

Yealink CP965 · how to use it.

Conference phone for medium & large rooms

Make calls

- 1 Tap the dial icon on the touchscreen.
- 2 Enter the number or extension.
- 3 Tap Send to place the call, the room hears it through the built-in speaker.

Mute the room

- 1 Tap the mute key, the microphone LEDs turn red.
- 2 The far end hears nothing until you unmute, no matter who talks.
- 3 Tap mute again and the LEDs return to green.

Merge calls into a conference

- 1 On a call, tap New Call and dial the next person.
- 2 When they answer, tap Conference (merge).
- 3 Repeat to bring more people into the same room call.

Hold & resume

- 1 Tap Hold during the call.
- 2 The caller hears your hold music.
- 3 Tap Resume to bring them back to the room.

Transfer calls

- 1 Tap Transfer during the call.
- 2 Dial the extension the call should go to.
- 3 Tap Transfer again to send it on its way.

Volume & sound

- 1 Use the volume keys to set the speaker level for the room.
- 2 Sit anywhere, the microphones pick up the whole table.
- 3 For very large rooms, ask us about expansion microphones.

Stuck on anything? Dial 611 from any handset.

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