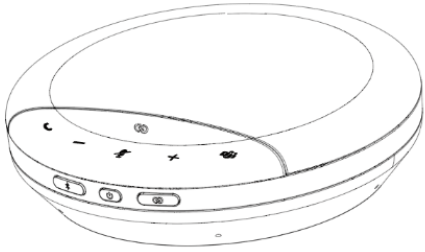


Package Contents

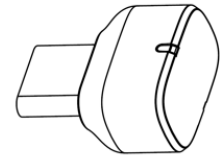
After opening the package, check that all the items on the list are included. If any items are missing, contact your dealer.



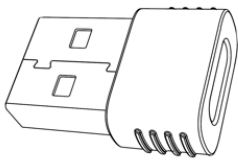
SP96



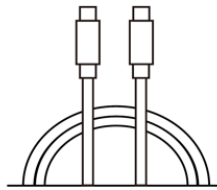
Zipper Bag



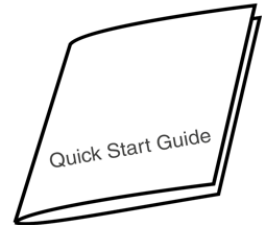
BT51C (optional)



USB C/A Adapter



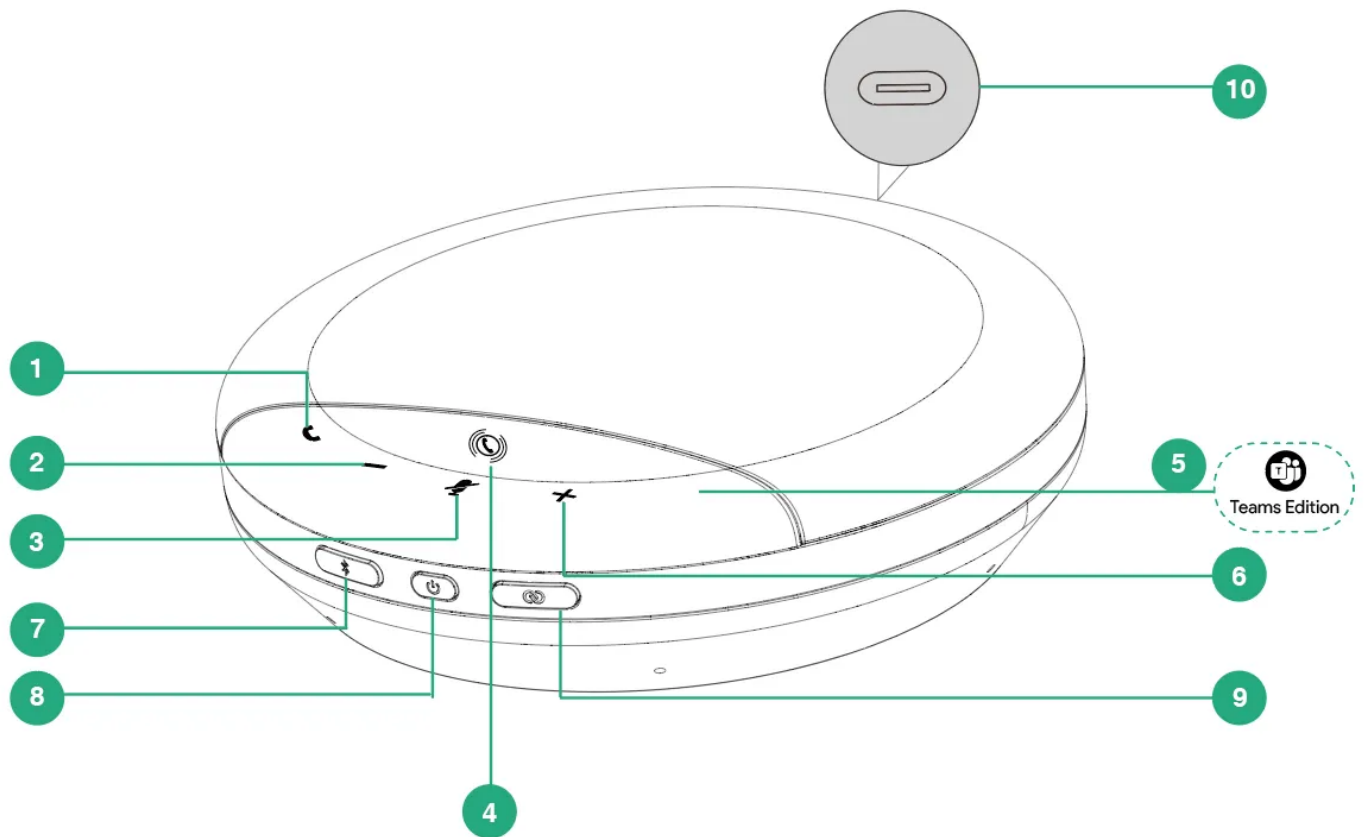
USB 2.0 Cable
(USB-C to USB-C)



Quick Start Guide

! We recommend that you use the included accessories; other accessories may have compatibility issues that prevent them from working properly.

Overview

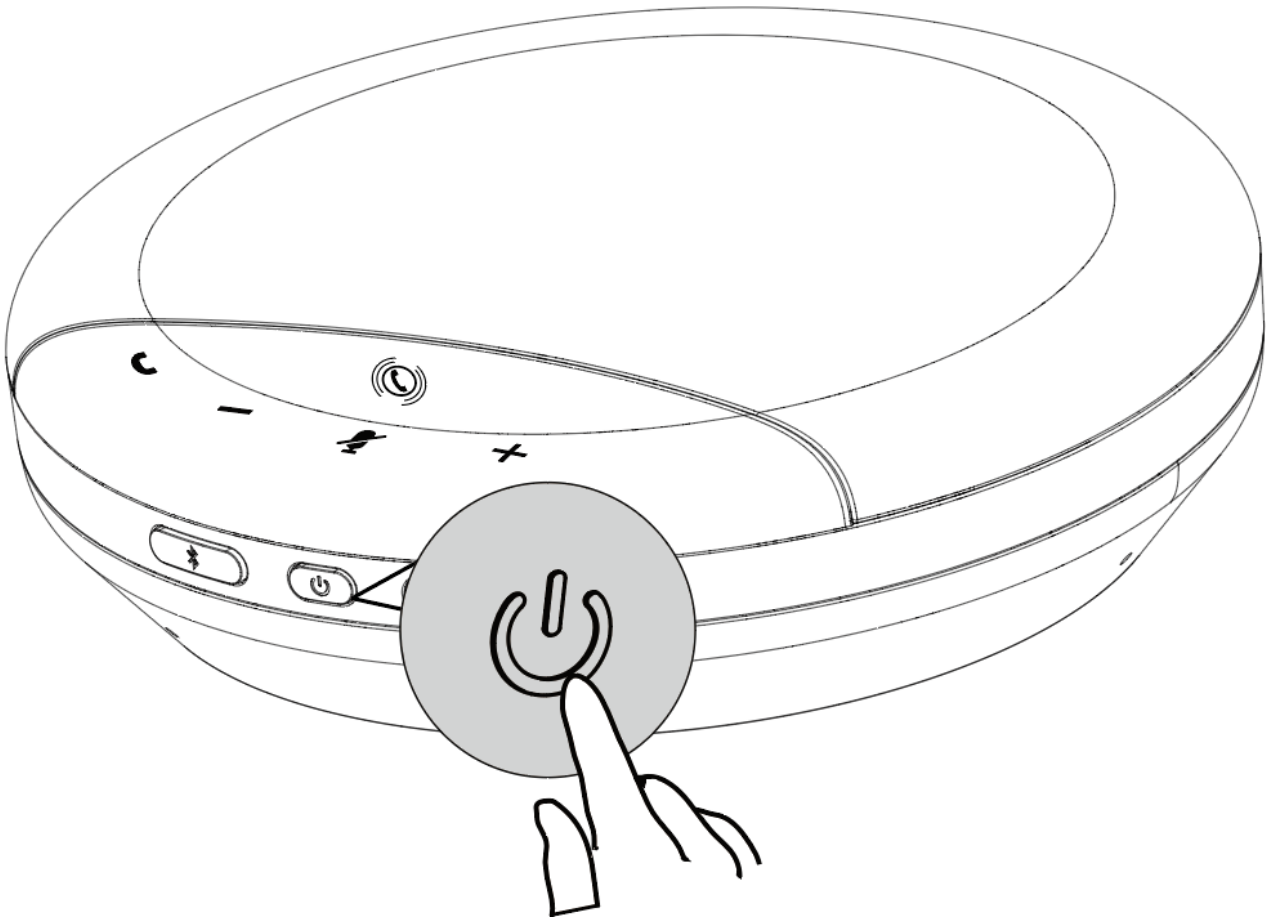


Item	Description
1	<ul style="list-style-type: none"> • Tap to control calls. • Tap to play/pause music.
2	Tap to turn down the volume.
3	<ul style="list-style-type: none"> • Tap to mute. • Hold for 2 seconds to activate the Voice Assistant.
4	LCD screen.
5	<ul style="list-style-type: none"> • Tap to invoke the Teams client. • Hold 2 seconds to activate Cortana.
6	Tap to turn up the volume.
7	Hold 2 seconds to enter the pairing mode, search and connect on the

	smartphone. <ul style="list-style-type: none">• Double-press to disconnect.• Press again to reconnect.
8	<ul style="list-style-type: none">• Hold 3 seconds to power on/off.• Press to check the battery level.
9	Daisy-Chain button.
10	USB-C port.

! If your speaker needs warranty service, the process is quick and easy. Please go to [warranty-service](#) and submit an RMA Claim to Yealink.

Power On & Power Off



Power On SP96

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.

The LED strip light will turn on from left to right, and the screen will turn on.

Power Off SP96

Press and hold the **Power** button for 3 seconds. The LED strip light will turn off from right to left, and the screen will turn off.

