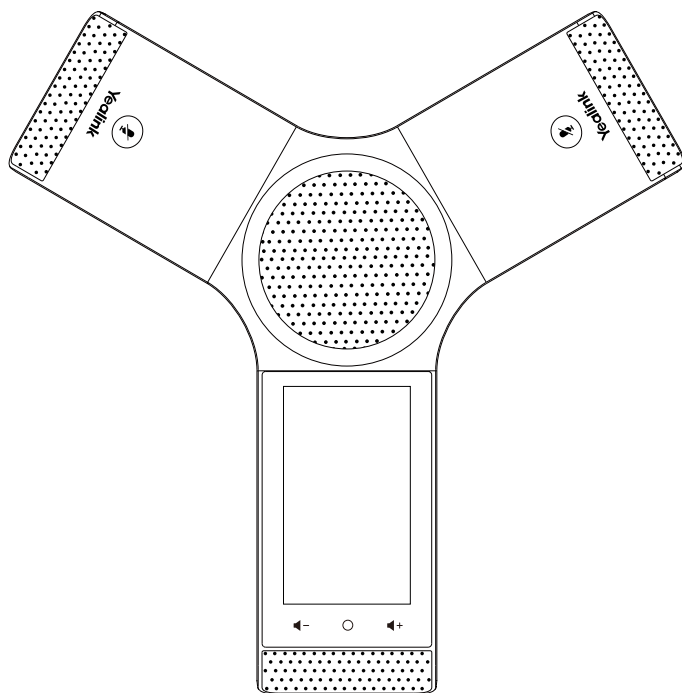




CP960-Skype for Business[®] Edition



English | 简体中文

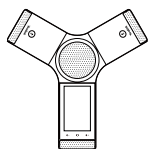
Quick Start Guide(V8.25)

Table of Contents

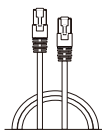
English.....	1
简体中文	7

Package Contents

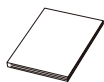
The following items are included in your package. If you find anything missing, contact your system administrator.



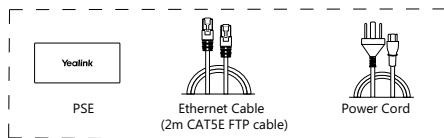
Skype for Business Phone



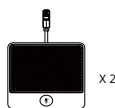
Ethernet Cable
(7.5m CAT5E UTP cable)



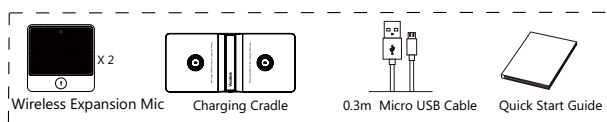
Quick Start Guide



PoE Adapter (Optional)



CP Phone Wired Expansion Mic CPE90

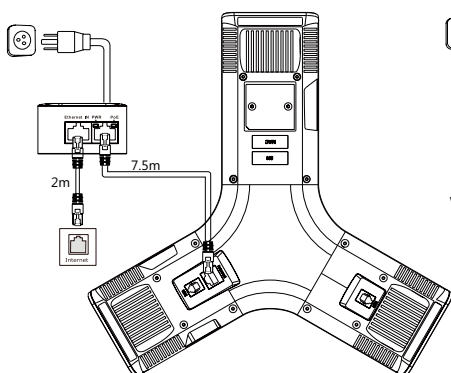


CP Wireless Expansion Mic CPW90 (Optional)

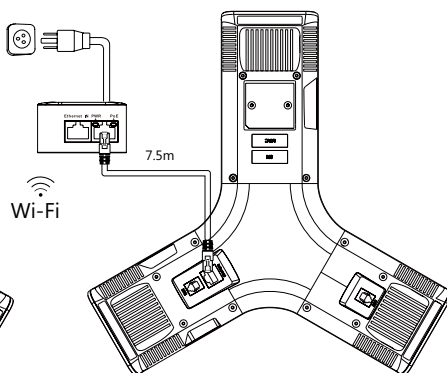
Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

Assembling the Phone

1a: Connect the power and wired network.

