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IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Yealink CP925

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Yealink CP925 Quick Start Guide

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IP Phone Quick Start Guide Series

A model-specific guide to the **Yealink CP925 conference phone**, covering installation, touchscreen features, Wi-Fi, voicemail, basic calling and conference management.

Inside this guide: Guided Setup • System Features • Wi-Fi Setup • Voicemail Features • Simple Call Management • Conference Call Management • Quick Reference.

1. Guided Setup

Assemble and connect your CP925

Connect **power and/or Ethernet to the underside** of the device. Secure the plastic cover with the included screw and screwdriver, as shown. Once connected to power and a network, the CP925 automatically downloads its configuration and starts operating.

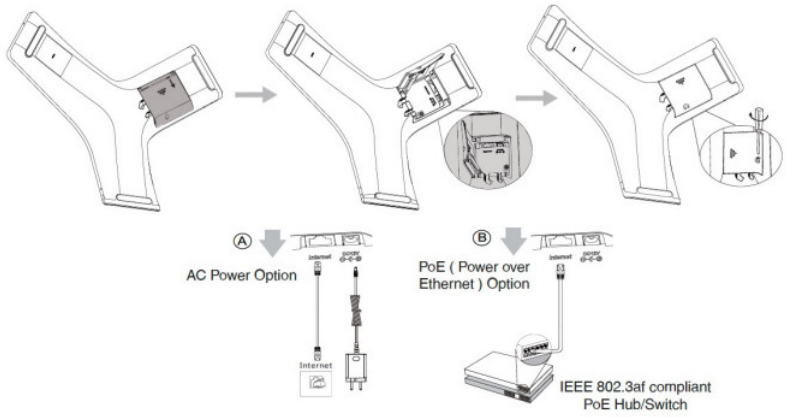


Figure 1. CP925 power and Ethernet/PoE connection options.

Physical features

Most CP925 functions are controlled through the touchscreen. Dedicated physical controls provide common call functions, including **Mute** and **Volume**, for convenient access during conferences.

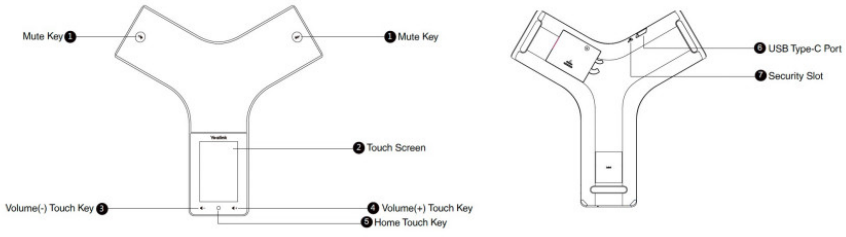


Figure 2. Physical controls on the CP925.

2. System Features

Control Center

Swipe down from the top of the screen or tap **More** on the idle screen. The Control Center provides quick access to common features and the menu screen.

Idle screen

The idle screen shows the registered account, time and date, and programmable keys. It provides access to the **DSSkey** screen and Control Center.



Figure 3. Control Center.



Figure 4. Idle screen.

DSSkey screen

The DSSkey screen shows your phone's programmable line keys.

Calls screen

Active and held calls appear on the Calls screen. When you have both an active and a held call, select **Previous/Next** to move between them.



Figure 5. DSSkey screen.

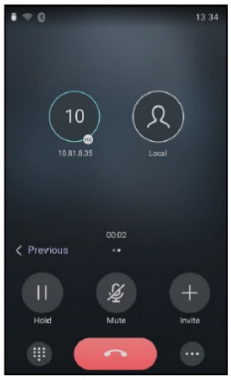


Figure 6. Calls screen.

Status-bar icons

The status bar provides quick visual indicators for network connectivity, call state, Bluetooth and other phone status information. Use the original reference below to identify individual symbols.

ICONS	DESCRIPTION	ICONS	DESCRIPTION
	Wired network is unavailable		Phone Warning
	Wired Network is unreachable		Keep Mute
	Auto Answer		Voice Mail
	Registered successfully		Phone Lock
	Do Not Disturb (DND)		Ringer volume is 0
	Call Forward		Missed Calls
	USB flash drive is detected	PSTN	PSTN box is detected
	Wi-Fi enabled		Wi-Fi connection is un-reachable
	Bluetooth enabled		Bluetooth-enabled mobile phone paired and connected

Figure 7. Status-bar icon reference from the supplied source.