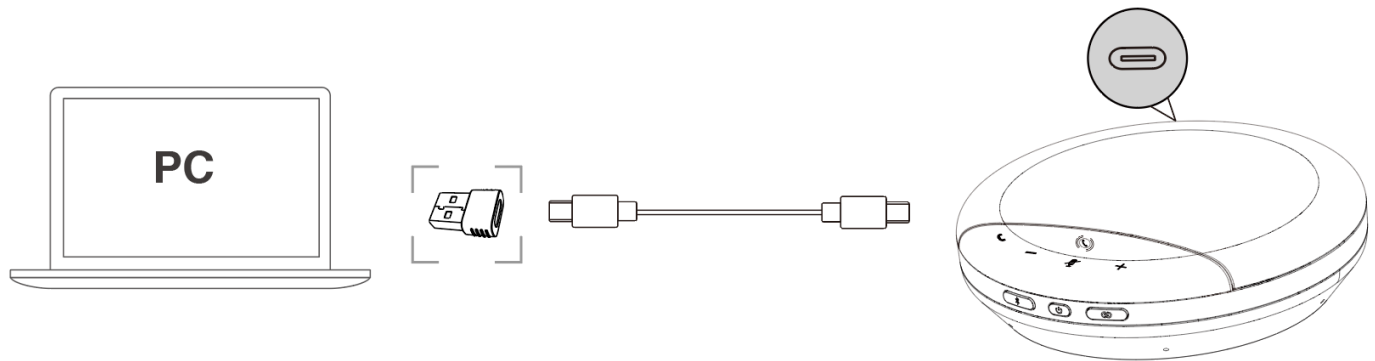
💡 To preserve battery while unplugged, the speakerphone will automatically power off after 30 minutes of inactivity.

Charge SP96

Charge Speakerphone

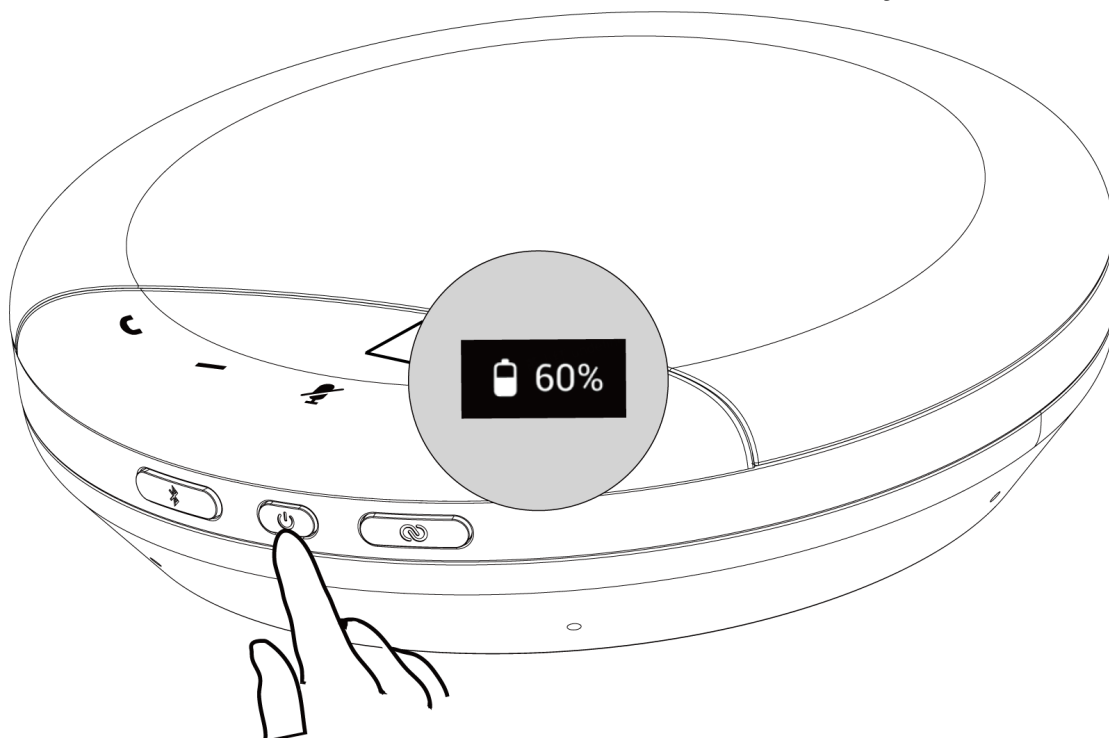
Plug the speakerphone into a USB power source.

The SP96 battery lasts for up to 26 hours of talk time and takes approximately 2.5 hours to fully charge.



