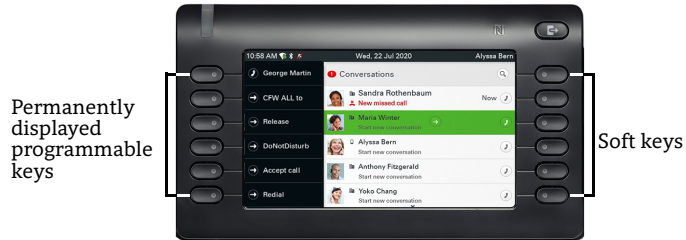


## User Interface

### Soft Keys & Permanently Displayed Programmable Keys

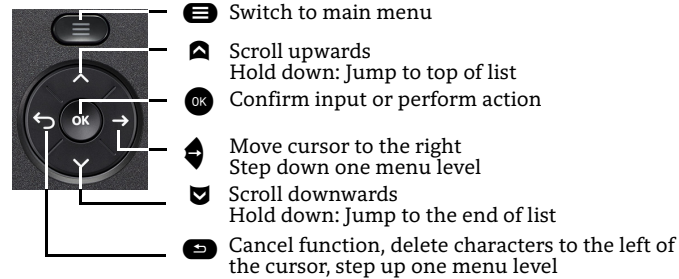
The phone has:

- 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

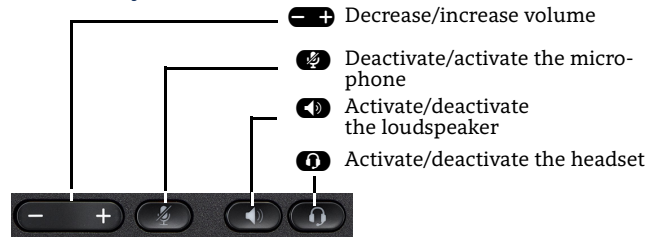


By pressing the key you can activate e.g. Call Forwarding.

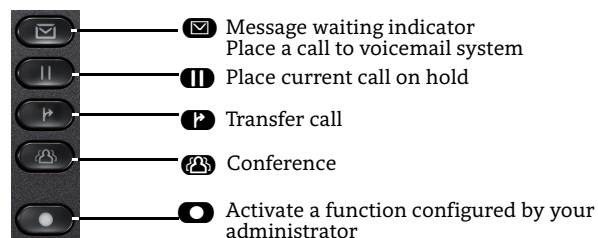
### Navigation Keys



### Audio Keys

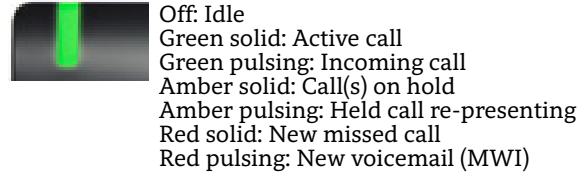


### Fixed Function Keys



## Notification LED

With the Notification LED different phone status can be identified:



## 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. Available only on OpenScope Desk Phone CP700X

# Unify OpenScope Desk Phone CP700/ CP700X

Unify OpenScope Business  
Unify OpenScope 4000

## Quick Reference Guide

A31003-C1000-U130-2-7619

09/2024

mitel.com





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## Using your OpenScape Desk Phone CP700/CP700X



### 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  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 .

## Using your OpenScape Desk Phone CP700/CP700X

### Consultation



During a call with Party A:


1. Press . 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



During a call with Party A:

1. Press . 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 . 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 . 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 transferred to party B.

### Call back


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

## Using your OpenScape Desk Phone CP700/CP700X



### Program Call Forwarding for all Calls

1. Press .
2. Press Soft key „Variable: all calls“.
3. Enter the destination number and press .
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 .
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 .
5. Press  and  to select the desired function and press .
6. If required, enter additional parameters and press .
7. Press Soft Key „Exit“.