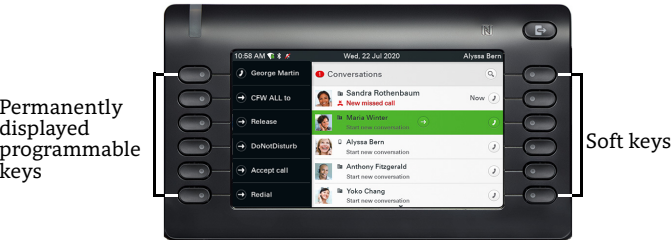## User Interface

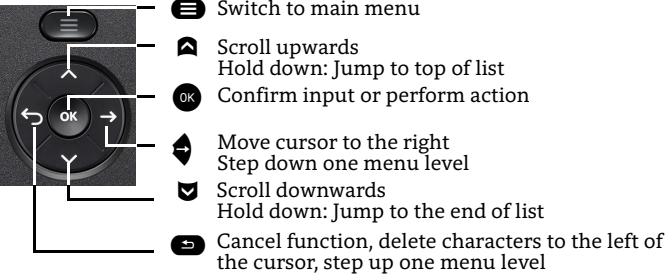### Soft Keys & Permanently Displayed Programmable Keys

The phone has:

- 6 Soft Keys with status LED which provide several functions dependent on a particular situation
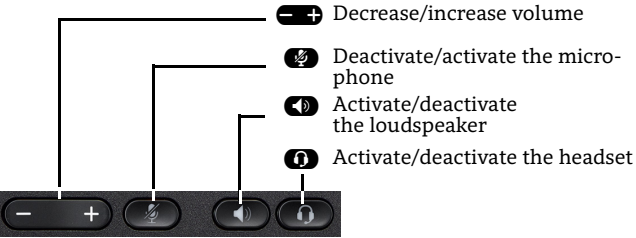- 6 permanently displayed programmable keys with status LED to which you can assign functions or phone numbers

Permanently displayed programmable keys

Soft keys

By pressing the key you can activate e.g. Call Forwarding.

Navigation Keys

Switch to main menu	
Scroll upwards	Hold down: Jump to top of list
Confirm input or perform action	
Move cursor to the right	Step down one menu level
Scroll downwards	Hold down: Jump to the end of list
Cancel function, delete characters to the left of the cursor, step up one menu level	

Audio Keys

- Decrease/increase volume
- Deactivate/activate the microphone
- Activate/deactivate the loudspeaker
- Activate/deactivate the headset

Fixed Function Keys

- Message waiting indicator
  Place a call to voicemail system
- Place current call on hold
- Transfer call
- Conference
- Activate a function configured by your administrator

Notification LED

With the Notification LED different phone status can be identified:

Off: Idle
Green solid: Active call
Green pulsing: Incoming call
Amber solid: Call(s) on hold
Amber pulsing: Held call re-presenting
Red solid: New missed call
Red pulsing: New voicemail (MWI)
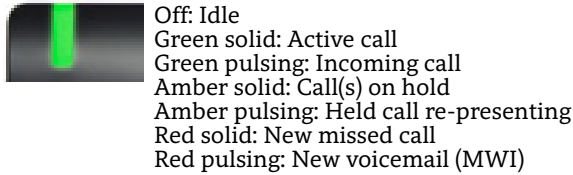
Function Icons (selection)

Icon	Explanation
	Accept call
	Reject call
	Deflect call
	Place call on hold
	Transfer call without consultation
	Transfer call with consultation
	Alternate
	Resume held call
	Request call back
	Add participant
	Show participant details
	Show all participants

Status Icons (selection)

Icon	Explanation
	Active call
	Ringing call
	Call on hold
	Ringer off
	Short ringer (beep)
	Phone lock activated
	Call Forwarding enabled
	Connected Bluetooth device with low battery level
	Wi-Fi connection with excellent signal strength[1]

1. Available only on OpenScape Desk Phone CP700X

Unify OpenScape Desk Phone CP700/CP700X

Unify OpenScape Business
Unify OpenScape 4000

Quick Reference Guide

mitel.com

Place a Call
- Lift handset, dial number or
- Dial number and lift handset or
- For handsfree mode or if headset is connected: dial number.

Answer a Call
- Lift handset or
- for handsfree mode: press 🔊 or
- if headset is connected: press 🎧.

End a Call
- Hang up, or
- For handsfree mode: press 🔊 or
- If headset is connected: press 🎧.

Dial from Conversation List
1. Press Soft Key "Conversations" from Menu screen.
2. Press ⌄ and ⌃ to select the desired conversation or type in start of name.
3. Press OK and lift handset.

Open listening
During a call with handset:
- Press 🔊.
Switch off open listening:
- Press 🔊.

Switch between Handset and Handsfree Mode
Switch to handsfree mode during a Call:
- Hold down 🔊 until you hang up handset.
Switch to handset:
- Lift handset.

Hold and Retrieve a Call
During a call with Party A:
- Press ⏸. Party A is put on hold.
Retrieve a held call:
- Press ⏸ again or
- for OpenScape 4000: press Soft Key ↺.

Consultation
During a call with Party A:
1. Press OK. Party A is put on hold.
2. Call Party B.
3. If the conversation with Party B is finished, press OK or wait, until Party B has hang up.
You are now connected again to Party A.

Toggle
During a call with Party A:
1. Press OK. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press Soft Key "Toggle" ▬, to toggle.
Pressing Soft Key "Toggle" ▬ repeatedly toggles between Party A and B.

Make a Conference Call
During a call with party A:
1. Press OK. Party A is automatically put on hold.
2. Call party B.
3. Once connected with party B, press fixed function key ☎ or Soft Key "Conference".
You are now connected in a conference with parties A and B.

Transfer a Call
During a call with party A:
1. Press OK. Party A is automatically put on hold.
2. Call party B.
3. Once connected with party B, press fixed function key 🔀 or Soft Key "Transfer". Alternatively, the call can be transferred already before announcing the call.
The party A will be transfered to party B.

Call back
1. Call an internal Party. The Party does not lift the handset or is busy.
2. Press OK, the call back is activated.
3. As soon as the not reached Party has hung up, the callback is triggered and your telephone rings.
4. Answer the call back. The not reached Party is called.

Program Call Forwarding for all Calls
1. Press 🔀.
2. Press Soft key "Variable: all calls".
3. Enter the destination number and press OK.
4. Press Soft Key ✔ to save your changes.

Turn Call Forwarding on/off for all Calls
- Press 🔀.
- Press Soft key "Variable: all calls" to toggle between on/off.

Assign a Phone Number to a Key
1. If the key you want to assign a phone number to is in Favorites, navigate with the paging key to the appropriate page.
2. Long press the desired key.
3. Press Soft Key "Edit selected dialing".
4. Press Soft Key "Number".
5. Enter the desired station number and press OK.
6. If required, edit the label.
7. Press Soft Key ✔ to save your changes.

Assign a Function to a Key
1. If the key you want to assign a function to is in Favorites, navigate with the paging key to the appropriate page.
1. Long press the desired key.
2. Press Soft Key "Assign telephony function".
3. Press Soft Key "Change key ".
4. Press ⌄ and ⌃ to select the desired function category and press OK.
5. Press ⌄ and ⌃ to select the desired function and press OK.
6. If required, enter additional parameters and press OK.
7. Press Soft Key "Exit".