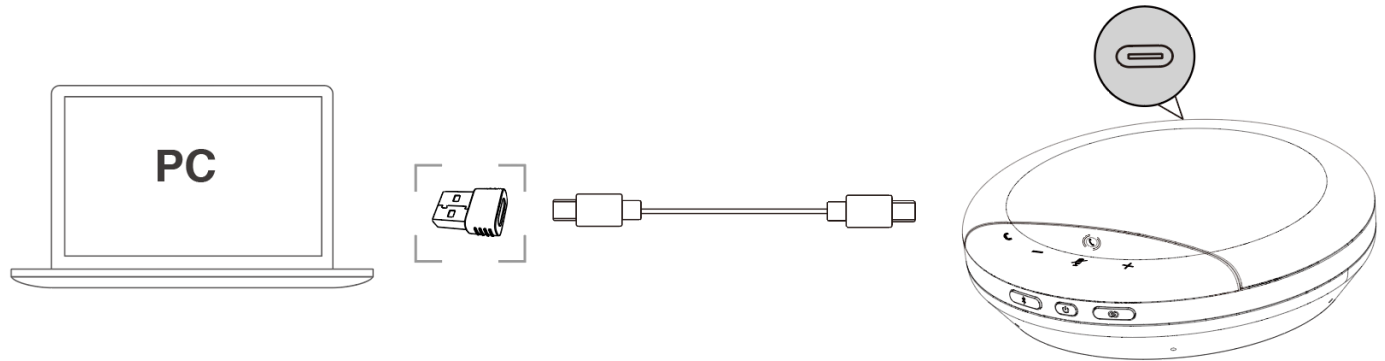
Check Battery Status

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



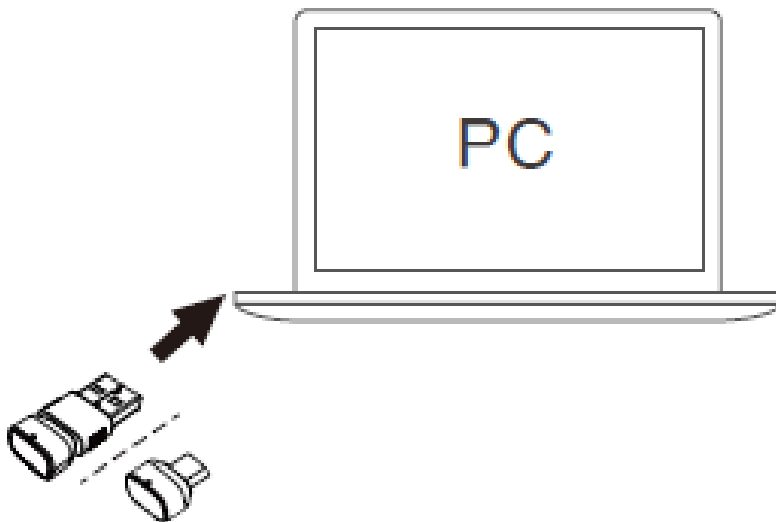
Connect SP96 to PC

Connect via USB Cable

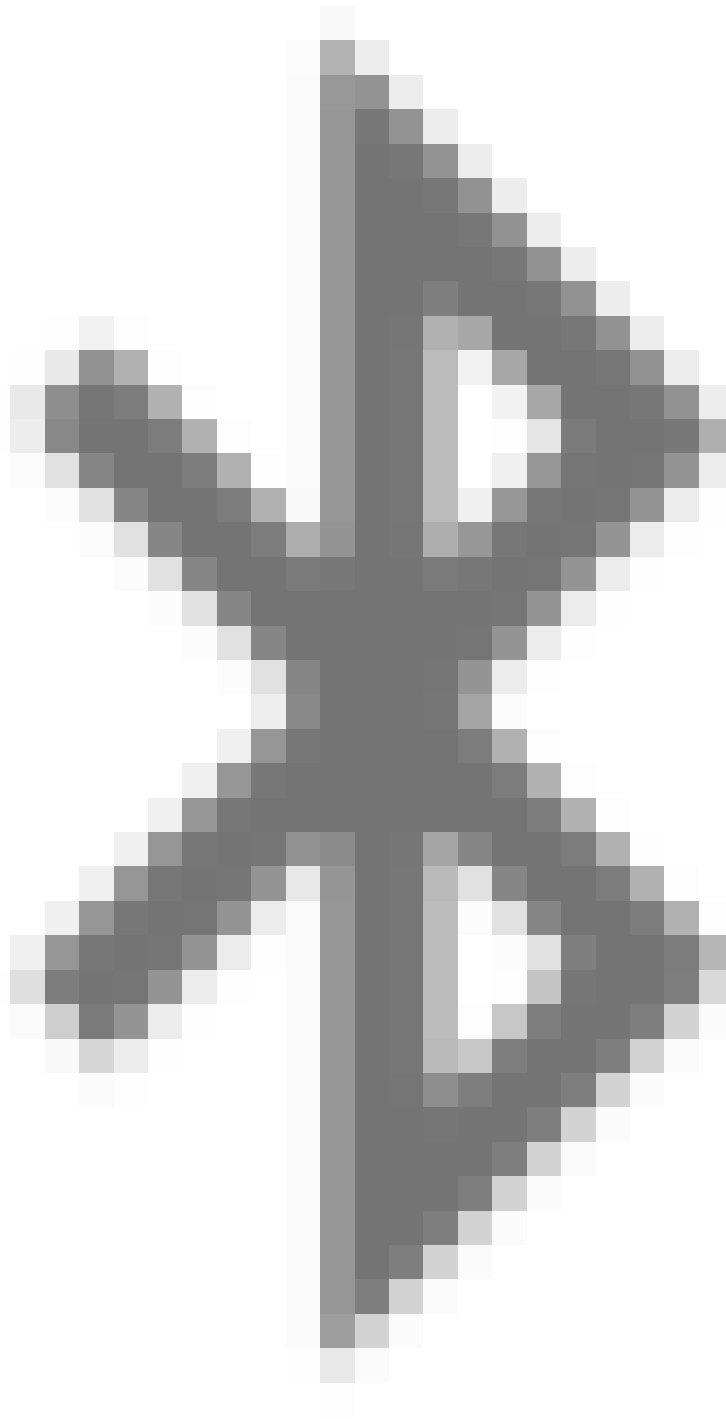


Connect via Bluetooth

1. Connect the BT51C or BT51C with a USB-C/A adapter to a USB port on your PC.

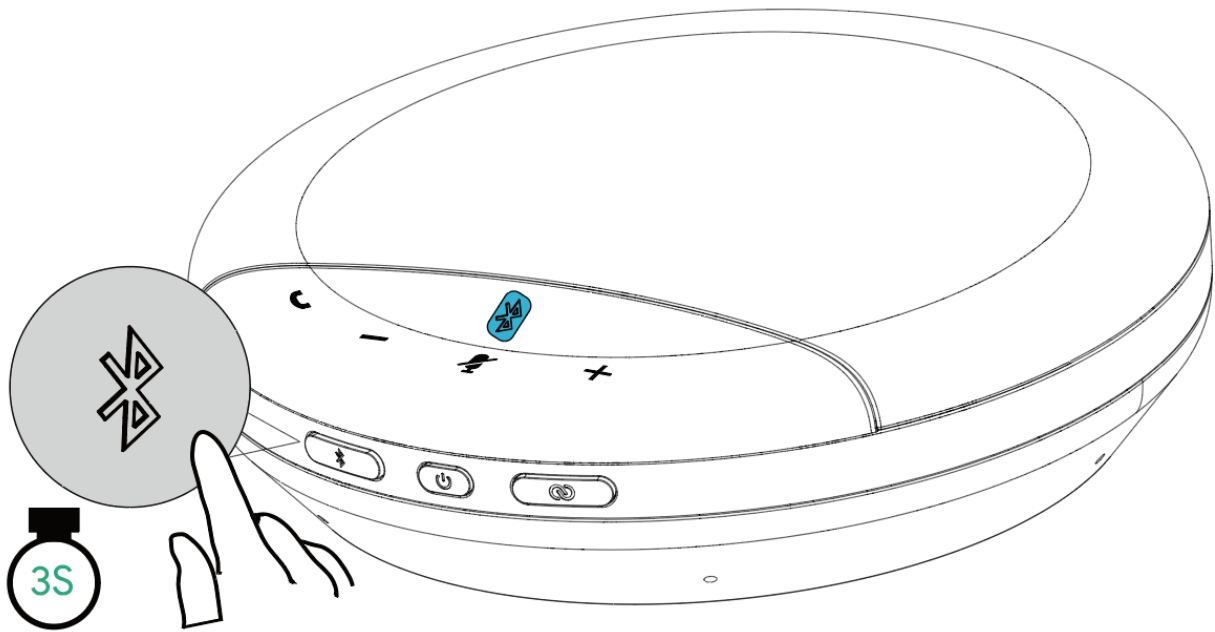


2. Press and hold the

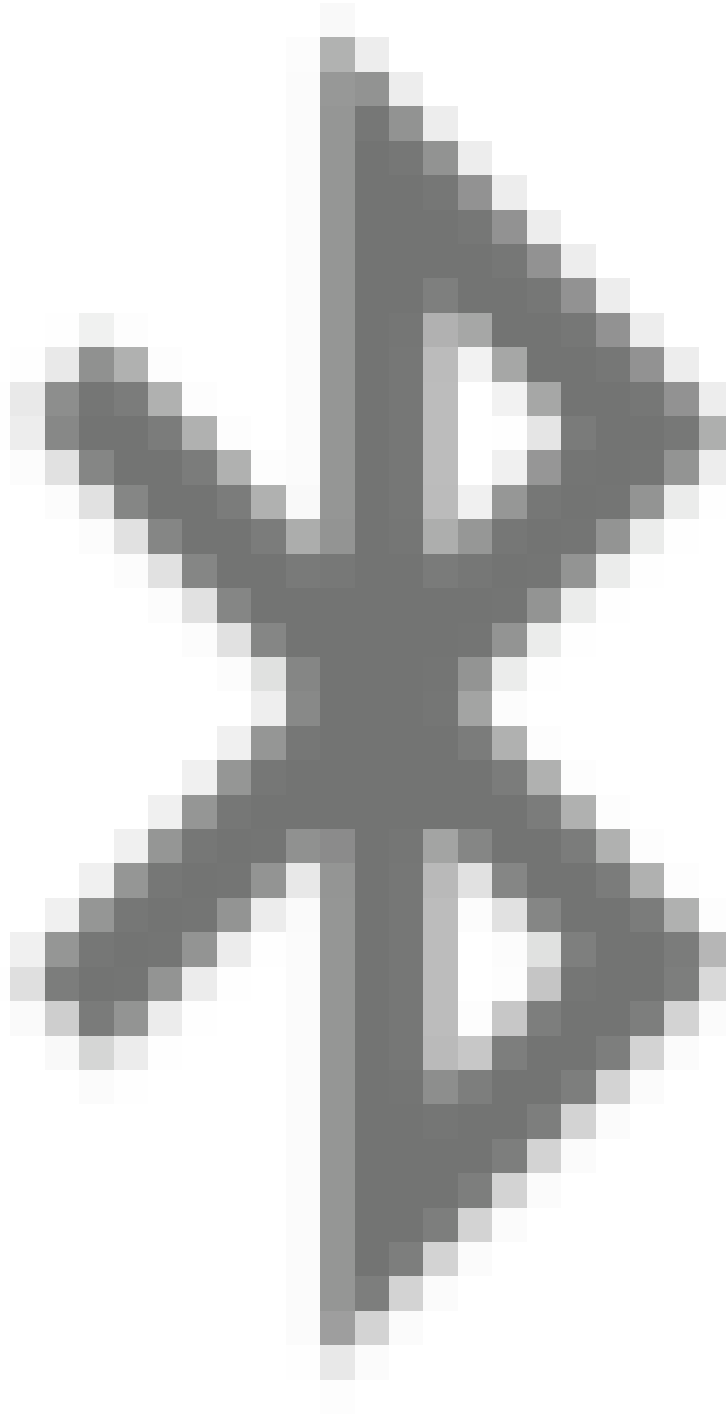


button for 3 seconds to enter pairing mode.

The SP96 will prompt "Bluetooth pairing", and the LED screen will show the Bluetooth icon.

