

# Yealink

## USB Speakerphone CP700 & CP900 User Guide



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# Contents

<b>Overview.....</b>	<b>3</b>
Usage Scenarios.....	3
Hardware Component Instructions.....	3
Placing Your Speakerphone.....	3
Placing the Speakerphone in the Small Meeting Room.....	3
Placing the Speakerphone on the Desk.....	4
<b>Getting Started.....</b>	<b>5</b>
Powering on the Speakerphone.....	5
Powering off the Speakerphone.....	5
Charging the Speakerphone.....	5
Checking the Battery Status.....	6
<b>Speakerphone Connection.....</b>	<b>6</b>
Connecting to PC via USB Cable.....	6
Connecting to PC/Smartphone via Bluetooth.....	7
Tips When using Bluetooth.....	7
BT50 LED Indicator.....	7
Single Bluetooth Connection.....	7
Two Bluetooth Connections.....	8
Disconnecting the Bluetooth Device.....	9
Reconnecting to the Bluetooth Device.....	9
<b>Using the Speakerphone.....</b>	<b>9</b>
Call Control Features.....	10
Answering a Call.....	10
Rejecting or Ending a Call.....	10
Muting/Unmuting a Call.....	10
Holding a Call.....	10
Creating a Mix Conference.....	10
Handling Multiple Calls.....	11
Volume Adjustment and Synchronization.....	11
Using Teams /Voice Assistant Button.....	11
Invoking the Teams Client.....	11
Activating Voice Assistant.....	12
Pausing or Playing the Music.....	12
Resetting to Factory.....	12
<b>Software.....</b>	<b>12</b>
Yealink USB Connect.....	13
Upgrading the Speakerphone.....	13
Upgrading the BT50.....	13

## Overview

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- [Usage Scenarios](#)
- [Hardware Component Instructions](#)
- [Placing Your Speakerphone](#)

## Usage Scenarios

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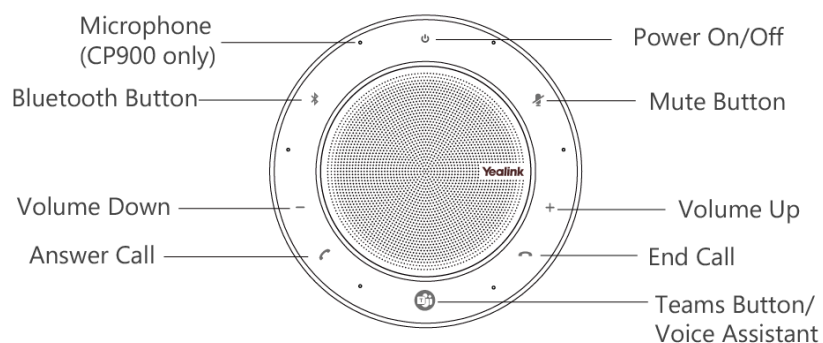
Yealink speakerphone is suitable for the following scenarios:

- Personal use
- Huddle room

The speakerphone presents the immersive sound for either calls or music and makes the call controls accessible on the speakerphone itself directly.

## Hardware Component Instructions

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## Placing Your Speakerphone

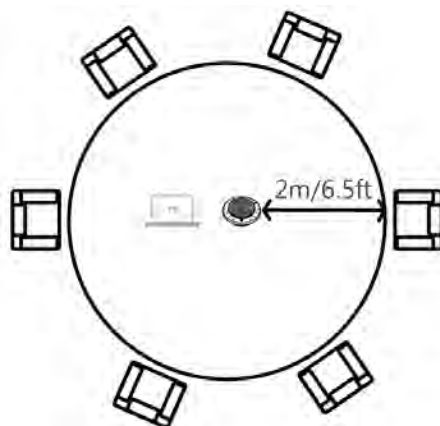
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- [Placing the Speakerphone in the Small Meeting Room](#)
- [Placing the Speakerphone on the Desk](#)

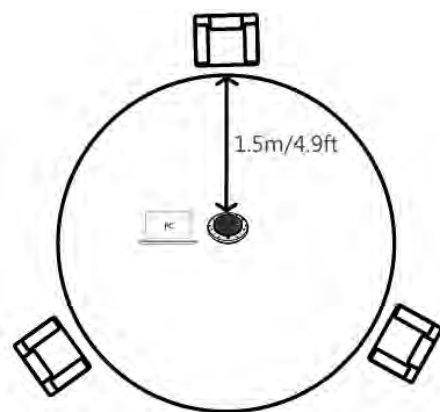
### Placing the Speakerphone in the Small Meeting Room

Place the speakerphone in the center of the table.

