



## DECT Conference Phone User Guide

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## Before You Begin

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This guide provides information you need to quickly use your new phone.

Firstly, verify with your system administrator that the IP network is ready for phone configuration. Also, be sure to read the Quick Start Guide which can be found in your phone package before you set up and use the phone. As you read this guide, keep in mind that some features are only configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may be operated differently on your phone. Additionally, the examples and graphics in this guide may not directly reflect what is displayed or is available on your phone screen.

## Related Documentation

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You can view more types of documents to make the phone to perform more functions.

The following types of related documents are available on each support page on Yealink support page:

- Release Notes, which details bug fixes and feature enhancements when an update is released.
- Quick Start Guide, which describes how to assemble your phone and configure the basic phone features.
- Administrator Guide, which provides detailed information on how to configure phone features for the system administrator.
- Regulatory Notice, which provides information about all regulatory and safety guidance.

You can also view other user documents which provide descriptions and examples for phone settings and features on the [Yealink support](#) page.

## Getting Started

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Before you use your phone, take some time to get familiar with its features and user interface.

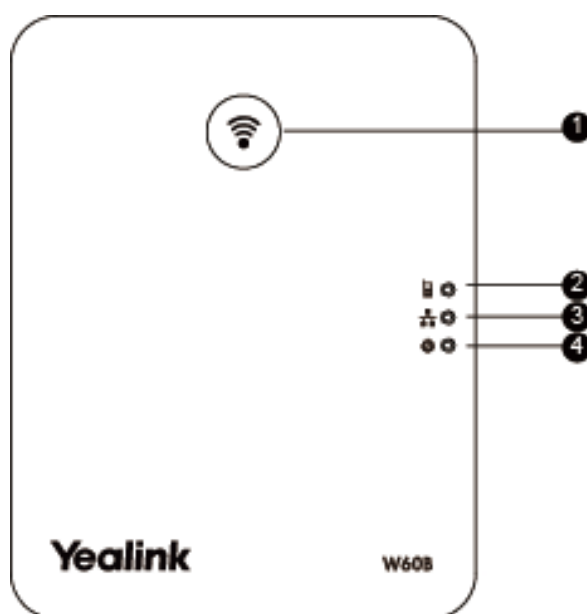
## Hardware Overview

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Understanding the phone hardware helps you easily use the phone's features.

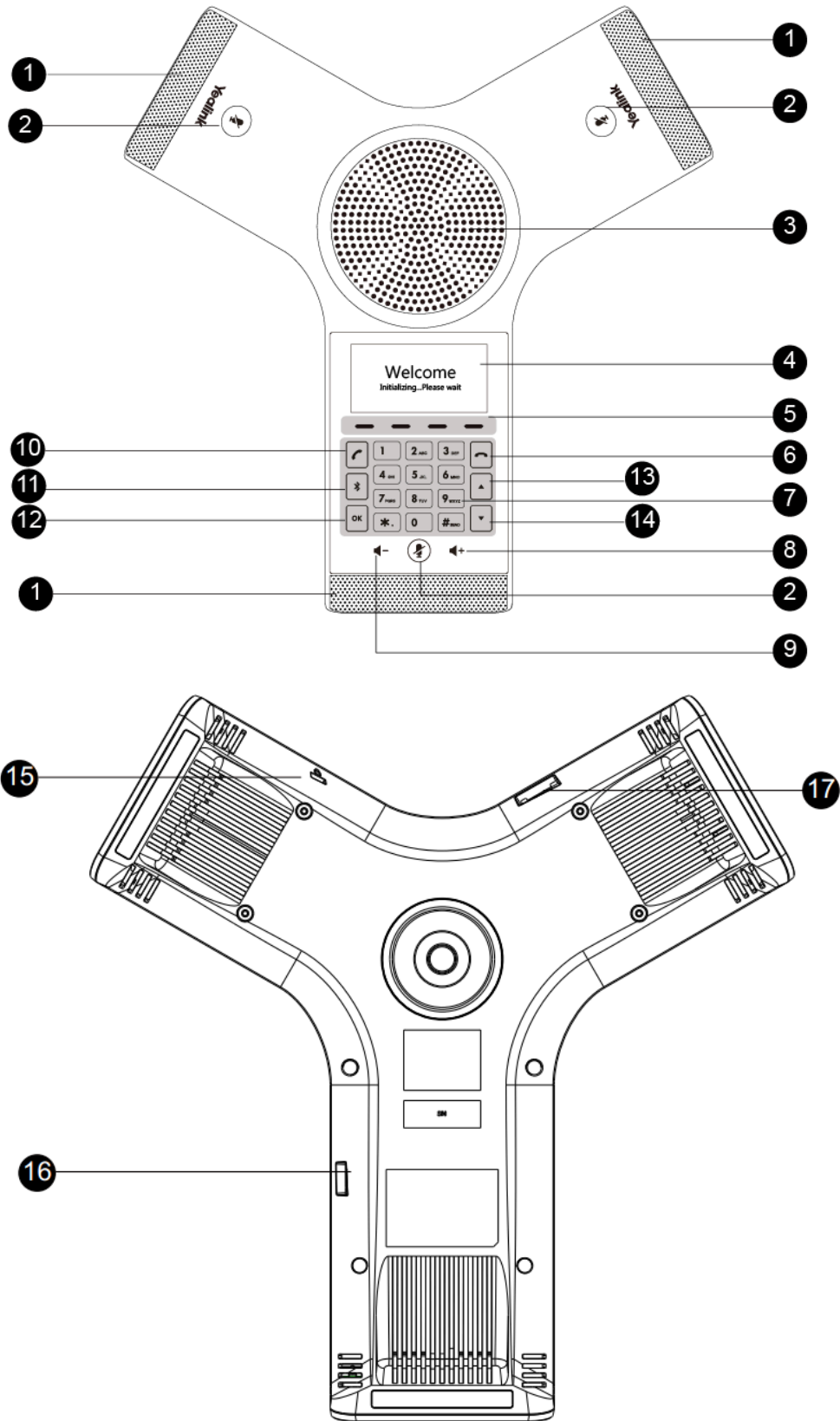
### W60B Base Station Hardware

After the base station starts up successfully and the handset is registered to the base station, all LEDs on the base station glow green in sequence.






No.	Item	Description
1	Paging Key	<ul style="list-style-type: none"><li>• Locates a misplaced handset.</li><li>• Toggles the registration mode.</li><li>• Resets the base station to factory settings.</li></ul>
2	Registration LED	Indicates the handset registration status or the base station is in the paging mode.
3	Network Status LED	Indicates the network status.
4	Power LED Indicator	Indicates the power status of the base station.

## CP930W Hardware





NO.	Item	Description
1	Three Internal Microphones	Provide 20-feet (6 meters) and 360-degree sound pickup.
2	Mute Touch Key	<ul style="list-style-type: none"> <li>• Toggles mute feature.</li> <li>• Indicates phone and call status.</li> </ul>
3	Speaker	Provides speakerphone audio output.
4	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
5	Soft Keys	Labeled automatically to identify their context-sensitive features.
6	On-hook Key	Ends a call, returns to the idle screen or turns off the phone.
7	Touch Keypad	Provides the digits, letters, and special characters in context-sensitive applications. It is possible to open a menu option directly by tapping the number button that corresponds to the position of the option in the menu.
8	Volume Key(+)	Increases the volume of the speaker, ringer, or media.
9	Volume Key(-)	Decreases the volume of the speaker, ringer, or media.
10	Off-hook Key	Enters the dialing screen, places a call or answers a call.
11	Bluetooth Key	Enters the Bluetooth setting screen.
12		Confirms actions or answers incoming calls.
13		Scrolls through the displayed information upwards.
14		<ul style="list-style-type: none"> <li>• Scrolls through the displayed information downwards.</li> <li>• Views the Directory list when the phone is idle.</li> </ul>
15	Security Slot	Allows you to connect a universal security cable to your phone so you can lock down your phone. The phone will not be removed after locked.
16	Micro USB Port	Allows you to connect a PC and turn your phone into an external speaker and microphone for your PC.
17	Micro SD Slot	Allows you to connect an SD card to record calls and play recordings on the phone.

