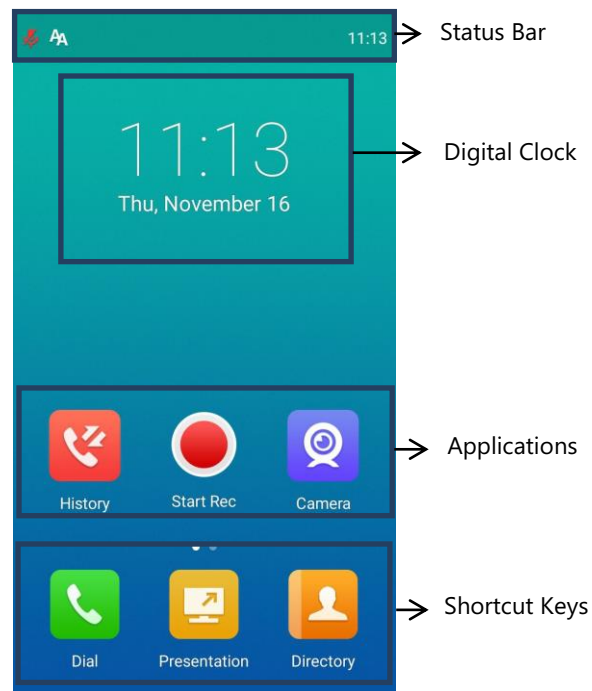


Yealink CP960 HD IP Conference Phone Quick Reference Guide (V80.45)

Using the Touch Screen

Idle Screen



Control Center and Notification Center

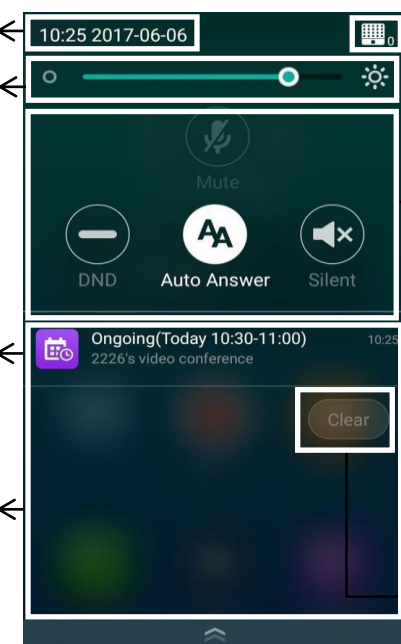
Swipe down from the top of the screen to enter the control center and the notification center.

Time and Date

Drag the slider to adjust the screen brightness.

Swipe left or right to delete a specific notification.

Display Notifications



The number of connected wireless expansion microphones

Tap **Mute** to mute or unmute the CP960.

Tap **DND** to turn DND on or off.

Tap **Auto Answer** to turn auto answer on or off.

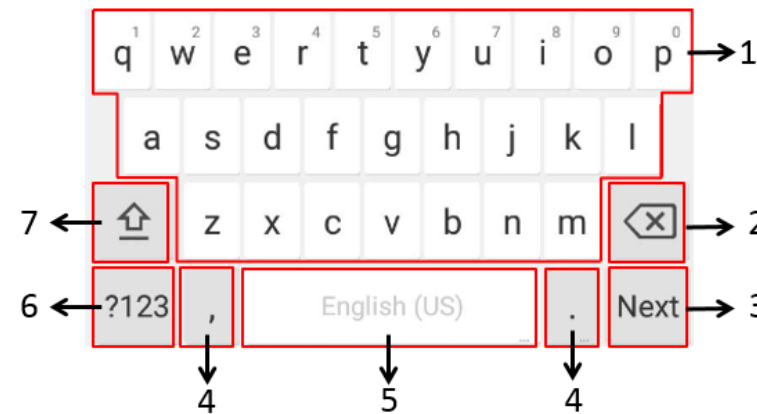
Tap **Silent** to turn the silent mode on or off.

Tap to clear all notifications

Using the Onscreen Keyboard

CP960 conference phone supports two kinds of input methods: Android Keyboard (AOSP) - English (US) and Google Pinyin. The following takes Android Keyboard (AOSP) - English (US) Input Method keyboard as an example:

1. Tap the input field, the onscreen keyboard displays on the touch screen.



No.	Name	Description	
1	26 English Letters	<ul style="list-style-type: none"> Tap to enter letters. Long tap a key then slide to choose one of the options to enter an alternate character. 	
2	Delete Key	<ul style="list-style-type: none"> Tap to delete the entered characters one by one. Long tap to delete two 	
3	Label automatically to identify the context-sensitive features	Next	Tap to go to the next field.
		Send	Tap to dial out the number.
4	Special Characters	<ul style="list-style-type: none"> Tap to enter special characters. Long tap point key (.) then slide to choose one of the options to enter an alternate character. 	
5	Space Key	<ul style="list-style-type: none"> Tap to enter spaces. Long tap to change input 	
6	?123	Tap to switch to the numeric & symbolic input mode.	
7	Home	Tap to switch to the uppercase input mode.	

