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

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.

Using the Onscreen Keyboard

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 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 , 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 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.  
  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.
Customizing the CP960 Conference Phone

Directory

To manage contacts:
1. Tap  to start presentation or tap  to stop presentation.
2. Tap the All Contacts 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 screen prompts “Delete selected item?”. Tap OK to accept the change.

Call History

To manage call history:
1. Tap  to start presentation or tap  to stop presentation.
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 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.

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

1. Tap .

Joining a Permanent Virtual Meeting Room

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