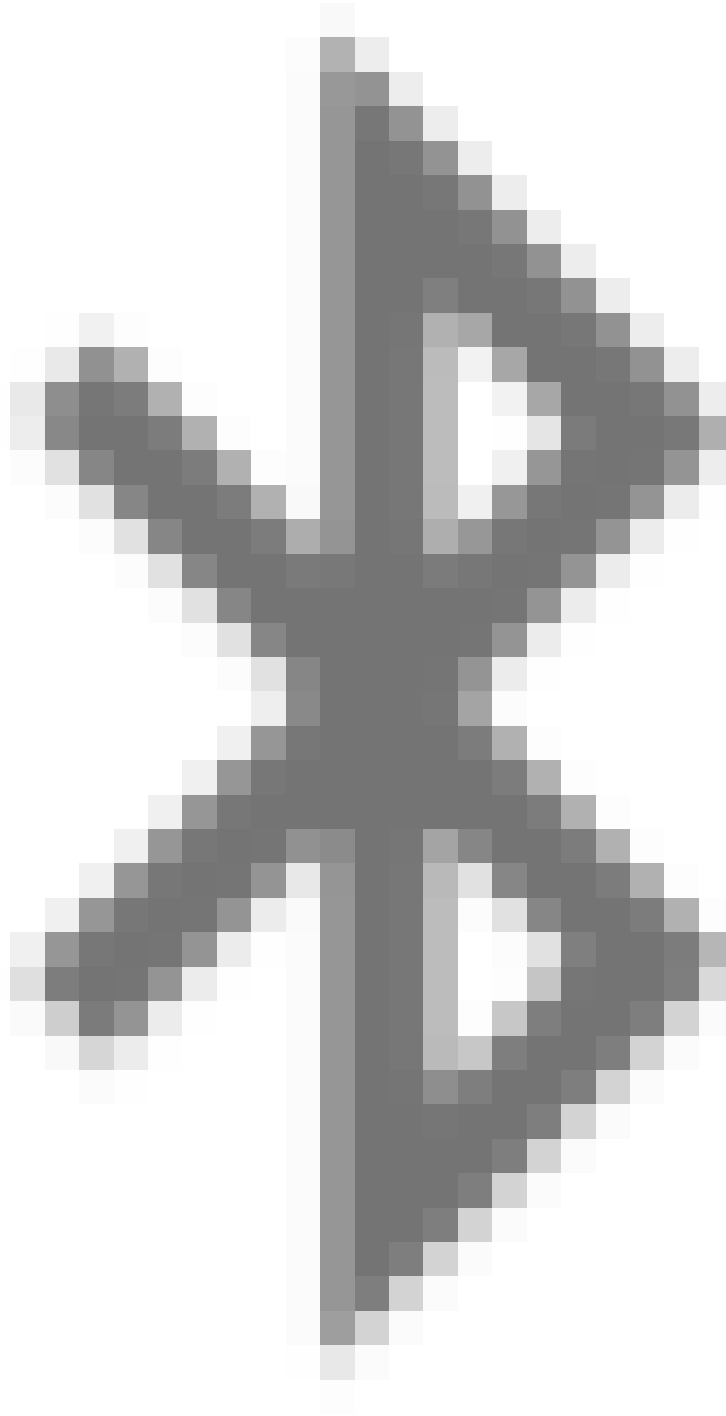


3. (Optional) If you wish to cancel pairing during this process, press



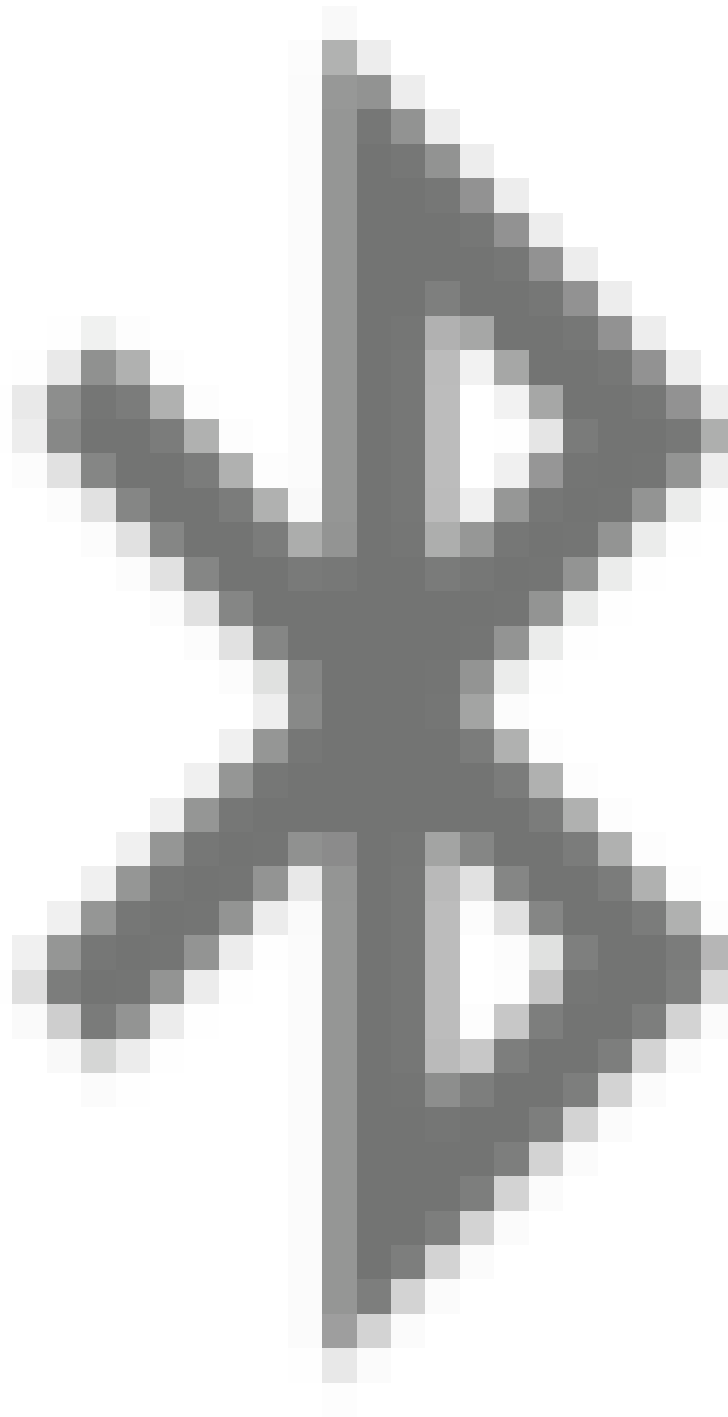
again. The SP96 will prompt "Pairing canceled".

4. On your PC, select the SP96 from the list of available Bluetooth devices to connect. Once connected, the SP96 will display the prompt "PC connected", and the Bluetooth LED will turn solid blue.
5. To disconnect, double-press



. The SP96 will prompt " PC disconnected".

6. To reconnect, press



again.

- ! • If there is no sound coming from your SP96, you may need to set the SP96 as the playback device in your operating system's audio settings.
- You can connect your SP96 to 2 Bluetooth devices at the same time.

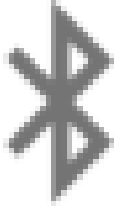
BT51 LED Indicator

LED Indicator	Description
---------------	-------------

Fast flashing red and blue	Pairing mode
Solid blue	Device connected
Slow flashing blue	Reconnect a device
Solid red	Mute active
Fast flashing purple	A coming call
Solid purple	Microsoft Teams connected/on a call
Slow flashing purple	Microsoft Teams notification
Off	No device connect

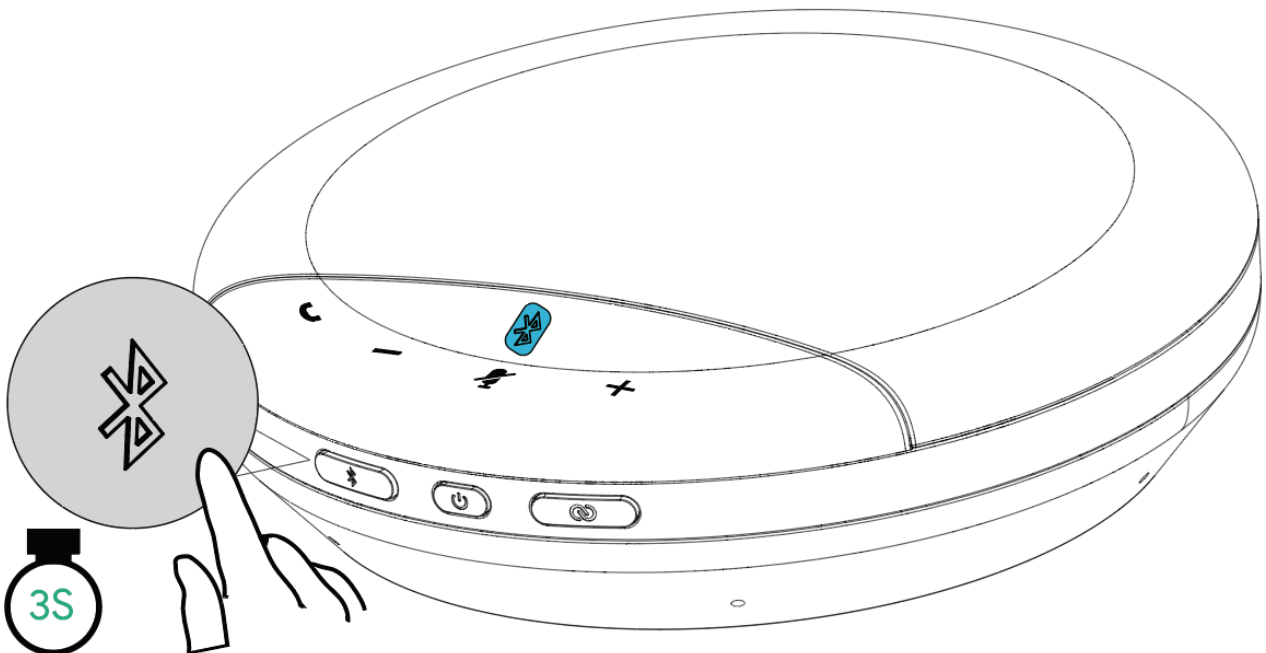
Connect SP96 to Mobile

1. Press and hold the

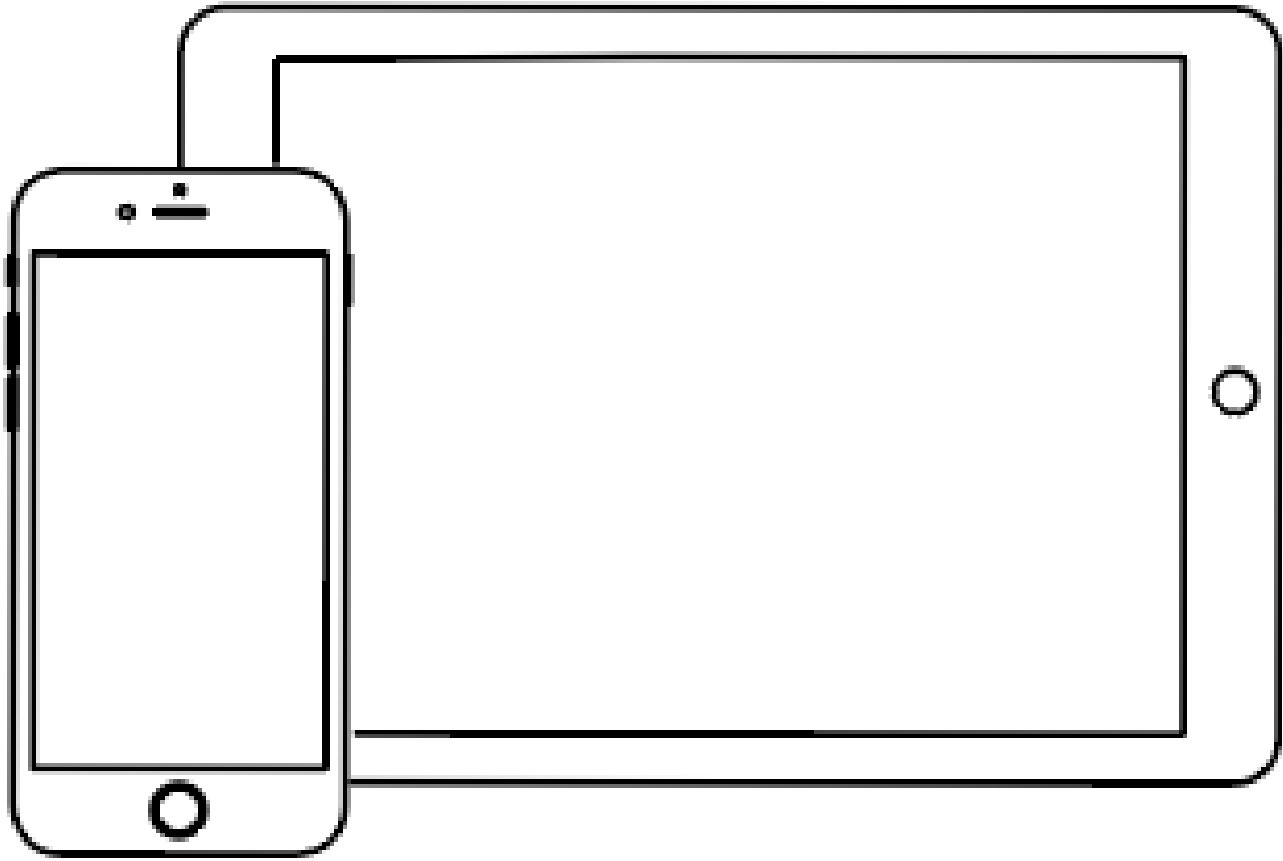


button for 3 seconds to enter pairing mode.

The SP96 will prompt "Bluetooth pairing", and the LED screen will show the Bluetooth icon.



2. Enable Bluetooth on your device and search for SP96. Once connected, the SP96 will display the prompt "Mobile 1 connected", and the Bluetooth LED will turn solid blue.

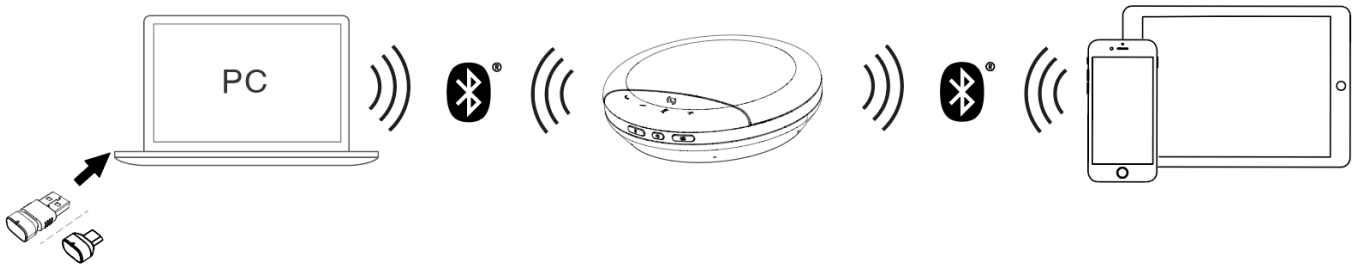


Connect SP96 to Two Devices

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

Connect 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 been connected to your PC via Bluetooth dongle.