Basic Call Features

Placing a Call

You can place a call by entering a phone number, or to a contact from Directory or History.

From the idle screen, do one of the following:

- Tap , enter the desired number, and then tap **Send**.
- Tap , tap a desired contact to dial out.
- Tap , tap a desired call record to dial out.

Answering a Call

1. Tap **Answer**.

Ending a Call

1. Tap **EndCall**.

Do Not Disturb (DND)

To enable the DND mode when the CP960 is idle:

1. Swipe down from the top of the screen.
2. Tap to enable DND or tap to disable DND.

To enable the DND mode when the CP960 is during a call:

1. Tap to enable DND or tap to disable DND.


Initiating a Conference

Do one of the following:

- Tap . Tap **Call multiple members?Click here>>**. Enter the desired number, and then tap **Add Members**. You can also tap the desired contacts from the directory or call history.
- Tap . Tap . Do one of the following:
 - Tap , enter the desired number, and then tap **Invite**.
 - Tap , tap a desired contact to dial out.
 - Tap , tap a desired call record to dial out.







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
- Tap **Call multiple members?**[Click here](#)>>.

Tap the desired contacts, and then tap .

The site is added to the conference after answering.

Call Mute and Unmute During a Call



- When the phone is idle, swipe down from the top of the screen to enter the control center, and then tap  or  to mute or unmute.
- During a call, tap  ->  to mute or tap  ->  to unmute.

Note : You can also tap  on the CP960 to mute or unmute.



Presentation

If a PC is connected to the VCH50 video conferencing hub, but a presentation does not start automatically, do one of the following to start or stop a presentation manually.

To start/stop presentation manually when the CP960 is idle:

- Tap  to start presentation or tap  to stop presentation.



To start/stop presentation manually when the CP960 is during a call:

- Tap  to start presentation or tap  to stop presentation.

Video Recording

Before recording video, you need to insert a USB flash drive into the USB port on the CP960 to store recorded video and make sure the USB feature is enabled on the VC800 full HD video conferencing system.

To record video when the CP960 is idle:

- Tap  to start recording, or tap  to stop recording.

To record video when the CP960 is during a call:

- Tap  to start recording, or tap  or **Recording** to stop recording.

When you stop recording, the touch screen prompts "USB Record Successfully".

When the call is finished, the video recording will stop automatically.

Screenshot




To capture screenshots when the CP960 is during a call:

- Tap  -> .

Customizing the CP960 Conference Phone




Directory

To manage contacts:



- Tap .
- Tap the **All Contacts** field.
- Tap the desired type (**Local** or **Conference Contacts**) in the pop-up dialog box.
- Tap  on the right of the desired local contact.
- Do one of the following:
 - Edit the local contact information.
Tap  to accept the change.
 - Tap **Delete**.
The touch screen prompts "Delete selected item?".
Tap **OK** to accept the change.

Call History



To manage call history:

- Tap .
- Tap the **All Calls** field.
- Tap the desired list (**All Calls**, **Missed Calls**, **Placed Calls**, or **Received Calls**) in the pop-up dialog box.
- Tap  on the right of the desired contact.
- Do one of the following:
 - View the detail of the call record.
 - Tap **Video Call** to place a video call.
 - Tap **Voice Call** to place a voice call.
 - Tap **Add to Contact**.
Edit the corresponding information.
Tap  to add a local contact from the call history.
 - Tap **Edit before calling**, the call record fills the input box of dial screen.
You can edit the number before placing a call.
 - Tap **Delete**.
The touch screen prompts "Delete selected item?".
Tap **OK** to delete the call record from the list.

Volume Adjustment

- Tap  or  on the CP960 to adjust the volume.

Using YMS Video Conference Feature



When you register a YMS account, you can use YMS video conference feature. The idle screen will display  (**Meet Now**) and  (**Schedule**).

There are three types of YMS video conference:

- Scheduled conference:** You should schedule the conference using the Yealink Meeting Server or Microsoft Outlook software.
- Meet Now:** You can initiate a meet now conference at any time, without a reservation.
- Permanent Virtual Meeting Room:** The permanent VMR is created by your administrator. You can join the permanent VMR at any time without a reservation.

Joining a Scheduled Conference



When the VC800/VC500 full HD video conferencing system registers a YMS account, you can do one of the following to join a scheduled conference.

- On a conference reminder, select **Join**.
- When the scheduled conference begins, the phone receives a conference invitation automatically.
- Tap .
Tap the desired conference.
By default, you can tap **Join** to join a scheduled conference that is about to take place in 5 minutes or less.
- Swipe down from the top of the screen to enter the notification center.
By default, when the conference is about to take place in 5 minutes, you can tap the desired conference notification to join the conference.
- Tap , and then enter the corresponding conference information to dial out.

Initiating a Meet Now Conference

- Tap .

Joining a Permanent Virtual Meeting Room

- Tap .
- Tap the **All Contacts** field.
- Tap **Enterprise directory** in the pop-up dialog box.
- Tap **Virtual Meeting Room**.
- Tap  on the right of the desired permanent virtual meeting room.
- Tap **Video Call** or **Voice Call** to place a video/voice call.