



Yealink CP935W Wireless Conference Unit

Phone + Voicemail

USER MANUAL



December 8, 2023

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GENERAL INFORMATION

1

The CP935W is a Wireless DECT Conference Phone. The CP935W frees users from the limitations of power outlets and internet ports and meets the mobility requirement of any organization. By associating with the Yealink DECT base, it is completely wireless for users to hold a meeting anywhere within the DECT base coverage area.

The built-in rechargeable battery supports 24 hours of talk time and requires less than 4 hours to be fully charged. It ensures a full weekday's frequent usage of the phone without recharging.

Maintenance

Clean the equipment with a soft, dry cloth. Never use liquids.

Rechargeable Battery

The phone comes with a charged battery, but it may need recharging to full capacity depending on how long it has been in storage.

A fully charged battery provides talk time of about 24 hours, or 15 days of standby time.

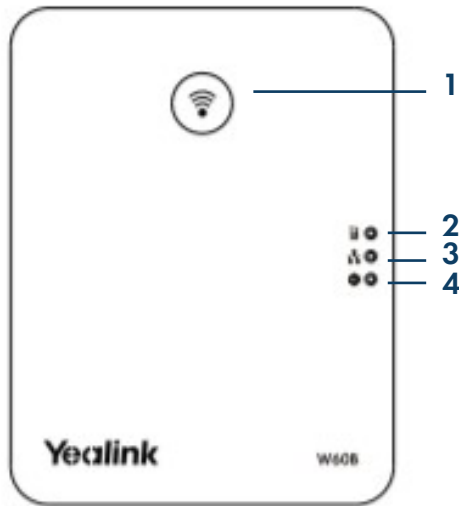
Viewing the Power Status

When the phone is idle, you can check the battery's remaining capacity.

Navigate to MORE>STATUS>POWER PERCENT

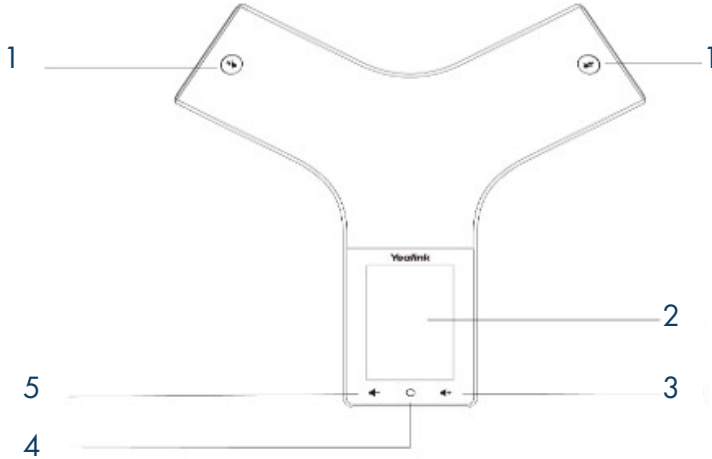
W70B BASE STATION HARDWARE

After the base station starts up successfully and the conference unit is registered to the base station, all of the LEDs on the base station glow green in sequence.