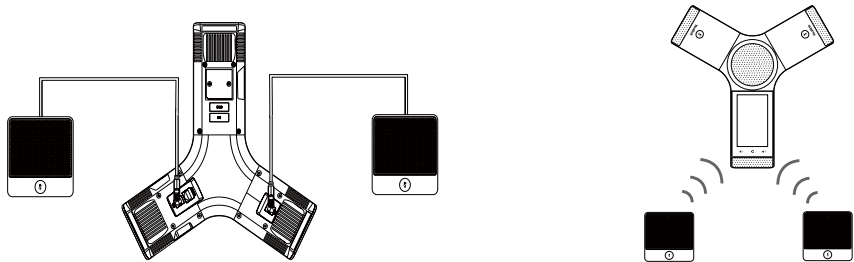


1b: Connect the power and wireless network.



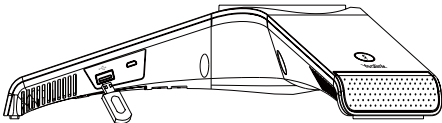
Note: The Skype for Business phone should be used with Yealink original PoE adapter (54V/0.56A) only. The use of the third-party PoE adapter may cause the damage to the phone. The cable should be replaced at once if its skin is broken. The current version of firmware does not support Wi-Fi.

2.Connect the optional wired microphone or wireless microphone.



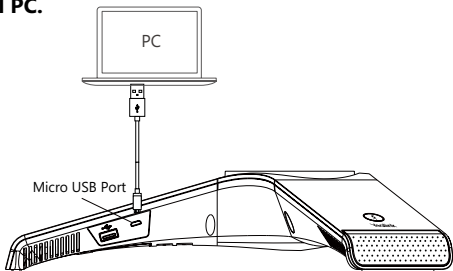
You can connect microphones to your phone to increase voice pickup distance. For more information on how to connect wireless microphones, refer to Yealink CPW90 Quick Start Guide.

3.Connect the optional USB flash drive.



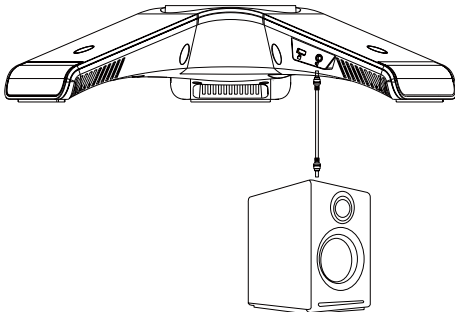
You can record active calls onto a USB flash drive connected to your phone.

4.Connect the optional PC.



You can connect a PC and turn CP960 into an external speaker and microphone for your PC.

5.Connect the optional external speaker.



