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Get to Know Your Yealink Wireless Conference Phone

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Status bar
Digital clock

Volume

Note: The Yealink CP930W wireless conference phone works in conjunction with a DECT base station. The conference phone must remain within 150 feet of the base station to operate properly. For best results, it is recommended to position the base station in a central open area at least 6 feet above ground.

Calling Options

Dialing Phone Numbers or Extensions

- Place a call by manually entering a phone number or extension and then press *Send*
- Press *Cancel* to stop a call with dialing or ringing in progress
- **Local call** – dial the 7-digit local number
- **Long distance** – dial the 10-digit phone number (area code + local number). Dialing 1 before 10 digit number is optional
- **International** – dial 011 + country code + city code + number
- **Internal extension** – dial the extension or press *Directory / History*, and then press a desired entry. Select the phone number or extension to place call. If multiple numbers are available for the contact, select the desired number to place the call.

Answer and End Calls

- To answer a call, press *Answer*
- To end the call, press *End Call*

Hold Calls

- Place a call on hold by pressing *Hold*
- Press *Resume* to pick up the held call

Conference Calling

To Conduct a Conference Call

1. Place call to or receive call from the first party
2. Press *Conf.*
3. Dial the number or extension and then press *Send*
4. Press *Conf* again to connect second party to the call
5. Repeat steps #2, #3 & #4 to add additional callers

Note: If outgoing call to other party is not answered (i.e., possibly going to voice mail, etc.), press *Cancel* followed by *Resume* to return back to the conference.

Note: If an incoming call is received while on an active call, just press *Join More,* then to add the caller or *Reject* to not add the caller

Note: that the conference phone supports up to 5 way calling (conference phone plus four other participants)

Note: To remove any participant that is on the conference call, press *Manage*, select the desired participant by using the up and down arrows and then press *Remove*.

Muting a Call

- To mute an active call, press the *Mute* icon 🎙️. The call is muted and the 🎙️ icon is displayed on the LCD screen. The illuminated physical mute buttons change from green to red.
- To un-mute a call, press the *Mute* icon 🎙️. The 🎙️ disappears from the LCD screen. The illuminated physical mute buttons change from red to green.

Changing Volume

- To change call volume, press ◀+ or ◀ during a call
- To change the ringer volume, press ◀+ or ◀ when the phone is idle or ringing

Transfer Calls

Perform Blind Transfer to an Extension or Other Number

1. During an active call press *Transfer* and dial the extension/number
2. Press *B Trans*
3. The call drops off and has been transferred

Perform Attended Transfer to an Extension or Other Number

1. During an active call press *Transfer* and dial the extension/number
2. Press *Send*
3. The 3rd party phone begins ringing. Speak to other party and announce call
4. Press *Transfer* again to complete the transfer

Yealink CP930W Conference Phone

Quick Guide

Do Not Disturb

- To enable do not disturb, press *DND*. A *DND* icon will appear at top of LCD display
- To disable DND, press *DND* again
- When DND is enabled, incoming calls will not ring the conference phone. Incoming calls will go directly to voicemail or receive a busy signal if voicemail is not enabled.

Call History

- Press *History* to view call history, followed by OK. Use the up/down navigation arrows to view additional calls.

   Note: A notification of any missed calls is displayed on the screen. Press *View* to see any missed calls.

Directory

- Press *Directory* followed by *Network Directory*, then *All Contacts* to view phone numbers for your organization. Use the *Up/Down* navigation arrows to locate and highlight the desired contact. Press *Send* to call the desired contact.
- Press *End Call* to end a call that is actively being dialed / ringing

Park (if enabled)

- While on an active call, press *Hold* followed by *New Call*. Enter *#58* followed by *Send*. The call will be parked against an available extension such as 101, 102, etc. The system will automatically announce the park extension to the person that parked the call.

Unpark (if enabled)

- Using the keypad, dial **88* and enter the extension that the call was parked against. For example, park extensions are typically 101, 102, 103, etc. Press *Send* to retrieve the parked call.

Multicast Paging (if enabled)

- Press *Menu*, *Features*, then use *Up/Down* navigation arrows to select Paging List followed by *OK*. Wait for the tone and begin speaking. The message is broadcast to all phones connected to LAN with paging enabled. The page is preceded by a beep tone. Press *End Call* to end the page.
- The conference phone will automatically receive broadcast pages from other phones on LAN that are setup with multicast paging

Power

- To turn phone on, press and hold the red phone button or place conference phone in the charging cradle
- To turn phone off when phone is not in charging cradle, press and hold the red phone button, followed by *Yes*