Yealink CP960 HD IP Conference Phone Quick Reference Guide (V83.35)

Idle Screen

- Status Bar
- Digital Clock
- Applications
- Shortcut Keys
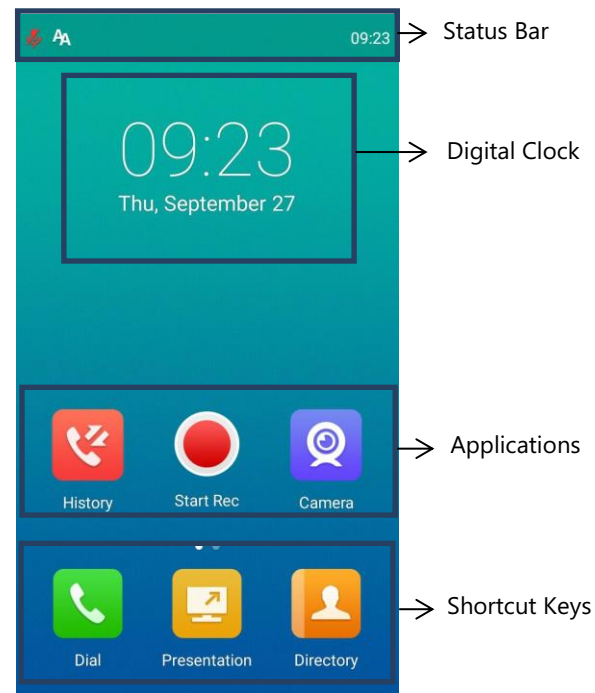
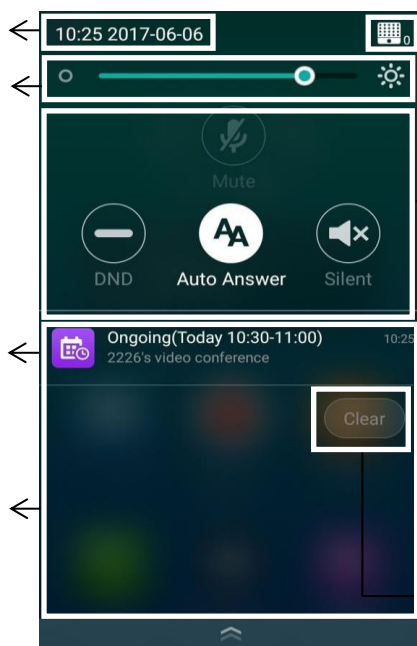## Control Center and Notification Center

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.
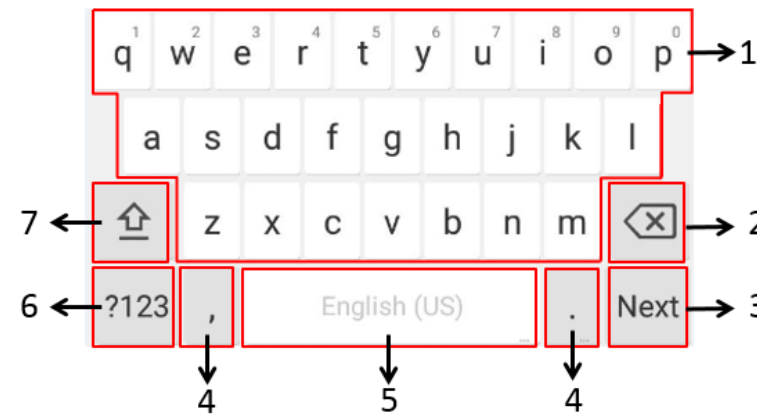- Tap **Auto Answer** to turn auto answer on or off.
- Tap **Silent** to turn the silent mode on or off.
- Tap to clear all notifications

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) as an example:

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

No.	Name		Description
1	26 English Letters		• Tap to enter letters. • Long tap a key then slide to choose one of the options to enter an alternate character.
2	Delete Key		• 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		• 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		• Tap to enter spaces. • Long tap to change input
6	?123		Tap to switch to the numeric & symbolic input mode.
7	⇧		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 call 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**.

Enabling or Disabling 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 [📞].
- Use your preferred dialing method, call the first site.
  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.

For more information about available features, refer to *Yealink Full HD Video Conferencing System User Guide*.

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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 the call is established.

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:

1. Tap 🖥 to start presentation or tap 🖥 to stop presentation.

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

1. Tap 🖥 to start presentation or tap 🖥 to stop presentation.

Video Recording

For VC880/VC800/VC500/PVT980/PVT950, you need to insert a USB flash drive into the USB port and make sure the USB feature is enabled before recording. For VC200, you can store recorded videos in the endpoint itself or a connected USB flash drive.

To record a video when the CP960 is idle:

1. Tap 🔴 to start recording, or tap ⬛ to stop recording.

To record a video when the CP960 is during a call:

1. 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 ended, the video recording will stop automatically.

Screenshot

To capture screenshots when the CP960 is during a call:

1. Tap ••• -> 📷 .

Viewing the Directory

1. Tap 👤 .
2. Tap ⓘ on the right of the desired contact.

Managing Call History

1. Tap 📞 .
2. Tap the **All Calls** field.
3. Tap the desired list (**All Calls**, **Missed Calls**, **Placed Calls**, or **Received Calls**) in the pop-up dialog box.
4. Tap ⓘ on the right of the desired contact.
5. 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

1. Tap 🔉− or 🔊＋ on the CP960 to adjust the volume.

Initiating or Joining Yealink Cloud or YMS

Video Conference

When you register a YMS account or Cloud account, you can use Yealink Cloud video conference or YMS video conference. And the idle screen displays 👥 (**Meet Now**) and 📅 (**Schedule**).

There are three types of video conference:

- **Scheduled conference**: You should schedule Yealink Cloud video conference using the Yealink VC Cloud Management Services or Microsoft Outlook. You should schedule the YMS video conference using the Yealink Meeting Server or Microsoft Outlook.
- **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 you registers a YMS account or Yealink Cloud 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

1. Tap 👥 .

Joining a Permanent Virtual Meeting Room

1. Tap 👤 .
2. Tap **Virtual Meeting Room**.
3. Tap ⓘ on the right of the desired permanent virtual meeting room.
4. Tap **Video Call** or **Voice Call** to place a video/voice call.

For more information about available features, refer to *Yealink Full HD Video Conferencing System User Guide*.