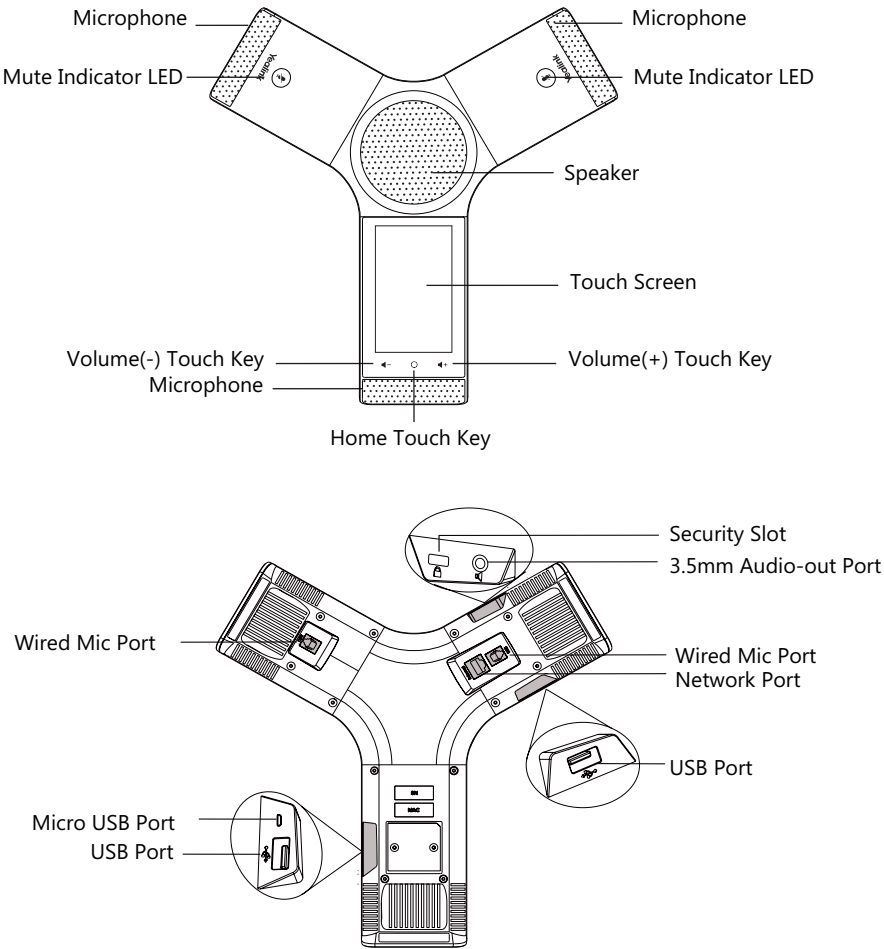
You can connect an external speaker for wider sound coverage.

Startup

After the Skype for Business phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone enters the sign-in screen.



Hardware Component Instructions



Sign into or Sign out of Your Skype for Business Account

You can sign into or sign out of your Skype for Business account on the phone.

To sign into your Skype for Business account:

1. Tap **Sign-in** to enter the sign-in screen.
2. Select the desired sign-in method.
3. Follow the on screen prompts.

To sign out of your Skype for Business account:

1. Tap **More->Advanced**.
2. Tap **Sign Out**.

Update Your Presence Status

Your presence information is a quick way for other people to see your availability status. You can change it manually if you want to.

To update your presence status:


1. Tap your avatar at the top-left corner of the touch screen.
2. Tap the desired status.

You can tap **Reset Presence** to change your status to **Available**.


Directory

The phone directory includes local directory and Skype for Business directory.


To add a local contact:

1. Tap **Contacts->Local Directory**.
2. Tap the desired group, and then tap  to add a contact.
3. Enter a unique contact name in the **Name** field and other information in the corresponding fields.
4. Tap **Save** to accept the change.

Favorites group:


When you add contacts to the Favorites group, those favorites display on the Favorites screen(★) too. By default, local favorites are displayed before the Skype for Business favorites. Local favorites are indicated by the icon . Skype for Business favorites are indicated by the presence status icon.

To search for contacts:

1. Tap **Contacts**.
2. Tap .
3. Enter a few continuous characters of the contact name or continuous numbers of the contact.

The phone automatically displays search results.

To view a contact's information:


1. Tap **Contacts**.
2. Tap the desired group.
3. Tap  to view the detailed information.

To call contacts from the directory:

1. Tap **Contacts**.
2. Tap the desired group.
3. Tap the desired contact directly.

Basic Call Features

To place a call:

1. Tap **New Call**.
2. Enter the number and then tap  .

You can also select a desired contact from the search result list, favorites screen, history screen or contacts screen.


To answer a call:

1. Tap **Answer**.

To end a call:

1. Tap **End Call**.

To mute or un-mute a call:

1. Tap  to mute the microphone or tap it again to un-mute the microphone during a call.

To place a call on hold:

1. Tap **More**->**Hold** during an active call.


To resume the held call, do one of the following:

- If there is only one call on hold, tap **Resume**.
- If there is more than one call on hold, tap the call you want to resume, and then tap **Resume**.


