



YEALINK CP-960 CONFERENCE PHONE GUIDE



PHONE EXTENSION

206-685-0281



Conference Phone Guide



- 1.) You should have 3 power components that come with the phone.
- 2.) The A/C power cable, Ethernet cable, and POE (power over Ethernet) injector.



- 3.) Plug the Ethernet cable into the **"PWR_POE"** port of the power injector and then into the **"Internet"** port underneath the phone.
- 4.) You have the option to plug into the **"Ethernet IN"** port and plug into a network port in the wall. We recommend using the wifi, because not all the ports are active in our rooms.



- 5.) Plug in the AC cable to the power injector then into the wall.
- 6.) Wait for the phone to boot up.



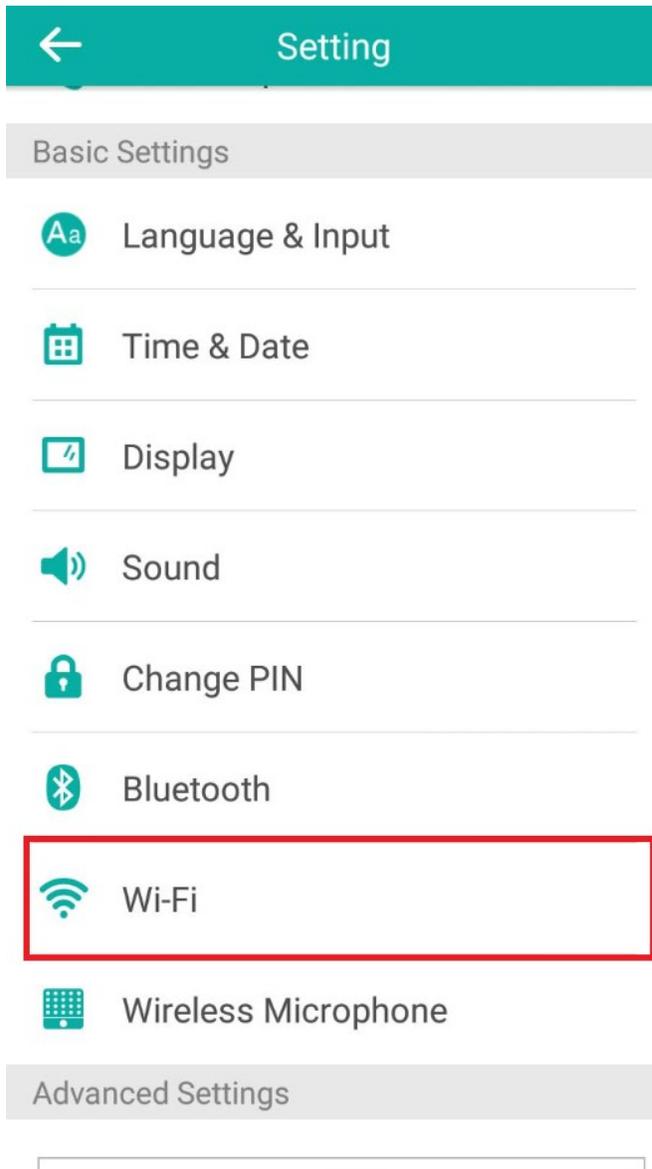
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- 7.) When the phone is finished booting up, it should look like this.
- 8.) The phone extension should be green on the top and the wifi symbol should be green as well.
- 9.) If there's no wifi present, press the **"Settings"** button.