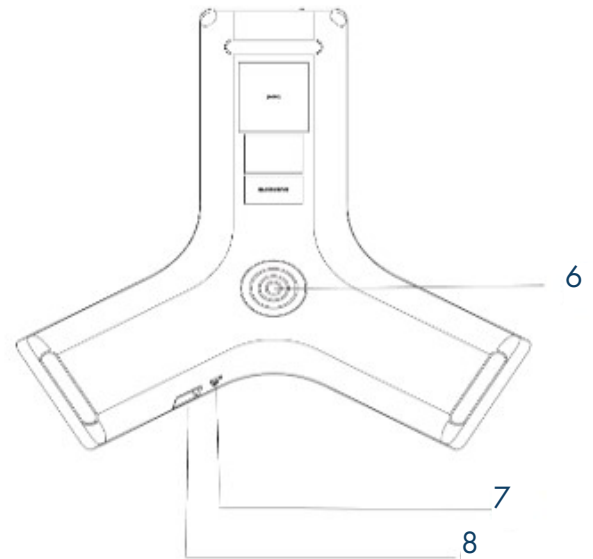


- | | | |
|---|---------------------|--|
| 1 | Paging Key | Locates a misplaced handset
Toggles to registration mode
Resets the base station to factory settings |
| 2 | Registration LED | Indicates the handset registration status or the base station is in the paging mode |
| 3 | Network Status LED | Indicates the network status |
| 4 | Power LED indicator | Indicates the power status of the base station |

Front/Top of Unit



Back/Bottom of Unit



NO.	ITEM	DESCRIPTION
1	Mute Key	+ Toggles MUTE function on/off. + Indicates phone and call status.
2	Touch Screen	Shows information about calls, Softkeys, time, date and other relevant data.
3	Volume (+) Touch Key	Increases the volume of the speaker, ringer or media.
4	Volume (-) Touch Key	Decreases the volume of the speaker, ringer or media
5	Home Touch Key	Returns to the idle screen.
6	Contact Charging Port	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. This will not be removed after it is 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 bak recorded files. + Allows you to charge the optional Bluetooth Wireless Microphone, CPW25.

MUTE TOUCH KEY LED INDICATORS

The Mute touch key LED indicators show the call and phone status.

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's battery is low.

POWER ON/OFF

POWER ON: When the phone is charging, it will automatically power on. If the phone is not charging, tap and hold the HOME key for 3 seconds to power on the phone.

POWER OFF: Tap and hold the HOME key for 10 seconds then tap OK or tap MORE > BASIC > PHONE MODE on the LED screen.

IDLE SCREEN

The idle screen displays the registered account, time and date and programmable keys. You can access the Dskey screen and the Control Center from the idle screen.



No.	Name	Description
1	Status Bar	Display 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 registered account. If no account is registered on the phone, No Service is displayed.
4	Digital Clock	Displays the time and date
5	Programmable Keys	Call Tap to use the dialer.
		Bluetooth Tap to use the Bluetooth settings.
		History Tap to view call history.
		Directory Tap to view the Directory/Contacts.
6	Dskey	Tap to display the phones line keys.
7	More	Tap to enter the Control Center.

CONTROL CENTER

The Control Center allows you to access common features quickly or enter the menu screen.

To access the Control Center, swipe down from the top of the screen or tap MORE on the idle screen.

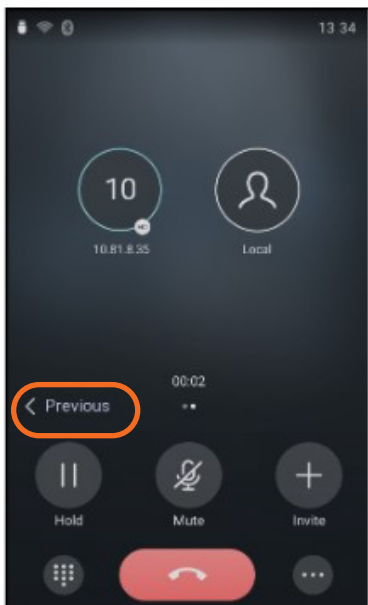


No.	Name	Description	
1	Control Center	Backlight Slider	Drag the slider to adjust brightness.
		Bluetooth	+ Tap to turn Bluetooth on/off. + Long for the Bluetooth Setting screen.
		Mute	Tap to turn Mute on/off.
		DND	Tap to turn DND on/off.
		Auto Answer	Tap to Turn Auto Answer on/off.
2	Menu	Status	Tap for the Status menu.
		Features	Tap for the features setting menu.
		MIC/Intercom	Tap for the microphone/intercom settings (coming soon)
		Basic	Tap for the Basic setting menu.
		Advanced	Tap for the Advanced setting menu (restricted to Admin)
		USB	Tap to view the recorded audios and available recording time.