The in-room coverage of CP900 is ideal for up to 6 people. Up to 2m/6.5ft from each participant.



The in-room coverage of CP700 is ideal for up to 3 people. Up to 1.5m/4.9ft from each participant.



### Placing the Speakerphone on the Desk

Place the speakerphone on the desk.



When using the CP700 at your desk, it is recommended to put the speakerphone upright using the table stand. This will better direct the audio towards you.



## Getting Started

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- [Powering on the Speakerphone](#)
- [Powering off the Speakerphone](#)
- [Charging the Speakerphone](#)
- [Checking the Battery Status](#)

### Powering on the Speakerphone

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#### Procedure

Do one of the following:


- Plug the speakerphone into a USB power source using the attached USB cable.
- Hold the **Power** button  for 3 seconds.

### Powering off the Speakerphone

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#### Procedure

Hold the **Power** button  for 3 seconds.

 **Note:** To preserve battery while unplugged, the speakerphone will automatically power off after 30 minutes of inactivity.

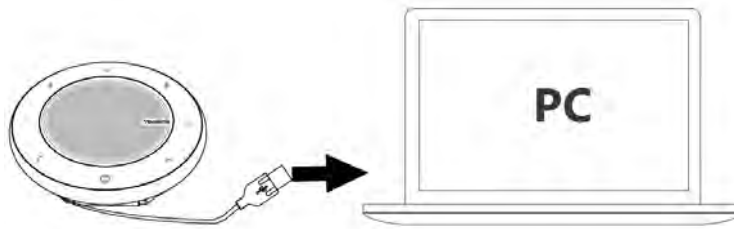
### Charging the Speakerphone

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Plug the speakerphone into a USB power source.


The CP700 battery lasts for up to 9 hours of talk time and takes approximately 3 hours (5V/500mA) to fully charge.

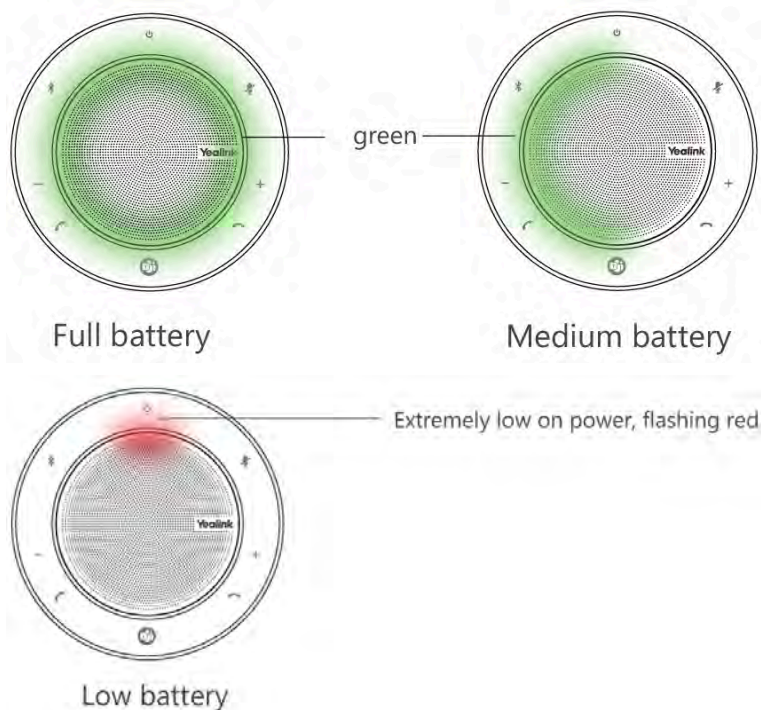
The CP900 battery lasts for up to 12 hours of talk time and takes approximately 3 hours (5V/1A) to fully charge.



## Checking the Battery Status

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Tap the **Power** button  to check the current battery status.



## Speakerphone Connection

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The speakerphone is compatible with Microsoft Teams/Skype for Business client and Yealink VCD client. It can connect to PC via USB cable or Bluetooth, and to smartphone via Bluetooth.

