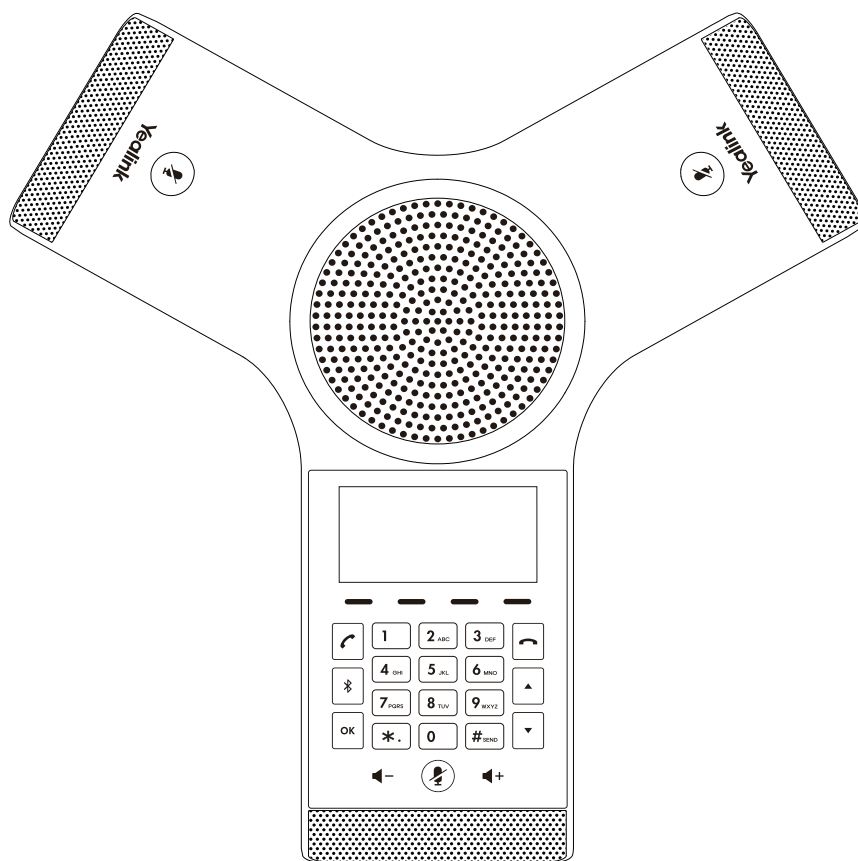


HD IP Conference Phone

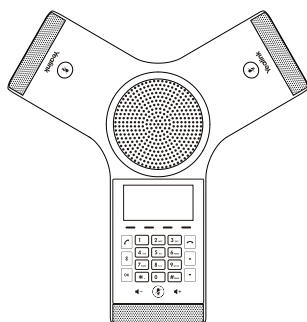
CP920



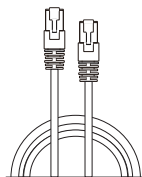
English

Quick Start Guide (V81.11)

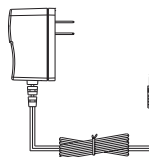
Packaging Contents



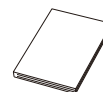
IP Conference Phone



Ethernet Cable
(7.5m CAT5E UTP cable)



Power Adapter



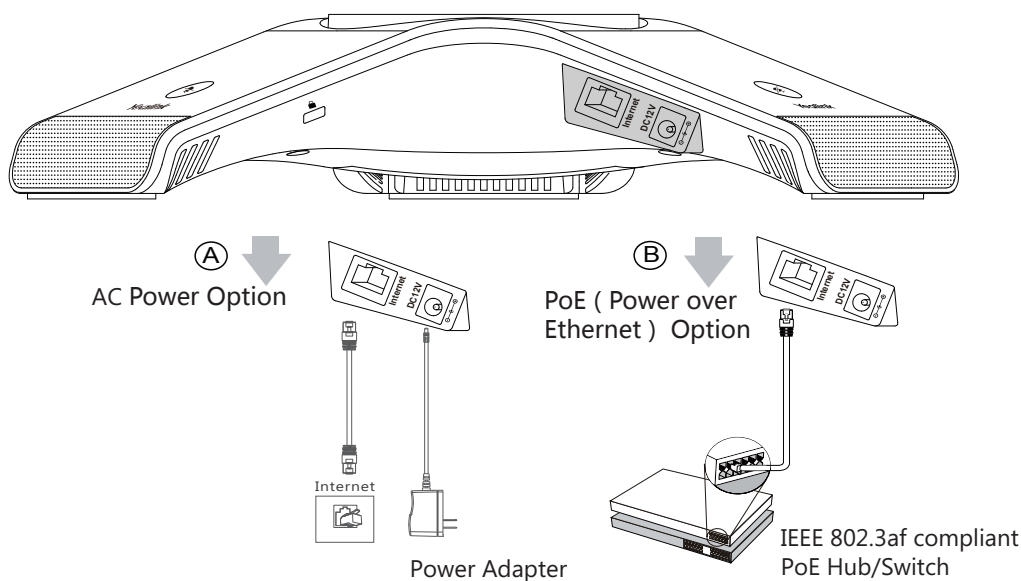
Quick Start Guide

Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

Assembling the Phone

1. Connect the power and wired network.

You have two options for network and power connections. Your system administrator will advise you which one to use.