CALLS SCREEN

All active and held calls are displayed on the Calls Screen.

When there is an active call and a held call, the Calls Screen displays the word Previous on the left, or Next on the right to allow you to scroll between calls.



CALL PROCESSING

All active and held calls are displayed on the **CALLS** Screen.

PLACING AND ANSWERING CALLS

TO PLACE CALL: Tap **CALL** Softkey, Enter Number.
Tap green **OFF HOOK** Key, number is called, **MUTE** Key LEDs are steady green.
OR Tap the **DIRECTORY** Softkey or the **HISTORY** Softkey.
Select a number from the displayed list.
Number is called and the **MUTE** Key LEDs show a steady green light.

TO PLACE SECOND CALL: Tap **HOLD** Softkey to place active call on hold.
Tap **NEW CALL** Softkey, Enter Number.

TO ANSWER CALL:
TO SILENCE RINGING CALL: Hear Ringtone and Tap **ANSWER** Softkey.
TO SEND TO VOICEMAIL: Tap **SILENCE** Softkey.
Tap **REJECT** Softkey.

TO ANSWER SECOND CALL: Hear Call Waiting alert tone.
Tap **ANSWER** Softkey, first call is place on hold and second call is connected.

TO SWITCH BETWEEN CALLS: Tap **SWAP** Softkey.

TO END CALL: Tap red **ON HOOK** Key.

HOLD: Tap **HOLD** Softkey.
TO RECONNECT: Tap **RESUME** Softkey.

MUTE: Tap any **MUTE** Key LED changes from green to red
UNMUTE: Tap any **MUTE** Key again

TRANSFER: Connect your call to someone else (with call on line)

Announced

- + Tap **MORE** Softkey
Tap **TRANSFER** Softkey(call holds).
- + Enter extension number and tap **TRANSFER** Softkey.
(You can also use the **HISTORY** or **CONTACTS** Softkeys).
- + Tap **CALL** Softkey.
Wait for party to answer and announce call.
- + Tap **TRANSFER** Softkey.

Blind

- + Tap **MORE** Softkey
Tap **TRANSFER** Softkey(call holds).
- + Enter extension number and tap **TRANSFER** Softkey.
(You can also use the **HISTORY** or **CONTACTS** Softkeys).
- + Tap **TRANSFER** Softkey.
- + **TO RETURN TO HELD CALL:** Tap **CANCEL** Softkey.

DO NOT DISTURB



Sends all calls to voicemail or provides a busy tone if there is no voicemail.

- TO ACTIVATE:** Scroll down from the top of the Idle Screen
Tap DND Softkey, screen confirms success, DND appears in upper left of the display
- TO DEACTIVATE:** Tap EXIT DND mode.

CALL PARK

Places an active call on a "system hold" so it can be retrieved from any telephone

- TO PARK A CALL:** Tap **MORE** Softkey
Tap **TRANSFER** Softkey
Dial * 13
Tap **TRANSFER** Softkey
Tap **CALL** Softkey, System announces orbit code number
Tap **TRANSFER** Softkey

- TO UNPARK A CALL:** Tap * 14 and Orbit Code Number (i.e.: * 14101)
Tap **CALL** Softkey Call is connected

MULTI-PARTY CONFERENCE (Maximum of 4)

You can establish a multi-party conference from the Yealink Conference unit.

- CONFERENCE FROM EXISTING CALL:** Allows Conferencing (while on an established call).
Tap **CONFERENCE** Softkey, automatically places first call on hold.
Enter Second Number.
Tap **CONFERENCE** Softkey.
When 2nd person answers, announce conference. You have total privacy.
Tap **CONFERENCE** Softkey, all participants are connected.
Begin Speaking.
Repeat to add additional conferees (all conference participants are placed on hold while you add another party).



CALL HISTORY AND DIRECTORY

CALL HISTORY

Call History displays all of the phones recent calls.

