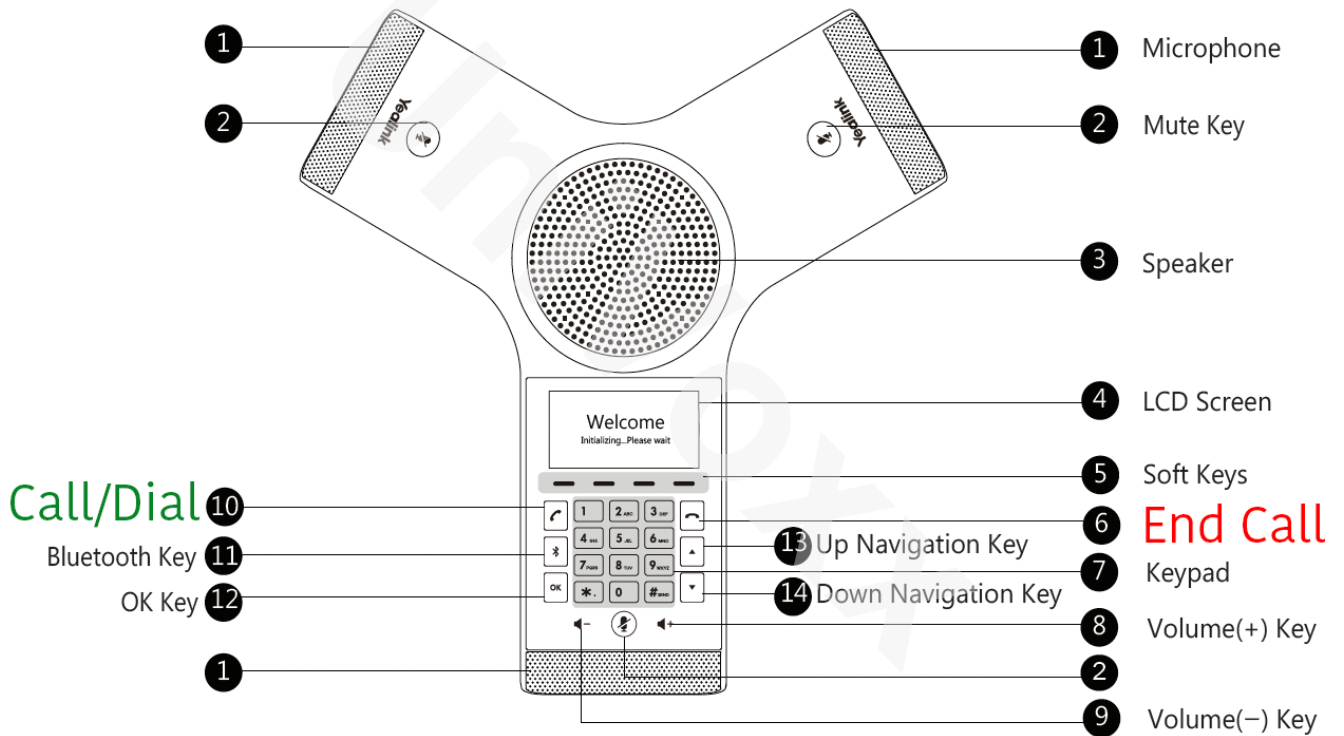




# Yealink CP920




# Yealink CP920 Diagram





# Basic Call Functions

## Placing a Call

Tap  and then enter the phone number

## 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 and LED will illuminate solid red

**To unmute a call:**

Tap  to unmute the call and LED will illuminate 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

# Conference

## Initiating a Conference Call:

1. Tap the **Conf** soft key during an active call (this will place the current call on hold)
2. Enter the number of the second party and then press **Call** soft key
3. Press the **Conf** soft key again when the second party answers (three parties are now joined 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** soft key to remove the participant from the conference.
  - Tap the **Split All** soft key to split the conference call into individual calls on hold.