## Mute Touch Key LED Indicators

The Mute touch key LED indicators indicate the call and phone status.

LED Status	Description
Solid red	<p>The phone is initializing.</p> <p>The phone is muted.</p>
Flashing red	The phone is ringing.
Solid green	<p>The phone is placing a call.</p> <p>There is an active call on the phone.</p>
Flashing green	The call is placed on hold or is held.

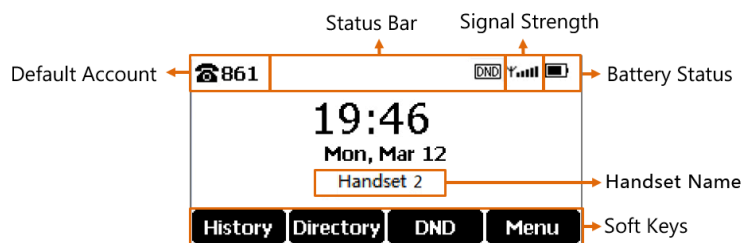
LED Status	Description
Flashing orange	The phone prompts low battery or is charging.
Off	The phone is powered off. The phone is idle.

## Screen and Icons

The user screens and icon indicators can help you navigate and understand the important information on the phone's status.

### Idle Screen

The idle screen is made up of the signal strength, battery status, status bar, handset name, and soft keys. The time & date is displayed in the middle of the screen.



- **Default Account:** Indicates the local name or number.
- **Signal Strength:**

Weak to strong:

No reception:

- **Battery Status:**

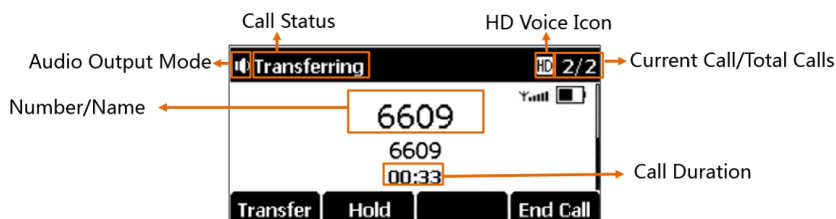
Low to full:

Need Charging:

- **Status Bar:** Displays the feature status icons. The status icons are displayed when features are activated.
- **Phone Name:** Displays internal phone number and registered phone name (for example, “2” is internal phone number, indicating the phone is the Handset 2 of the base station).
- **Soft Keys:** The soft key labels on the screen directly above the soft keys show the functions available at that particular moment.
















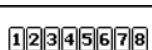
### Calls Screen

All of your active and held calls are displayed on the calls screen.



## Icons on the Idle Screen

By viewing the icons on the idle screen, you can easily get the current phone status, such as message status.

Icons	Description	Icons	Description
	The ringer volume is 0 and the phone is in the silent mode.		The phone has enabled the Do Not Disturb (DND) feature.
	The phone has enabled the Call Forward feature.		The phone has new voice mails.
	The keypad is locked.		The phone failed to register to a base station.
	The phone is in the Speakerphone (hands-free) mode.		The Bluetooth-enabled mobile phone is paired and connected to the phone.
	The phone has registered to a base station successfully.		The SD card is connected to the phone.
	The phone has enabled the Bluetooth feature.		The battery is not inserted into the phone.
	The phone is recording a call or a conference.		The phone has missed calls.
	The recording is paused.		Registered handset icon (for example, "1" is internal phone number, indicating the phone is the Handset 1 of the base station)

## Rechargeable Battery

The phone comes with a charged battery, but it may need recharging to full capacity depending on how long it has been in storage.

A fully-charged battery provides talk time of about 24 hours or 15 days of standby time.

## Viewing the Power Status

When the phone is idle, you can check the battery's remaining capacity.

Go to **Menu > Status > Power Status**.

The screen shows the remaining talk time and standby time.

## Entering Characters

You can enter and edit data in the corresponding field using the keypad.

## Setting the Input Modes

The handset provides you with 12 input modes, and different input mode provides different characters. The default input modes are Abc, 123, ABC and abc. You can enable the input modes used frequently.

1. Go to **Menu > Settings > Basic Settings > Display > Input Method**.
2. Select the desired input mode and then select **Change**.

### Related information

[Appendix B - Input Modes and Characters](#)

## Entering Data

The following table describes how to enter different characters using the keypad keys.

Task	Action
Switch input modes	Press the <b>ABC</b> , <b>abc</b> , <b>Abc</b> , <b>2aB</b> , or <b>123</b> soft key to switch the input modes.
Enter alphas	Select <b>ABC</b> , <b>abc</b> , <b>2aB</b> , or <b>Abc</b> mode.  Press a keypad key repeatedly to view the character options and stop when the letter you want to enter is displayed in the field. Wait one second, and then enter the next letter.
Enter numbers	Select <b>123</b> mode, press the corresponding keys.
Enter special characters	Select <b>ABC</b> , <b>abc</b> , <b>2aB</b> , or <b>Abc</b> mode, press * key or # key one or more times to enter one of the following special characters:  * <b>key</b> : *,'?!\"-()@/:_~;+&%=<>\$[]{}~ # <b>key</b> : #
Insert space	Select <b>ABC</b> , <b>abc</b> , <b>2aB</b> , or <b>Abc</b> mode, press the <b>0</b> key.
Delete one or more characters	Press the <b>Delete</b> soft key.

## Handset Registration

The CP930W has to be registered with a base station before it can be used. After registered, CP930W acts as a handset for the base.




**Note:** Up to 8 handsets can be registered to one base station.

If you purchased the CP930W with W60B, the phone has already been registered with the base station. But if you only purchase a CP930W, you need to register it with W60B manually.

## Putting the Base Station into Registration Mode

Before registering the handset, you have to put the base station into registration mode.

Long press  on the base station till the registration LED flashes.

*The base station is now in registration mode.*



**Note:** If the base station does not identify a DECT phone within 90 seconds, the registration mode will switch off automatically.

## Registering a New Handset to a Base Station

With one touch, you can quickly register your new handset to a base station.

Make sure the base station is in the registration mode, and the phone prompts "Unregistered!".

Press the **Reg** soft key to register the handset.

*The handset is searching for a base station in registration mode.*

*After the handset is registered successfully, the phone prompts “Handset Subscribed” and “Base NO. (The last 4 characters of the connected Base’s MAC address)”.*

*After the handset initialized successfully, an icon with the internal handset number and handset name appears on the phone screen.*



**Tip:** You can also press and then select the desired base to register the handset. You need to enter the base PIN (default: 0000) after a base is found.

### Related tasks

[Putting the Base Station into Registration Mode](#)

## Possible Reasons for Registration Failure

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Some scenarios may cause registration failure.

- Incorrect base PIN (check with your system administrator).
- Base station is out of range.
- Base station is not in registration mode.



**Note:** If registration was not successful, the handset screen will prompt you that the registration is failed.

## Deregistering a Handset

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You may need to de-register your own handset if you want to replace a base station.