VIEW CALLS: Tap the HISTORY Softkey .


Tap ALL CALLS to choose to view ALL CALLS, MISSED CALLS, PLACED CALLS or RECEIVED CALLS.

NOTE: If you choose to view all calls the standard Icons appear to indicate type of call Received, Missed or Placed.
History Icons


VIEW CALL DETAILS

- + Tap the HISTORY Softkey.
- + Choose the list to view.
- + Choose the phone number entry and tap the INFORMATION icon. 

SAVE CALL RECORD TO YOUR LOCAL DIRECTORY

- + Tap the HISTORY Softkey.
- + Choose the list to view.
- + Tap  > ... > ADD.
- + Edit the contact information
- + Tap DONE.

DELETE A CALL RECORD

- + Tap the HISTORY Softkey.
- + Choose the list to view.
- + Tap  > DELETE. *The phone will prompt you to delete the record.*
- + Tap OK.

DELETE ALL CALL RECORDS

- + Tap the HISTORY Softkey.
- + Choose the list to view.
- + Long tap (press and hold) a contact.
- + Tap the radio button next to the list name at the top.
- + Tap ... > DELETE.



PLACE A CALL FROM HISTORY

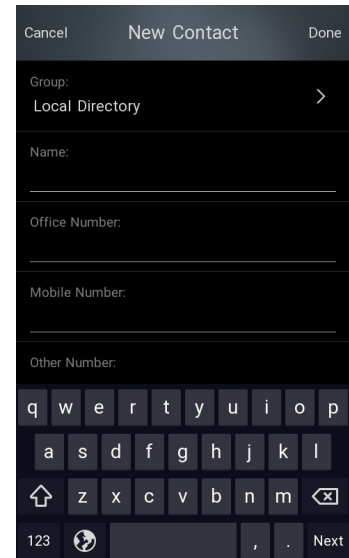
- + Tap the HISTORY Softkey.
- + Tap the call record you wish to call.

DIRECTORY





ADD ENTRIES TO LOCAL DIRECTORY

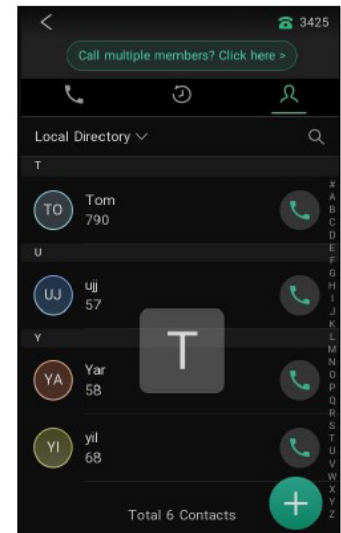
When you add a contact to your Local Directory, you can choose how much information you would like to enter for the contact. You are required to enter a name.

- + Tap .
- + Tap . A "Contact form" is displayed.
- + Enter the contact's information using the displayed keypad.
- + Enter all applicable phone numbers exactly as they are dialed (include 1 for out of area numbers).
- + Tap the **DONE**.




SEARCH FOR CONTACTS

- + Tap .
 - + Tap .
 - + Enter the contact search criteria in the search field.
- OR**
- + Tap .
 - + Tap .
 - + Select the desired letter along the right side to jump to contacts whose name begin with that letter. (For example: T)



PLACE A CALL FROM THE DIRECTORY

- + Using one of the search methods, find the contact to call.
- + If the selected contact has multiple numbers, tap the desired number.
- + Tap . The contact number you select is dialed.

NOTE: You can also add numbers to your local directory through the CommPortal Web interface. See the CommPortal User Manual at www.northland.net for how to.

PAIR AND CONNECT A BLUETOOTH-ENABLED MOBILE PHONE

The Yealink phone cannot scan the Bluetooth devices, so you will need to pair and connect the phone from your Bluetooth enabled mobile phone.


