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 ***86**.

2   Enter your voicemail PIN.

3   Press **1** to listen to new or saved voicemails.

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