You can also connect to the wireless network after startup. Refer to Wireless Network Connection mentioned below in Configuring Your Phone for more information.

Note: The IP phone should be used with Yealink original power adapter (12V/1A) only. If inline power (PoE) is provided, you don't need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

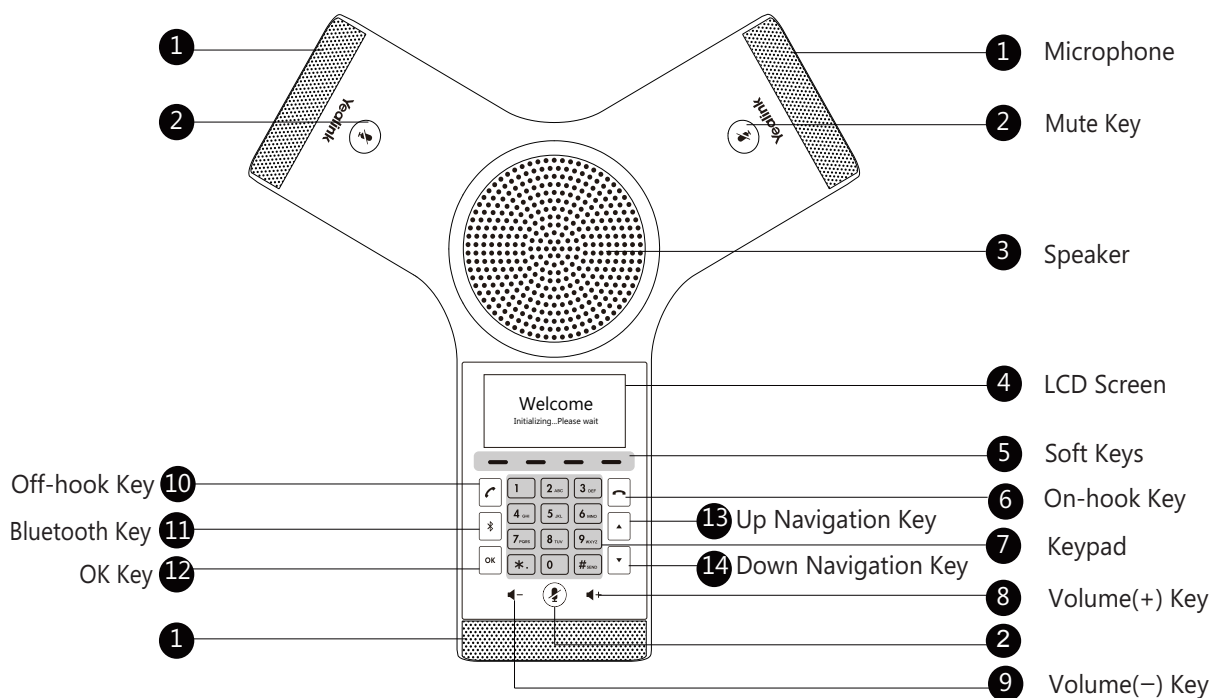
Startup

After the IP phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via web user interface or phone user interface.

Welcome

Initializing...Please wait

Hardware Component Instructions



Wireless Network Connection:

1. Tap the **Menu** soft key, select **Settings->Basic Settings->Wi-Fi**.
2. Tap the **Switch** soft key to turn **Wi-Fi** on.
3. Tap the **Save** soft key.
The phone will automatically search for available wireless networks in your area.
4. Select an available wireless network from the list of **N available network(s)**.
5. Tap the **Connect** soft key to connect to the wireless network.
6. If the network is secure, enter its password in the **Password** field, and then tap the **OK** soft key.

Basic Call Features

Placing a Call

Do one of the following:

- Tap .
Enter the phone number, and then tap , ,  or the **Send** soft key.
- Enter the phone number.
Tap , ,  or the **Send** soft key.

Answering a Call

Tap ,  or the **Answer** soft key.

Ending a Call

Tap  or the **End Call** soft key.

Call Mute and Unmute

To mute a call:

Tap , the mute key LED illuminates solid red.

To unmute a call:

Tap  again to unmute the call. The mute key LED illuminates solid green.

Call Hold and Resume

To hold a call:

Tap the **Hold** soft key during a call.

To resume a call:

Tap the **Resume** soft key during a call.

Local Conference

You can host a five-way conference with up to four parties.

