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.

Digital Clock

Applications

Shortcut Keys

Status Bar

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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26 English Letters</td>
<td>• Tap to enter letters. • Long tap a key then slide to choose one of the options to enter an alternate character.</td>
</tr>
<tr>
<td>2</td>
<td>Delete Key</td>
<td>• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.</td>
</tr>
<tr>
<td>3</td>
<td>Label automatically to identify the context-sensitive features</td>
<td>Send</td>
</tr>
<tr>
<td>4</td>
<td>Special Characters</td>
<td>• Tap to enter special characters. • Long tap point key (.) then slide to choose one of the options to enter an alternate character.</td>
</tr>
<tr>
<td>5</td>
<td>Space Key</td>
<td>• Tap to enter spaces. • Long tap to change input method.</td>
</tr>
<tr>
<td>6</td>
<td>123</td>
<td>Tap to switch to the numeric &amp; symbolic input mode.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Tap to switch to the uppercase input mode.</td>
</tr>
</tbody>
</table>

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

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

Initiating a Conference

Initiating a Conference by Dialing a Group:

1. Tap .
2. Tap to turn DND on or off.
3. Tap Auto Answer to turn auto answer on or off.
4. Tap Silent to turn the silent mode on or off.
5. Tap to clear all notifications.

Initiating a Conference by Inviting Participants:

1. Use your preferred dialing method, call the first site.
2. Tap .
3. 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 VC800 Full HD Video Conferencing System User Guide.
Customizing the CP960 Conference Phone

Directory
To manage contacts:
1. Tap \[ \] to start or stop presentation.
2. Tap \[ \] to stop presentation.
3. Tap \[ \] to place a video call.
4. Tap \[ \] to add to contact.
5. Do one of the following:
   - Tap Voice Call to place a voice call.
   - Tap Video Call to place a video call.
   - Tap Add to Contact.
   - Tap Edit Contact.
   - Tap to edit the corresponding information.
   - Tap to add a local contact from the call history.
   - Tap to change the ringer volume.
   - Tap to adjust the volume.
   - Tap to delete the call record from the list.

Call History
To manage call history:
1. Tap \[ \] to start or stop presentation.
2. Tap \[ \] to stop presentation.
3. Tap \[ \] to place a video call.
4. Tap \[ \] to add to 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 to change the ringer volume.
   - Tap to adjust the volume.
   - Tap to delete the call record from the list.

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 \[ \] to capture a screenshot,
2. Tap \[ \] to adjust the phone ringer 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.
1. Tap \[ \] to join the desired conference.
   - Tap \[ \] and then enter the corresponding conference information to dial out.

Initiating a Meet Now Conference
1. Tap \[ \] to initiate a meet now conference.
   - Tap \[ \] and then enter the corresponding conference information to dial out.

Managing YMS Video Conference
If you are the organizer or moderator of YMS video conference and in a call, you can:
1. Tap \[ \] to invite the conference participant.
   - Tap \[ \] to stop the call.
   - Tap \[ \] to remove the conference participant.

   Do one of the following:
   - Tap \[ \] to dial out.
   - Tap \[ \] to enter the YMS account.

   Tap \[ \] to dial out.

   Tap \[ \] to enter the YMS account.

   Tap Add Members.
   - Repeat the step to add more conference participants, and then tap \[ \] to dial out.

   Tap \[ \] to stop the call.
   - Tap \[ \] to adjust the call volume.
   - Tap \[ \] to mute all conference participants.

   Do one of the following:
   - Tap \[ \] to remove the conference participant.
   - Tap \[ \] to adjust the call volume.

   Tap \[ \] to mute the conference participant.

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