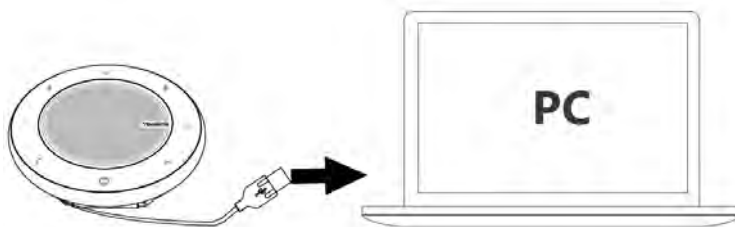
- [Connecting to PC via USB Cable](#)
- [Connecting to PC/Smartphone via Bluetooth](#)

### Connecting to PC via USB Cable

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#### Procedure

Plug the speakerphone into a USB port on your PC.



**Note:** If there is no sound coming from your speakerphone, you may need to set the speakerphone as the playback device for your PC.

## Connecting to PC/Smartphone via Bluetooth

You can connect your speakerphone to PC or smartphone via Bluetooth.

The speakerphone can save the pairing information of 8 Bluetooth devices connected recently.

- [Tips When using Bluetooth](#)
- [BT50 LED Indicator](#)
- [Single Bluetooth Connection](#)
- [Two Bluetooth Connections](#)
- [Disconnecting the Bluetooth Device](#)
- [Reconnecting to the Bluetooth Device](#)

### Tips When using Bluetooth

- If the Bluetooth feature is not available, you can confirm whether the Bluetooth feature is turned on via Yealink USB Connect, or contact your administrator.
- The speakerphone will automatically exit the pairing mode if no Bluetooth device is connected within 10 minutes.
- The LED indicators on the speakerphone will go out after 1 minute of inactivity and enter the power safe mode. In this mode, Bluetooth is still connected. You can manually tap any button to reactivate the speakerphone, or the speakerphone will be automatically activated if you play the music or receive a call.

### BT50 LED Indicator

#### BT50 LED Indicator

LED Indicator	Description
Flashing blue	Bluetooth connecting
Solid blue	Bluetooth connected
Off	Bluetooth disconnected

### Single Bluetooth Connection

You can connect to PC or smartphone via Bluetooth.

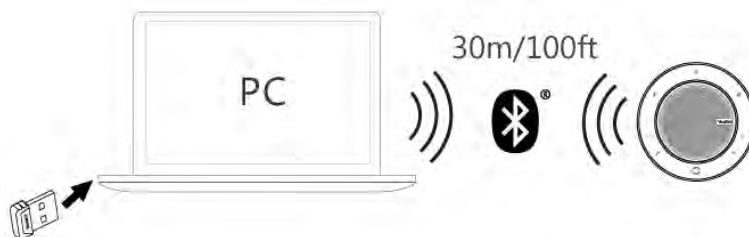
- [Connecting to PC via Bluetooth Dongle BT50](#)
- [Connecting to Smartphone](#)

### Connecting to PC via Bluetooth Dongle BT50

You can connect the speakerphone to PC via Bluetooth dongle BT50. The USB speakerphone and the BT50 are pre-paired and ready to use out of the box. The Bluetooth range is 30m/100ft.

#### Procedure

Connect the BT50 into a USB port on your PC.



**Note:** If there is no sound coming from your speakerphone, you may need to set the BT50 as the playback device for your PC.

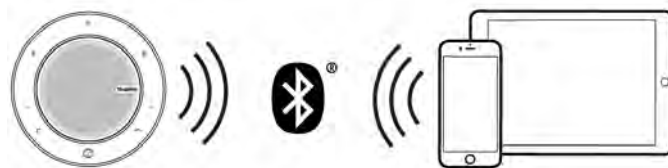
To manually pair the speakerphone with the BT50, please use Yealink USB connect.

#### Related information


[Yealink USB Connect](#)

### Connecting to Smartphone

You can connect the speakerphone to smartphone via built-in Bluetooth.



#### Procedure

1. Hold the **Bluetooth** button  for 2 seconds to enter the pairing mode.
2. Select the speakerphone from the Bluetooth device list on smartphone to connect it.

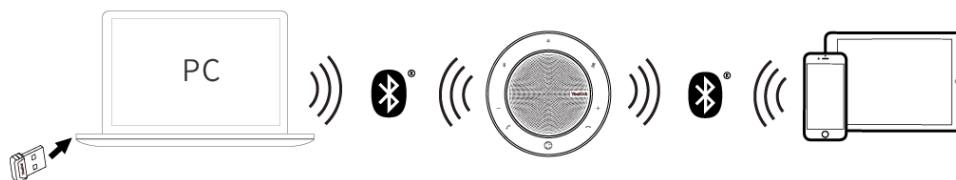
## Two Bluetooth Connections

You can connect to one PC and one smartphone at the same time via Bluetooth, or connect two smartphones.

