Yealink CP935W Conference Phone Quick Guide

This guide will help you to understand and operate your new IP Phone.

1) **Mute/Unmute/LED Indicators**: Mute/unmute audio on your end so the other party cannot hear you. The LED indicators indicate phone and call statuses.
2) **LCD Display:** Displays information about calls, messages, time, date, and other relevant information.
3) **Volume +**: Increase the volume of the speaker, ringer, or media.
4) **Volume -**: Increase the volume of the speaker, ringer, or media.
5) **Home key:** Displays idle screen.
6) **Contact Charging Portal:** Connect the charging cradle to charge the phone.
7) **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.
8) **USB Type-C Port**: Allows you to connect a USB flash drive (optional) to your phone so you can record calls/conferences and play back recorded files. Also allows you to charge the Bluetooth Wireless Microphone CPW25.

LED Status	Description
Solid red	The phone is initializing. The phone is muted.
Flashing red	The phone is ringing.
Solid green	The phone is placing a call. There is an active call on the phone.
Flashing orange	The phone prompts low battery.
Off	The phone is powered off. The phone is idle.

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THE DISPLAY

Name	Description
1) Status Bar	Displays the label of the current account and icons.
2) Icons	Icons are displayed on the left of the status bar.
3) Current Account	Displays the current registered account. If there is no account registered on the phone, **No Service** appears.
4) Digital Clock	Displays the phone's time & date.
5) Programmable Keys	**Call:** Tap to enter the dialing screen. **Bluetooth:** Tap to enter the Bluetooth settings screen. **History:** Tap to enter the History screen and view history records. **Directory:** Tap to enter the Directory screen and view contacts.
6) Dsskey	Tap to enter the Dsskey screen.
7) More	Tap to enter the control center.

PLACING A CALL

1. Tap 📞 .
2. Enter a number.
3. Select **Send** 📞 .

ENDING CALLS

Select 📞 .

ANSWERING A CALL

Select **Answer**. If you select **Answer** to answer a call while on an active call, the active call is placed on hold and the incoming call becomes active.

HOLDING AND RESUMING A CALL

- To place the call on hold, select **Hold**.
- To resume the call, select **Resume**.

TRANSFERING A CALL

Blind Transfer
1. Select > **Transfer** during a call.
2. Enter the number to transfer the call to.
3. Select **Transfer** to complete the transfer.

Attended /Semi-Attended Transfer
1. Select > **Transfer** during a call.
2. Do one of the following:
   - Enter the number or select a contact from the placed call list you want to transfer the call to.
   - Select 👤. Select the desired contact from the Directory list.
3. Tap # key or 📞 .
4. Do one of the following:
   - When you hear the ringback tone, select **Transfer** to finish the semi-attended transfer.
   - After the contact answers the call, select **Transfer** to finish the attended transfer (consultative transfer)

MUTING/UNMUTING AUDIO

The phone supports up to five parties (including yourself) in a conference call.

1. Tap the Mute touch key 🎙 during a call. The Mute touch key LED glows red.
2. To unmute, tap the Mute touch key 🎙 again. The Mute touch key LED glows green.

INITIATING A CONFERENCE CALL BY DIALING MULTIPLE NUMBERS

The phone supports up to five parties (including yourself) in a conference call.

1. Tap 📞 .
2. Select **Call multiple members? Click here>**.
3. Enter the number of the first party, then select **Add Members** or select a contact.
4. Repeat step 3 until you add all intended parties.
5. Select 📞 to call all intended parties at the same time.
   The conference is set up after the intended parties answer the call.

Note: The value under the 📞 icon indicates the number of parties added and the maximum number of parties you can add. For example, 📞 indicates you can add up to 4 parties and you have added 1 party.

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