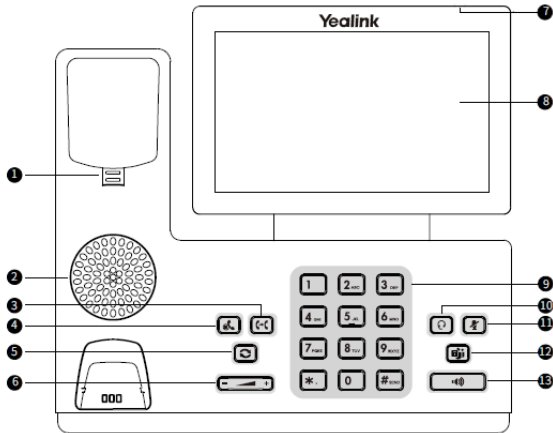# CHEC MS Teams Headsets & Handsets
Quick Guide
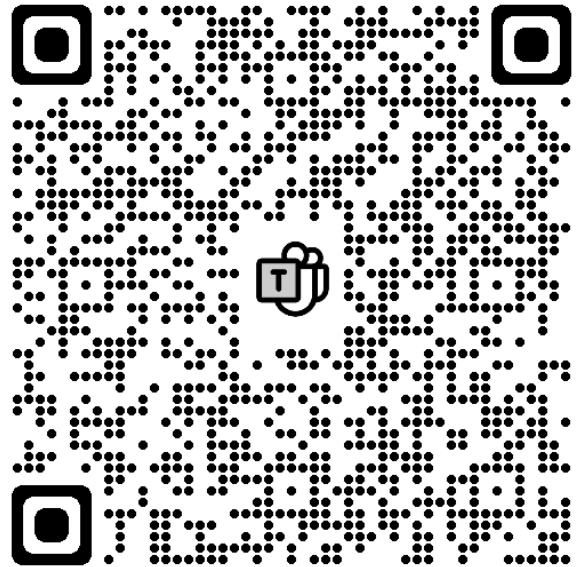
Yealink MP58

No.	Name	Description
1	Reversible Tab	Secure the handset in the handset cradle when the phone is mounted vertically.
2	Speaker	Provide audio output during hands-free.
3	TRANSFER Key	Transfer a call.
4	HOLD Key	Place a call on hold or resume a held call.
5	REDIAL Key	Redial a dialled number.
6	Volume Key	Adjust the volume of the handset, headset, speaker, or ringer.
7	Power LED Indicator	Indicate phone statuses.
8	Touch Screen	Tap to select items and navigate menus.
9	Keypad Keys	Enable you to enter numbers, letters, and special characters.
10	HEADSET Key	Enable you to place and receive calls through a headset. The LED indicator glows green when the headset is activated.
11	MUTE Key	Mute local audio during calls and conferences. The LED indicator glows red when the mute feature is activated.
12	Teams Key	Initiate a Teams conference call by meeting now.
13	Speakerphone Key	Enable you to place and receive calls using the speakerphone. The LED indicator glows green when the speakerphone is activated.

LED Status	Description
Red	The phone is initializing.
Fast-flashing red (300 ms)	The phone is ringing.
Slowly-flashing red (1 s)	The phone receives a voicemail or misses a call.
Red for 500 ms and off for 3 s alternately	The phone enters power-saving mode.

Everything you need to know is available here;

Top Tips

- Security is programmed/saved
- Use the full number 0266593xxxx
- No need to add an extra 0 to get an outside line
- It is a touchscreen
- Settings = profile icon in the top left corner

Contacts/Numbers/Directory

- Staff Numbers – search their name
- 02 6659 3000 – Campus Based Services Numbers
- TAFE
  - Most are using Cisco Jabber 02 7292 xxxxxx
  - About 15 are still there search for TAFE