- [Connecting to PC and Smartphone](#)
- [Connecting to Two Smartphones](#)

### Connecting to PC and Smartphone

You can connect your speakerphone to one PC and one smartphone at the same time.




#### Before you begin

Your speakerphone has connected to PC via Bluetooth dongle BT50.



**Procedure**

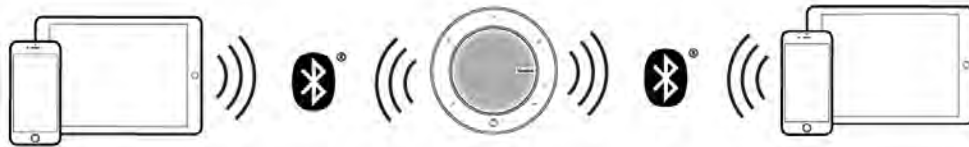
1. Hold the **Bluetooth** button  for 2 seconds.  
The speakerphone disconnects from the PC.
2. Select the speakerphone from the Bluetooth device list on the smartphone to connect it.

**Related tasks**

[Connecting to PC via Bluetooth Dongle BT50](#)


**Connecting to Two Smartphones**

You can connect your speakerphone to two smartphones at the same time via built-in Bluetooth.

**Before you begin**

Your speakerphone has connected to smartphone A.

**Procedure**

1. Hold the **Bluetooth** button  for 2 seconds.  
The speakerphone disconnects from smartphone A.
2. Select the speakerphone from the Bluetooth device list on smartphone B to connect it.  
If it is the first time to connect, you need to re-connect the speakerphone on smartphone A.

**Related tasks**

[Connecting to Smartphone](#)

**Disconnecting the Bluetooth Device**

You can quickly disconnect the Bluetooth connection by tapping a button on the speakerphone.

**Procedure**

Double-tap the **Bluetooth** button .

**Reconnecting to the Bluetooth Device**

After you disconnect a Bluetooth device, you can reconnect it to your speakerphone.

**Procedure**

Tap the **Bluetooth** button .



**Note:** If the speakerphone has paired with BT50, when the speakerphone reconnects, it will try to connect the BT50 and the last connected Bluetooth device.

## Using the Speakerphone

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- [Call Control Features](#)
- [Volume Adjustment and Synchronization](#)
- [Using Teams /Voice Assistant Button](#)

- [Pausing or Playing the Music](#)
- [Resetting to Factory](#)

## Call Control Features


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You can control the calls on the speakerphone.

- [Answering a Call](#)
- [Rejecting or Ending a Call](#)
- [Muting/Unmuting a Call](#)
- [Holding a Call](#)
- [Creating a Mix Conference](#)
- [Handling Multiple Calls](#)


### Answering a Call

#### Procedure

In the ringing state, tap the **Answer Call** button .



### Rejecting or Ending a Call

#### Procedure

In the ringing state or during the call, tap the **End Call** button .

### Muting/Unmuting a Call

#### Procedure

1. During a call, tap the **Mute** button  to mute the microphone.  
The mute LED indicator and LED light-ring glow red.
2. Tap  again to unmute the microphone.

### Holding a Call

You can place an active call on hold.

#### Procedure

During a call, tap the **Answer Call** button .

The LED light-ring flashes green.

### Creating a Mix Conference

You can create a mix conference on the speakerphone.

#### Before you begin

- The speakerphone is connected to PC via USB cable and connected to PC/ smartphone via Bluetooth.
- The speakerphone has one USB call and one Bluetooth call.




**Procedure**

Hold the **Answer Call** button  for 3 seconds.

The three-way conference for the mixed channel is successfully established.


**Handling Multiple Calls****Procedure**

You can do the following:

- Tap the **Answer Call** button  to put the current call on hold and answer the incoming call.
- Tap the **Answer Call** button  to switch between held call and active call.
- Tap the **End Call** button  to reject the incoming call and keep the current call.

**Volume Adjustment and Synchronization****Procedure**

Tap the **Volume Up/Volume Down** button .

 **Note:** The volume will be synchronized between the speakerphone and the connected device. It is limited by the connected device.

**Using Teams /Voice Assistant Button**

If connected via USB cable or Bluetooth, you can use this button.

When used with the Teams client, the button LED indicator is as follows. When the voice assistant is activated, the button always glows white.