1. Go to **Menu > Settings > Registration > De-reg. Handset.**
2. Enter the base PIN (default: 0000), and then press .

*The handset screen displays the handsets names that are registered to the same base station. The name of the handset itself is highlighted and followed by a left arrow.*

3. Select the desired handset, and then press **OK.**

*The handset screen prompts you whether to de-register the handset.*

4. Confirm the action.

## Call Features

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You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

### Placing Calls

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After the phone is registered to the base station successfully, you can use your phone to place an external call.

The phone can keep 4 calls at one time at almost, one (associated with the audio) active and the other one on hold.



**Note:** The base station can handle up to eight calls, but for Opus, only six calls. For more information, contact your system administrator.

### Placing Internal Calls

Intercom is a useful feature in the office to quickly contact with the operator or the secretary. Internal intercom calls are made between handsets registered to the same base station.

### Placing an Internal Call

You can place an internal call to a desired handset or all handsets.

1. Go to **Menu > Intercom**.
2. Select the desired handset or **All Handsets**.
3. Select **OK** or Off-hook key.

*If you select **All Handsets**, all other subscribed handsets will ring simultaneously.*

### Placing an Internal Call During an External Call

During an external call, you can place a call to an internal line.

1. Select **Hold > New Call > Directory > Intercom**.
2. Select the desired handset, and then press **OK** key .

## Placing External Calls

You can place external calls on the handset. External calls based on the public telephone network require the SIP lines.



**Note:** Your system administrator needs to assign the SIP line as the outgoing line for the handset beforehand.

### Placing an External Call

1. Enter the desired number using the keypad.
2. Press the **OK** key to dial out.



**Tip:** You can make an IP call by directly dialing the IP address of any phone. For example, you can enter 192\*168\*1\*15 to dial the IP 192.168.1.15.

### Placing Multiple External Calls

When you are in a call, you can hold your current call and place a new call.

1. Select **Hold > New Call**.
2. Enter the contact number and press the **OK** key.



**Note:** You can select **Hold > New Call > Directory** to select a contact from the directory to dial out.

## Placing a Call from the Call History

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, or missed.

1. Press **History**.
2. Select the desired call list.
3. Highlight a contact and press the **Off-hook** key.

## Placing a Call from the Directory

You can place a call to a contact directly from your directory.


1. Go to **Menu > Directory**.
2. Select the desired directory.
3. Highlight the desired contact and press the Off-hook key.

If the selected contact has multiple numbers, highlight the desired number, and select **OK**.

## Placing a Call from the Shared Directory

You can place a call to a contact directly from your shared directory.

1. Go to **Menu > Directory > Shared Directory** or **Directory > Shared Directory**.

2. Highlight the desired contact and press .

If the selected contact has multiple numbers, highlight the desired number, and select **OK**.

## Placing an Anonymous Call

You can hide your name and number when you place a call. As a result, the callee receives an anonymous call without caller identity.

Contact your system administrator to find out if this feature is available on your phone.

1. Go to **Menu > Call Features > Anonymous Call**.
2. Enable local anonymous.
3. Confirm the action.
4. Place a call.

The callee is prompted with an incoming call from anonymity.

If the callee enables anonymous rejection feature, you may be prompted that the callee does not accept calls from an anonymous number.


## Answering Calls

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When you receive a call, you can choose to answer it manually or automatically.

### Answering a Call

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call.

Press  or **Answer**.

### Answering a Call When in a Call

You can answer a call when there is already an active call on your phone.

When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.

Select **Answer**.

The active call is placed on hold, and the incoming call becomes active.



**Note:** You can disable the call waiting feature to reject the incoming call automatically during a call.

### Related tasks

[Disabling Call Waiting](#)

## Disabling Call Waiting

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If the call waiting feature is disabled, when there is already a call, the new incoming call will be rejected automatically.

1. Go to **Menu > Call Features > Call Waiting**.
2. Disable call waiting.
3. Confirm the action.

## Silencing or Rejecting Incoming Calls

---

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

## Silencing a Call

You can silence a call to stop your phone from ringing. Even if you silence the call, the incoming call notification continues to be displayed on your phone.

Select **Silence**.

## Rejecting a Call Manually

You can reject a call manually, and the call may be sent to voice mail. The rejected calls are displayed in the Received Calls list in your History list.

Select **Reject** or .

## Rejecting Anonymous Calls

You can reject incoming calls from the callers who have hidden their identities. As a result, your phone will not ring and you will not be notified of an attempted call.

1. Go to **Menu > Call Features > Anon.Call Rejection**.
2. Enable local anonymous rejection.
3. Confirm the action.

## Rejecting Calls with Do Not Disturb (DND)

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted.

Check with your system administrator to find out if the DND feature is available on your phone.

1. Go to **Menu > Call Features > Do Not Disturb**.
2. Enable DND.
3. Confirm the action.

The status bar displays the DND icon.



**Note:** To activate or deactivate DND quickly, press the DND soft key when the phone is idle.

## Ending Calls

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You can end the current call at any time.

Press  or **End Call**.

## Muting/Unmuting Audio

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You can mute the microphone during an active call so that the other party cannot hear your discussion with your colleagues.

1. Press the mute touch key during a call to mute the microphone.  
The mute icon appears on the phone screen. The mute touch key LEDs change from green to red.
2. Press the mute touch key again to unmute.  
The mute icon disappears from the phone screen. The mute touch key LEDs change from red to green.

## Holding and Resuming Calls

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You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music played by its sever.



## Holding a Call

You can place an active call on hold on your phone.

During a call, select **Hold**.

The mute touch LEDs indicator flashes green. Both the microphone and the speaker are turned off.



**Note:** When you have multiple calls on the phone and the current call is held, you can press the up or down navigation key to swap to the active call.

## Resuming a Held Call

You can view and resume a held call on the phone.

Select **Resume**.

If multiple calls are placed on hold, select the desired call first.



**Note:** When you have multiple calls on the phone and the current call is active, you can press the up or down navigation key to swap to the held call.

## Call Forward

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The handset will forward incoming calls to another party according to the forwarding type.

There are three forwarding types:

- **Always Forward:** Incoming calls are immediately forwarded. There is no prompt on the phone screen when the line receives an incoming call.
- **Busy Forward:** Incoming calls are forwarded when the line is busy.
- **No Answer Forward:** Incoming calls are forwarded if not answered after a period of time.

## Forwarding Incoming Calls

When you are not available to handle calls, you can forward incoming calls to a specific contact.

1. Go to **Menu > Features > Call Forward**.
2. Select the desired forwarding type and enable it.
3. Enter the destination number in the **Target** field.
4. If you select the **No Answer Forward**, select the desired ring time to wait before forwarding from the **After Ring Time** field.
5. Confirm the action.

## Transferring Calls

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During a call, you can transfer the call to another contact.

You can use one of three ways:

- **Blind Transfer:** Transfer a call directly to the third party without consulting.
- **Semi-Attended Transfer:** Transfer a call when receiving ringback.
- **Attended Transfer (Consultative Transfer):** Transfer a call with prior consulting.

## Performing a Blind Transfer

You can transfer a call to another contact immediately without consulting with her/him first.

- 1.
2. Select **Transfer**.
3. Enter the number you want to transfer the call to or select **Directory > Directory/History** to choose a contact.

## Performing a Semi-Attended/Attended Transfer

You can transfer a call to another contact immediately when receiving ringback or after consulting with her/him first.

- 1.
2. Enter the number you want to transfer to and dial out.
- 3.
4. Do one of the following:
  - When you hear the ringback tone, press the **Transfer** soft key to finish a semi-attended transfer.
  - After the contact answers the call, press the **Transfer** soft key to finish an attended transfer.

## Conference Calls

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The phone supports creating local conference , a seven-way hybrid UC meeting and network conference.

During the conference, follow these tips:

- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

### Local Conference

You can initiate a five-way (including yourself) conference calls with your contacts on the phone.