Call Transfer

You can transfer a call in the following ways:

To perform a blind transfer during a call:

1. Tap **More**->**Blind Tran** during an active call. The call is placed on hold.
2. Tap Enter the number and then tap  .
You can also select a desired contact from the search result list, favorites screen, history screen or contacts screen.
Then the call is connected to the number to which you are transferring.


To perform a consultative transfer:

1. Tap **More**->**Transfer** during an active call. The call is placed on hold.
2. Enter the number and then tap  .
You can also select a desired contact from the search result list, favorites screen, history screen or contacts screen.
3. After the party answers the call, tap **Transfer** to complete the transfer.


Initiate a Conference Call

You can initiate a Skype for Business conference call by meet now or calling a group of Skype for Business contacts.

To initiate a conference call:

1. Tap **Meet Now**->**Add**.
2. Enter the number and then tap  .
You can also select a desired contact from the search result list, favorites screen, history screen or contacts screen.
3. Tap **Add** to add more contacts.

To initiate a conference call with a Skype for Business group:

1. Tap **Contacts**.
2. Tap  on the right of the desired Skype for Business group.
The touch screen prompts "Are you sure you want to start a conference?".
3. Tap **OK** to dial all contacts in the group.

Managing the Conference Participants

Muting and Unmuting All Conference Participants

The organizer or presenters can mute or unmute other conference participants.

If the organizer or presenters mute your audio, you must wait for the organizer or presenter to unmute your audio before you can speak in the conference again.

To mute all conference participants by organizer or presenters:

1. Tap **More**->**Mute All**.

To unmute all conference participants by organizer or presenters:

1. Tap **More**->**UnMute All**.


2. The muted participants tap **UnMute** or the mute touch key on the phone to unmute.

Muting or Unmuting Individual Conference Participants

The organizer and presenters can mute and unmute individual participants.


To mute the conference participants by organizer or presenters:

1. Tap **More**->**Participants**.

2. Tap  next to the participant to forbid the participant from speaking.

To unmute the conference participants by organizer or presenters:

1. Tap **More**->**Participants**.

2. Tap  next to the participant.

3. The muted participants tap **Unmute** or the mute touch key on the phone to unmute.

Removing Conference Participants

To remove a conference participant:

1. Tap **More**->**Participants**.

2. Tap  next to the participant to remove the participant from the conference call.

Leaving the Conference

To leave the conference:

1. Tap **End Call** to leave the conference.

Other participants remain connected.

Using the Calendar

To use the calendar feature on your phone, you must sign into the phone using User Sign-in or Web Sign-In method.

To view the calendar:

1. Tap .

2. Tap a desired schedule.

To join a Skype Conference:

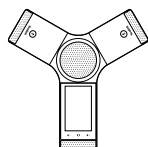
1. Tap .

3. Tap a desired Skype conference.

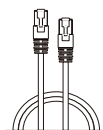
4. Tap **Join** to join the Skype conference.

包装清单

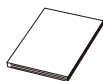
包装箱包含以下配件。如果发现遗失任何配件，请联系你的系统管理员。



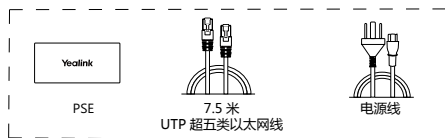
Skype for Business 话机



7.5 米
UTP 超五类以太网线



快速入门指南



PoE 电源 (可选)



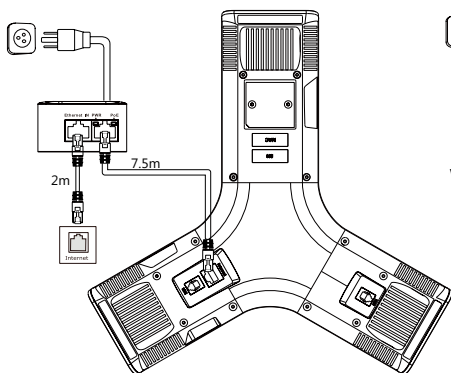
X 2

CP 有线扩展麦 (可选)

