# **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



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

# Navigation keys



### Audio keys



## **Fixed Function keys**



# 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)

lcon	Explanation
2	Accept call
•	Reject call
51	Deflect call
н	Place call on hold
Þ	Transfer call without consultation
4	Transfer call with consultation
ሪካ ረካ	Alternate
<b>ر</b> ى	Resume held call
•	Request call back
<b>*</b>	Add participant
1	Show participant details
/ <u>a</u> \	Show all participants

# Unify OpenScape Desk Phone CP710

Quick Reference Guide

### mitel.com

HFA

🕅 Mitel

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# Status Icons (selection)

lcon	Explanation
J	Active call
Ļ	Ringing call
II	Call on hold
ÿ	Ringer off
ŕ.	Short ringer (beep)
0 <b>-</b>	Phone lock activated
4	Call Forwarding enabled
*	Connected Bluetooth device with low battery level
.►	Wi-Fi connection with excellent signal strength

# Using Unify OpenScape Desk Phone CP710

#### 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 of or
  if headset is connected: press of
- If neadset is connected: press of

### En 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 and lift handset.

### **Open listening**

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

# Using Unify OpenScape Desk Phone CP710

### Switch between Handset and Handsfree Mode

Switch to handsfree mode during a Call:

- Hold down with the set of th
- Switch to handset:
- Lift handset.

### Hold and Retrieve a Call

- During a call with Party A:
- Hold down **m** until you hang up handset.

# Retrieve a held call:Press III again or

[OpenScape 4000: Press Soft key ()].

### Consultation

- 1. Press Soft Key Call back". Party A is put on hold.
- 2. Call party B.
- 3. If the conversation with Party B is finished, press or wait, until Party B has hang up.

You are now connected again to Party A.

### Toggle

- 1. Press Soft Key **m** "Call back". 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

- Press Soft Key Call back". Party A is 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

- Press Soft Key 
   "Call back".
- Party A is put on hold.
- 2. Call party B.
- Once connected with party B, press fixed function key p or Soft Key "Transfer". Alternatively, the call can be transferred already before announcing the call
- The party A will be transfered to party B.

# Using Unify OpenScape Desk Phone CP710

### Call back

- 1. Call an internal Party. The Party does not lift the handset or is busy.
- 2. Navigate to "Call back".
- 3. Press , the call back is activated.
- 4. As soon as the not reached Party has hung up, the callback is triggered and your telephone rings.
- 5. 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 .
- Press Soft Key ✓ to save your changes.

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

- 1. Press **₿∎∎**.
- 2. Press Soft key "Variable: all calls" to toggle between on/off.

### Assign a Function 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
- 6. If required, edit the label.

### 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.
- 2. Long press the desired key.
- 3. Press Soft Key "Assign telephony function".
- 4. Press Soft Key "Change key ".
- 5. Press and to select the desired function category and press
- 6. Press 🗖 and 🔽 to select the desired function and press 🔤.
- 7. If required, enter additional parameters and press
- 8. Press Soft Key "Exit".