

## QUICK REFERENCE GUIDE

# Yealink T57W

### 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 **Transfer** button or soft key.
- 2 Dial a number or select from the **Directory** and press **Send**.
- 3 After speaking with the receiving party, press **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 **Transfer** button or soft key.
- 2 Dial a number or extension.
- 3 Press the **B Transfer** soft key or the **Transfer** key immediately to complete the **transfer**.

### Initiating a conference call

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

### Accessing call history

- 1 Press the **History** soft key.
- 2 Use the right and left arrow keys to see Missed, Received, Placed, or Forwarded calls.
- 3 Use the the touchscreen to press & drag through the each list.

### Checking voicemail

- 1 Press the **VM** button ( ), or dial \*86.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.