**LED indicator**

LED Indicator	Description
Slow-flashing white	When there are missed calls/voice mails/Teams meeting notification
Solid white	Teams connected
Off	Teams disconnected

- [Invoking the Teams Client](#)
- [Activating Voice Assistant](#)

**Invoking the Teams Client****Procedure**

After the Teams client connects, tap the **Teams** button .



**Note:** Before using the Teams button functions, you should install the Microsoft Teams client on your PC. It works in the USB cable or BT50 connection.

## Activating Voice Assistant

You can activate your smartphone's voice assistant (Siri<sup>®</sup>, Google Now<sup>™</sup>, Cortana<sup>™</sup>).

### Procedure

Hold the button  for 2 seconds.



**Note:** It depends on support from your connected smartphone.



## Pausing or Playing the Music

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### Before you begin

You have connected the speakerphone to a smartphone, and the smartphone is playing the music.

### Procedure

1. Tap the **End Call** button  to pause the music.
2. Tap  again to resume the music.





**Note:** If you have connected the speakerphone to PC and smartphone via Bluetooth and both are playing music, tap  to switch to another channel instead of pausing the music.

## Resetting to Factory

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You can reset the speakerphone to factory settings when the speakerphone is idle. After a factory reset, all personalized settings are cleared.

### Procedure

Hold the **Answer Call** button  and the **End Call** button  for 6 seconds.

"Factory reset" is announced by the speakerphone.



**Note:** The Bluetooth pairing information will be cleared after a factory reset. It is necessary to re-pair the speakerphone with your Bluetooth devices or BT50.

### Related information

[Connecting to PC/Smartphone via Bluetooth](#)

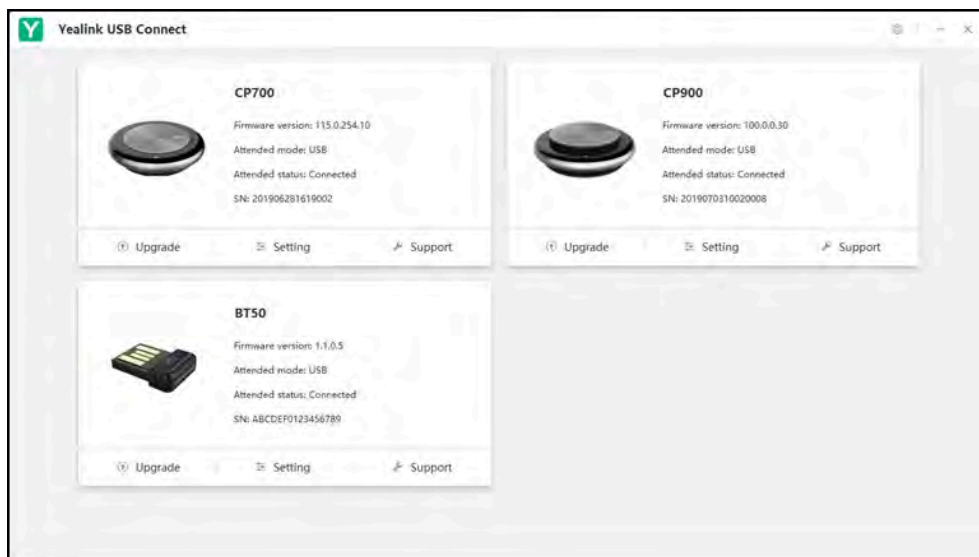
## Software

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- [Yealink USB Connect](#)
- [Upgrading the Speakerphone](#)
- [Upgrading the BT50](#)

## Yealink USB Connect

Yealink USB device manager client - Yealink USB Connect is the PC software designed to manage the Yealink USB devices, for example, upgrade the USB devices, and pair the USB devices with Bluetooth devices.



You can download the latest version from the Yealink website <http://support.yealink.com>.

## Upgrading the Speakerphone

Firmware updates improve performance or add new functionality to the speakerphone.

### Procedure

1. Connect the speakerphone to a PC using the USB cable.
2. Install the Yealink USB Connect on your PC.
3. Use Yealink USB Connect to check for the latest available firmware.  
For more information, refer to [Yealink USB Device Manager Client User Guide](#).

## Upgrading the BT50

### Procedure

1. Connect the BT50 to a PC.
2. Install the Yealink USB Connect on your PC.
3. Use Yealink USB Connect to check for the latest available firmware.  
For more information, refer to [Yealink USB Device Manager Client User Guide](#).