3. Wi-Fi Setup

The CP925 includes built-in Wi-Fi for conference rooms or offices without an Ethernet connection.

Activate Wi-Fi

1. Navigate to **More > Basic > Wi-Fi**.
2. Turn **Wi-Fi** on.

Connect to a wireless network

When Wi-Fi is enabled, the CP925 scans for networks and may reconnect to a previously saved network automatically. To connect manually:

1. Navigate to **More > Basic > Wi-Fi**.
2. Tap the wireless network you want to connect to.
3. Enter the network password in the **Password** field.
4. Tap **Save**.

4. Voicemail Features

Check voicemail

1. Select **More > Message > View Voice Mail**.
2. Tap the desired account.
3. Follow the voice prompts to listen to your messages.

Note: The CP925 source includes voicemail *playback* instructions but does not provide personal greeting or PIN-change steps for this model.

5. Simple Call Management

Place an outgoing call

Use the dialer to enter a number, or select a contact from your search results, placed-call history or directory.

1. Select the desired contact from the **search list**, **placed call list**, or **directory**, **or** open the dialer and type the phone number.
2. Tap the **green Call** icon to place the call.



Tap the dialer icon to enter a number.



Select the green Call icon to place the call.

Answer an incoming call

When the phone rings and displays caller information, tap **Answer**.

Reject an incoming call

Tap **Reject** to send the caller to voicemail. The rejected call will appear in the **Received Calls** area of the History list.

End a call

Tap the **red End Call** icon.



Tap the red End Call control to finish the call.

Hold an active call

1. During an active call, tap **Hold**.
2. When ready to return to the call, tap **Resume**.
3. If you have multiple calls, use **Previous/Next** on the Calls screen to select the call you want.

The source notes that the phone sounds a soft reminder beep approximately **every 30 seconds** while a call remains on hold.

6. Conference Call Management

Initiate a conference call

Option A — Dial multiple members

1. Open the conference/multiple-call control and choose **Call multiple members**.
2. Enter each participant's phone number, selecting **Add Members** after each entry.
3. Tap the **Call** icon to start the conference.

Option B — Invite participants to an existing call

1. Place a call to the first party.
2. Tap **Invite**.
3. Enter another number, choose a contact, or select someone from **History**.

Source clarification: The supplied Word document does not name the initial icon in Option A; confirm the first control in the CP925's deployed interface.

Hold or resume a conference

When you hold the conference, all other participants are placed on hold until the conference is resumed.

- Tap **Hold** to place the conference on hold.
- Tap **Resume** to bring participants back.

Mute your microphone in a conference

Tap **Mute** to prevent the other conference participants from hearing your microphone. Tap **Mute** again to unmute. Other participants can continue hearing each other while your microphone is muted.

Manage conference participants

During a conference, tap the avatar of the participant you want to manage, then select one of these available controls:

- **Far Mute** — Mute that participant.
- **Remove** — Remove them from the conference.
- **Split** — Split that participant from the conference.
- **Far Hold** — Put that participant on hold.

7. Quick Reference

Goal	CP925 action
Open Control Center	Swipe down from the screen's top edge, or tap **More**
Open line keys	Open the **DSSkey** screen
Switch between active and held calls	**Previous/Next**
Turn on Wi-Fi	**More > Basic > Wi-Fi**
Connect to Wi-Fi	Select network, enter password, tap **Save**
Check voicemail	**More > Message > View Voice Mail**
Answer a call	**Answer**
Reject a call	**Reject**
End a call	Red **End Call** icon
Hold / resume	**Hold** / **Resume**
Add conference participants	**Call multiple members** or **Invite**
Hold / resume conference	**Hold** / **Resume**
Mute your microphone	**Mute**
Control another participant	Tap their avatar, then **Far Mute**, **Remove**, **Split**, or **Far Hold**

Need assistance?

CloudBusinessPhone.com
Service: 888.704.1789, Option 1
Email: support@CloudBusinessPhone.com

These instructions follow the Yealink CP925 section of the owner-supplied Word document. Availability and menu labels can vary with software version, account configuration and supported services. The images are the original illustrations provided with that document.