

QUICK REFERENCE GUIDE

Yealink CP935W

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 three dots or **More** soft key. Then select the **Transfer** option.
- 2 Dial a number or select from the **Directory** and press **Call**.
- 3 After speaking with the receiving party, press the three dots soft key then select **Transfer** 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 three dots or **More** soft key. Then select the **Transfer** option.
- 2 Dial a number or extension.
- 3 Select the **Transfer** option again to complete the **transfer**.

Initiating a conference call

- 1 While on a call, press the **Invite** key.
- 2 Dial a number or select from **Directory** and press **Call**.
- 3 Once the recipient answers, the caller will automatically be merged into the call.



Accessing call history

- 1 Press the **History** soft key.
- 2 Select the **All Calls** drop-down option to choose Missed, Received, Placed, or Forwarded calls.
- 3 Use the the touchscreen to press & drag through the each list.

Checking voicemail

- 1 Press the **More** key and select **Messages**, select **View Voice Mail** and select your extension; or dial *86.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.