Procedure

1. Hold the



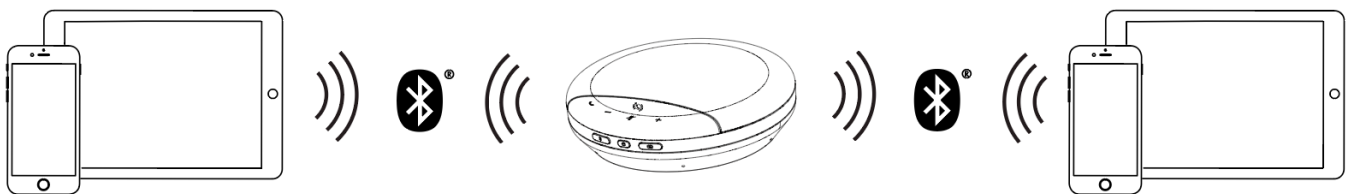
for 3 seconds.

2. Select the speakerphone from the Bluetooth device list on the smartphone to connect it.

3. You can simultaneously connect to both a PC and a smartphone.

Connect 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



for 3 seconds.

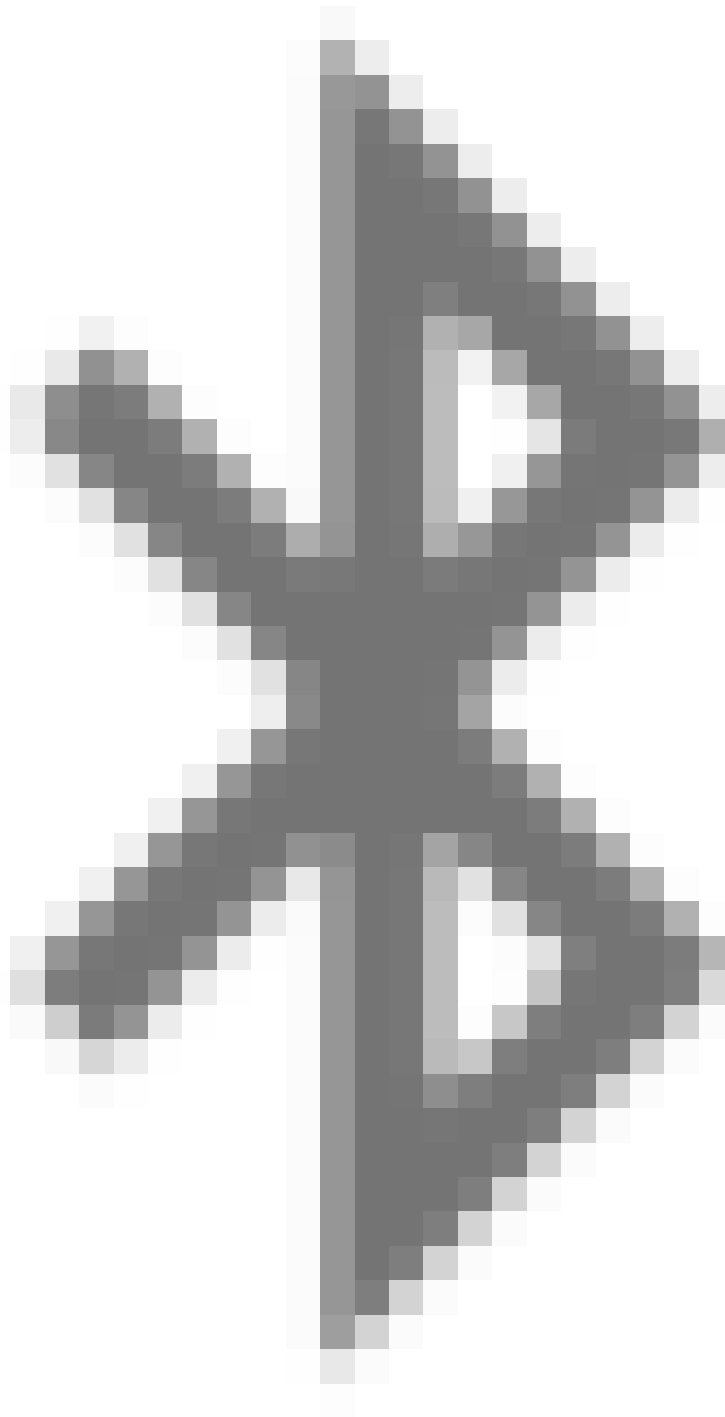
2. Select the speakerphone from the Bluetooth device list on smartphone B to connect it.
3. You can simultaneously connect to both smartphone A and smartphone B.

Disconnect Bluetooth Device

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

Procedure

Double-press the



button. The SP96 will prompt "PC/Mobile disconnected".

Reconnect to Bluetooth Device

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

Procedure

Press the



button.

- ! If the speakerphone has paired with BT51, when the speakerphone reconnects, it will try to connect to the BT51 and the last connected Bluetooth device.

Manually Pair SP96 with BT51 (Optional)

Manually Pair Speakerphone with BT51

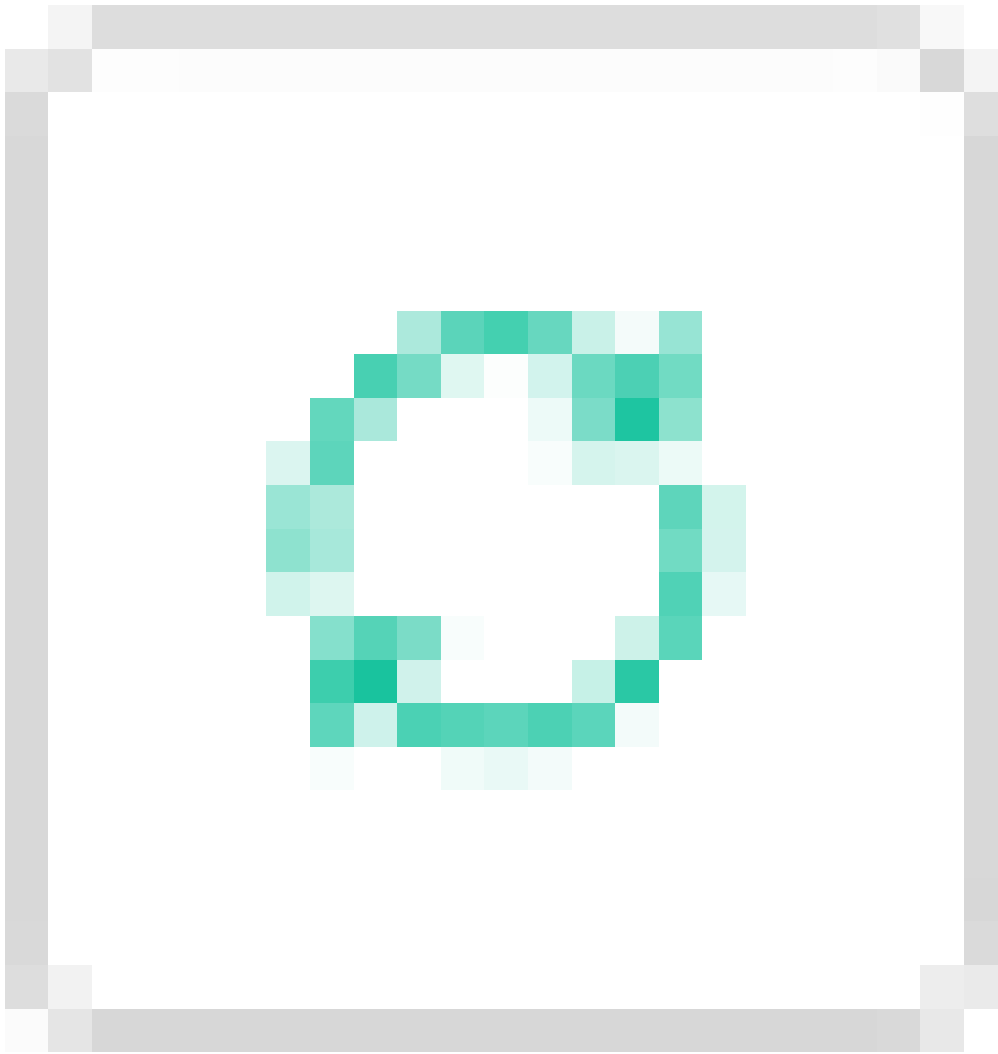
The BT51 adapter and SP96 are pre-paired and ready to use. If you want to pair the BT51 adapter with another speakerphone or pair a separately purchased BT51 adapter with a speakerphone, you will need to do so via Yealink USB Connect.

Before You Begin

Make sure the headset is in Bluetooth pairing mode.

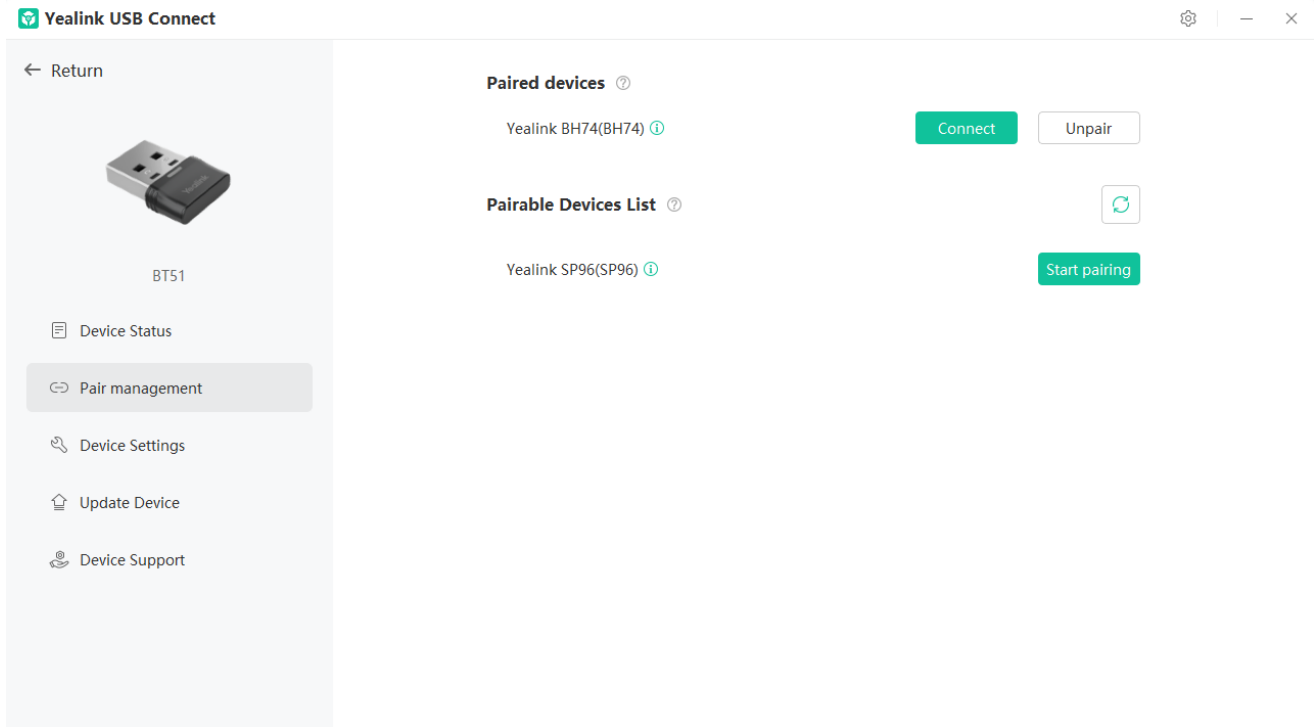
Procedure

1. Select the BT51 dongle device CARD.
2. Click **Pair management**.
3. In the **Pairable devices List** field, click



to search for the pairable device.

