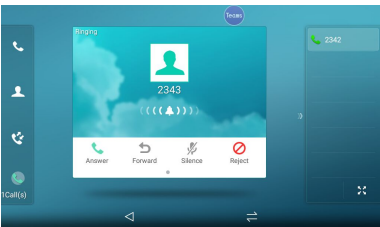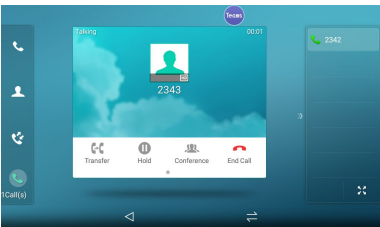
- Dial: Tap , pick up the handset, press the headset key, or press the speakerphone key to open the dialer, and then tap the corresponding line key to change the account.
- Directory: Displays local contacts, you can search for contacts, manage local directory groups and contacts.
- History: Includes missed, placed, received and forwarded calls, you can view call details and manage the history record.
- Line Key: displays the account status, you can expand the line keys list, and the phone supports up to 16 accounts.
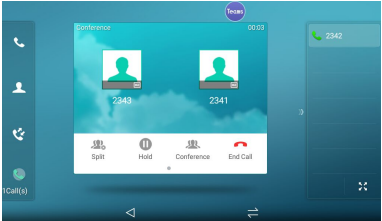
Call Features of Survivability App

In survivability app mode, you can perform basic call features.

📝 **Note:** If your phone is locked, you may need to unlock it before using call features.

Call Status	You can
Ring back 	Cancel a call
Call in 	• answer a call • Reject a call • Silence a call • Forward a call
Talk (peer to peer call) 	• End a call • Mute a call • Hold a call • Transfer a call • Place a new call • Invite a new party
Conference	For the conference originator: • End a conference call • Mute a conference call • Hold a conference call

Call Status	You can
	• Place a new call • Invite a new party • Split a Conference Call For other conference participants: the same as the peer to peer call.

Getting More Information About Microsoft Teams

This topic provides you to view more information about Microsoft Teams. If you encounter problems when using the Teams phone, you can send feedback to Microsoft.

• *Viewing More Information About Microsoft Teams*
• *Company Portal*
• *Entering Microsoft Teams Help Center*
• *Sending Feedback*

Viewing More Information About Microsoft Teams

You can view more information Microsoft Teams about such as the version, calling version, and the details of Privacy& Cookies, Microsoft Software License Terms and Third-party Notices.

Procedure

Navigate to ☰ > **Settings** > **About**.

You can tap **Privacy& Cookies**, **Terms of Use** or **Third-party Notices** to view the details.

Company Portal

Microsoft Intune helps organizations manage access to corporate apps, data, and resources. Company Portal is the app that lets you, as an employee of your company, securely access those resources. Before you can use this app, make sure your IT admin has set up your work account and have a subscription to Microsoft Intune.

Company Portal helps simplify the tasks you need to do for work:

• Enroll your device to access corporate resources, including Office, email, and OneDrive for Business
• Sign in to corporate resources with company-issued certificates
• Reduce the number of times you need to sign in to corporate resources with single sign-on
• Browse and install approved business apps from your IT department or the Microsoft Store for Business
• View and manage your enrolled devices and wipe them if they get lost or stolen
• Get help directly from your IT department through available contact information

📄 **Note:**

Every organization has different access requirements, and will use Intune in ways that they determine will best manage their information. Some functionality might be unavailable in certain countries. If you

have questions about how this app is being used within your organization, contact to your company's IT administrator.

Entering Microsoft Teams Help Center

Microsoft Teams help center provides more information about Microsoft Teams, such as what is Microsoft Teams, how to get started with Microsoft Teams, the features of Microsoft Teams and so on.

Procedure

Navigate to ☰ > **Settings** > **Help**.

Sending Feedback

If you encounter problems while using the Teams phone, please feel free to send feedback to let us know.

Procedure

1. Navigate to ☰ > **Settings** > **Report an issue**.

2. Select a desired report type in the **Type** filed.

3. Enter the alias(your email address).

4. Select a desired type of issue and then enter the issue title.

5. Tap **SEND**.

Maintaining Teams Phones

When the phone cannot be operated properly, you can investigate or troubleshoot issues along with any other tasks your administrator may ask you to perform.

- *Rebooting Your Phone*
- *Viewing Phone Status*
- *Resetting Your Phone*

Rebooting Your Phone

Your system administrator may ask you to reboot your phone if it malfunctions or to assist in troubleshooting.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Debug**.

2. Tap **Reboot phone**.

   It prompts if you are sure to reboot the phone.

3. Tap **OK**.

Viewing Phone Status

Your system administrator may ask you to view the phone status such as network, MAC, firmware, Partner APP version, Company Portal version and Team version.

Procedure

Navigate to ☰ > **Settings** > **Device Settings** > **About**.

Resetting Your Phone

You can reset the phone to factory settings with the need for entering the Administrator's password.

Procedure

1. Navigate to ☰ > **Settings** > **Device Settings** > **Debug(Admin Only)**.

2. Enter the admin password and tap **Done**.

3. Tap **Reset to Factory Settings**.

   It prompts if you are sure to reset to factory default.

4. Tap **OK**.

   > 🛈 **Tip:** You can also long press the pound key (#) and the star key (*) for about 6 seconds when the phone is idle.

Troubleshooting

If you are having issues with your phone, you can try the troubleshooting options and solutions in the following topics to resolve certain issues.

- *Why is the screen blank?*
- *Why does the phone display "Network unavailable"?*
- *Why does the phone display time and date incorrectly?*
- *How can I obtain the MAC address of a phone when the phone is not powered on?*
- *Why can't I receive calls?*
- *Why doesn't my handset work?*

- *Checking the IP Address of Teams Phone*

Why is the screen blank?

- Ensure that the phone is properly plugged into a functional AC outlet.
- Ensure that the phone is plugged into a socket controlled by a switch that is on.
- If the phone is plugged into a power strip, try to plug it directly into a wall outlet instead.
- If the phone is powered from PoE, ensure you use a PoE-compliant switch or hub.

Why does the phone display "Network unavailable"?

- Ensure that the Ethernet cable is plugged into the Internet port on the phone and the Ethernet cable is not loose.
- Ensure that the switch or hub in your network is operational.
- Contact your system administrator for more information.

Why does the phone display time and date incorrectly?

Check whether your phone obtains the time and date from the SNTP serverautomatically. If the phone fails to connect the SNTP server, contact your system administratorfor more information. You can also configure time and date manually.

How can I obtain the MAC address of a phone when the phone is not powered on?

You can use one of the following ways to obtain the MAC address of a phone:

- You can ask your supplier for shipping information sheet which includes MAC addresses according to the corresponding PO (Purchase Order).
- You can find the MAC address on the label of the carton box.
- You can also find the MAC address from the phone's bar code on the back of the phone.

Why can't I receive calls?

- Check whether your status is DND mode, if it is, you should reset status.
- Check whether call forward is enabled on the phone.

Why doesn't my handset work?

- Check that the headset cord is fully connected to the headset jack on the phone.

Checking the IP Address of Teams Phone

Procedure

Navigate to ≡ > **Settings** > **Device Settings** > **About**.