Yealink T4 Series – Call Transfer

You can transfer a call to another party during a call in one of three ways:
- **Blind Transfer**: Transfer a call directly to another party without consulting.
- **Semi-Attended Transfer**: Transfer a call when the target phone is ringing.
- **Attended Transfer (Consultative Transfer)**: Transfer a call with prior consulting

Blind Transfer
Before performing a blind transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **Blind Transfer**.

To perform a blind transfer during a call:
1. Press   [⦉←]   or the **Transfer** soft key during a call.
2. You   can do one of the following:
- Enter the number you want to transfer the call to.

-Press   [⦉←]   or the **Transfer** soft key to complete the transfer.
If you   are using a handset, the transfer can be completed by hanging up the handset.
- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact.
Press ,   ⊙, [#]   or the **Send** soft key to complete the transfer.
- Press the **Directory** soft key, and then select **History**. Select the desired list and then press   ⊙   or   ⊙   to select the entry (Directory should be configured in advance).
Press   ⊙, [#]   or the **Send** soft key to complete the transfer.
- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact (Directory should be configured in advance).
Press   ⊙, [#]   or the **Send** soft key to complete the transfer.

To perform a blind transfer to exist call:
1. Press   [⦉←]   or the **Transfer** soft key during a call.
2. Press   ⊙   or   ⊙   to select the desired hold call you want to transfer the call to.

3. Press   [⦉←]   , or the **Transfer** soft key to complete the transfer.
Then the call is connected to the number to which you are transferring.

Semi-attended Transfer

Before performing a semi-attended transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **New Call** or **Attended Transfer**.
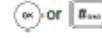
To perform a semi-attended transfer:

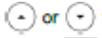**1.** Press or the **Transfer** soft key during a call.

2. Do one of the following:

- Enter the number you want to transfer the call to.

Press ⊙ or 🔲 to dial out.

- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact (Directory should be configured in advance).

Press ⊙ or 🔲 the **Send** soft key to dial out.

- Press the **Directory** soft key, and then select **History**. Select the desired list and then press ⊙ or ⊙ to select the entry (Directory should be configured in advance).

Press ⊙ or 🔲 the **Send** soft key to dial out.

- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact (Directory should be configured in advance).

Press ⊙ or 🔲 the **Send** soft key to dial out.

3. Press 🔁 or the **Transfer** soft key to complete the transfer when receiving ring back.

If you are using a handset, the transfer can be completed by hanging up the handset.

Attended Transfer

Before performing an attended transfer (except you use dial number method), make sure that the transfer mode on DSS key is configured as **New Call** or **Attended Transfer**.

To perform an attended transfer:

1. Press 🔁 or the **Transfer** soft key during a call.
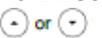
2. Do one of the following:

- Enter the number you want to transfer the call to.

Press ⊙ or 🔲 to dial out.

- Press the **Directory** soft key, and then select **Local Directory**. Select the desired group and search for the contact (Directory should be configured in advance).

Press ⊙ or 🔲 , or the **Send** soft key to dial out.

- Press the **Directory** soft key, and then select **History**. Select the desired list and then press ⊙ or ⊙ to select the entry (Directory should be configured in advance).

Press ⊙ or 🔲 , or the **Send** soft key to dial out.

- Press the **Directory** soft key, and then select **Remote Phone Book**. Select the desired group and search for the contact (Directory should be configured in advance).

Press ⊙ or 🔲 , or the **Send** soft key to dial out.

3. After the party answers the call, press 🔁 or the **Transfer** soft key to complete the transfer.

If you are using a handset, the transfer can be completed by hanging up the handset.

You can cancel the transfer before the call is connected by pressing the **Cancel** soft key.