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.

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.

Display Notifications
Swipe left or right to delete a specific notification.

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 touchscreen.

<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</td>
</tr>
<tr>
<td>3</td>
<td>Label automatically to identify the context-sensitive features</td>
<td>Next Tap to go to the next field. Send Tap to dial out the number.</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.</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 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 Call multiple members? Click here>> Enter the desired number, and then tap Add Members.
- 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.

For more information about available features, refer to Yealink Full HD Video Conferencing System User Guide.
Yealink CP960 HD IP Conference Phone Quick Reference Guide (V83.35)

- Tap Call multiple members? Click here.  
  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 notification 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/PV5980/PV7950, 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 or  

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 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.

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.

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.

Initiating a Meet Now Conference
1. Tap .

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