

## Key Operation

### Soft Keys & Permanently Displayed Programmable Keys

The phone has:

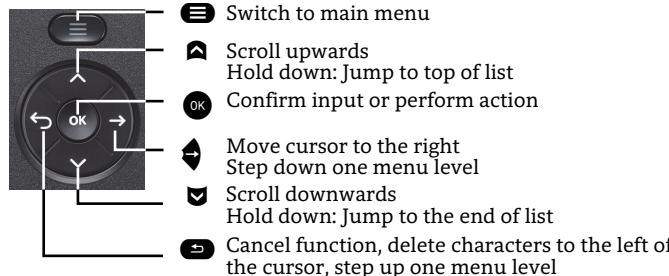
- 6 Soft Keys with status LED which provide several functions dependent on a particular situation
- 6 permanently displayed programmable keys with status LED to which you can assign functions or phone numbers



Permanently displayed programmable keys

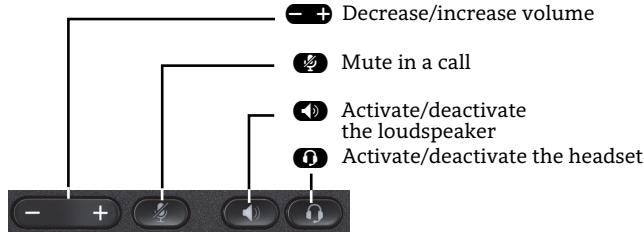
By pressing the key Out-of-Office/Call Forwarding you can configure Call Forwarding and activate Do Not Disturb.

### Navigation Keys

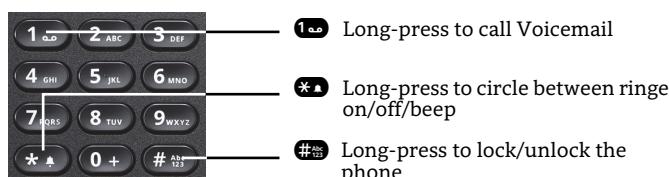


- Switch to main menu
- Scroll upwards  
Hold down: Jump to top of list
- Confirm input or perform action
- Move cursor to the right  
Step down one menu level
- Scroll downwards  
Hold down: Jump to the end of list
- Cancel function, delete characters to the left of the cursor, step up one menu level

### Audio Keys

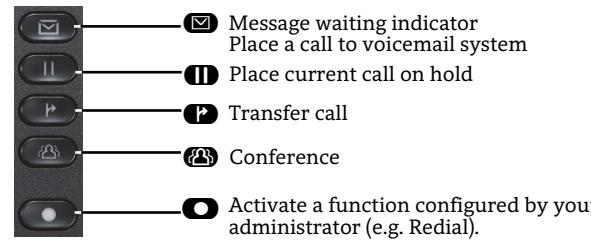


### Key Pad Shortcuts



- Long-press to call Voicemail
- Long-press to circle between ringer on/off/beep
- Long-press to lock/unlock the phone

### 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 (e.g. Redial).

### 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)

### Action Icons (selection)

Icon	Explanation
	Accept call and Make call
	Reject call
	Place call on hold
	Transfer call without consultation
	Transfer call with consultation
	Alternate
	Request callback
	Add participant

### Status Icons (selection)

Icon	Explanation
	Active call
	Ringing call
	Call on hold
	Forwarding for all calls is enabled
	Connected Bluetooth device with low battery level
	Wi-Fi connection with excellent signal strength

- Available only on OpenScape Desk Phone CP700X

# Unify OpenScape Desk Phone CP700/CP700X

## Quick Reference Card

A31003-C1000-129-1-7619

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mitel.com



## Using your OpenScape Desk Phone CP700/CP700X

### Dial a Call

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

### Answer a Call

- Lift handset or
- for handsfree mode: press ,  or Soft Key  or
- if headset connected: press .

### End a Call

- Hang up, or
- For handsfree mode: press  or
- If headset connected: press  or
- Press Soft Key .

### 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  and lift handset.

### Deflecting an Incoming Call while ringing

1. Press Soft Key .
2. Enter a destination phone number or select/search station from Conversation List and press .

### Hold or Retrieve a Call

- In an active call press fixed function key .
- To retrieve a held call: press Soft Key .

### Make a Conference Call

1. During a call with party A, press Soft Key . Hear dial tone. Party A is automatically put on hold.
2. Enter the phone number for party B or select/search for party B and press .
3. Once connected with party B, press fixed function key .

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

### Transfer a Call

1. During a call with party A, press fixed function key .
2. Enter the phone number of party B or select/search for party B and press .
3. You may then either:  
press Soft Key  while party B is ringing, or  
wait for party B to answer, announce the call and then  
press Soft Key .

The party A will be transferred to party B.

## Using your OpenScape Desk Phone CP700/CP700X

### Switch to Handsfree Mode during a Call

- Hold down  until you hang up handset.

### Switch to Handset Mode during a Call

- Lift handset.

### Switch to Headset Mode during a Call

- Press .

### Using Mute during a Call

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

### Call Voicemail

- Press .

### Change Forwarding Destination for all Calls

1. Press .
2. Select "Forward all calls" with .
3. Press Soft Key .
4. Enter the destination number and press .
5. Press .

### Turn Call Forwarding on/off for all Calls

- Press .
- Press Soft Key "Forward all calls" to toggle between on/off.

### Program Keys and Favorites

1. Long press the key you want to program.
2. Press Soft Key  to confirm.
3. Press Soft Key  to enter normal key function.
4. Press  and  to select the desired function.
5. Press Soft Key  to confirm.
6. If required, edit the label and/or settings.
7. Press Soft Key  to save the changes.



ENERGY STAR is a U.S. Environmental Protection Agency voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency. Products that earn the ENERGY STAR prevent greenhouse gas emissions by meeting strict energy efficiency criteria or requirements set by the U.S. Environmental Protection Agency. Learn more at [energystar.gov](http://energystar.gov). Unify is an ENERGY STAR partner participating in the ENERGY STAR program for Enterprise Servers and Telephony. The Unify product OpenScape Desk Phone CP700/CP700X has earned the ENERGY STAR.

## Programmable Functions (Examples)

### Using the Functions on your Phone

The functions are available on your phone on the permanently displayed programmable keys or on the phone's display called Favorites or when at least one Key Module is connected to the phone.

Function	Explanation
Selected dialing	Dials a pre-defined number
Redial	Calls the last dialed number
Forward all calls	Forwards all incoming calls to the programmed destination
Forward no reply	Forwards incoming calls to the programmed destination if they are not answered
Forward busy	Forwards incoming calls to the programmed destination when the primary line is busy
Ringer off	Switches the ringer off/on
Hold	Places a call on hold
Alternate	Switches between two calls
Blind transfer call	Transfers a call without consultation
Transfer call	Transfers a call with consultation
Deflect	Deflects a call to another destination
Conference	Initiates a conference call
Do not disturb	Incoming calls do not ring; callers hear the busy signal
Group pickup	Picks up a group call
Repertory dial	Dials pre-defined numbers and control sequences
Feature toggle	Toggles OpenScape Voice services
Directed pickup	Picks up another ringing phone
Release	Ends a call
Callback	Requests an automatic call back (busy/no answer)
Cancel callbacks	Cancels all pending callback requests
Consultation	Puts an active call on hold and provides a prompt for dialing
Call waiting	Allows a second incoming call while in an active call
Immediate ring	Starts ringing/alerting for a delayed ringing call
Call recording	Records the call on a external Call Recorder