#### Setting Up a Local Conference Call

You can set up a local conference call with up to two contacts.

1. Place a call to the first party.
2. When the first party answers the call, select **Conference**.  
*The active call is placed on hold.*
3. Dial the second party's number.
4. When the second party answers the call, select **Conf.** to invite two parties to join the conference.

#### Inviting an Incoming Call to a Conference

You can create a conference when the phone receives an incoming call during the call(s) or a conference.

Tap **Join** when the phone receives a new call.

*The conference among the original call(s) and the incoming call is set up. If you are in a conference, the new party will join the conference.*

#### Holding or Resuming a Conference Call

When you place a conference call on hold, other participants cannot hear each other until you resume the held conference call.

1. Tap **Hold** to place the conference on hold.
2. Tap **Resume** to resume the held conference call.

#### Muting/Unmuting a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

1. Press the MUTE touch key to mute the conference.
2. Press the MUTE touch key again to unmute the conference.

#### Splitting a Conference Call

You can split the conference call into individual calls. After the split, the conference call ends, and other parties are held.

Select **Manage** > **Split All**.

### Managing Conference Participants

You can manage the conference participants to make the conference more flexible.

1. During a conference call, select **Manage**.
2. Select the desired party, you can do the following:
  - Select **Far Mute** to mute the party. The muted party can hear everyone, but no one can hear the muted party.
  - Select **Remove** to remove the party from the conference call.

### Ending a Conference Call

You can end the current conference call at any time.

Press  or **End Call**.

## Hybrid UC Meeting

You can create a hybrid UC meeting on the CP930W by different ways.

### Creating a Hybrid UC Meeting with Mobile Phone

When you are talking on your mobile phone and want to invite colleagues, you can create a hybrid UC meeting on the phone.

1. During the mobile call, active the Bluetooth feature on your mobile phone.
2. Connect and pair the phone on your mobile phone.
3. Switch the audio input mode to Bluetooth on your mobile phone.
4. Select **Conf**, then enter the desired number to dial out or press **Directory** to select a contact.
5. After the second party answers the call, select **Conf**.
6. Repeat steps 4-5 to invite more parties (up to 4 parties).


### Creating a Hybrid UC Meeting with PC


When you are talking with your contact on the PC and want to invite colleagues, you can create a hybrid UC meeting on the phone.

1. Connect the phone to a PC using a micro USB cable.
2. Select **Hold** > **New Call**.
3. Enter the desired number to dial out or press **Directory** to select a contact.
4. After the second party answers the call, select **Conf**.
5. Repeat steps 2-4 to invite more parties (up to 4 parties).

### Creating a Hybrid UC Meeting with Mobile Phone and PC

You can create a hybrid UC meeting on the phone with mobile phone and PC simultaneously.

1. Connect and pair the phone on your mobile phone.
2. Connect the PC to your phone by using the micro USB cable.
3. Place a call using the softphone on the PC.
4. Do the following to place a mobile call over Bluetooth on the phone.
  - a) Select **Hold** > **New Call**.
  - b) Select **Switch** to choose the **Mobile Account**.
  - c) Enter the desired number.
  - d) Select **Send** or .

5. Do the following to place a SIP call on the phone.
  - a) Select **Conf.**
  - b) Enter the desired number.
  - c) Select **Send** or .
6. Repeat the step 5 to invite more parties (up to 4 parties).
7. Select **Conf.**

## Network Conference

If your system administrator has set a network conference feature on your phone, you can initiate a conference with two or more contacts.

### Setting Up a Network Conference

You can set up a network conference with two or more contacts.

1. Place a call to the first party.
2. Select **Conference**.  
*The active call is placed on hold.*
3. Dial the second party's number.
4. When the second party answers the call, select **Conf.** to add the second party to the conference.
5. Select **Conf.** to place a new call.  
*The conference call is placed on hold.*
6. Enter the number of the new party, and then press the OK key.
7. When the new party answers the call, select **Conf** to add the new party to the conference.
8. Repeat steps 5 to 7 until you add all parties.



**Note:** The procedures for setting up a network conference call on specific servers may be different. Contact your system administrator for more information.

### Inviting another Party into an Active Conference Call

Any party in the conference call can invite other party into an active conference call.

1. Select **Conf.** or **Hold > New Call**.
2. Enter the desired number and dial out.
3. When the new party answers the call, select **Conf.**.  
*The new party is joined the conference call.*

### Holding/Resuming a Conference Call

Any party in the conference call can place himself/herself on hold, but other parties can continue the conference call normally.



**Note:** The conference call will only be held when all parties in the conference call place themselves on hold.

1. Select **Hold**.
2. Select **Resume** to resume the held conference call.

### Ending a Conference Call

You can end the current conference call at any time.

Press  or **End Call**.

## Recording Using an SD Card

---

By default, you can record your calls into an SD card so that you can listen to them later.

For more information on how to attach an SD card, please refer to the Quick Start Guide for your phone on [Yealink Support](#).

It is only applicable to CP930W.

## Recording a Call

You can record the important parts during an active call.



**Note:** Before call recording, especially those involving PSTN, it is necessary to know about the rules and restrictions of call recording in the country where you are.

It is also very important to inform all the call parties that you are recording and ask for their consent before recording the conversation.

During a call, select **More > StartREC**.

*The phone screen displays a recording icon and recording duration.*

## Pausing/Resuming a Recording

When you do not want the current sensitive information to be recorded, you can pause the recording. After pausing, you can resume it at any time and the recording continues and will be saved in the same file.

1. Select **PauseREC** to pause a recording.

*The pause recording icon appears on the phone screen and the duration stops counting.*

2. Select **Re REC** to resume a recording.



**Note:** If you hold the call during the recording, none of the parties will be recorded until you resume the call.

## Stopping a Recording

You can stop recording a call before the call ends. The recording also stops when the active call ends. The recording will be saved as a "\*.aac" file in the SD card automatically.

Do one of the following:

- Select **StopREC**.

The recording icon and recording duration disappears. The screen prompts a message that the call is recorded successfully.

- Select **End Call**.

The recording icon and recording duration disappears, and the phone returns to the idle screen. The screen prompts a message that the call is recorded successfully.

## Managing the Recordings

After stopping recording, you can manage the recordings on your phone. Make sure the is still inserted in the phone.

### Listening to a Recording

You can browse and play back the recordings on your phone.



**Note:** You can also play back the recordings on a PC using an application capable of playing the "\*.aac" file.

1. Go to **Menu > Record > Browse Audio**.

*The phone screen shows all recorded files (filename and file size). The filename consists of the recording time & date, the other party's number/name (or the first person's number/name you called).*

2. Highlight the desired file and select **Play**.

*The length of the recording and a progress bar are displayed as the recording plays.*

### Pausing/Resuming a Playback

When you are playing a recording, you can pause it manually to take note.

1. Select **Pause** to pause the playback.
2. Select **Play** to restart the playback.

### Fast Forwarding/Rewinding a Playback

While a recording plays, you can fast forward or rewind the playback at any time.

Do the following:

- Select **▶▶** to skip forward the playback. Tap once to skip forward 1 minute.
- Select **◀◀** to rewind the playback. Tap once to rewind 1 minute.

### Deleting a Recorded Call

You can delete the recordings when you need additional space on your SD card or the recordings are useless.

1. Go to **Menu > Record > Browse Audio**.
2. Highlight the desired recording and select **Delete**.

*The phone prompts you whether to delete the audio.*

3. Confirm the action.

## Viewing the Available Recording Time

To avoid the recording failed due to timeout, you can view the storage space of the SD card, and check the available recording time before recording.

