

HD IP Conference Phone CP920



English | 简体中文

Quick Start Guide (V84.80)

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Package Contents

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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.

2. Connect the optional USB flash drive.



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.

Hardware Component Instructions





Configuring via web user interface

Accessing the web user interface:

- 1. Tap **OK** to obtain the IP address of the phone.
- 2. Open a web browser on your computer, enter the IP address into the address bar (for example,
 - "http://192.168.0.10" or"192.168.0.10"), and then press **Enter**.
- 3. Enter the user name (default: admin) and password (default: admin) in the login page and click Login.

Network Settings: Click on Network->Basic->IPv4 Config.

You can configure the network settings in the following ways:

DHCP: By default, the phone attempts to contact a DHCP server in your network to obtain its valid

network settings, for example, IP address, subnet mask, gateway address and DNS address.

Static IP Address: If the phone cannot contact a DHCP server for any reason, you need to configure IP

address, subnet mask, gateway address, primary DNS address and secondary DNS

address for the phone manually.

Note: The IP phone also supports IPv6, but IPv6 is disabled by default.

The wrong network settings may result in inaccessibility of your phone and may have an impact on the network performance. Contact your system administrator for more information.

Account Settings: Click on Account->Register.

Parameters of the account:

Register Status:	It shows the register status of the current account.
Line Active:	You can select Enabled/Disabled to enable/disable the account.
Label:	It is shown on the LCD screen to identify the account.
Display Name:	It is shown as Caller ID when placing a call.
Register Name:	It is an authenticated ID for authentication provided by ITSP (required).
User Name:	It is provided by ITSP for registration (required).
Password:	It is provided by ITSP for registration (required).
Server Host:	It is provided by ITSP for registration (required).
Register status ico	ons on the LCD screen.

Registered

No Service Register Failed/Registering

Note: Check with your system administrator if any error appears during the registration process or a specific configuration is required for your registration.

Configuring via phone user interface

Network Settings:

1. Tap the Menu soft key, select Settings->Advanced Settings(default password: admin) ->Network->WAN Port /Wi-Fi Port/VLAN/Web Server/802.1x/VPN/LLDP/CDP/NAT to configure the network.

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.

Account Settings:

Tap the **Menu** soft key, select **Settings->Advanced Settings** (default password: admin) ->**Accounts** to configure the account.

Basic Call Features

Placing a Call

Do one of the following:

- Tap 🖊 .
- Enter the phone number.
- Tap \frown , \blacksquare , $\#_{\infty}$ or the **Send** soft key.

Answering a Call

Tap \frown , \blacksquare 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 **Conference** 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 **Conference** 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 **Start REC** soft key during a call.
- 2. Tap the Pause REC soft key to pause recording, tap the Resume REC soft key to resume recording.
- 3. Tap the **Stop REC** 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 ┌, ◦к 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 #200
- 4. Tap the Transfer soft key when the second party answers.

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 Contacts 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 \cdot or \cdot to select **Common** or the desired account.
- 3. Tap \frown or \frown to select the desired ring tone.
- 4. Tap the **Save** soft key to accept the change.

包装清单



说明:我们推荐使用由Yealink提供或经Yealink认可的配件,使用未经认可的第三方配件可能会导致性能的下降。

安装电话

1. 连接电源和网线:

话机支持两种供电方式。请根据实际情况选择以下任意一种方式:



话机也支持连接到无线网络(Wi-Fi)。想要了解更多信息,请参考配置话机章节中的无线网络连接。

说明:我们要求使用Yealink原装电源(12V/1A),使用第三方电源可能会导致话机损坏。如果使用POE供电方式,话机不需要连接电源适配器。 确保交换机/集线器支持POE供电。



启动

在话机连接上网络和电源后,话机自动启动。启动完成后,话机 能正常使用。你可以通过Web界或话机界面配置话机。



硬件介绍



配置话机

通过Web界面配置话机

访问Web界面:

1.在空闲界面上,按**OK**查看话机的IP地址。

2.打开电脑上的网页浏览器,在地址栏里输入话机的IP地址。

(例如:http://192.168.0.10或192.168.0.10),按 Enter键。

3.在登录界面的用户名输入框中输入管理员用户名"admin",密码输入框中输入管理员密码"admin",

点击**登录**。

网络配置:点击网络配置->基础->IPv4配置。

你可以通过以下方式配置网络:

DHCP:话机默认通过DHCP服务器获取网络配置。例如:IP地址、子网掩码、网关和DNS服务器。

静态IP地址:如果话机无法通过DHCP服务器获取网络配置,你需要手动配置IP地址、子网掩码、网关、首选DNS 服务器和备选DNS服务器。

说明:话机的网络配置也支持IPv6协议,但IPv6默认是关闭的。 错误的网络设置会导致网络不可用,也可能对网络的性能造成影响。请咨询你的系统管理员了解更多信息。

账号配置:点击账号->注册。

账号参数:

注册状态: 显示当前账号的注册状态。

线路激活: 启用/禁用账号。

- 标签: 显示在显示屏上的账号标签。
- 显示名称: 呼出号码时,显示在对方话机上的名称。
- 注册名称: 由网络技术服务提供商提供 (必填)。
- 用户名称: 由网络技术服务提供商提供(必填)。
- 密码: 由网络技术服务提供商提供(必填)。
- SIP服务器: 由网络技术服务提供商提供 (必填)。

话机LCD显示屏显示账号注册状态的图标:

注册上 无账号 注册失败/注册中

说明:如果注册失败,请咨询你的系统管理员。

通过话机界面配置话机

网络配置:

在空闲界面上,按**菜单**软键,依次选择**设置->高级设置**(默认密码:admin)->网络->WAN端口/Wi-Fi端口/ VLAN/网页访问类型/802.1x/VPN/LLDP/CDP/NAT。

无线网络连接:

- 1. 在空闲界面上,按菜单软键,依次选择设置->基础设置->无线网络。
- 2. 打开**无线网络**开关,按**保存**软键。 话机将自动搜索附近可用的Wi-Fi。
- 3. 从N可用Wi-Fi网络列表中,选择一个Wi-Fi。

4. 按**连接**软键。

5. 如果要连接一个加密的网络,在密码区域中输入密码,然后按OK软键。

账号配置:

在空闲界面上,按菜单软键,选择设置->高级设置(默认密码:admin)->账号。

基本功能

拨打电话

使用下面的任意一种方式拨打:

- 按 🕝 。

输入号码,然后按了,画,#。或发送软键。

- 输入号码。

按♪,┈,#---或发送软键。

接听电话

按**应答**软键。

结束通话

按**挂断**软键。

静音或取消静音

开启通话静音:

在通话中,按触摸屏上的 👔 。静音键的LED灯红色常亮。

取消通话静音:

再次按触摸屏上的(上)。静音键的LED灯绿色常亮。

通话保持和恢复

通话保持:

在通话中,按**保持**软键。

恢复通话:

按**恢复**软键。

会议

话机最多支持五方会议。

创建五方本地会议通话:

- 1. 在通话中,按会议软键。当前通话被保持。
- 输入第二方的号码,按发送软键。
 你也可以从联系人中选择联系人加入会议。
- 3. 在第二方接听来电后,按会议软键。
- 4. 重复步骤2到3, 邀请更多方加入会议通话中。

管理会议成员:

- 1. 在会议中按管理软键。
- 2. 选择相应成员,可以进行以下操作:
 - •按禁言软键禁止该成员发言。该成员可以听到会议内容,但是其他成员无法听到该成员的声音。
 - •按移除软键将该成员移除。
 - •按拆分软键将会议拆分成多路独立的通话。

通话录音

你可以在话机上插上U盘录制音频通话。

录制音频通话:

- 1. 在通话中,选择开始录制。
- 2. 按暂停录制软键录音暂停,按恢复录制软键录音恢复。
- 按停止录制软键录音结束,录音文件自动保存。 如果你结束通话,录音将在通话结束时自动保存。

呼叫转移

你可以转移当前来电,或转移所有来电。

转移当前来电:

- 1. 在来电界面,按转移软键。
- 2. 输入你希望转移到的号码。

你也可以从联系人中选择一个联系人。来电将直接转移到该联系人。

3. 按**转移**。

转移所有来电:

- 1. 按**菜单**软键。
- 2. 依次**选择功能->呼叫转移**。
- 3. 选择呼叫转移的类型:

无条件转移-----话机的所有来电,将被无条件自动转移到预先指定的号码。

遇忙转移------当话机忙时,来电将被转移到预先指定的号码。

无应答转移----当话机在指定的响铃时间内无应答时,来电将被转移到预先指定的号码。

- 4. 打开相应的开关。
- 5. 输入你希望转移到的号码。
- 6. 如果选择无应答转移, 在响铃时长区域选择转移前等待的响铃时间。
- 7. 按**保存**软键保存操作。

通话转接

你可以使用下述三种方式将通话转接到另一方:

盲转

1. 在通话中,按转接软键。当前的通话被保持。

- 2. 输入你要转接到的号码。你也可以从联系人中选择要转接到的联系人。
- 3. 按**转接**软键。

半咨询转

- 1. 在通话中,按转接软键。当前的通话被保持。
- 2. 输入你要转接到的号码。
- 3. 按┌, ∝ 或者‱。
- 4. 在听到回铃音后,按**转接**软键。

咨询转

- 1. 在通话中,按转接软键。当前的通话被保持。
- 2. 输入你要转接到的号码。
- 3. 按╯, ∝ 或者‱。
- 4. 在对方接听来电并进行咨询后,按转接软键。

简

自定义话机

联系人

添加联系人:

- 1. 在空闲界面上,按联系人软键。
- 2. 依次选择本地联系人->所有联系人。
- 3. 选择需要添加的联系人,按添加软键。
- 4. 在姓名区域输入联系人姓名, 在相应的区域输入联系人号码。
- 5. 按**保存**软键操作。

编辑联系人:

- 1. 在空闲界面上,按联系人软键。
- 2. 选择**本地联系人->所有联系人**。
- 3. 选择需要的联系人,按选项软键,然后选择详情。
- 4. 编辑联系人信息。
- 5. 按**保存**软键操作。

删除联系人:

- 1. 在空闲界面上,按联系人软键。
- 2. 依次选择本地联系人->所有联系人。
- 3. 选择联系人,按选项软键,然后选择删除。
- 4显示屏弹出"删除选中条目?",按确定删除联系人。

说明:你可以从历史记录中添加联系人。了解更多信息,请参考历史记录章节。

历史记录

- 1. 在空闲界面上,按历史记录软键。
- 2. 选择**所有通话**。
- 3. 从所有通话中选择对应的记录,你可以进行如下操作:
 - •按呼叫软键拨打电话。
 - •按删除软键删除选中的条目。
 - 如果你按选项软键,你可以进行如下操作:
 - •选择详情查看记录的具体信息。
 - •选择添加到联系人将条目添加到话簿中。
 - •选择添加黑名单添加条目到黑名单。
 - •选择全部删除删除所有记录。

音量调节

- •在通话中,按┫-或┫+调节接收音量。
- •在空闲界面上或响铃时,按◀-或◀+调节响铃的音量。
- •在媒体播放界面,按┫-或┫+调节媒体播放的音量。

铃声

- 1. 在空闲界面上,按菜单软键,依次选择设置->基础设置->声音->铃声。
- 2. 按·或·选择默认铃声或相应的账号。
- 3. 按 · 或 · 选择相应的铃声。
- 4. 按**保存**软键保存操作。

Regulatory Notices

Operating Ambient Temperatures

•Operating temperature: +32 to 104°F (0 to 40°C)

- Relative humidity: 5% to 90%, noncondensing
 Storage temperature: -22 to +160°F (-30 to +70°C)

Warrantv

Our product warranty is limited only to the unit itself, when used normally in accordance with the operating instructions and the system environment. We are not liable for damage or loss resulting from the use of this product, or for any claim from a third party. We are not liable for problems with Yealink device arising from the use of this product; we are not liable for financial damages, lost profits, claims from third parties, etc., arising from the use of this product.

Explanation of the symbols

• DC symbol

is the DC voltage symbol.

• WEEE Warning symbol

To avoid the potential effects on the environment and human health To avoid the potential effects on the environment and electrical and as a result of the presence of hazardous substances in electrical and

 electronic equipment, end users of electrical and electronic equipment should understand the meaning of the crossed-out wheeled bin symbol. Do not dispose of WEEE as unsorted municipal waste and have to collect such WEEE separately.