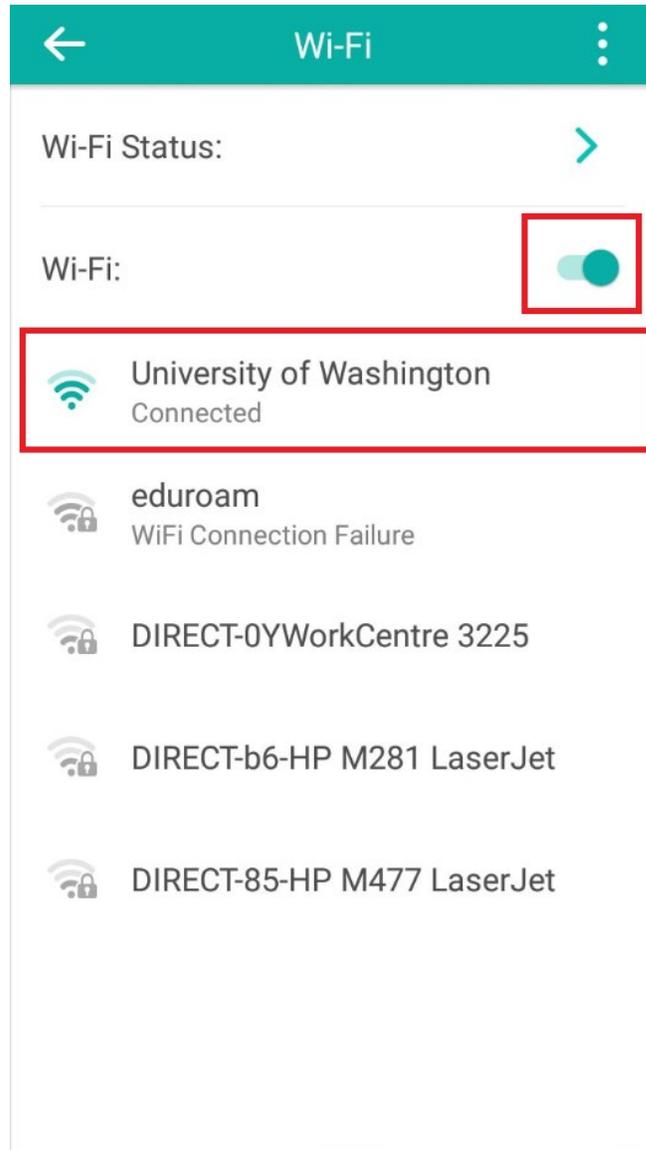
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10.) Scroll down until you see “Wi-fi”



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11.) Tap the wifi on/off slider to the right to enable wifi.

12.) Then, connect to the “**University of Washington Network.**”



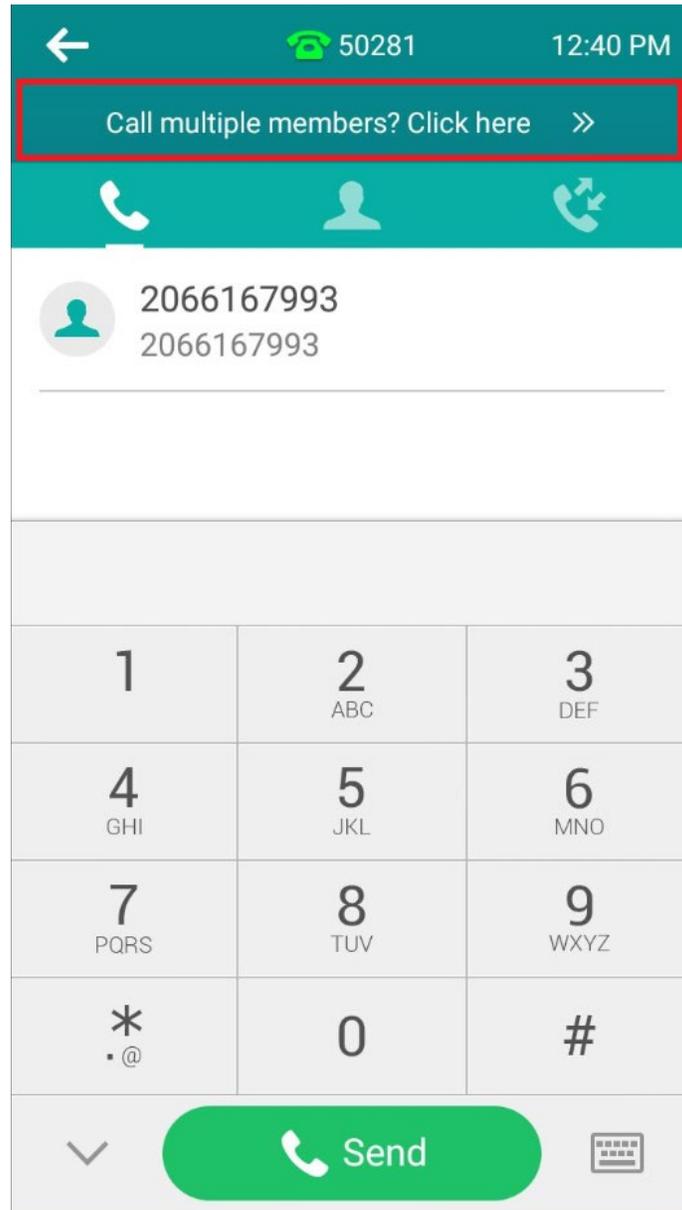
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13.) Navigate back to the Home screen and simply press **“Dial”** to place a call.



