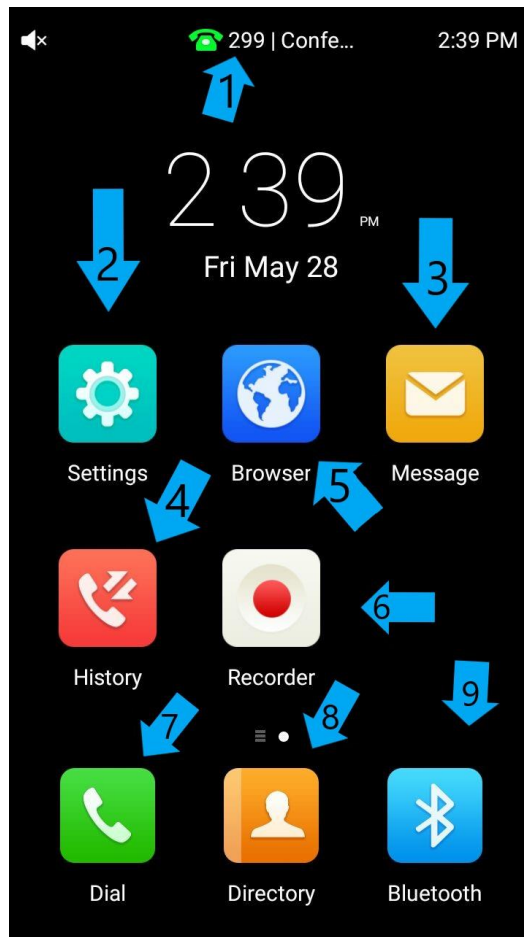


## CP 960 Basics



1. **Extension Number:** This is where you can see what extension number the conference phone is.
2. **Settings:** If you need to put the conference phone on Wifi this is where those settings would be.
3. **Message:** This is where you can go to see your voicemails, change the voicemail pin on your extension.
4. **History:** This is where you will see all your calls that have happened on the conference phone. You will see placed calls, missed calls, inbound and outbound calls in this menu.
5. **Browser:** This is where you can go to browse the internet on the conference phone if you want to look something up quickly and have the conference phone available.
6. **Recorder:** Here is where you can go to record a conversation you are having with someone without having to be on the phone with them.
7. **Dial:** This is where you go to make a call to someone.
8. **Directory:** This displays all of the extensions on the system and any contacts that are shared between the phones. Scroll through or search and press Send to call that contact.
9. **Bluetooth:** You can turn on and pair Bluetooth devices in this menu.

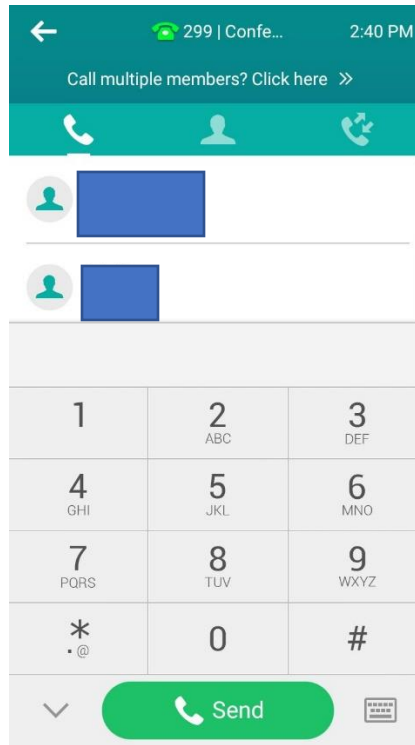
**Swipe Right on the screen and you will be greeted with this menu:**



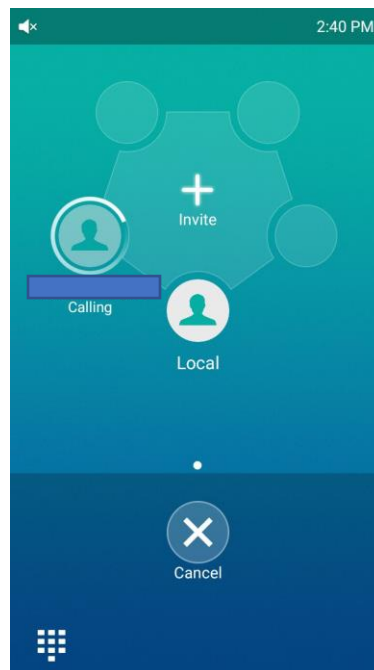
**Shared Park Keys (SP1, SP2, SP3):** Shared Park Keys are used as a global hold for the phone system. When a call is transferred to an available park key the light will change from green to red on all of the phones and the caller is placed on hold. That call can then be picked up from any phone by pressing that same Park key. To place a call on park, press an available park key that is green. To pick up a parked call, press the red key that the call is parked on.

**BLF (Person Keys):** Busy Lamp Field keys (Speed dial keys). Press the button to call or transfer to that extension. The button will flash red if that extension is receiving a call and will be solid red if they are on a call.

## Making a call:



After pressing the “Dial” button you are greeted with this screen, dial your phone number you wish to call then press send.



You are then greeted with this screen, press the invite button in the middle if you wish to add more people to the call. This will open the dial screen again and when you press send it will add another person to the screen you can do this as many times as you need.