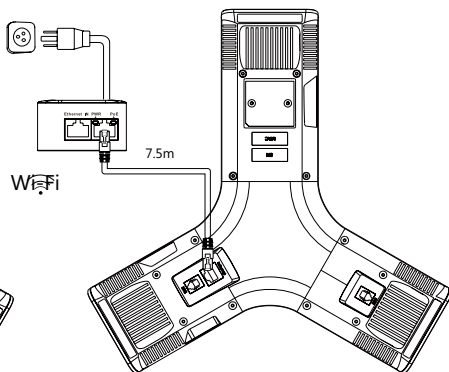
说明：我们推荐使用由 Yealink 提供或经 Yealink 认可的配件，使用未经认可的第三方配件可能会导致性能的下降。

安装电话

1a. 连接电源和有线网络：

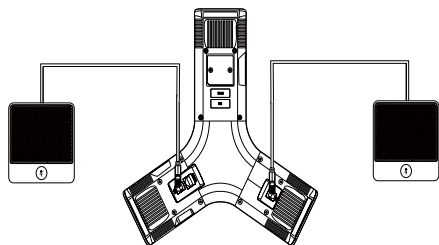


1b: 接电源和无线网络：



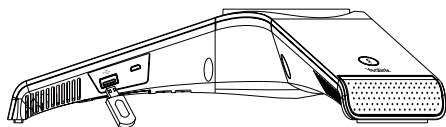
说明：我们要求使用 Yealink 原装 PoE 电源（54V/0.56A），使用第三方电源可能会导致话机损坏。如果使用过程中，有发现线缆破皮，不能再使用，需要进行更换。当前版本不支持连接 Wi-Fi。

2. 连接 CP 有线扩展麦 CPE90（可选）：



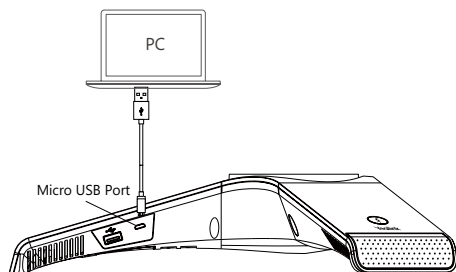
你可以将 CPE90 连接在话机的 MIC 接口上，CPE90 将作为话机的音频输入设备。