Go to **Menu > Record > Storage Space**.

## Multicast Paging

---

Multicast Paging allows you to broadcast instant audio announcements to users who are listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0**: Broadcasts are sent to channel 0.
- **1 to 25**: Broadcasts are sent to channel 1 to 25. We recommend that you specify these channels when broadcasting with Polycom IP phones which have 25 channels you can listen to.
- **26 to 30**: Broadcasts are sent to channel 26 to 30. We recommend that you specify these channels when broadcasting with Yealink IP phones running firmware version 81 or later running new firmware version (new paging mechanism).



**Note:** All IP phones in the multicast paging group must be deployed in the same subnet since a broadcast is used. The phone can only send/receive broadcasts to/from the listened channels. Other channels' broadcasts will be ignored automatically by the IP phone.

## Sending Multicast Paging

You can send paging to the phones with pre-configured multicast addresses on specific channels.

Your system administrator has set the paging group for your phone.

1. Go to **Menu > Features > Pagine List**.

*If your system administrator has set only one paging list, the paging is sent directly.*

2. Select the desired paging group.

### 3. Select **Paging**.



**Note:** Multicast RTP is the one-way paging only from the sender to the multicast address(es) (receiver). For outgoing RTP multicasts, all other existing calls on the phone will be placed on hold.

## Receiving Multicast Paging

Your system administrator has set a listening paging group for you, you can automatically receive a paging call when the phone is idle.

When there is a voice call or a paging call in progress, or when DND is activated on your phone, the phone handles the new paging call differently according to the multicast listening settings configured by your system administrator.

## Managing a Paging Call

During a paging call, you can manage it manually at any time.

You can do the following:

- Select **Hold** to place the current paging call on hold.

*The paging call is placed on hold and the receiver releases the session.*

- Select **Resume** to resume the held paging call.

*The multicast RTP session is re-established.*

- Select **End Call** to end the paging call.

# Advanced Call Features

---

By using the advanced features, your handset would perform more functions that make your work more efficiently.

If you require additional information or assistance with your new phone, contact your system administrator.

## Call Park and Call Retrieve

---

You can park a call, and then retrieve the call either from your phone or another phone. After parked, the call is placed on hold, you can continue the conversation after retrieving it.



**Note:** Call park is not available on all servers. Check with your system administrator to find out if it is available on your phone.

## Parking or Retrieving a Call in the FAC Mode

You can park the call to the local extension or the desired extension through dialing the park code.

### Parking a Call in the FAC Mode

You can park a call in the FAC mode directly. When you park a call to the local extension or the desired extension, the call is held in the same network on your phone.

Your system administrator has set call park in the FAC mode.

1. During a call, .

*The phone will dial the call park code which is pre-configured.*

2. Do one of the following:

- If you want to park the call against the local extension, press the # key.
- If you want to park the call against the desired extension, enter the extension (for example, 4606) where you want to park the call and press the # key.

*If the call is parked successfully, you will hear a voice prompt that the call is parked.*

### Retrieving a Parked Call in the FAC Mode

You can retrieve a parked call in the FAC mode from any phone within your network.

Your system administrator has set call park in the FAC mode. There is a call parked on the extension. Get the park retrieve code from your system administrator.

1. Dial the park retrieve code.
2. Follow the voice prompt to retrieve:
  - Press the # key on the phone where the call is parked.
  - Enter the desired extension followed by # (for example, 4606#) on any phone.

## Parking or Retrieving a Call in the Transfer Mode

You can park the call to the shared parking lot through a blind transfer.

For some servers, the system will return a specific retrieve park number (park retrieve code) after parking successfully.

### Parking a Call in the Transfer Mode

You can park a call in the transfer mode directly. When you park a call to the shared parking lot, the call is held on your phone.

Your system administrator has set call park in the Transfer mode.

During a call, .

*The call will be directly transferred to the shared parking lot.*

### Retrieving a Parked Call in the Transfer Mode

You can retrieve a parked call in the transfer mode from any phone in the same network.

Your system administrator has set call park in the Transfer mode. There is a call parked on the shared parking lot.

Dial the park retrieve code.

*The phone will retrieve the parked call from the shared parking lot.*



**Note:** can use a **Retrieve** key to retrieve a parked call directly.

### Related tasks

[Retrieving a Call with a Retrieve Key](#)

## Shared Call Appearance (SCA)

---

Yealink phone supports using Shared Call Appearance (SCA) to share a line. So that this line can be registered on more than one phone at the same time. Your system administrator can set your phone to use the shared line.

### Placing Calls on a Shared Line

You can place one or multiple calls on a shared line.

#### Related information

[Placing Calls](#)



## Answering Calls on a Shared Line

You can answer one or two calls on the shared line.

When an incoming call arrives on the shared line, all the registered phones will ring simultaneously, and the call can be answered on any one of the phones.

### Related information

[Answering Calls](#)

## Placing a Call on Public Hold

You can place a call on public hold that any shared line phone can retrieve the held call.

During a call, select **Hold**.

## Placing a Call on Private Hold

You can place a call on private hold that only you on shared line can retrieve the held call.

During a call, select **More > PriHold**.

*Then the call is held on your phone, and the other phones registered with shared line show the call is in the busy state. Other users on the shared line cannot resume your held call.*

## Retrieving a Held Call on a Shared Line

If you place a call on hold on a shared line, you can resume this call at any time. When the shared line key shows a call that is in a held state, you can resume the held call remotely from other user's phone.

There is at least one call placed on public hold on the shared line.

Select **Resume**.

## Pulling a Shared Call on a Shared Line

In the SCA scenario, both you and other users can pull an existing call from another shared phone that is active or held.

There is an active or held call on the shared line. Contact your system administrator for the call pull feature access code.

1. Enter the call pull feature access code (for example, \*11).
2. Press the OK key to dial out.

## Voice Mail

---

Voice Mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your IP phones. This feature is set up on the server-side and not all servers support this feature.

### Setting the Voice Mail Code

If you want to connect to the message center, you need to set the voice mail code on your phone.

1. Go to **Menu > Voice Mail > Set Voice Mail**.
2. **Enabled** from the **Status** field.
3. Enter the voice mail code.
4. Confirm the action.

### Leaving Voice Mails

You can leave a voice mail to someone who is busy or inconvenient to answer the call.

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

## Listening to Voice Mails

You can listen to your voice mails on the handset directly.

You need to set the voice mail code in advance.

1. Go to **Menu > Message > Play Message**.
2. Follow the voice prompt from the system server to listen to your voice mails.

# Directory

---

The phone provides several types of phone directories, which can be customized by your system administrator.

## Local Directory

---

You can store up to 100 contacts in the handset's Local Directory, as well as add, edit and delete a contact.

## Adding Contacts

When you add a contact to your Local Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

1. Select **Directory** or go to **Directory > Local Directory**.
2. Select **Add**.
3. Enter the contact's information.
4. Confirm the action.

## Viewing Contacts

You can view the local contacts from the Local Directory on your phone.

1. Select **Directory** or go to **Directory > Local Directory**.
2. Use the navigation keys to look through the contacts.

*The contact names are displayed in alphabetical order.*

## Editing Contacts

You can modify or add more information to your contacts.

1. Select **Directory** or go to **Directory > Local Directory**.
2. Highlight the desired contact and select **Options (Option) > Detail**.
3. Edit the contact information.
4. Confirm the action.

## Deleting Contacts

You can delete one or all contacts from the Local Directory.

### Deleting a Contact

You can delete any contact from the Local Directory.

1. Select **Directory** or go to **Directory > Local Directory**.

2. Highlight the desired contact and select **Options(Option) > Delete**.  
*The phone prompts you whether to delete this contact.*
3. Confirm the action.