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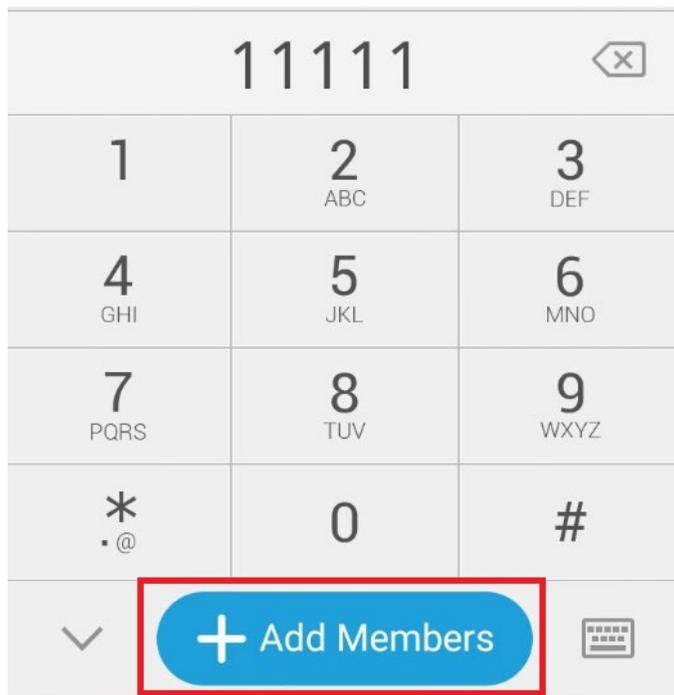
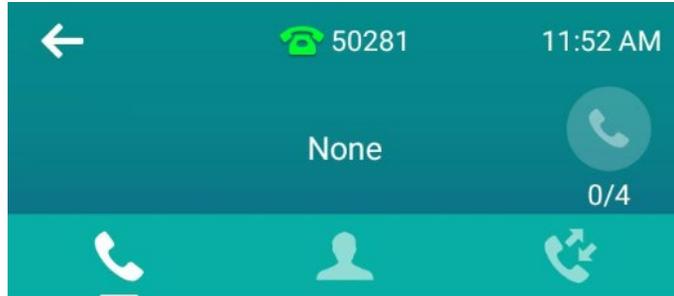


14.) Place a call as you normally would, and if you need to add more members to the call, tap the **“Call multiple members?”** message above.

15.) Dial 9 for an outside line.