3. 连接 U 盘（可选）：



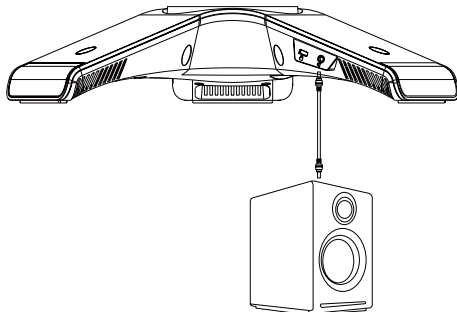
你可以将 U 盘连接在话机的 USB 接口上，用于保存通话录音。

4. 连接 PC（可选）：



你可以将 PC 连接在话机的 Micro USB 接口上，话机将作为 PC 的音箱。

5. 连接外置音箱（可选）：



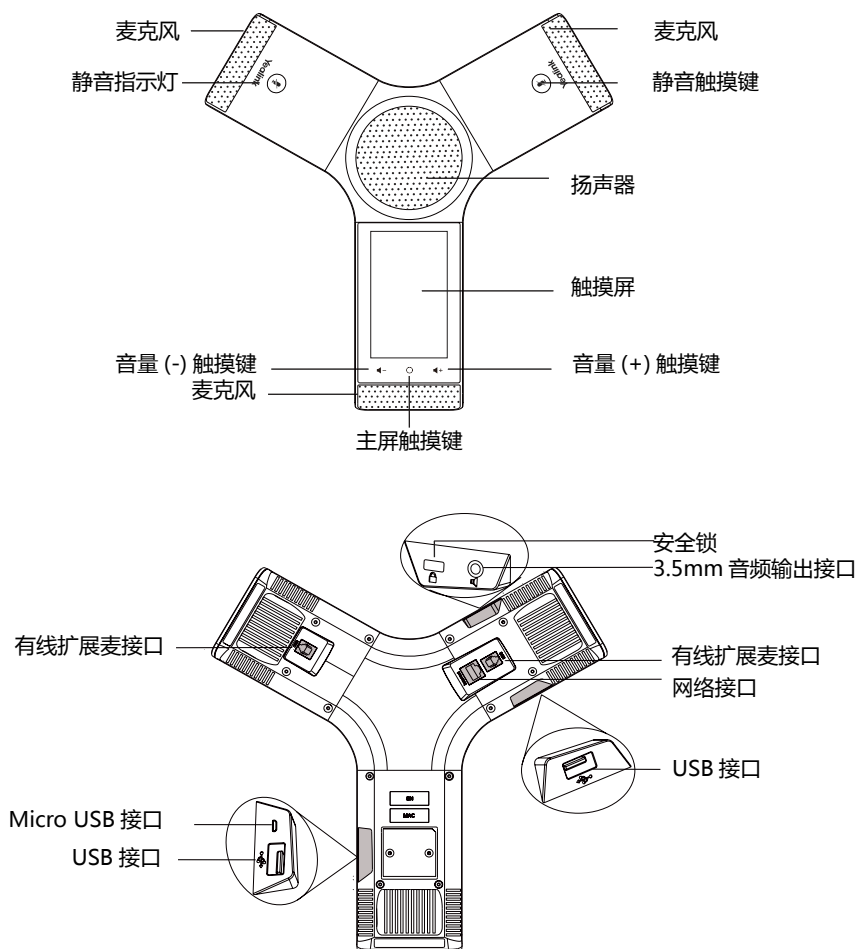
你可以将外置音箱连接在话机的 3.5mm 音频输出接口上，扩大音量的覆盖范围。

启动

在话机连接上网络并且进行供电后，话机会自动启动。
启动完成后，话机进入登录界面。



硬件介绍



登录和登出

你可以在话机上登录和登出 Skype for Business 账号。

登录 Skype for Business 账号：

1. 按**登入**进入登录界面。
2. 选择相应的登录方式。
3. 根据界面提示进行操作。

登出 Skype for Business 账号：

1. 按**更多** -> **高级设置**。
2. 按**注销**。

更新当前状态


话机液晶界面左上角默认显示登录的账号和你的当前状态。你可以手动改变你的状态。

改变状态：


1. 按话机液晶界面左上角的头像。
2. 从状态下拉框中选择相应状态。如果你选择**重置状态**，话机状态将被重置为**有空**。

联系人


添加本地联系人：

1. 按**联系人** -> **本地联系人**。
2. 选择相应的群组。
3. 按  添加联系人。
4. 在姓名区域输入联系人姓名，在相应的区域输入联系人信息。
5. 按**保存**。


常用联系人：

当添加本地联系人或 Skype for Business 联系人时，如果选择添加到常用联系人组，常用联系人界面（★）会显示这些常用联系人。默认情况下，Skype for Business 常用联系人显示在本地常用联系人之后，本地常用联系人用  表示，Skype for Business 常用联系人用状态图标表示。