4. Find the desired device and click **Start pairing**.



- 💡 • One BT51 dongle can only save one speakerphone pairing information.
- If you want to pair the BT51 dongle with a new speakerphone, you need to unpair the old speakerphone first.
- If you want to pair the speakerphone with a new BT51 dongle, you need to make the speakerphone enter pairing mode. Then, search for the speakerphone on the new BT51 dongle through the Yealink USB Connect and connect it.

BT51 LED Indicator

LED	Description
Flash blue	Bluetooth connecting
Solid blue	Bluetooth connected
Off	Bluetooth disconnected

Daisy Chain Mode

Introduction

Daisy chain mode is available only when you connect one SP96 to your PC using the USB-C cable. It is not available when connected via Bluetooth.

Procedure

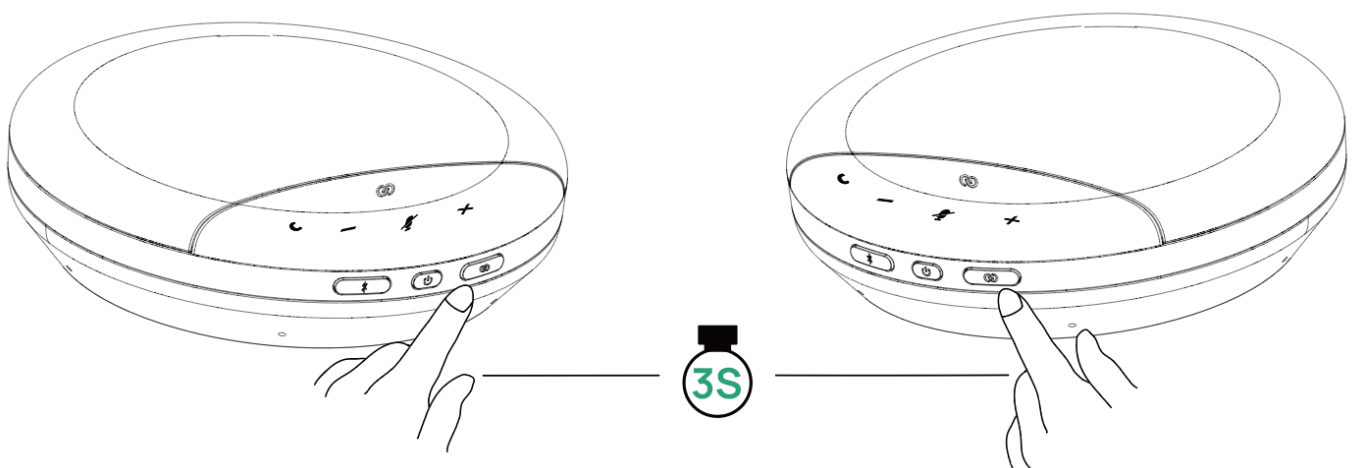
1. Connect one SP96 with your PC using the provided USB cable.
2. Power on another SP96, then press the **Daisy-Chain** button on both SP96 speakerphones simultaneously to enter daisy chain mode.
3. When the voice prompt "pairing mode" is played, the LCD icon will display



4. After two devices are paired or connected successfully, you will hear "device connected" and the LCD will display



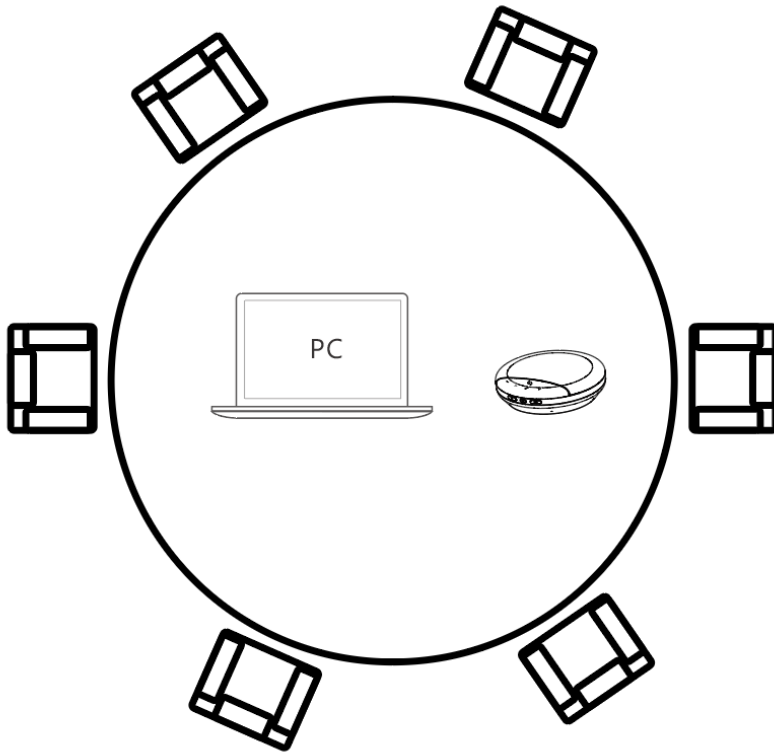
5. To disconnect, double-press the **Daisy-Chain** button of the corresponding device. You will hear "device disconnected".
6. For previously paired devices, you can reconnect by pressing the **Daisy-Chain** button within range.



! The recommended distance between the two SP96 devices is about 2-3 meters.

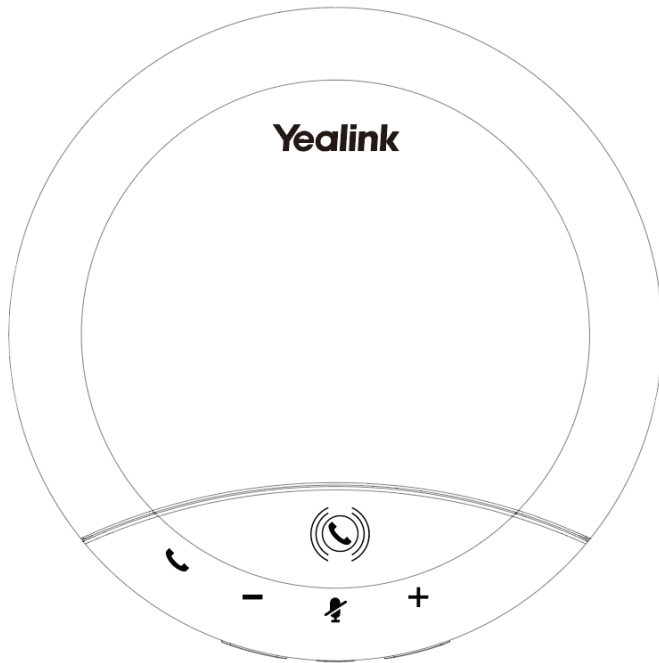
SP96 Deployment

You can place the speaker within a 5-meter range, allowing 360-degree omnidirectional sound pickup.











Call Control




Basic Call



The SP96 is compatible with Microsoft Teams/Skype for business clients and Yealink VCD clients. The SP96 can connect to a PC via USB cable or Bluetooth and to a smartphone via Bluetooth. After connecting, you can control the calls on the SP96.

Function	Action
Answer a call	Tap  .
End/reject a call	Tap  .
Volume up/down	Tap

	<p>+</p> <p>/</p> <p>-</p> <p>.</p>
Mute/unmute microphone	<p>During a call, tap</p>  <p>. The mute LED indicator turns solid red.</p>
Hold a call	<p>During a call, hold</p>  <p>for 2 seconds. The LED light flashes green.</p>
Hold the current call and answer the new call	<p>During a call, hold</p>  <p>for 2 seconds.</p>
Answer the new call and hold the current call	<p>During a call, tap</p>  <p>.</p>
Reject the new call and continue the current call	<p>During a call, double-tap</p>  <p>.</p>
Reset to the factory	<p>Press and hold</p>  <p>and</p>

	 for 3 seconds.
Play/pause music	When the connected smartphone is playing music, tap  to pause. Tap  again to resume.

Create a Mix Conference

You can create a mix conference on the speakerphone.

Before you begin

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

Procedure

1. Hold the



for 3 seconds.

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

Adjust Volume

Introduction

You can adjust the volume on the SP96. The volume level is synchronized between the speakerphone and the connected device, limited by the device's maximum volume. The LED strip on the SP96 will illuminate from left to right, visually indicating the current volume level.

Procedure

Tap the



/



button.

Voice Assistant Button

Introduction

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

When used with the Teams client, the button's 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 notifications
Solid white	Teams connected
Off	Teams disconnected

Invoke Teams Client

After the Teams client connects, tap the



button.

- ! Before using the Teams button functions, you should install the Microsoft Teams client on your PC. It works in the USB cable or BT51 connection.

Activate Voice Assistant

Hold the



button for 2 seconds.

- ! It depends on support from your connected smartphone.

Update Firmware

Related Topic: [Video: How to Update USB Speakerphone Firmware through Yealink USB Connect?](#)

What Is Firmware

Firmware is product software that controls how a device operates. To ensure your device performs optimally, we recommend updating the firmware to **the latest version**. Please go to the product support page to download the available firmware.