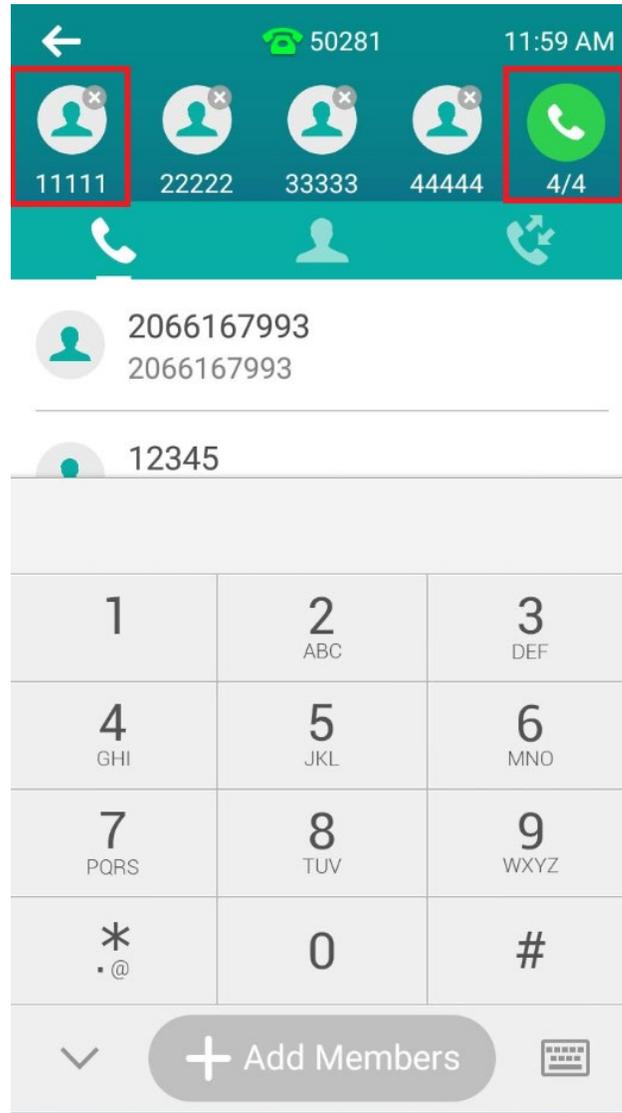
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16.) Type in the number and hit “+ Add Members.”



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- 17.) Members will be seen at the top.
- 18.) Press the person icon to delete a member.
- 19.) Press the phone icon to place the call.



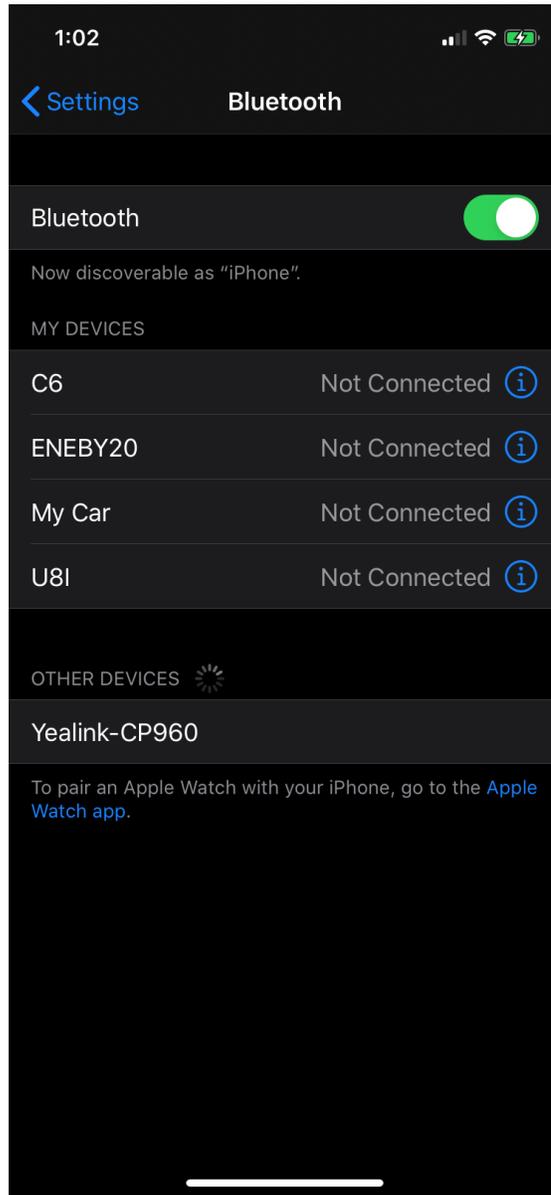
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20.) To pair your phone via Bluetooth, press the “Bluetooth” icon.