To create a five-way local conference:

1. Tap the **Conf** soft key during a active call. The call is placed on hold.
2. Enter the number of the second party, and then tap the **Send** soft key.
You can also select a contact from **Directory** to join into a conference.
3. Tap the **Conf** soft key again when the second party answers.
4. Repeat steps 2 to 3 to join more parties in the conference.

To manage the individual participant:

1. Tap the **Manage** soft key during the conference.
2. Tap  or  to select desired participant, do the following:
 - Tap the **Far Mute** soft key to mute the participant. The muted participant can hear everyone, but no one can hear the muted participant.
 - Tap the **Remove** to soft key remove the participant from the conference.
 - Tap the **Split All** soft key to split the conference call into individual calls on hold.

Call Recording

You can insert a USB flash drive into the USB port on your phone to record active calls.

To record audio calls:

1. Tap the **More** soft key, and then tap the **StartREC** soft key during a call.
2. Tap the **PauseREC** soft key to pause recording, tap the **Re REC** soft key to resume recording.
3. Tap the **StopREC** soft key to stop recording. The record file will be saved.

If you end a call during recording, the record file will be saved automatically.

Call Forward

Call Forward

To enable call forward:

- Update Call-Forward- Dial *56
- Enable Call-Forward- Dial *72
- Disable Call-Forward- Dial *73
- Toggle Call-Forward- Dial *74

Call Transfer

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.

You can also select a contact you want to transfer to from **Directory**.

3. Tap the **Transfer** soft key.

Attended Transfer

1. Tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Tap ,  or .
4. Tap the **Transfer** soft key when the second party answers.

Voice Message

Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To set up voice messages:

1. Press  or the **Connect** soft key.
2. Enter mailbox number (your extension) and press #
3. Welcome greeting
4. Enter password (4 to 6 Digits) and press #
5. Re-enter password and press #
6. Record your greeting when done press #
7. Press 1 to save
8. Press 2 to replay
9. Press 3 to re-cord

Checking your voice mail:

1. Press  or the **Connect** soft key.
2. Enter mailbox # which is your extension
 - Press 1 to save message
 - Press 2 to replay message
 - Press 3 to forward message
 - Press 7 to delete message

Customizing Your Phone

Local Directory

To add a contact:

1. Tap the **Directory** soft key from the Idle screen.
2. Select **Local Directory**->**All Contacts**.
3. Tap the **Add** soft key to add a contact.
4. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
5. Tap the **Save** soft key to accept the change.

To edit a contact:

1. Tap the **Directory** soft key from the Idle screen.
2. Select **Local Directory**->**All Contacts**.
3. Select the desired contact, tap the **Option** soft key and then select **Detail**.
4. Edit the contact information.
5. Tap the **Save** soft key to accept the change.

To delete a contact:

1. Tap the **Directory** soft key from the Idle screen.
2. Select **Local Directory**->**All Contacts**.
3. Select the desired contact, tap the **Option** soft key and then select **Delete**.
4. Tap **OK** when the LCD screen prompts "Delete Selected Item?".

Note: You can add contacts from call history easily. For more information, refer to **Call History**.

Call History

1. Tap the **History** soft key from the Idle screen.
2. Select **All Calls**.
3. Select an entry from the list, you can do the following:
 - Tap the **Send** soft key to call the entry.
 - Tap the **Delete** soft key to delete the entry from the list.
 If you tap the **Option** soft key, you can also do the following:
 - Select **Detail** to view detailed information about the entry.
 - Select **Add to Contact** to add the entry to the local directory.
 - Select **Add to Blacklist** to add the entry to the blacklist.
 - Select **Delete All** to delete all entries from the list.

Volume Adjustment

- Tap **◀-** or **▶+** during a call to adjust the receiver volume.
- Tap **◀-** or **▶+** when the phone is idle or ringing to adjust the ringer volume.
- Tap **◀-** or **▶+** to adjust the media volume in the corresponding screen.

Ring Tones

1. Tap the **Menu** soft key from the Idle screen, and then select **Settings**->**Basic Settings**->**Sound**->**Ring Tones**.
2. Tap **▲** or **▼** to select **Common** or the desired account.
3. Tap **▲** or **▼** to select the desired ring tone.
4. Tap the **Save** soft key to accept the change.



About First Communications

First Communications is a leading technology solutions provider offering data networking, voice, and managed services throughout the Midwest. Founded in 1998, First Communications network has grown to include more than 600 on-net wire centers and supports over 35,000 customers. Headquartered in Akron, Ohio and a 24x7x365 Network Management Center in Chicago, First Communications is dedicated to pairing effective customer communications with next generation technology.

Technical Support

Please open a ticket through your CMP Account: <https://my.firstcomm.com/Account/Login.aspx>
Support: 800-860-1261 opt 2, opt 2
Visit First Communications (<http://www.firstcomm.com>)

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