Before you begin, make sure you have activated the Bluetooth mode and made the phone “discoverable”.

TO ACTIVATE

- + Tap the Bluetooth icon. 
- + Turn on Bluetooth. *The phone scans available Bluetooth devices automatically.*

TO PAIR

Before you begin, be sure the Bluetooth-enabled mobile phone is discoverable.

- + Tap .
- + Tap the spinning icon in the upper right of the display.
- + Tap your Bluetooth-enabled mobile phone. *The phone will prompt the connection passkey on the phone screen.*
- + Make sure your mobile phone is showing the same passkey then select **OK** on both phones.
- + Select **OK** to enable mobile contacts sync feature, or select **CANCEL** to disable mobile contacts sync feature.

ENABLE PHONE AUDIO

When you enable the phone audio, the phone can act as a speaker and microphone for your connected mobile phone. The call is made through your mobile phone but the audio is present on the Yealink phone and the call is controlled by the Yealink phone.

TO ENABLE

- + Tap .
- + Tap .
- + Turn on **PHONE AUDIO**.

HANDLE A MOBILE CALL ON THE YEALINK CP935W

You can handle a mobile call on the Yealink conference phone. The Yealink will act as a speaker and microphone for your mobile device.

Before you begin:



Make sure that the Bluetooth-enabled mobile phone is paired and connected to the CP935W.

Make sure you have enabled the phone audio.

During the call you can hold/resume, mute/unmute or end the call from the Yealink phone.

MAKE THE PHONE DISCOVERABLE

If you make the YeaLink phone discoverable to other Bluetooth devices, they can scan and find the IP phone. Before you begin, make sure that the Bluetooth mode is activated.

- + Tap  > **Edit My Device Information.**
- + Turn on **OPEN DISCOVER.**
- + Select 

DELETE THE PAIRED BLUETOOTH DEVICE

You can delete the paired Bluetooth device from the phone. The next time you activate Bluetooth mode, the phone will not automatically connect to this device.

- + Tap .
- + Tap .

DISCONNECT THE BLUETOOTH DEVICE

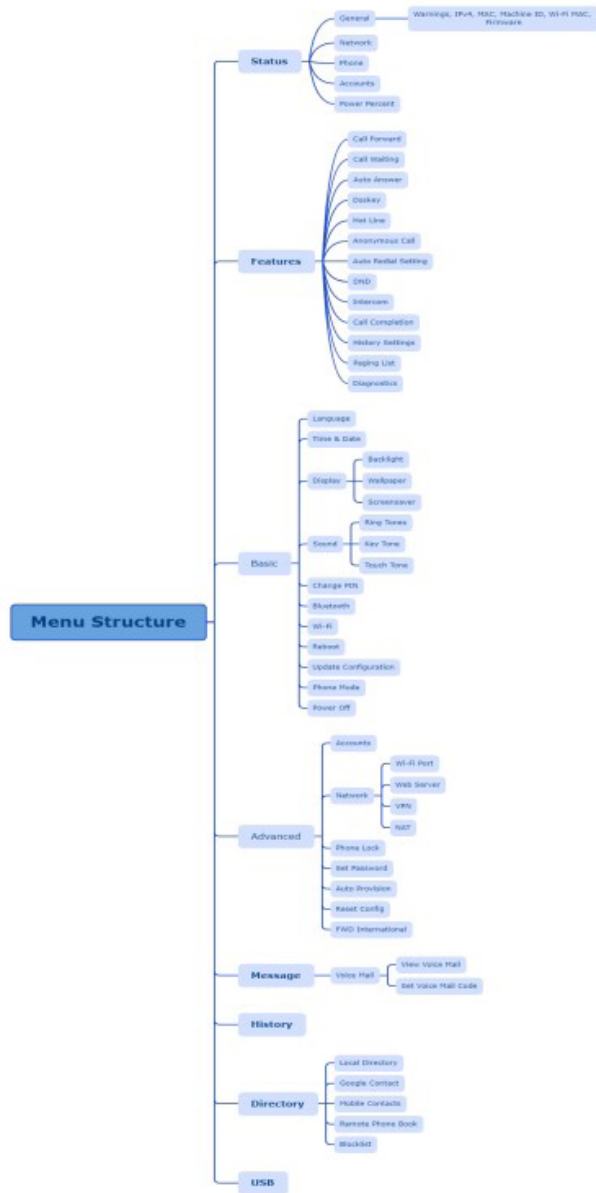
You can disconnect the paired Bluetooth device from the phone. When you disconnect a Bluetooth device, it remains paired and you can reconnect it to your phone.