### Deleting All Contacts

You can delete all contacts from the Local Directory.

1. Select **Directory** or go to **Directory > Local Directory**.
2. Highlight the desired contact and select **Options > Delete All**.  
*The phone prompts you whether to delete all contacts.*
3. Confirm the action.

## Searching for Contacts

In the Local Directory, you can enter search criteria to find your desired contact quickly.

1. Select **Directory** or go to **Directory > Local Directory**.
2. Enter your search criteria in the search field.

## Shared Directory

---

All handsets that are registered on the same base station can share the contacts with each other. You can store up to 100 contacts in your phone's Shared Directory.



**Note:** Check with your system administrator to find out if this feature is available on your phone.

### Adding Shared Contacts

When you add a contact to your Shared Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

1. Go to **Directory > Shared Directory**.
2. Select **Add**.
3. Enter the contact's information.
4. Confirm the action.

### Editing Shared Contacts

You can modify or add more information to your contacts.

1. Go to **Directory > Shared Directory**.
2. Highlight the desired contact and select **Options > Detail**.
3. Edit the contact information.
4. Confirm the action.

### Deleting a Shared Contact

You can delete any contact from the Shared Directory.

1. Go to **Directory > Shared Directory**.
2. Highlight a contact and select **Options > Delete**.  
*The phone prompts you whether to delete this contact.*
3. Confirm the action.

### Deleting All Shared Contacts

You can delete all contacts from the Directory.

1. Go to **Directory > Shared Directory**.
2. Highlight a contact and select **Options > Delete All**.  
*The phone prompts you whether to delete all contacts.*
3. Confirm the action.

## Searching for Shared Directory Contacts

In the Shared Directory, you can enter search criteria to find your desired contact quickly.

1. Go to **Directory > Shared Directory**.
2. Enter your search criteria directly by tapping the keypad.

## Saving a Shared Contact to the Local Directory

You can move a shared contact to the Local Directory. The shared contacts added to the Local Directory will not disappear, even after your system administrator disables the Shared Directory feature.

1. Go to **Directory > Shared Directory**.
2. Highlight a contact and select **Options > Add To Local > New Entry**.
3. Edit the contact information.
4. Confirm the action.



**Tip:** You can select **Add To Local > Update Existing** to update the existing contact information.

## Blocklist

---

Incoming calls from the Blocklist are rejected automatically. You can store up to 30 contacts in the blocklist to block unwanted callers.

### Adding a Blocklist Contact

You can add a blocklist contact on the phone to prevent someone from calling you.

1. Go to **Menu > Settings > Basic Settings > Blocklist**.
2. Select **Add**.
3. Enter the contact's information.
4. Confirm the action.

### Viewing Blocklist Contacts

You can view the blocklist contacts from the blocklist on your phone.

1. Go to **Menu > Settings > Basic Settings > Blocklist**.
2. Use the navigation keys to look through the blocklist contacts.

### Editing a Blocklist Contact

You can update your blocklist contacts' information.

1. Go to **Menu > Settings > Basic Settings > Blocklist**.
2. Highlight the desired blocklist contact and select **Options (Option) > Detail**.
3. Edit the contact information.
4. Confirm the action.

### Deleting Blocklist Contacts

You can delete one or all blocklist contacts. If a contact is removed from the blocklist, you can answer the call from the contact normally.

### Deleting a Blocklist Contact

If you want to answer a call from a specific contact, you need to remove it from the blocklist.

1. Go to **Menu > Settings > Basic Settings > Blocklist**.
2. Highlight the desired blocklist contact and select **Options > Delete**.

### Deleting All Blocklist Contacts

You can delete all contacts from the Blocklist when you are ready to answer calls from them again.

1. Go to **Menu > Settings > Basic Settings > Blocklist**.
2. Highlight the desired blocklist contact and select **Options(Option) > Delete All**.

*The phone prompts you whether to delete all contacts.*

3. Confirm the action.

## Remote Phone Book

---

If the Remote Phone Book feature has been enabled by your system administrator, you can access your corporate directory directly from your phone.

### Searching for Remote Phone Book Contacts

In the Remote Phone Book, you can enter search criteria to find your desired contact quickly.

1. Go to **Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Enter your search criteria directly by tapping the keypad.

### Viewing Remote Phone Book Contacts

You can view the contact list of the Remote Phone Book on your phone.

1. Go to **Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Use the navigation keys to look through the contacts.

### Saving a Remote Phone Book Contact to the Local Directory

You can save any remote phone book contact to the Local Directory, to conveniently call this contact when you cannot access the Remote Phone Book.

1. Go to **Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Highlight the desired contact and select **Options > Add To Local > New Entry**.
4. Edit the contact information.
5. Confirm the action.



**Tip:** You can select **Add To Local > Update Existing** to update the existing contact information.

### Updating Remote Phone Book

You can manually update the contacts of RemotePhoneBook.

1. Tap **Directory**.
2. Select the desired remote phone book.
3. Tap **Update**.

# Call History




---

The call history list includes Missed Calls, Placed Calls and Received Calls, and each list holds 100 entries.

## Call History Icons

---

The call history icon in the Call History indicates the corresponding call history types.

Icon	Description
	Received Calls
	Missed Calls
	Placed Calls

## Viewing History Records

---

The history record saves the call information such as the caller's name and number, local line and call duration.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options(Option) > Detail**.

## Saving a History Record to Local Directory

---

To identify someone's call the next time, you can save a history record to the Local Directory.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options > Add To Local > New Entry**.
4. Edit the contact information.
5. Confirm the action.



**Tip:** You can select **Add To Local > Update Existing** to update the existing contact information.

## Saving a History Record to Blocklist

---

You can prevent someone from calling you again by saving a history record to the blocklist.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options > Add To Blocklist**.

*The phone prompts you whether to add it or not.*

4. Confirm the action.

## Deleting History Records

---

You can delete one or all call records from the call history list.

### Deleting a Call Record

You can delete any call record from the call history list.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options > Delete**.

*The selected entry is deleted successfully.*

### Deleting All Call Records

You can delete all call records from the call history list.

1. Press **History**.
2. Select the desired list.
3. Select **Options(Option) > Delete All**.

*The phone prompts you whether to delete all records.*

4. Confirm the action.

## Customizing Your Phone

---

You can make your phone more personalized by customizing various settings.

### Turning Handset On

---

The phone will be turned on automatically when the phone is placed in the charging cradle. You can also turn the phone on manually.

Do one of the following:

- Long tap the On-hook key. The mute touch key glows red and then the phone screen lights up.
- Place the phone to the charging cradle.

### Turning Handset Off

---

The handset will be turned off automatically when the battery runs out. You can also turn the handset off manually.

1. Long press the On-hook key when the handset is idle.

*A message prompts whether to power off the phone.*

2. Select **Yes**.



**Note:** You cannot turn the CP930W off when the phone is charging.

## Changing the Base PIN

---

To avoid unauthorized registration or access to some features on the handset, you should keep the base PIN secret. The default base PIN is “0000”, you can change it.

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Change PIN**.
2. Enter the new PIN in the **New PWD** and **Confirm PWD** field respectively.
3. Confirm the action.



**Note:** We recommend that you set a new random 4-digit PIN that may not be easily guessed.

## Changing the Brightness

---

For CP930W, the backlight automatically turns off, when the phone is charging and inactive for a specified time.



**Note:** When the CP930W is not in charging, its backlight will be turned off after the phone is inactive for about 30 seconds.

1. Go to **Menu > Settings > Basic Settings > Display > Display Backlight**.
2. Select the desired value from the **Active Level** field.
3. Select the desired value from the **Time in Charger** field.
4. Confirm the action.

