User Guide
Yealink CP930W-Base

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

You can forward an incoming call to a contact, or forward all incoming calls to a contact.

To forward an incoming call to a contact:

1. Tap the **Forward** soft key from the Incoming Call screen.
2. Enter the number you want to forward to.

   You can also select a contact from **Directory**. The call is forwarded to the contact directly.
3. Tap the **Send** soft key.

To forward all incoming calls to a contact:

1. Tap the **Menu** soft key.
2. Select **Features**->**Call Forward**.
3. Select the desired forwarding type:

   Always Forward----Incoming calls are forwarded unconditionally.

   Busy Forward----Incoming calls are forwarded when the phone is busy.

   No Answer Forward----Incoming calls are forwarded if not answered after a period of time.

4. Turn on the desired forwarding type.
5. Enter the number you want to forward to in the **Forward To** field.
6. For **No Answer Forward**, select a desired ring time to wait before forwarding from the **After Ring Time** field.
7. Tap the **Save** soft key to accept the change.

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.

Semi-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 you hear the ring-back tone.

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.