搜索联系人：

1. 按**联系人**。
2. 按 。
3. 在搜索框中输入联系人姓名或号码的前几个字符。
液晶界面显示搜索结果。

查看联系人：

1. 按**联系人**。
2. 选择相应的联系人组。
3. 按联系人右边的  查看联系人的具体信息。


呼叫联系人：

1. 按**联系人**。
2. 选择相应的联系人组。

3. 按对应的联系人。

基本功能

拨打电话：

1. 按新呼出。
2. 输入号码，按 。

你也可以从搜索结果，常用联系人界面，历史记录界面或者联系人界面中选择一个联系人。



接听电话：

1. 按应答。

结束通话：

1. 按结束通话。

静音或取消静音：

1. 在通话过程中，按话机上的 ，启用静音模式，对方将无法听到你的声音。
2. 再次按话机上的  取消静音。

通话保持：

在通话中，按**更多** -> **保持**。

使用如下的任意一种方式恢复通话：

- 如果只有一路通话被保持，按**恢复**。
- 如果有多路通话被保持，向左或向右选择要恢复的通话，按**恢复**。

通话转接

你可以使用下述方式将通话转接到另一方：


盲转

1. 在通话过程中，按**更多** -> **盲转**，当前通话被保持。
2. 输入号码，按 。

你也可以从搜索列表，常用联系人界面，历史记录或者联系人界面中选择一个联系人。

通话将转接到对应的号码。

咨询转

1. 在通话过程中，按话机上的**更多** -> **通话转接**，当前通话被保持。
2. 输入号码，按 。


你也可以从搜索列表，常用联系人界面，历史记录或者联系人界面中选择一个联系人。。

3. 在对方接听并咨询后，按通话转接。

创建会议

你可以通过现在开会或者呼叫 Skype for Business 群组创建会议。

通过现在开会创建会议：

1. 按**现在开会**。
2. 按添加，输入号码，按 。

你也可以从搜索结果，常用联系人界面，历史记录界面或者联系人界面中选择一个联系人。

3. 按添加添加更多成员入会。

通过呼叫 Skype for Business 群组创建会议：

1. 按**联系人**。
2. 按 Skype for Business 联系人组后的  呼叫该组内所有成员。

管理会议成员

全部会议成员静音或取消静音

组织者或演示者可以将除自己之外的所有参会人员静音或取消静音。如果组织者或者演示者将你静音，你无法自己取消静音，只能等待组织者或者演示者将你取消静音。

将所有会议成员静音

1. 在会议中按**更多** -> **全部静音**将除自己以外其他全部会议成员静音。


将所有会议成员取消静音

1. 组织者或演示者在会议中按**更多** -> **全部取消静音**。
2. 被静音成员按话机上的静音触摸键或**取消静音**解除静音。


单个会议成员静音或取消静音

组织者和演示者可以将单个会议成员静音并取消静音。


将单个会议成员静音

1. 在会议中按**更多** -> **参与者**。
2. 按成员右边的  将该成员静音。

将单个会议成员取消静音

1. 在会议中按**更多** -> **参与者**。
2. 按成员右边的  将该成员取消静音。
3. 被静音成员按话机上的静音触摸键或**取消静音**解除静音。

移除会议成员

1. 在会议中按**更多** -> **参与者**。
2. 按会议成员右边的  移除该成员。


退出会议

1. 按**结束通话**退出会议。
其他成员可以继续会议。

使用日历

要使用日历功能，你必须使用用户名登录或站点登录方式登录话机。

查看日历

1. 按  进入日历界面。
2. 按要查看的日程安排。

通过日历加入 Skype 会议

1. 在日历界面，选择要进入的会议。
2. 按**加入**。

About Yealink

Yealink (Stock Code: 300628) is a global leading unified communication (UC) terminal solution provider that primarily offers video conferencing systems and voice communication solutions. Founded in 2001, Yealink leverages its independent research and development and innovation to pursue its core mission: "Easy collaboration, high productivity." The company's high-quality UC terminal solutions enhance the work efficiency and competitive advantages of its customers in over 100 countries. Yealink is the world's second-largest SIP phone provider and is number one in the China market.

Technical Support

Visit Yealink WIKI (<http://support.yealink.com/>) for the latest firmware, guides, FAQ, Product documents, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (<https://ticket.yelink.com>) to submit all your technical issues.



SFB-CP960-EN+CN

YEALINK(XIAMEN) NETWORK TECHNOLOGY CO.,LTD.

Web: www.yealink.com

Addr: 309, 3th Floor, No.16, Yun Ding North Road, Huli District, Xiamen City, Fujian, P.R. China

Copyright©2018YEALINK(XIAMEN) NETWORK TECHNOLOGY CO.,LTD.All rights reserved.