Meet your phone

verizon

One TalkSM
CP860 IP Conference Phone

www.verizonwireless.com/support/One-Talk
To edit a contact:
1. Press the Directory soft key when the phone is idle, and then select the desired group.
2. Press [←] or [→] to select the desired contact, press the Option soft key and then select Detail from the prompt list.
3. Edit the contact information.
4. Press the Save soft key to accept the change.

To delete a contact:
1. Press the Directory soft key when the phone is idle, and then select the desired group.
2. Press [←] or [→] to select the desired contact, press the Option soft key and then select Delete from the prompt list.
3. Press the OK soft key when the LCD screen prompts “Delete Selected Item?”

Note: You can add contacts from call history easily. For more information, refer to Call history above.

Volume adjustment
• Press [←] during a call to adjust the receiver volume of the speaker.
• Press [↑↓] when the phone is idle to adjust the ringer volume.

Ring tones
1. Press the Menu soft key when the phone is idle, and then select Settings -> Basic Settings -> Sounds -> Ring Tones.
2. Press [←] or [→] to select the desired ring tone.
3. Press the Save soft key to accept the change.
Assembling the phone

1. Connect the network and power.
   You have two options for network and power connections. Your system administrator will advise you on which one to use.

   **AC Power Option**
   Ethernet
   **PoE (Power over Ethernet) Option**
   Power Adapter (DC 5V)
   Note: If inline power (PoE) is provided, you don’t need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

2. Connect the optional USB flash drive.

   **Note:** You can connect a USB flash drive to record and play back calls.

   **Note:** Ethernet cable from either wall jack or data router.

2. Press \[ \] or \[ \] to scroll through the recorded files.

To play back a recording:
1. Press Menu -> USB Record -> Playback Recording.
2. Press \[ \] or \[ \] to highlight the recording you want to play back.
3. Press the Play soft key.

During recording playback, you can do the following:

- To pause the playback, press the Pause soft key.
- You can press the Play soft key to continue the playback.
- To skip forward during the playback, press \[ \]. Press once to skip forward 8 seconds.
- To rewind the playback, press \[ \]. Press once to rewind 8 seconds.
- To stop the playback, press the Back soft key.

Customizing your phone

Call history

1. Press the History soft key when the phone is idle.
2. Select the desired call history list and press the Enter soft key.
3. Press \[ \] or \[ \] to select an entry from the list, then you can do the following:
   - Press the Send soft key to call the entry.
   - Press the Delete soft key to delete the entry from the list.

   From the History list, press up/down arrow to select a call, to:
   1. Back to the previous screen
   2. Delete Call entry from the device history
   3. Options manage the call record
   4. Send to call the number

   If you press the Option soft key, you can also do the following:
   - Select Detail to view detailed information about the entry.
   - Select Add to Contacts to add the entry to the local directory.
   - Select Add to Blacklist to add the entry to the blacklist.
   - Select Delete All to delete all entries from the list.

Contact directory

To add a contact:
1. Press the Directory soft key when the phone is idle, and then select the desired group.
2. Press the Add soft key to add a contact.
3. Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
4. Press the Add soft key to accept the change.
3. Press the **Conf** soft key again when the second party answers.

**During a conference call, additional participants can be added by:**
1. Placing a New Call or
2. Answering an incoming call

**During the conference call, you can do the following:**
- Press Answer soft key to accept an incoming call.
- Press Conf soft key to add the caller to the current conference.
- Repeat steps 1 to 4 to join more parties in the established conference call.
- Press the **Hold** soft key to place the conference call on hold.
- Press the **Split** soft key to split the conference call into individual calls on hold.
- Press the **Manage** soft key, and then press 0 or 1 to select the desired party:
  - Press the **Far Mute** soft key to forbid the selected party from speaking. The muted party can hear everyone, but no one can hear the muted party.
  - Press the **Remove** soft key to remove the selected party from the conference call.
  - Press the **New Call** soft key to place a new call.
    - Enter the number of the new party, and then press 1, 2, 3 or the **Send** soft key.
    - Press the **Conf** soft key when ready to conference caller.
  - Press the **Back** soft key to return to the previous screen.
- Press [1] to mute the conference call.
- Press the **Cancel** soft key to drop the conference call.

### Call recording

If you insert a USB flash drive into the USB port on your phone, you can record active calls and conferences on your phone.

Note: This does not constitute legal advice, however it is recommend that you seek appropriate legal advice for more information about call recording.

**To record a call:**
1. Press the **More** soft key, and then press the **Start REC** soft key during a call.

**To stop recording:**
1. Press the **More** soft key, and then press the **Stop REC** soft key.

### Recorded call playback

You can play back recorded calls on your phone through the phone’s speaker.

**To browse the recorded files:**
1. Press **Menu** -> **USB Record** -> **Playback Recording**.
**Startup**

After your One Talk phone is connected to the network and supplied with power, the initialization process automatically begins. After startup, and confirming the 911 address, the phone is ready to use. During initialization: The Power light will start as a steady red light, will then blink, and then turn off when initialization is complete.

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**Hardware component instructions**

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**Basic call features**

**Placing a call**

- Press [ ], enter the number, and then press [ ], [ ], or the Send soft key.
- Enter the number, press [ ], [ ], or [ ] or the Send soft key.

**Answering and Ending a call**

Press [ ] or the Answer soft key.

Note: You can reject an incoming call by pressing the Reject soft key.
Press [ ] or the Cancel soft key.

**Redial**

- Press [ ] to enter the Placed Calls list, press [ ] or [ ] to select the desired entry, and then press [ ] or the Send soft key.
- Press [ ] twice when the phone is idle to dial out the last dialed number.

**Call mute and un-mute**

- Press [ ] to mute and un-mute the microphone during a call.

**Call hold and resume**

**To place a call on hold:**
Press the Hold soft key during an active call.

**To resume the call, do one of the following:**
- If there is only one call on hold, press the Resume soft key.
- If there is more than one call on hold, press [ ] or [ ] to select the desired held call, and then press the Resume soft key.

**Conference Calling**

CP860 can host up to a five-way conference call with other parties.

1. Press the Conf soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the Send soft key.