- + Tap .
- + Tap the connected Bluetooth device.

DEACTIVATE BLUETOOTH MODE

After you deactivate the Bluetooth mode, the Bluetooth device will disconnect from the phone, but it remains paired and you can reconnect it.

- + Tap .
- + Turn off Bluetooth.



VOICEMAIL

The voicemail system is voice prompted with easy to follow instructions and commands. You must initialize your mailbox for the first time by creating a password, recording your name and recording a greeting.

FIRST TIME VOICEMAIL SET UP

To set up your voicemail for the first time:

- + Dial *99 and select DIAL Softkey.
- + Enter the EAS Pin provided by the System Administrator.
- + Follow the audio instructions to create a password, record your name and record your personal greeting

MAILBOX GREETINGS

There are multiple greeting types available for you to choose from:

PERSONAL	Plays to everyone that calls you.
EXTENDED ABSENCE	Plays when you will be away from your office or phone for meetings/vacation, etc. You can turn off message acceptance when using the extended absence greeting. System will remind you Extended Absence Greeting is playing.
SYSTEM GENERATED	A synthesized greeting. This can be set up to include your telephone number or recorded name.
BUSY	Plays when you have active calls on all available lines.
OUT OF HOURS	Can be set to play outside of your normal business hours, weekends and holidays.
FORWARDED TO VM	Plays when you have your phone set to forward to voicemail.

Through the Self Service CommPortal, you are able to:

- + Record and change greetings.
- + Choose your voicemail to email options.
- + Change your login for voicemail so you are not required to enter your mailbox and pin each time you log in from your own telephone.
- + Change other voicemail and telephone settings.

Please refer to the Self Service CommPortal User Manual in the Northland University for full details.

ADDITIONAL NOTES:

- + Deleted messages are archived for 14 days and then they are permanently deleted.
- + Mailbox storage is 100 minutes including archived messages.
- + Maximum Message length is 4 minutes.

LOG IN TO VOICEMAIL

From any internal extension:

- + Tap *99 and Tap SEND Softkey
- + Enter your 10 digit telephone number and tap the # key
- + Enter your password and tap the # key

From any external telephone:

- + Dial: 315-671-0031
- + Enter your 10 digit telephone number and tap the # key
- + Enter your password and tap the # key

COMMON VOICEMAIL COMMANDS

Main Menu

- 1 Listen to messages
- 2 Send a message to another user
- 3 Work with personal greetings
- 4 Mailbox settings
- 6 Set message type (voicemail/email/fax)
- 7 Switch Account (log into another account)

Listening to Messages

- 1 Repeat
- 2 Save
- 3 Erase
- 4 Reply
- 5 Send a copy
- 22 Save as new
- # Next Message

NOTES: Star (*) will always back you up to the previous menu

Pound (#) will bypass a user's personal greeting

You can check your voicemail and record and manage greetings through your Subscriber CommPortal.

TO LEAVE A MESSAGE FOR ANOTHER USER WITHOUT RINGING THE PHONE:

- + Tap *99.
- + Enter extension number and tap DIAL Softkey.

TRANSFER TO VOICEMAIL: Sends a caller directly to voicemail without ringing the phone

- + Tap TRANSFER Softkey, call automatically held.
- + Tap *99 and enter extension number.
- + Tap BTRANS Softkey.