Restriction of Hazardous Substances Directive (RoHS)

This device complies with the requirements of the EU RoHS Directive. Statements of compliance can be obtained by contacting support@yealink.com.

Safety Instructions

Save these instructions. Read these safety instructions before use!

- \Lambda General Requirements
 - Before you install and use the device, read the safety instructions carefully and observe the situation during operation.
 - During the process of storage, transportation, and operation, please always keep the device dry and clean, avoid collision and crash
 - Please attempt not to dismantle the device by yourself. In case of any discrepancy, please contact the appointed maintenance center for repair.
 - Please refer to the relevant laws and statutes while using the device. Legal rights of others should be respected as well.

A Environmental Requirements

- Place the device at a well-ventilated place. Do not expose the device under direct sunlight.
- Keep the device dry and free of dusts.
- Do not place the device on or near any inflammable or fire-vulnerable object, such as rubber-made materials.
- Keep the device away from any heat source or bare fire, such as a candle or an electric heater.

A Operating Requirements

- Do not let a child operate the device without guidance.
- Do not let a child play with the device or any accessory in case of
- accidental swallowing.
- Please use the accessories provided or authorized by the manufacturer only.
- The power supply of the device shall meet the requirements of the input voltage of the device. Please use the provided surge protection power socket only.
- Before plugging or unplugging any cable, make sure that your hands are completely dry.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, kitchen sink, wet basement or near a swimming pool.
- During a thunderstorm, stop using the device and disconnect it from the power supply. Unplug the power plug and the Asymmetric Digital Subscriber Line (ADSL) twisted pair (the radio frequency cable) to avoid lightning strike.

- If the device is left unused for a rather long time, disconnect it from the power supply and unplug the power plug.
- When there is smoke emitted from the device, or some abnormal noise or smell, disconnect the device from the power supply, and unplug the power plug immediately.
- Contact the specified maintenance center for repair.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Before connecting a cable, connect the grounding cable of the device first. Do not disconnect the grounding cable until you disconnect all other cables.

▲ Cleaning Requirements

- Before cleaning the device, disconnect it from the power supply.
- Use a piece of soft, dry and anti-static cloth to clean the device. • Keep the power plug clean and dry.

Troubleshooting

The unit cannot supply power to Yealink device.

There is a bad connection with the plug.

- 1. Clean the plug with a dry cloth.
- 2. Connect it to another wall outlet.
- The usage environment is out of operating temperature range.
- 1. Use in the operating temperature range
- The cable between the unit and the Yealink device is connected incorrectly.
- 1. Connect the cable correctly.
- You cannot connect the cable properly.
- 1. You may have connected a wrong Yealink device.
- 2. Use the correct power supply.
- Some dust, etc., may be in the port. 1. Clean the port.

Contact your dealer or authorized service facility for any further questions. FCC Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following

two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

IC Statement

This device complies with Industry Canada's licence-exempt RSSs. Operation is subject to the following two conditions:

(1) this device may not cause interference; and

(2) this device must accept any interference, including interference that may cause undesired operation of the device. CAN ICES-3(B)

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes

(1) l'appareil ne doit pas produire de brouillage;

(2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.NMB-3(B)

Radiation Exposure Statement

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body. Cet émetteur ne doit pas être Co-placé ou ne fonctionnant en même temps qu'aucune autre antenne ou émetteur. Cet équipement devrait être installé et actionné avec une distance minimum de 20 centimètres entre le radiateur et

votre corps Contact Information

YEALINK NETWORK TECHNOLOGY CO., LTD.

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About Yealink

Yealink is a global leading provider of enterprise communication and collaboration solutions, offering video conferencing service to worldwide enterprises. Focusing on research and development, Yealink also insists on innovation and creation. With the outstanding technical patents of cloud computing, audio, video and image processing technology, Yealink has built up a panoramic collaboration solution of audio and video conferencing by merging its cloud services with a series of endpoints products. As one of the best providers in more than 140 countries and regions including the US, the UK and Australia, Yealink ranks No.1 in the global market share of SIP phones shipments.

Technical Support

Visit Yealink WIKI (http://support.yealink.com/) for the latest firmware, guides, FAQ, Product documents, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (https://ticket.yealink.com) to submit all your technical issues.





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