

# End User Guide for Yealink CP965



## **Yealink** **END USER GUIDE**

Contents

Introduction..... 2

Accessing the CommPortal..... 2

Programmable keys – Soft key..... 4

Programmable keys – Line key..... 4

Features..... 5

Preferences..... 6

Lines 1..... 6

End User Guide for Yealink CP965

Introduction

This guide will help you get up and running with your new desk phone. For an explanation of the listed features please reference the AirePBX Feature Guide at <https://airespring.com/resources/resources-others/?d=guides>.

Accessing the CommPortal

To configure phone, log in at <https://commportal.airespring.com/>

Once you login, select *Devices* and add the *Yealink CP965*

Once you access to the phone page, the following screen will display:

HomeMessages and CallsContacts

Start

Phone Status

Available for Calls

ApplyCancel

Incoming calls will: Ring your Account Phone

A

Account Phone

If there is no answer

Forward to another phone after 36 seconds

Send to voicemail after 24 seconds

If your phone is busy

Forward to another phone

Send to voicemail

Advanced Settings

Forward Selected

Reject Selected

Anonymous Callers

Your Services

Call Settings

Message Settings

Notifications

Reminders

Group Mailboxes

Personal Details

Roxana Cortez

New Prod MGMT

Admin for New Prod MGMT

Devices

Allocated Licenses

Set Emergency Location

Security

Change Password

Change Call Services PIN

Change Voicemail PIN

Support

Help


Downloads

Send Feedback

Programmable keys – Soft key

Yealink SIP-CP965 - Edit settings for AirespringHPBX, New Prod MGMT

Filter settings...Clear



Programmable Keys - Soft Key

Programmable Keys - Line Key

Paging Groups

Features

Preferences

Network

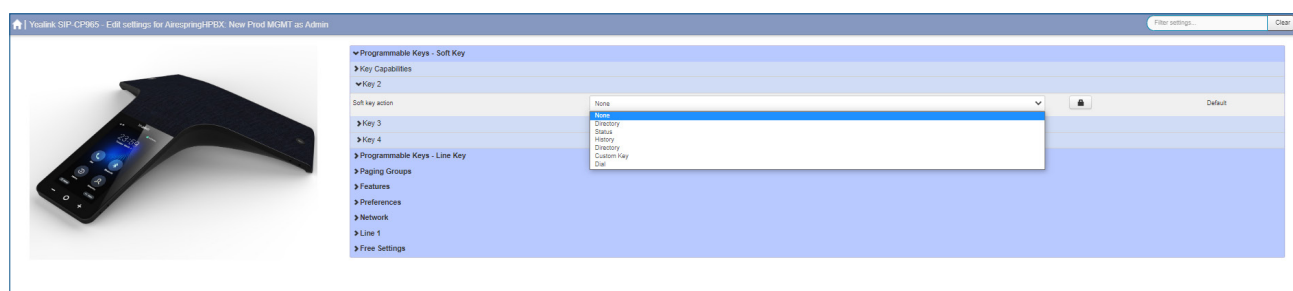
Line 1

Free Settings

In this section you will have 4 soft keys and will be able to select from the following options:

- ▶ **None** – this is used when a key is not assigned a function.
- ▶ **Directory** – this configures the key to provide you with the phone's list of contacts.
- ▶ **Status** – this configures the status of your phone
- ▶ **History**
- ▶ **Directory**
- ▶ **Custom Key**
- ▶ **Dial**

