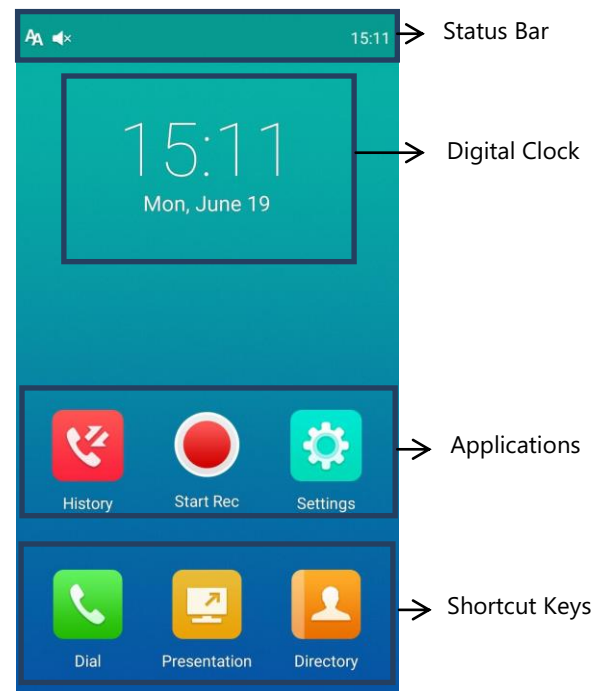# Yealink CP960 HD IP Conference Phone Quick Reference Guide (V80.12)

Using the Touch Screen

Idle Screen

- Status Bar
- 15:11
- Mon, June 19
- Digital Clock
- History | Start Rec | Settings — Applications
- Dial | Presentation | Directory — Shortcut Keys

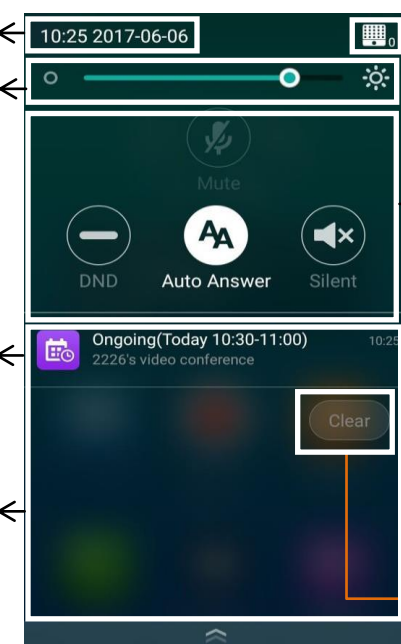### Control Center and Notification Center

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

Time and Date ← 10:25 2017-06-06

Drag the slider to adjust the screen brightness.

The number of connected CPW90

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

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

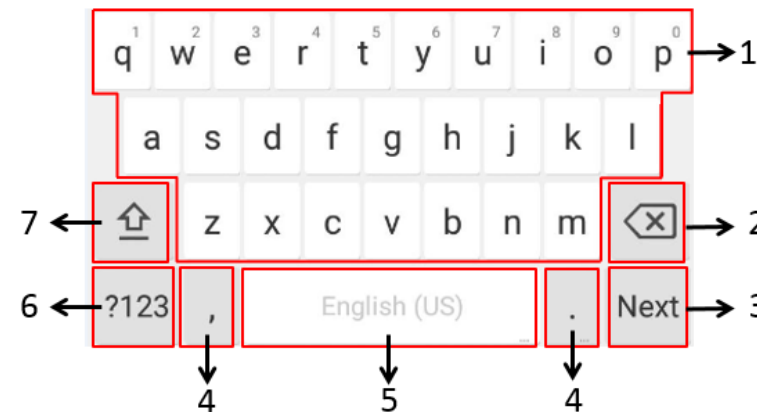Tap **Auto Answer** to turn auto answer on or off.

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

Mute | DND | Auto Answer | Silent

Ongoing(Today 10:30-11:00)
2226's video conference

Swipe left or right to delete a specific notification.

Display Notifications

Tap to clear all notifications

For more information about available features, refer to *Yealink VC800 Full HD Video Conferencing System User Guide*.

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		• 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 or more characters.
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 method.
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 to a contact from Directory or History.

From the idle screen, do one of the following:

- Tap [icon], enter the desired number, and then tap **Send**.
- Tap [icon], tap a desired contact to dial out.
- Tap [icon], 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 configure the DND mode when the CP960 is idle:

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

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

1. Tap [icon] to enable DND or tap [icon] to disable DND.

Initiating a Conference

Initiating a Conference by Dialing a Group:

1. Tap [icon].
2. Tap **Call multiple members?Click here>>** field.
3. Tap the desired contacts you want to call.
4. Tap [icon].

Initiating a Conference by Inviting Participants:

1. Use your preferred dialing method, call the first site.
2. Tap [icon].
3. Do one of the following:
   - Tap [icon], enter the desired number, and then tap **Invite**.
   - Tap [icon], tap a desired contact to dial out.
   - Tap [icon], tap a desired call record to dial out.

– Tap **Call multiple members?Click here>>**.

Tap desired contacts you want to call, and then tap 📞 .

The site is added to the conference after answering.

Call Mute and Unmute

To configure the mute mode when the CP960 is idle:

1. Swipe down from the top of the screen.
2. Tap 🔇 to enable mute mode or tap 🎤 to disable mute mode.

   If you place a call in mute mode, other participants cannot hear you.

To configure the mute mode when the CP960 is during a call:

1. Tap 🔇 to enable mute mode or tap 🎤 to disable mute mode.

> **Note:** You can tap ⚡ on the CP960 conference phone to mute or unmute a call.

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

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:

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

To record 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 finished, the video recording will stop automatically.

Screenshot

To capture screenshots when the CP960 is during a call:

1. Tap ⋯ -> 🖼 .

Customizing the CP960 Conference Phone

Directory

To manage contacts:

1. Tap 👤 .
2. Tap the **Local Contact** field.
3. Tap the desired type (**Local** or **Conference Contacts**) in the pop-up dialog box.
4. Tap ⓘ on the right of the desired local contact.
5. 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:

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

- Tap 🔉− or 🔊+ on the CP960 when the phone is idle or ringing to adjust the ringer volume.
- Tap 🔉− or 🔊+ on the CP960 during a call to adjust the receiver 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 two 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.

Joining a Scheduled Conference

When the VC800 full HD video conferencing system registers a YMS account, you can join a scheduled conference.

- On a conference reminder, select **Join**.
- 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 👥 .

Managing YMS Video Conference

If you are the organizer or moderator of YMS video conference and in a call, you can:

- Tap ➕ to invite the conference participant.

  Do one of the following:
  - Tap 👤 .

    Tap the desired YMS contacts, and then tap 📞 to dial out.
  - Tap 📞 ,enter the YMS account.

    Tap **Add Members**.

    Repeat the step to add more conference participants, and then tap 📞 to dial out.
- Tap 👥 .

  The touch screen displays all conference participants.

  Do one of the following:
  - Tap ☎ on the right of the conference participant to remove the conference participant.
  - Tap **All mute** to mute all conference participants.
  - Tap 🎤 on the right of the conference participant to mute the conference participant.

For more information about available features, refer to *Yealink VC800 Full HD Video Conferencing System User Guide*.