Check Firmware Version

Before You Begin

We recommend you upgrade Yealink USB Connect to the latest version.

Procedure

1. Run **Yealink USB Connect**.
2. Go to **Device status** to check the firmware version.

The screenshot shows the Yealink USB Connect application window. The title bar reads "Yealink USB Connect". On the left is a sidebar with a "Return" button and a list of options: "Device status" (selected), "Device settings", "Update device", and "Device support". The main content area displays the status of a CP700 device. It features a device image and the model name "CP700". The status is shown in several cards:

Equipment model CP700 Add a remark	Firmware version 100.420.0.45
Connection method USB	Bluetooth status Paired
Power 5%	Serial number (SN) 5801219060000151 Copy
Hardware version 100.1.112.0.0.0.0 Copy	

At the bottom of the main area, there is a link for "Official Website".

For more information on Yealink USB Connect, refer to the [Yealink USB Device Manager Client User Guide](#).

Update via Yealink USB Connect

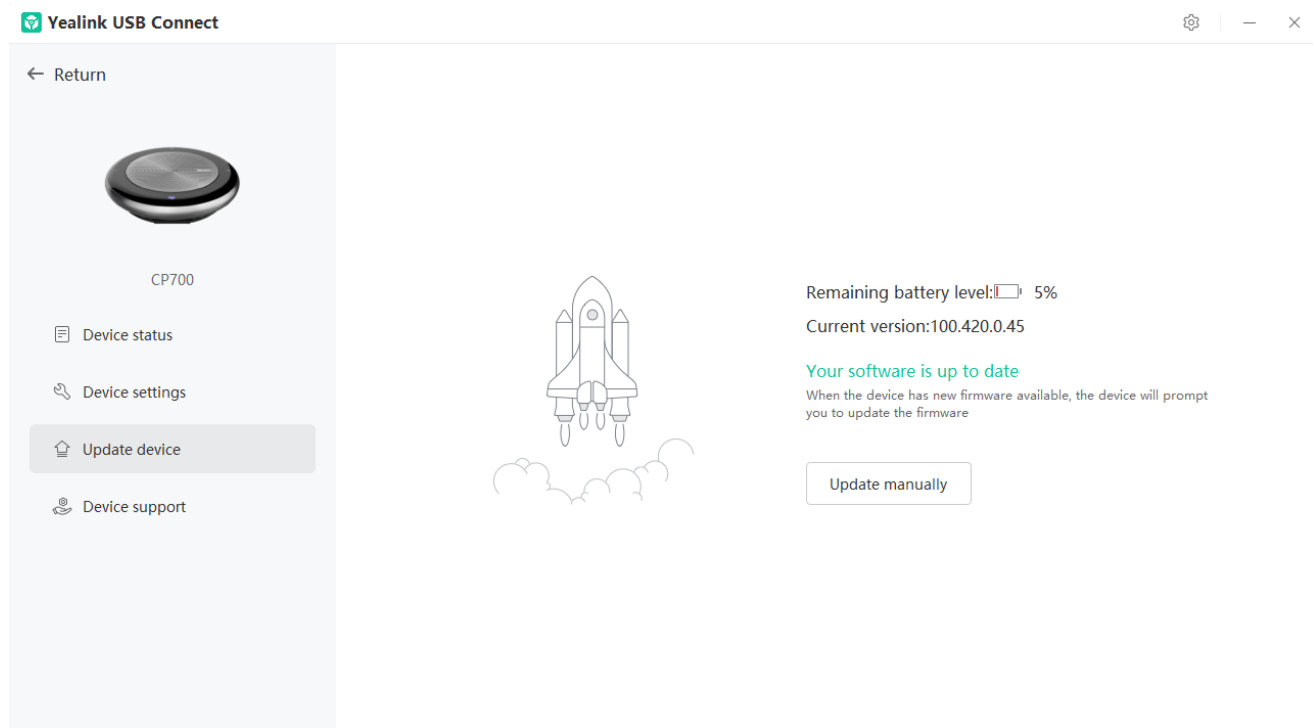
The following takes CP700 for example.

Before You Begin

We recommend you upgrade Yealink USB Connect to the latest version.

Procedure

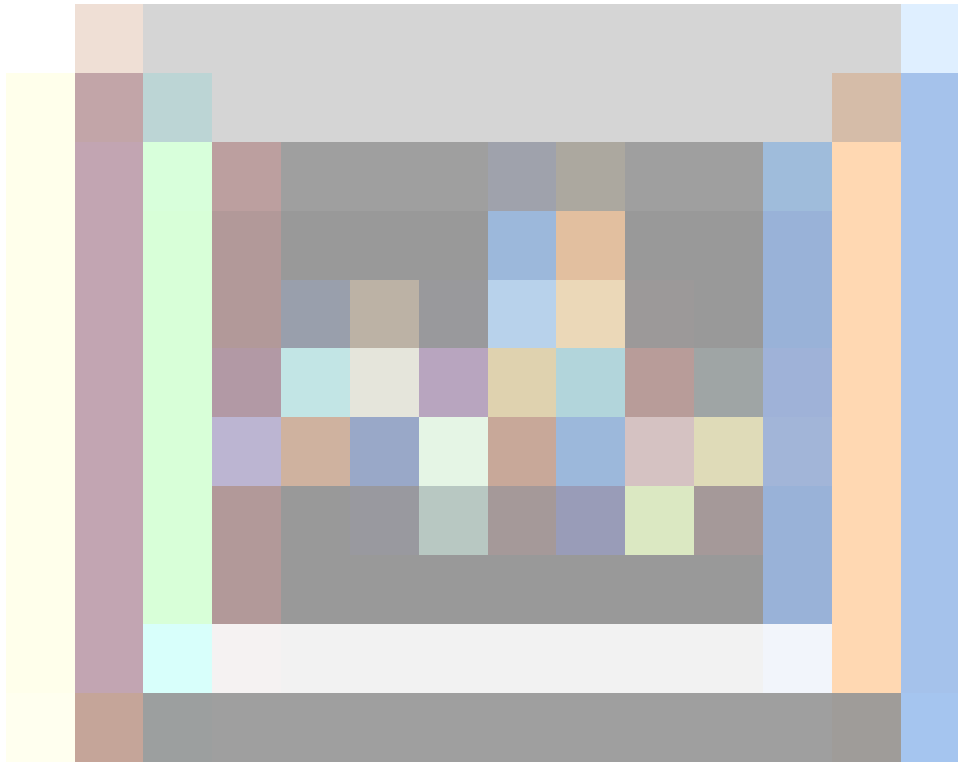
1. Connect the device to the PC via the USB cable.
2. Run **Yealink USB Connect**.
3. Go to **Update device**.
4. Do one of the following:
 - Click **Update Now** to update the firmware to the newest version automatically.
 - Click **Update Manually** to update the firmware to the specific version manually.
5. Confirm the action.
6. You need to download the firmware from the product documentation page first.



Update via YMCS/YDMP

Procedure

1. Enter the web user interface of the Yealink Management Cloud Service (YMCS)/Yealink Device Management Platform (YDMP).
2. Go to **Device Management > USB Device** to select the corresponding device, and click



- Home
- Device Management ^
- Phone Device
- USB Device
- Room System
- Workspace Device
- Firmware Management
- Software Management

USB Device

Export
refresh

Search
More v

0 selected
Delete
Site Settings
Update Firmware
Update Software
Update Resource
Update Configuration

<input type="checkbox"/>	Device ID ↕	Model ↕ v	Device Name ↕	Host IP	Firmware Version ↕	Status v	Operati... T
<input type="checkbox"/>	508000C072400...	WH62	YL1425-A04705PC	10.86.3.55	104.420.0.35	Offline	
<input type="checkbox"/>	506010C110000...	UVC20	YL2264-A04338PC	10.82.22.20	257.410.254.139	Offline	
<input type="checkbox"/>	88008191190001...	CP900	YL2264-A04338PC	10.82.22.78	100.420.0.47	Offline	

3. Click **Update Firmware** to select the version and execution mode.

Firmware Upgrade ×

Note: After update, the current firmware will be overwritten

Model:
 WH62

Version source:
 Official Version Custom Version

* Select Version:

WH62:

104.435.0.10

104.435.0.5

104.434.0.25

104.433.0.25

104.433.0.10

104.432.0.15

Execution Mode
 At once Timing

4. Click **OK**.

Update Multiple Headsets

Introduction

You can use the Yealink USB Connect to upgrade the same model of devices in bulk. Bulk updates require at least two devices of the same model to be connected, and up to six can be connected.

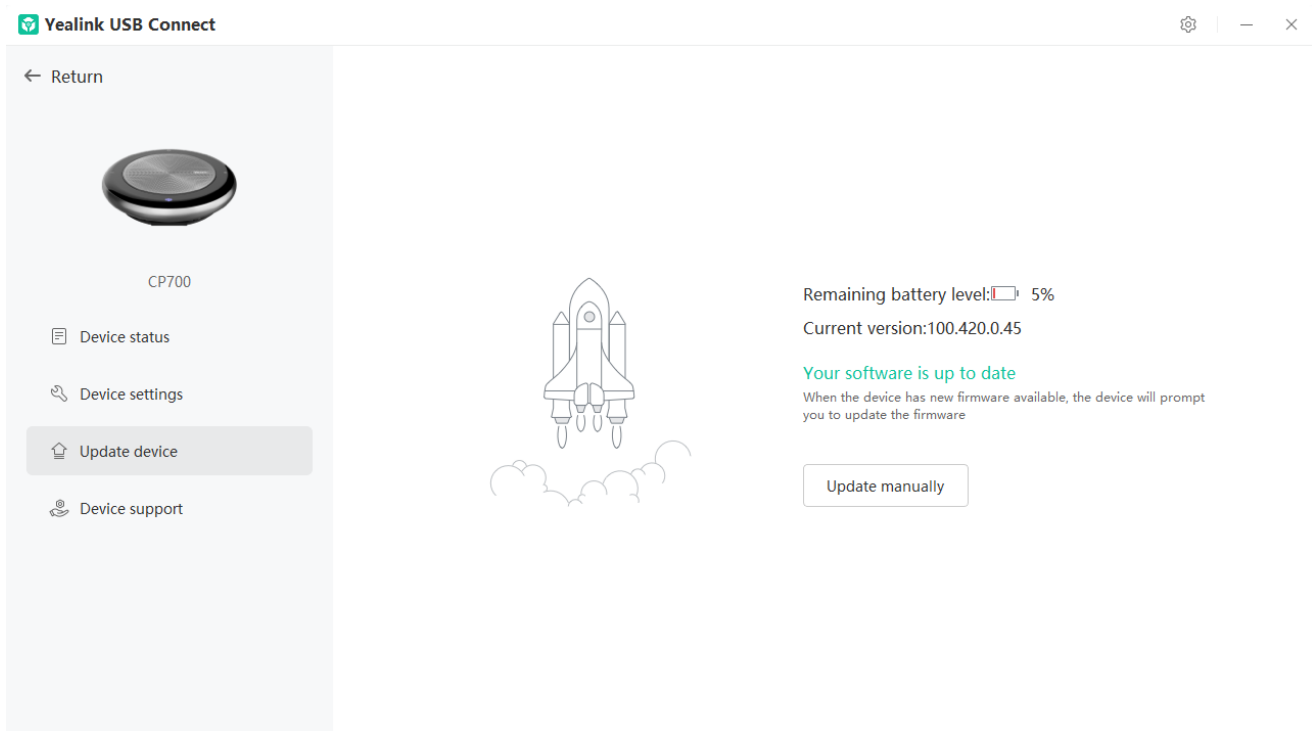
Bulk Update

The following takes the CP700 for example:

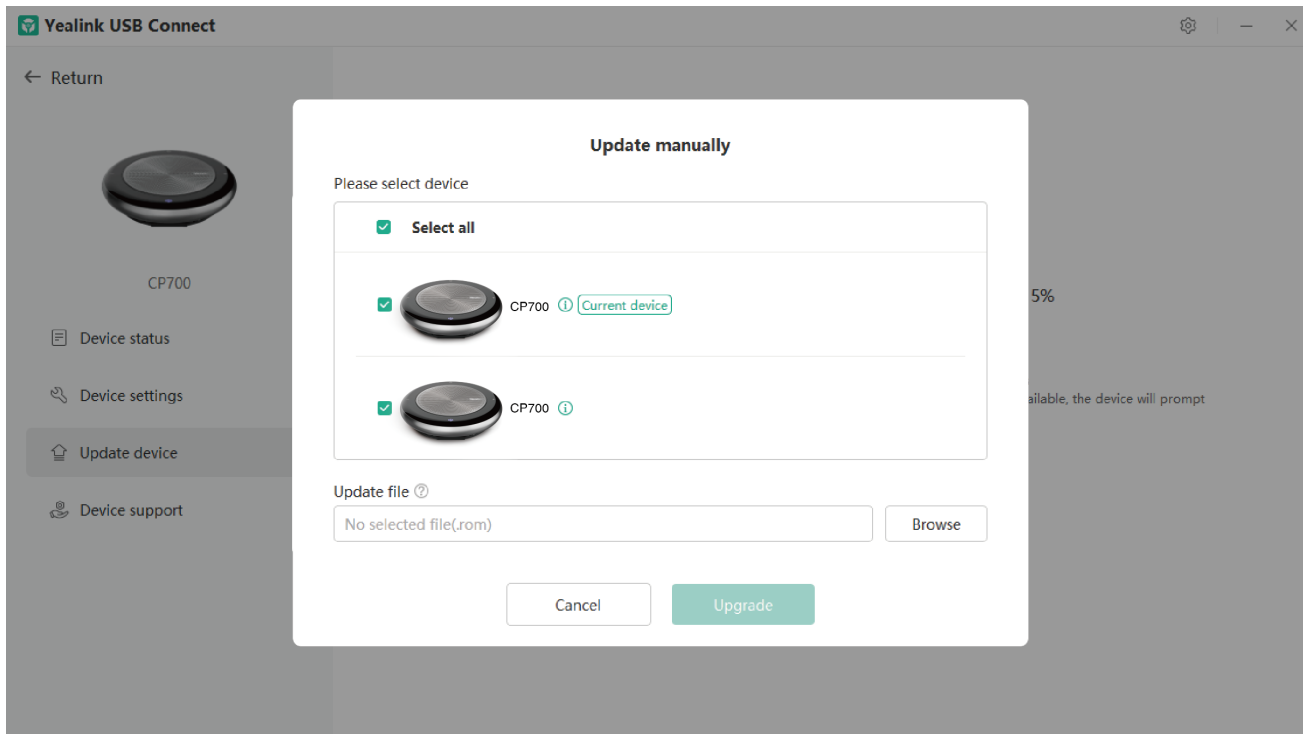
1. Connect more than two devices to the PC.

💡 If the PC does not have enough ports, you can use a USB extender to connect the device to the PC.

2. Open the Yealink USB Connect software and select the desired device CARD.
3. Go to **Update device > Update Manually**.



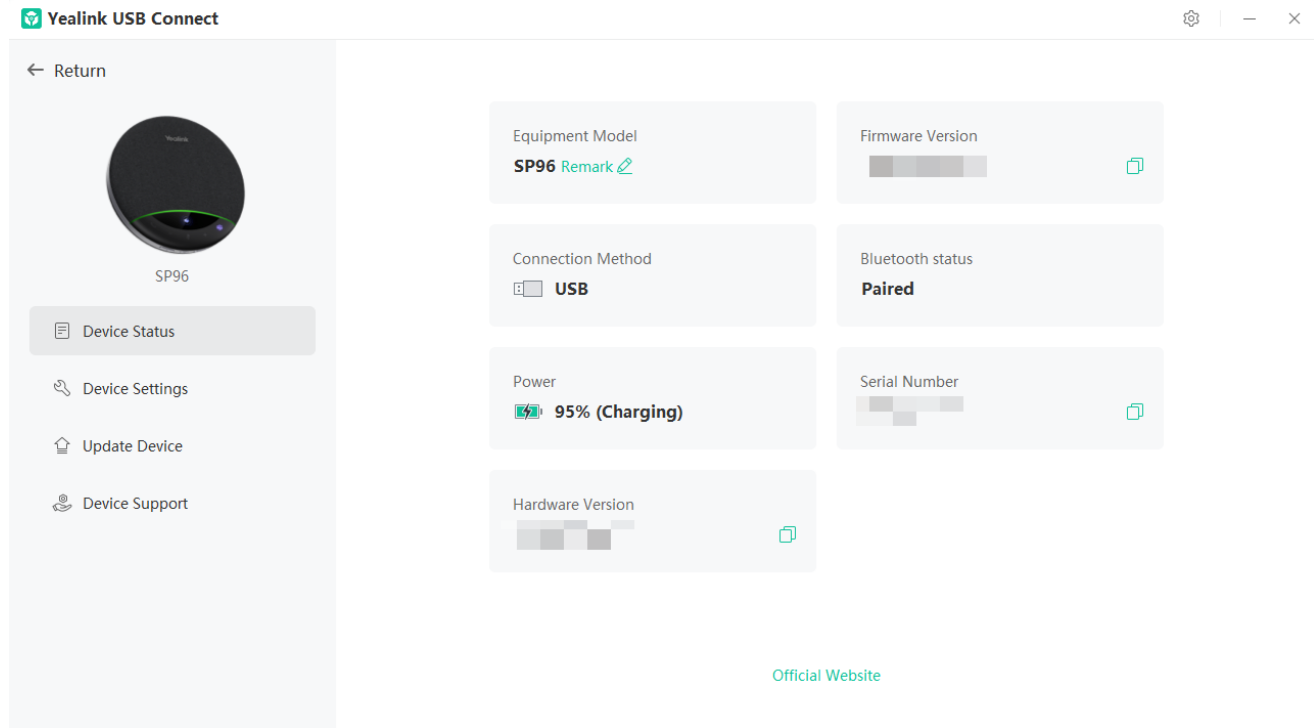
4. Click **Select all** to update all devices.



Basic Settings

You can change the basic settings of the headset via the [Yealink USB Connect](#).

Go to **Device settings > General**.



General

Function	Description
Bluetooth	Enable/disable Bluetooth.
Device Name	User-defined name of the Bluetooth device will take effect immediately after modification.
Bluetooth Auto Connect	Reconnect to the terminal device upon power-on automatically.

Keypad Tone	Enable/disable the paired headset to produce a sound when pressing the keys.
Status Tone Type	Select the type of status tone. <ul style="list-style-type: none"> • Voice • Tones • Off Default: Voice.
Voice Guidance Language	Select the voice guidance from a language list. Default: English. <ul style="list-style-type: none"> • English • Chinese • German • French • Spanish
Indicator Light	Enable the speakerphone's LED strip lighting.
Second Device Audio	Set the playback priority for multi-device music. <p>Disable(First play priority): The headset is connected to device 1 and device 2. Device 1 plays music first, device 2 plays music later, and the headset still only plays the music of device 1.</p> <p>Enable(Last play priority): The headset is connected to device 1 and device 2. Device 1 plays music first, device 2 plays music later, and the headset will play the music of device 2.</p>
Platform	Change the platform between UC and Teams.

Auto Power Off

Function	Description
----------	-------------

Connected state	Set the automatic shutdown time for the speakerphone when it is connected and remains idle.
Disconnected state	Set the automatic shutdown time for the speakerphone when it is in idle state without being connected.

Calling

Function	Description
Predial Feature	Control whether to enter the talking state by pressing the MFB button in the idle state.
MFB Button	In the idle state, select and press MFB to play/pause music or pick up the device to enter the call state
Call Control with Softphone	Enable USB call control or not.
Local Ringtone	Set whether to play local built-in ringtones.

Factory Reset

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

- In the Speakerphone

Press and hold



and



for 3 seconds.

- In the Yealink USB Connect

1. Open the [Yealink USB Connect](#) software and select the desired device CARD.
2. Go to **Device Support > Restore factory settings**.

! The Bluetooth pairing information will be cleared after a factory reset. It is necessary to repair the speakerphone with your Bluetooth device or BT51.

Reboot

- In the Phone

Press and hold



for 3 seconds.

- In the Yealink USB Connect

1. Open the [Yealink USB Connect](#) software and select the desired device CARD.

2. Go to **Device Support** > **Reboot device**.

Bind Speaker Phone to YMCS Platform

Introduction

Yealink Management Cloud Service (YMCS) is based on cloud architecture and has various management functions. The management platform allows enterprise administrators to deploy and configure Yealink devices used in an enterprise.

Enter the address of YMCS (<https://ymcs.yealink.com>) in the browser. For more information, please refer to [Yealink Management Cloud Service](#) or contact Yealink technical support.

Browser Requirements

YMCS supports the following browsers:

Browser	Version
Firefox	55 or later
Chrome	55 or later
Internet Explorer	11 or later
Safari	10 or later

How to Bind

You can refer to the [document](#) to bind your devices.