



Zultys Yealink CP935 Guide

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On-Premise Zultys Yealink CP935 Guide

Overview

The purpose of this document is to help walk you through the features and functions of your new Yealink CP935 Phone.

We're here to help! If you have any questions about the new functionality please reach out to us at support@datacommplus.com

Home Screen

The home screen displays the account information, time and date plus the system applications.



1	Status Bar	Displays icons, current account and times
2	Icons	Displays icons in the upper left hand corner
3	Current Account	+ If there is no account registered on the phone No Service appears. + If the phone is registered and there is a Bluetooth-enabled
4	Digital Clock Widget	Displays time
5	Programmable Keys	Dial - Tap to access dialpad Bluetooth - Tap to access Bluetooth screen History - Tap to access history and history records Directory - Tap to access contacts

Answering and Placing a Call


Answering a Call

Below are the steps on how to answer a call plus how to answer a call when already on a call

Answer a call

- Select 



Answer a call when on a call

- Select 
 - The active call is placed on hold



Placing a Call

Below are multiple way to place a call


Dialing a phone number

- Select the Calls screen and then select the  icon
- Dial the phone number and then select 

Call through Contacts

- Select 
- Locate your contact
- Select the Calls screen and then select the  icon

Call through Call History



- Select the  icon
- Select All Calls and select the desired history list
- Select the desired entry

Hold, Transfer or Park a call

Placing a Call on Hold

It is best practice to put a call on hold if you do not need to transfer the call to anyone else. If you need to transfer the call to someone else, follow the steps below for either parking a call or transferring a call.

Put call on hold


- When on the live call select Hold 
 - The caller will hear music when on hold
- Select Resume  to take a call off of hold
- If multiple call are place on hold, select the desired held call
 - When you have multiple calls on the phone and the current call is active, you can select Previous/Next to swap to the held call

Transferring a Call



While on a live call you can transfer a call several ways:

- Blind Transfer - Transfer a call directly
- Attended Transfer - Introduce a call before transferring

Blind Transfer

- During a live call select the More button  and then Transfer
- The call is placed on Hold
- Enter the number you want to transfer to
 - You can also select a contact you want to transfer to from Directory or History
- Select Transfer and the call is now transferred


Attended Transfer

- During a live call select the More button  and then Transfer
- Enter the number you want to transfer to and then the # key or 
- After the contact answers the call you can then introduce the caller to who you are transferring the call to. Once you have introduced the call you can select Transfer

Parking a call

Call Parking is a type of Call Holding. When you park a call, you can pick that call up from ANY phone in the system. If a call is put on hold, you can only pick the call up from that phone.

Placing a call on Park

- During a live call select the More button 
- Select Park
 - If the call is not picked up within time programmed, you will receive a ringback



Retrieve a call that is Parked

- Select Retrieve on the dialing screen


Conferencing

Five parties (including yourself) can be supported


Initiating a Conference by Calling Multiple Contacts

- Select  from the calls screen
- Select Call multiple members? Click here >>
- Enter the number of the first party then select Add Members or select a contact
- Repeat the above step until all intended parties have been added
- Select  to call all contacts at the same time

Initiating a Conference by Inviting Other Contacts

- During a live call and select 
- Select the desired contact to dial out

Initiating a Conference Call from Call History

- During a live call and select 
- Select the desired history record to dial out

If you need further assistance, please reach out to us at support@datacommplus.com. Once we receive your request one of our representatives will get back to you as soon as possible to help you with any of your phone system needs.