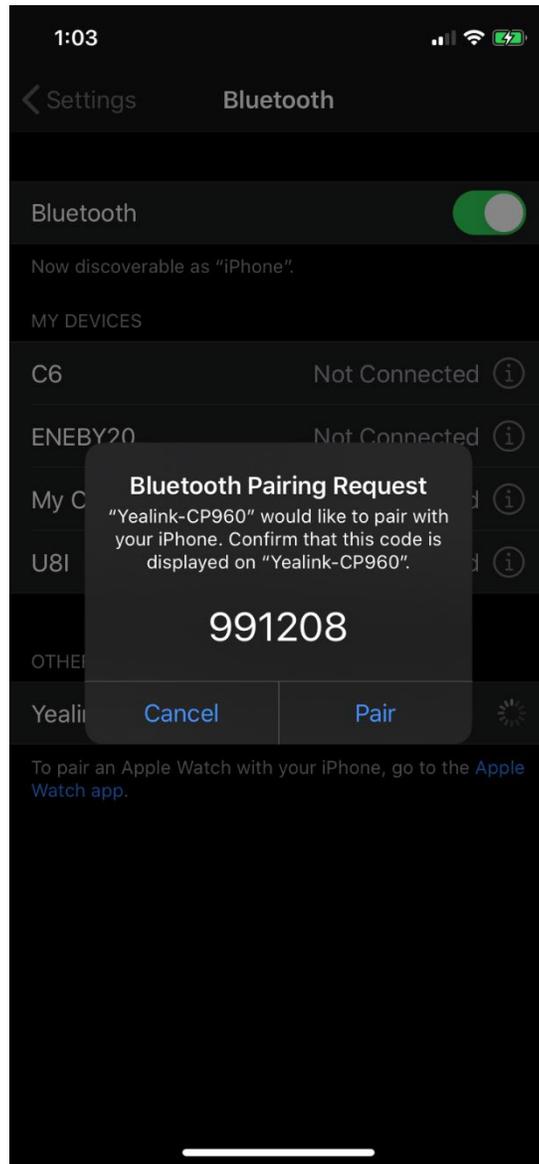
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21.) Make sure your phone has Bluetooth enabled and select **“Yealink-CP960”** when it appears.



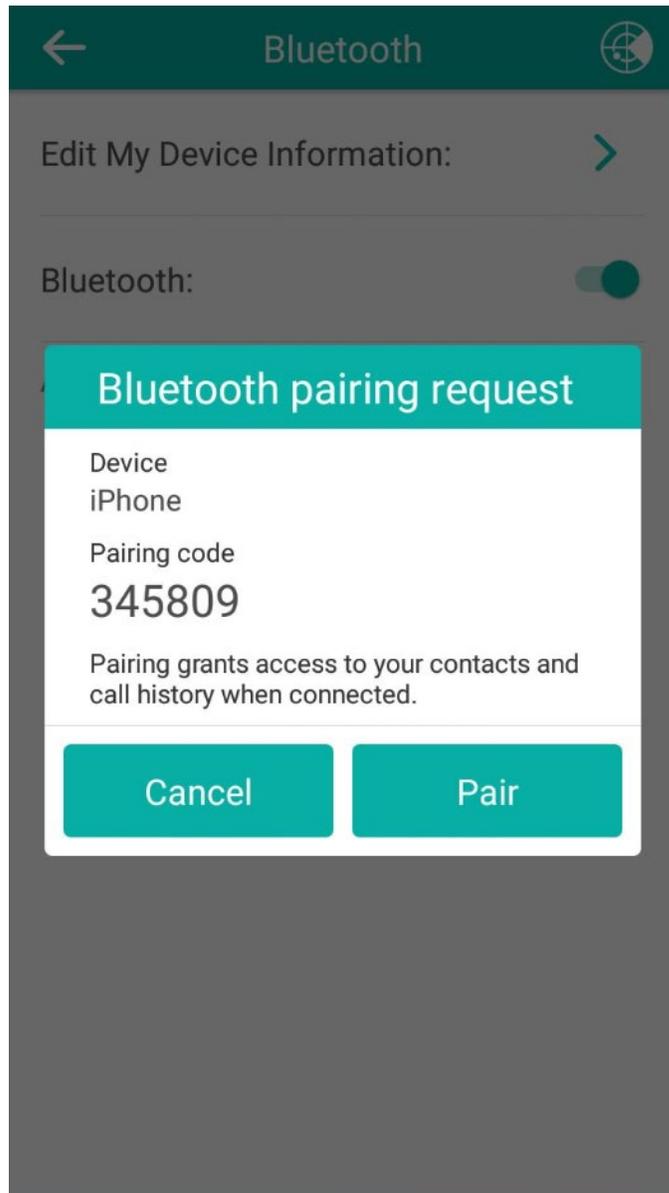
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22.) Pair it on your phone.



