VOICE SERVICES

FLIP CONNECT
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Flip Connect

Yealink CP960

Quick User Guide

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Welcome
Initializing...Please wait
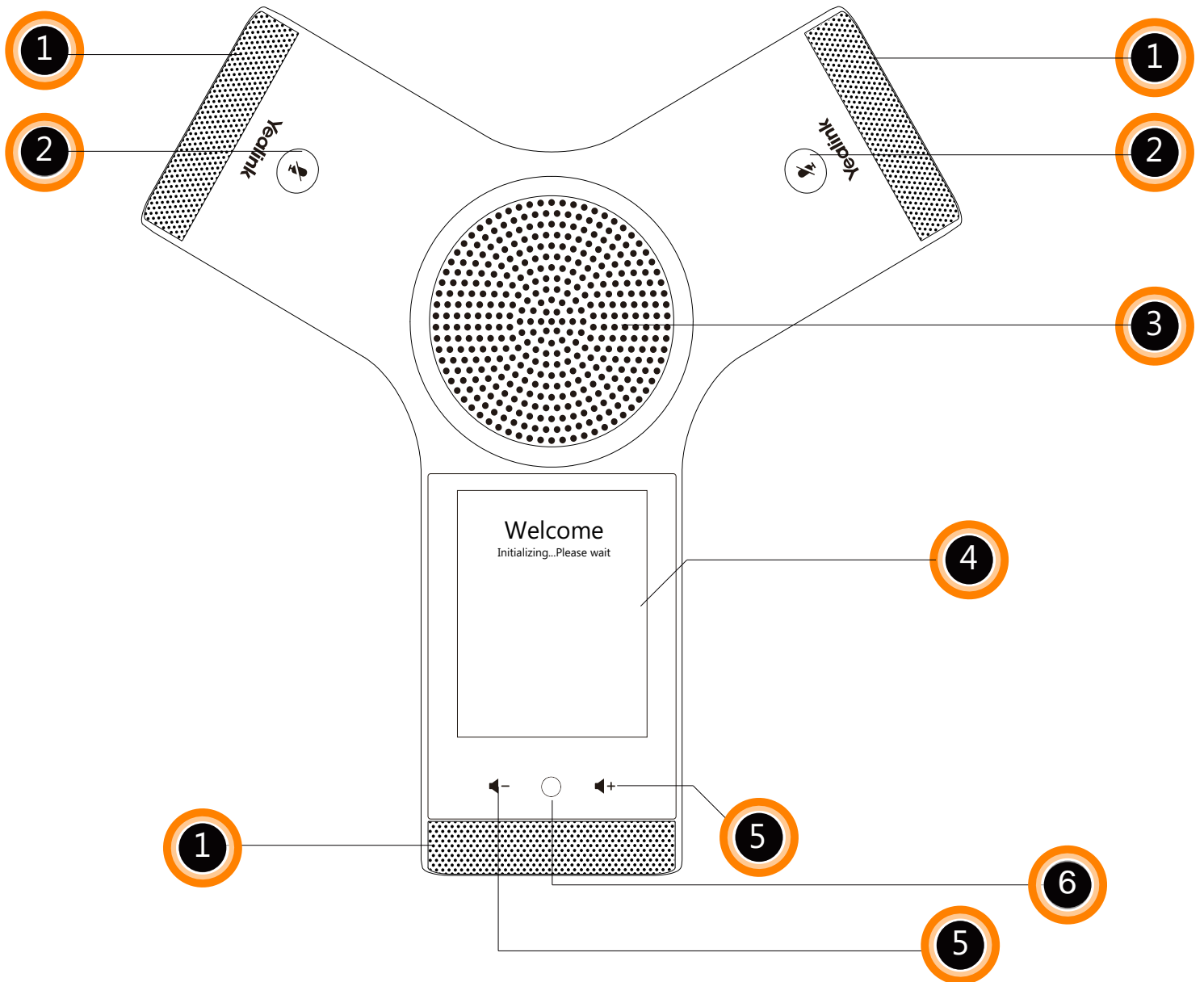
1	Three Internal Microphones	2	Mute Touch Keys
3	Speaker	4	Touch Screen
5	Volume Toch Keys	6	HOME Touch Key

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Making Calls

Do one of the following:
- Tap 📞 or **Dial**

   Enter the phone number, and then tap 📞, OK, #send or the **Send** soft key.
- Enter the phone number.

   Tap 📞, OK, #send or the **Send** soft key.

Answering Calls

Tap 📞, OK 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:
Press More...
Tap the **Hold** soft key during a call.
To resume a call:
Tap the **Resume** soft key during a call.

Conference Call

To host a conference.
1. Press Invite.
2. Tap the **Conf** soft key during a active call. The call is placed on hold.
3. 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.
4. Tap the **Conf** soft key again when the second party answers.
5. 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.