## Programmable keys – Line key



## The Line Keys capabilities

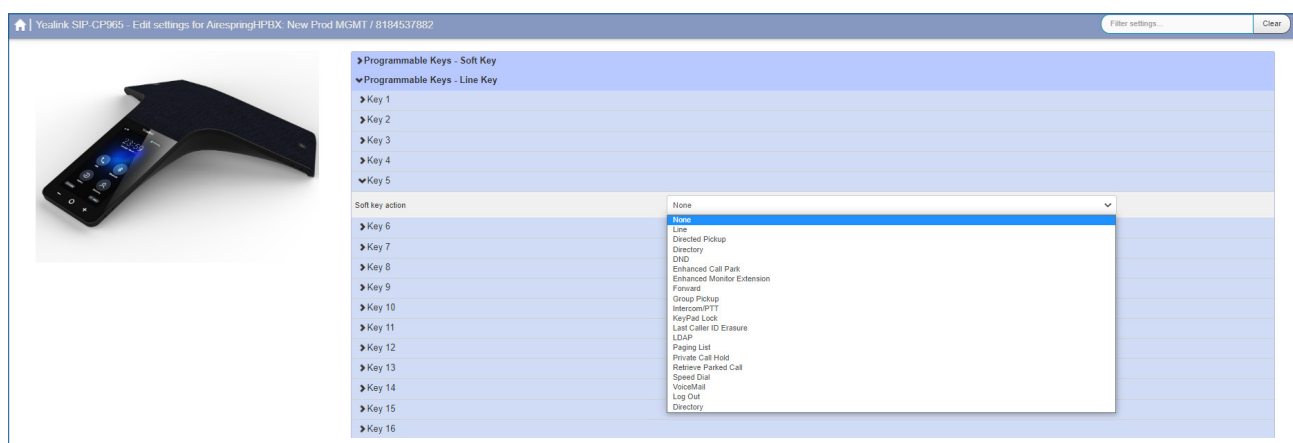
In this section you will have additional options to configure up to 30 keys:

- ▶ **Line**
- ▶ **Directed Pickup** – this configures a key to pick up a call
- ▶ **Directory**
- ▶ **DND**
- ▶ **Enhanced Call Park**
- ▶ **Enhanced Monitor Extension**
- ▶ **Forward** – you can the target number to forward calls to.
- ▶ **Group Pickup**
- ▶ **Intercom / PTT**
- ▶ **Keypad Lock**

- ▶ **Last Caller ID Erasure**
- ▶ **LAP**
- ▶ **Paging List**
- ▶ **Private Call Hold**
- ▶ **Retrieve Parked Call**
- ▶ **Speed Dial**
- ▶ **Voicemail**
- ▶ **Log Out**

## Features

In this section you will be able to set up:



- ▶ **Dial Plan** - It configures the time (in seconds) for the IP phone to automatically dial out the entered digits without pressing a send key
- ▶ **Call Log** - It enables or disables the IP phone to save local call log.
- ▶ **Notification Popups** –
  - **Display Voice Mail Popup** - It enables or disables the IP phone to display the pop-up message when the phone receives a new voice mail (Note: If the voice mail pop-up message box disappears, it won't pop up again unless the user receives a new voice mail or the user re-registers the account that has unread voice mails).
  - **Display Missed Call Popup** - It enables or disables the IP phone to display the pop-

up message when the phone misses a call.

- **Display Forward Call Popup** - It enables or disables the IP phone to display the pop-up message when the phone forwards an incoming call to other party.

## Preferences

In this section you will be able to configure:

- ▶ Call Display - It enables or disables the IP phone and method to display the called contact information when receiving an incoming call.
- ▶ **Display**
  - **Background Image Type** - It configures system or custom wallpaper displayed on the IP phone. "Use System Image"- You can select one Image of system resource. "Use Custom Image" - You can select one Image of uploaded resource.
  - **System Background Image** - It configures which wallpaper of system resource displayed on the IP phone.
  - **Upload Background Image** - It configures the access URL of the custom wallpaper image. Note: The image you want to upload must be in jpg,. png,. der format.

## Lines 1

In this section you will be able to configure:

User's information (Number, Name, Description), Ringtone.



Ready to find out more? Contact us at 888-389-2899,  
email [sales@airespring.com](mailto:sales@airespring.com), or visit our website at [www.airespring.com](http://www.airespring.com)