



How to transfer a call on a Yealink phone

Blind Transfer - The call is transferred directly without the need to announce the caller:

Press the Options soft key during a call and select Transfer.

Enter the number you wish to transfer the call to.

Press the Transfer soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call.

Press the Options soft key during a call and select Transfer.

Enter the number you wish to transfer the call to.

Press the phone soft key or speakerphone soft key to dial out.

Press Transfer when the call is answered.



Call forwarding – This is useful if you are leaving the office and wish to forward calls to a mobile, other office or call answering service.

Press the Menu softkey.

Select Features > Call Forward.

Select your desired forwarding type.

Always: Forwards all incoming calls.

No Answer: Forwards all unanswered incoming calls.

Busy: Forwards all incoming calls while you're in a call.

Note: Call waiting must be disabled to use call forward busy (Menu > Features > Call Waiting).

Dial the number you wish to forward to (internal extension or external number).

If you selected No Answer, enter how many rings to wait for before forwarding.

Press the Save softkey.