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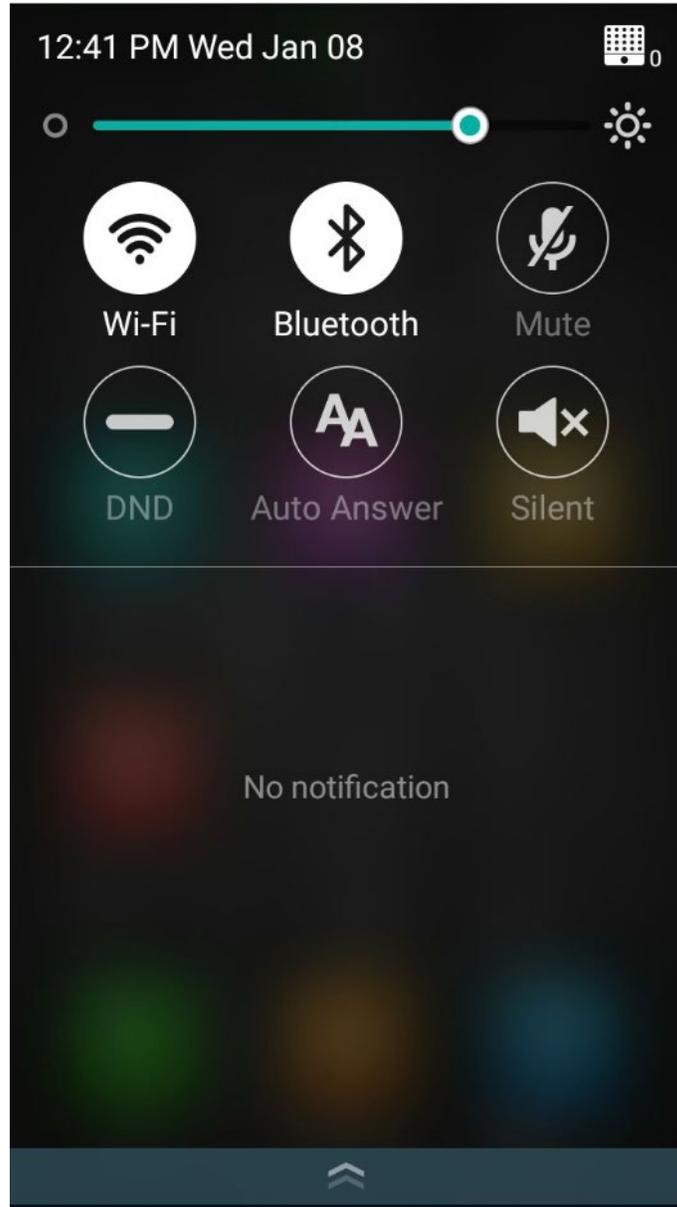


23.) Pair it on the conference phone as well.

24.) Now you'll be able to use your phone to place calls and use the conference phone as an external mic and speaker.



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25.) Swipe down from the top to get a shortcut menu to enable wi-fi, Bluetooth, and other settings.