## Changing the Language

---

Your phone supports several languages that you can choose to use on the phone.

Contact your system administrator to find out exactly which languages are supported on your phone.

1. Go to **Menu > Settings > Basic Settings > Language**.
2. Select the desired language.

*The phone prompts you whether to change the language.*

3. Confirm the action.

*The phone language is changed to the selected one.*

## Setting the Input Modes

---

The handset provides you with 12 input modes, and different input mode provides different characters. The default input modes are Abc, 123, ABC and abc. You can enable the input modes used frequently.

1. Go to **Menu > Settings > Basic Settings > Display > Input Method**.
2. Select the desired input mode and then select **Change**.

### Related information

[Appendix B - Input Modes and Characters](#)

## Time & Date

---

You can set the time and date manually. The time and date formats are also variable.

### Setting the Time and Date Manually

If your phone cannot obtain the time and date automatically, you can set it manually.

1. Go to **Menu > Settings > Basic Settings > Time & Date**.
2. Edit the date and time.



3. Confirm the action.

*The time and date set on the handset will be changed accordingly.*

## Changing the Time and Date Format


You can set the phone to display the time in 12-hour or 24-hour format. You can also change the date format, including the options to display the day (D), month (M), and year (Y).

1. Go to **Menu > Settings > Basic Settings > Display > Time Format or Date Format**.
2. Select the desired time format or date format.
3. Confirm the action.




## Locating Phones

---

You can locate a misplaced registered phone using the base station.

Press  on the base station.

*All the phones that registered to this base station will ring simultaneously and the screen will display the IP address of the base station.*

You can tap the   OK key and the **End Call** soft key on phone to stop ringing, or press  again on the base station to stop all phones ringing.



**Note:** When the phones are not in the idle status, they will not ring simultaneously.

## Renaming the Phone

---

The phone will be named automatically if successfully registered to the base station. You can personalize the phone name.

1. Go to **Menu > Settings > Basic Settings > Phone Name**.
2. Edit the current name in the Phone Name field.
3. Confirm the action.

## Setting the Eco Mode

---

Using the eco mode can greatly reduce the transmission power and signal output when the phone is during a call.

The attenuation range is 20m. When the distance between the base station and the phone is over 20m, the eco mode is disabled automatically. If the eco mode is enabled, the radio coverage of the base station will be reduced.

1. Go to **Menu > Settings > Basic Settings > Eco Mode**.
2. Select **Change**.

## Setting the Repeater Mode

---

Using the repeater mode can extend the radio coverage of the base station. This feature gives you more mobility in large dwelling.

If the repeater mode is enabled, and a repeater is registered to this base station, the phone registered to the base station can be used either within the range of the base station or the repeater. It provides users with greater freedom of mobility.

For more information on how to use DECT repeater with the base station, refer to [Yealink DECT Repeater User Guide](#).

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Repeater Mode**.
2. Select a desired repeater and press **OK**.

*The phone prompts whether to reboot this base station.*

3. Confirm the action.

*The base station reboots to make the change take effect. The change is applied to all the phones registered to the base station.*

## Customizing the Soft Keys

---

You can customize the function of the soft keys displayed on the bottom of the idle screen. The soft keys are typically used to access frequently used functions, and to create menu shortcuts to access frequently used phone settings.

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Softkey Label**.
2. Select the desired soft key.
3. Select the desired key type from the **Type** field.
4. Confirm the action.



**Note:** If you replace another key of the **Menu** soft key, you can access the phone settings by tapping the **OK** key.

## Audio Settings

---

You can change the basic audio settings on your phone.

### Adjusting the Volume

---

You can adjust the volume of the ringer, media, and audio during a call.

Press the Volume touch key.

### Setting the Ring Tone

---

Ring tones are used to indicate the incoming calls.

#### Setting the Ring Tone for the Internal Calls

You can select a unique ring tone for the internal calls, so that you can identify callers when the phone rings.

1. Go to **Menu > Settings > Basic Settings > Sound > Ring Tones > Intercom Call**.
2. Select the desired ring tone.

*The ring tone is played automatically.*

3. Confirm the action.

#### Setting the Ring Tone for the External Calls

You can select a unique ring tone for the external calls so that you can identify callers when the phone rings.

1. Go to **Menu > Settings > Basic Settings > Sound > Ring Tones**.

2. Select the desired ring tone.

*The ring tone is played automatically.*

3. Confirm the action.

## Silent Charging

---

You can enter silent mode when the handset is charging. When you exit charging, return to the volume before charging.

1. Go to **Menu > Settings > Basic Settings > Sound**.
2. Press **Change** to select the **Silent Charging** check box.

## Setting the Advisory Tone

---

Advisory tones are the acoustic signals of your handset, which inform you of different actions and states.

You can configure the following advisory tones independently:

- **Keypad Tone:** plays when you press any key on the keypad.
- **Touch Tone:** plays when you tap the keys (except the touch keypad).
- **Confirmation:** plays when a setting is changed or the handset is placed in the charger cradle.
- **Low Battery:** plays when the battery's remaining capacity is low and the handset needs charging.

1. Go to **Menu > Settings > Basic Settings > Sound > Advisory Tones**.
2. Select the desired value from the **Keypad Tone** field.
3. Select the desired value from the **Touch Tone** field.
4. Select the desired value from the **Confirmation** field.
5. Select the desired value from the **Low Battery** field.
6. Confirm the action.

## Connecting a Mobile Phone via Bluetooth

---

Bluetooth enables low-bandwidth wireless connections within a range of 10 meters (32 feet). The best performance is in the range of 1 to 2 meters (3 to 6 feet).


You can pair and connect the Bluetooth-enabled mobile phone with your phone. After connection, you can do the following:

- Make and receive mobile calls on the phone
- Use the phone as a Bluetooth speaker for your mobile phone to play music.

## Activating the Bluetooth Mode

---

You should activate the Bluetooth mode first when you need to connect the Bluetooth device to your phone.

1. Tap  or go to **Menu > Settings > Basic Settings > Bluetooth**.
2. Select **On** from the **Bluetooth** field.
3. Confirm the action.

## Pairing and Connecting the Bluetooth-enabled Mobile Phone

---

The phone cannot scan the Bluetooth devices, so you have to pair and connect the phone from your Bluetooth-enabled mobile phone.

Make sure you have activated the Bluetooth mode and made the phone discoverable.

1. Scan and pair the phone from the Bluetooth-enabled mobile phone (the default device name of your phone is "").
2. Select OK when the phone prompts the connection passkey.

### Related tasks

[Activating the Bluetooth Mode](#)


[Making the Phone Discoverable](#)

## Enabling the Phone Audio

---

When you enable the phone audio, the phone can act as a speaker and microphone for your connected mobile phone.


The call is made through your mobile phone, but the audio is present on the phone and the call is also controlled by the phone.

1. Select  > **Paired Bluetooth Device** or go to **Menu > Settings > Basic Settings > Bluetooth > Paired Bluetooth Device**.
2. Select **Options > Detail > Channel Control**.
3. Select **Enabled** from the **Phone Audio** field.
4. Confirm the action.

## Enabling the Phone Media

---

You can enable the media audio feature to use the phone as a Bluetooth speaker for your mobile phone/PC to play music.

1. Select  > **Paired Bluetooth Device** or go to **Menu > Settings > Basic Settings > Bluetooth > Paired Bluetooth Device**.
2. Select **Options > Detail > Channel Control**.
3. Select **Enabled** from the **Media Audio** field.
4. Confirm the action.



**Note:** When your device first connects to CP930W, you will be asked whether to open the media channel after connecting successfully.


## Handling a Mobile Phone Call on the Phone

---

You can handle a mobile phone call on your phone, the phone acts as a speaker and microphone for your mobile phone.

