Yealink CP930W Conference Phone
Quick Reference Guide

Green Platform

Telesystem

Available features may vary. Particular feature set is based on the original order and the system administrator's requests for each deployment. Please contact your system administrator or Telesystem directly to discuss any additions to the system.

W60B base unit: supports the wireless unit(s) with DECT technology.

LED Indicators Three lights that show the status of live calls.

Solid green = active call
Blink green = held call
Solid red = muted
Blink red = ringing

Volume: adjust ringer or speaker volume

Phone Display

The phone's display and associated options change while on an active call. Example of live call screen:

Talking	1/1
8888086111	
05:02	

| Transfer | Hold | Conf | End Call |

Basic Call Handling

Place a call
Input the phone number or extension then tap 📞 .

End a call
Press 📵 or **End Call** soft key.

Answer a call
Press 📞 or **Answer** soft key.

While already on a phone call:
Use the navigational arrows to select the ringing call then press the green **Send** button, **Accept** soft key, or **Speakerphone** button. The first call will go on hold automatically.

Mute
Tap any of the 🎤 buttons to turn mute on or off during a call.

Hold
Tap **Hold** soft key to place a call on hold. Tap the **Resume** soft key to resume the held call.

Advanced Call Handling

Announced Transfer

Announced transfers all you to talk to the third party privately before transferring the call to them.

- Tap **Transfer** soft key
- Input the destination extension or phone number
- Tap **Send**
- Wait for the third party to answer while the first party waits on hold.
  - To <u>complete</u> the transfer, press **Transfer**.
  - To <u>cancel</u> the transfer, press **End Call** soft key (first call will remain on hold).

Blind Transfer (Unannounced)

Blind transfers pass through the caller ID of the originating caller to the third party.

- Tap **Transfer** soft key
- Input the destination extension or phone number
- Tap **B Trans** soft key

Conference (3 Party Call)

Join other parties into your existing call for a group conversation.

- Tap **Conf** soft key
- Input the additoinal extension or phone number
- Tap **Send**
- **Wait** for the third party to answer while the first party waits on hold
  - To join the caller, tap **Conf**
  - To cancel the caller, tap **End Call** soft key (first call will remain on hold)

Hanging up an active conference call ends the call for all parties.

Other Features

History

History is a call log that stores all recent missed, dialed, and received calls.

Tap the **History** softkey then use the softkeys and arrow keys to navigate the options.

Do Not Disturb

Do Not Disturb rejects all incoming calls. Outgoing calls may be made normally.

Tap the **DND** softkey to enable or disable the do not disturb feature.

Directory

The phone directory shows a network contacts directory that houses all extensions as well as a local directory which you can populate with your own entries manually.

Tap the **Directory** softkey then use the softkeys and arrow keys to navigate the options.

The network contacts directory feature may require login with the phone's telephone number and password (usually the last four digits of its number) the first time it is used.