

Yealink W70B

Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

- 1 While on a call, press the **TRAN** key.
- 2 Dial a number or select from the **Directory**.
- 3 After speaking with the receiving party, press the **TRAN** key again to complete the transfer.



Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

- 1 While on a call, press the **TRAN** key.
- 2 Dial a number or select from the **Directory**.
- 3 Press the **TRAN** key immediately to complete the transfer.

Initiating a conference call

- 1 While on a call, press the **Options** softkey and select **Conference**.
- 2 **Dial** a number or select from **Directory** and press **Call**.
- 3 Once the recipient answers, press the **Conf** softkey again to merge the calls together.

Accessing call history

- 1 Press the **up arrow** on the directional pad.
- 2 Use the right and left **arrow keys** to see **All Calls, Missed, Received, Placed, or Forwarded** calls.
- 3 Use the down and up **arrow keys** to scroll through each list.

Checking voicemail

- 1 Press **VM key** (Envelope icon) and select your extension's messages, or dial ***333**.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.