1. Make sure that the Bluetooth-enabled mobile phone is paired and connected to your phone.
2. You have enabled the phone audio.

Do the following on the phone:

- Place a call. Tap , and then tap **Switch** to switch to the Bluetooth channel. Place a call or multiple calls to the mobile contact.

- Answer a call. An incoming call to your mobile phone is also shown on the phone, you can answer the call on the phone.
- During the call, you can hold/resume, mute/unmute or end the call on the phone.

## Editing Device Name of Your Phone

---

You can edit the device name of your phone for easily recognizable.

Make sure that the Bluetooth mode is activated.

1. Select  > **Edit My Device Information** or go to **Menu > Settings > Basic Settings > Bluetooth > Edit My Device Information**.

*The phone screen displays the device name.*

2. Enter the desired name in the **Device Name** field.
3. Confirm the action.

### Related tasks


[Activating the Bluetooth Mode](#)

## Making the Phone Discoverable

---

If you make your phone discoverable to other Bluetooth devices, other Bluetooth devices can scan and find your IP phone.

Make sure that the Bluetooth mode is activated.

1. Select  > **Edit My Device Information** or go to **Menu > Settings > Basic Settings > Bluetooth > Edit My Device Information**.
2. Select **On** from the **Open Discover** field.
3. Confirm the action.

### Related tasks

[Activating the Bluetooth Mode](#)

## Deleting the Paired Bluetooth Device

---

You can delete the Bluetooth device paired from your phone, the next time you activate the Bluetooth mode, the phone will not automatically connect to this device.

1. Select  > **Paired Bluetooth Device** or go to **Menu > Settings > Basic Settings > Bluetooth > Paired Bluetooth Device**.
2. Select **Options > Delete**.


*The phone prompts you whether to delete the device.*

3. Confirm the action.

## Disconnecting the Bluetooth Device

---

You can disconnect your Bluetooth device from your phone. When you disconnect a Bluetooth device, it remains paired and you can reconnect it to your phone.

1. Select  > **Paired Bluetooth Device** or go to **Menu > Settings > Basic Settings > Bluetooth > Paired Bluetooth Device**.
2. Highlight the connected Bluetooth device and select **Disconnect**.

## Deactivating the Bluetooth Mode

After you deactivate the Bluetooth mode, the Bluetooth device will disconnect from your phone, but it remains paired and you can reconnect it to your phone.

1. Select from the **Bluetooth** field.
2. Confirm the action.

## Using Your Phone with PC

When connected to the PC, the phone acts as a speaker and microphone during calls.

From your phone, you can do the following:

- Manage the audio from calls or media played on your PC.
- Merge phone calls, the PC and connected mobile phone into a hybrid UC conference.
- Answer calls from the softphone.



**Note:** You can install a softphone (for example, Yealink VC Desktop) on PC to make calls.

It is only applicable to CP930W.

### Related tasks

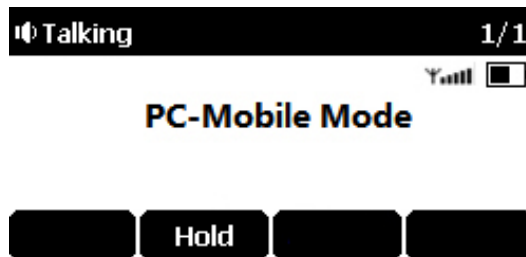
[Creating a Hybrid UC Meeting with Mobile Phone and PC](#)

## Connecting the PC to the Phone

You can connect the PC to the phone to play the PC audio.

Connect the phone to a PC using a micro USB cable.

- When your phone is idle, the phone screen is shown below:



- When there is a call or conference call on your phone, the original call or conference call is placed on hold.
- When you are placing a call, the dialing is canceled.



**Note:** When you connect the PC to the phone, the phone is also charged at the same time.

## Setting the Phone as PC Audio Device

By default, the PC automatically selects the connected phone as the audio device. If not, you may have to set the phone as a PC audio device via softphone or PC.

## Setting the Phone as PC Audio Device via Softphone

When your PC is connected to the phone, you can set the phone as a PC audio input and an output device via the softphone, for example, Yealink VC Desktop.

1. In the top-left corner of the window, click the avatar icon to enter the settings window.
2. Click **Device**.
3. Select your phone from the **Speaker** drop-down menu.
4. Select your phone from the **Microphone** drop-down menu.
5. Optional: Click **Test** to test the microphone or the speaker.

## Setting the Phone as PC Audio Device via PC

When your PC is connected to the phone, you can set the phone as the PC default audio device via PC.

1. Click **Start > Control Panel > Sound**.
2. Click **Echo Cancelling Speakerphone (Yealink CP930W Speakerphone)** and click **Set as Default Device**.
3. Click **Microphone (Yealink CP930W Speakerphone)** and click **Set as Default Device**.
4. Confirm the action.

## Placing Calls via PC

---

If you have installed a softphone (for example, Yealink VC Desktop) on PC, you can place calls and the phone acts as a microphone and a speaker.

Make sure you have set your phone as the PC audio device.

1. Make the call (or answer an incoming call) using the installed softphone on PC.

*The microphone is automatically activated on your phone.*

2. End the call on the softphone.

*The phone now only functions as a speaker for the PC.*

## Holding/Resuming the PC Audio

---

When you place the PC audio on hold, you cannot hear any audio on your phone.

1. Select **Hold** to hold the call.
2. Select **Resume** to resume the call.

## Muting/Unmuting the Microphone

---

When you mute the microphone during a call, the other party cannot hear you but you can hear other parties.

1. Tap the Mute touch key.  
*The mute touch key LED indicators glow red.*
2. Tap the Mute touch key again to unmute the microphone.

## Maintaining Your Phone

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When your phone cannot operate properly, you need to investigate or troubleshoot issues along with other tasks that your administrator may ask you to perform.

## Restarting the Base Station

---

The improper operation may cause malfunction. If a malfunction occurs, your system administrator may ask you to restart the base station to refresh the settings.

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Reboot Config > Base Reboot.**

*A message prompts whether to reboot the base.*

2. Confirm the action.

*After the above steps, the registration LED and network status LED on the base station go out simultaneously. After a period of time, the LED indicators will glow green again when the base station restarts successfully.*

## Resetting the Base Station

---

Your system administrator may ask you to reset your phone to factory after you have tried all troubleshooting suggestions but still do not solve the problem.

Except the phone registrations, the phone will reset all settings to the factory defaults after the resetting. Check with your system administrator if the personalized settings are kept before resetting your phone to factory.

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Reboot Config > Reset Base Settings.**

*A message prompts whether to reset the base.*

2. Confirm the action.

All individual settings of the base station will be reset to factory defaults. The power LED indicator and network LED indicator on the base station slowly flash in sequence during the resetting. LEDs on the base station glow green after startup.



**Important:** Base station reset may take a few minutes. Do not power off until the base station starts up successfully.

## Resetting the Handset

---

You can reset individual settings that you have configured on the handset.

Except the settings of directory, call history, voice mail, and the handset registration, the handset will reset all customized settings to factory after the resetting.

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Handset Reset.**

*The phone prompts you whether to reset the handset.*

2. Confirm the action.

## Triggering the Auto Provisioning

---

Your system administrator may ask you to update your phone configurations. You can trigger the auto provisioning using the wizard.

1. Go to **Menu > Settings > Advanced Settings (default PIN: 0000) > Auto Provision.**
2. Enter the user name, select **OK.**
3. Enter the password, select **OK.**

*The phone prompts whether to update immediately.*

4. Confirm the action.



## Appendix A- Menu Structure

[illegible]