

VTech VDP 651 Layout

Warm Transferring Calls

A warm transfer involves speaking to the person you are transferring the call to before the transfer is made.

1. While on a call, press **Menu** **G** to place a warm transfer.
2. Press **Down** **J** and scroll to **Transfer**, then press **Select** **G**.
3. With **A call(annc.)** highlighted, press **Select** **G**.
4. Dial the phone number or extension of the receiving party.
5. Greet the receiving party, then press **TRANS** **A** to perform a warm transfer.

Blind Transferring Calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether they answer.

1. While on a call, press **Menu** **G** to place a blind transfer.
2. Press **Down** **J** and scroll to **Transfer**, then press **Select** **G**.
3. With **A call(blind)** highlighted, press **Select** **G**.
4. Dial the phone number or extension of receiving party.
5. Press **TRANS** **A** to perform a blind transfer.

Accessing Call History

1. While the phone is idle, press **Call History** **J**.
2. Press **Up** **D** or **Down** **J** to select **Missed Calls**, **Received Calls**, or **Dialed Calls**.

Checking Voicemail

There must not be a call on the line when attempting to check voicemail.

1. Press **Menu** **G** and with **Message** highlighted, press **Select** **G**.
2. Press **Down** **J** to highlight the desired account, then press **Select** **G**.
3. Enter the personal voicemail passcode.
4. Press **1** to listen to new or saved voicemails.
5. Alternatively, dial ***86** from the handset.



- A** Left Softkey
- B** Right Softkey
- C** Line 1
- D** Up / Directory
- E** Line 2
- F** Line 3
- G** Menu / Select
- H** Line 4
- I** Hold
- J** Down / Call History
- K** Off / Cancel
- L** Speakerphone
- M** Redial / Pause
- N** Mute / Delete