Key Operation

Programmable Keys

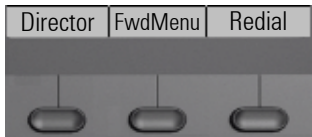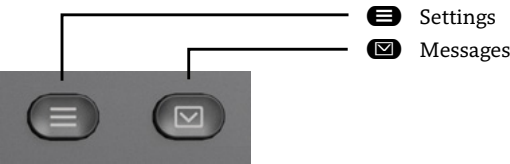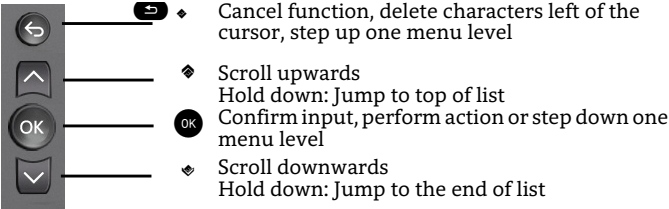| Director	FwdMenu	Redial

Your phone has three programmable function keys, shown on the left with default configuration.
In addition, functions are also available on a second level accessable via long press on the function keys.
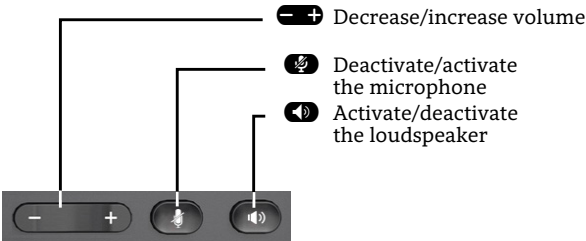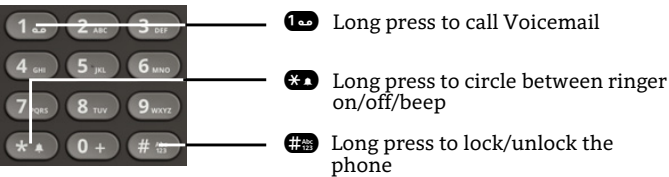
Fixed Function Keys

☰ Settings

✉ Messages

4-Way-Navigator

↩ ◆ Cancel function, delete characters left of the cursor, step up one menu level

⬧ Scroll upwards
Hold down: Jump to top of list

OK Confirm input, perform action or step down one menu level

⬥ Scroll downwards
Hold down: Jump to the end of list

Audio keys

— + Decrease/increase volume

🎤 Deactivate/activate the microphone

🔊 Activate/deactivate the loudspeaker

Key Pad Shortcuts

1 ☎ Long press to call Voicemail

* 🔔 Long press to circle between ringer on/off/beep

Long press to lock/unlock the phone

Notification LED

With the Notification LED different phone status can be identified:

Off: Idle
Red solid: Active call
Red quick pulsing: Incoming call
Red quick pulsing: Call(s) on hold

Notification on the display

The display of the status label will be controlled by the state of the key.
Line or function key can be pulsing or inverted similar to a LED.

My line	Line 2	Line 3

Display Icon in Idle State (Examples)

Icon	Explanation
✉	You have received one or more new messages
↪	You have one or more new missed calls
↱	Call Forwarding is activated for all calls
🔇	Ringer is off
🔧	Remote maintenance has been activated
⊖	Do not disturb is activated
🔒	Phone lock is activated
⟳	A mobile user is logged on to the telephone

Display Icons during a Call (Examples)

Icon	Explanation
—	Call is active
⌁	Call has been disconnected
�muf	You have placed the call on hold
⊢	Your call partner has placed the call on hold
🔒	Secure voice connection
🔓	Not secure voice connection

Unify OpenScape Desk Phone CP100

SIP

Quick Reference Card

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Using your OpenScape Desk Phone CP100

Place a Call

- Lift handset, dial number and press 🆗 or
- Dial number and lift handset or
- For handsfree mode:
  dial number and press 🆗 .

Answer a Call

- Lift handset or
- for handsfree mode: press 🔊 or 🆗 .

End a Call

- Hang up, or
- For handsfree mode: press 🔊 .

Redial the Last Dialed Number

- Lift handset and press 🆗 .

Dial from the Call Log

1. Press ⌄ and ⌃ to select the desired conversation.
2. Press 🆗 and lift handset.

Deflecting an Incoming Call while ringing

1. Select "Deflect" in menu and press 🆗
2. Enter a destination phone number and press 🆗 .

Hold or Retrieve a Call

- Choose **Hold** in the displayed menu and press 🆗 .
- To retrieve a held call: choose the option **Reconnect** in the displayed menu.

Make a Conference Call

1. During a call with party A, press function key ▬
   Conferen if programmed or choose **Start conference** from the displayed menu and press 🆗 . Hear dial tone. Party A is automatically put on hold.
2. Enter the phone number for party B and press 🆗 .
3. Once connected with party B, press function key ▬
   Conferen if programmed or choose **Start conference** from the displayed menu and press 🆗 .

You are now connected in a conference with parties A and B.

Using your OpenScape Desk Phone CP100

Switch to Handsfree Mode during a Call

- Hold down 🔊 until you hang up handset.

Switch to Handset Mode during a Call

- Lift handset.

Using Mute during a Call

- Press 🔇 to mute.
- Press 🔇 again to un-mute.

Transfer a Call

1. During a call with party A, you may either:
   press function key ▬ **Move cal** if programmed or choose **Transfer** from the displayed menu and press 🆗 .
2. Enter the phone number of party B and press 🆗 .
3. You may then either:
   press function key ▬ **Move cal** while party B is ringing, or
   wait for party B to answer, announce the call and then press function key ▬ **Move cal**.

The party A will be transfered to party B.

Call Voicemail

- Press ✉ and confirm with 🆗 .

Change Forwarding Destination

1. Press function key ▬ **FwdMenu** if programmed.
2. Select "Enter destination".
3. Enter the destination number and press 🆗 .
4. Press ⇄ ◆ .

Turn Call Forwarding on/off

- Press function key ▬ **FwdMenu** if programmed.

Programmable Functions (Examples)

Function	Explanation
Alternate	Switches between two calls
Blind transfer	Transfers a call without consultation
Build in fwd	Default call forwarding
Call log	List of placed, answered and missed calls
Call recording	Records the call on a central Call Recorder
Call waiting	Allows a second incoming call while in an active call
Callback	Requests an automatic call back (busy/no answer)
Cancel callbacks	Cancels a callback request
CF busy	Forwards all incoming calls to the programmed destination when the line is busy
CF no reply	Forwards all incoming calls to the programmed destination if they are not answered
CF unconditional	Forwards all incoming calls to the programmed destination
Consultation	Puts an active call on hold and provides a prompt for dialing
Corporate directory	LDAP phonebook
Deflect	Deflects a call to another destination
Directed pickup	Picks up another ringing phone
Directory	Phonebook
Do not disturb	Incoming calls do not ring; callers hear the busy signal
Feature toggle	Toggles OpenScape Voice services
Group pickup	Picks up a group call
Immediate ring	Ringing keyset line without delay (Executive/Assistant configuration)
Pause callbacks	Pauses automatic callbacks
Personal directory	Personal phonebook
PreView	Preview line details for shared lines
Redial	Calls the last dialed number
Release	Ends a call
Repertory dial	Dials pre-defined numbers and control sequences
Resume callbacks	Resumes automatic callbacks
Ringer off	Switches the ringer off/on
Selected dialing	Dials a pre-defined number
Shift	Switches to the shifted key level
Show phone screen	Switches to idle screen
Transfer call	Transfers a call without consultation