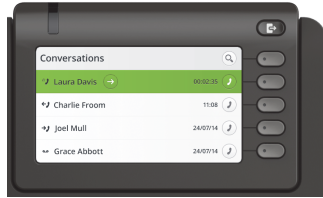# User Interface

Soft Keys

The phone has five softkeys with status LEDs, which provide several functions dependent on a particular situation.
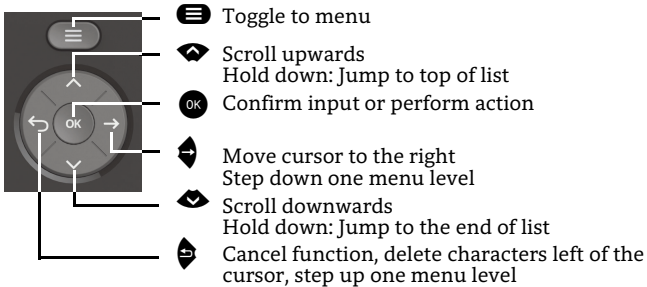

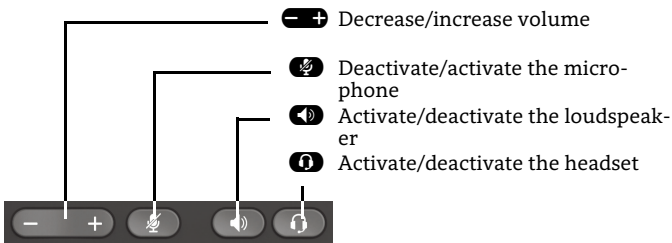Example: Telephone menu   Example: Conversation list

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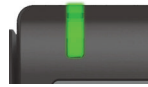
Navigation Keys

☰	Toggle to menu
⌄	Scroll upwards Hold down: Jump to top of list
OK	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 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

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
→📞	Incoming call
←📞	Outgoing call
📞	Active call
⏸	You have placed the call on hold
⏸📞	Your call partner has placed the call on hold
🔒 🔓	Secure/unsecure call
📞 📞	Missed call new/seen
📼 📼	Voicemail message new/listened

OpenScape
Desk Phone CP600
OpenScape Business
OpenScape 4000

Quick Reference Guide

UNIFY

Using your OpenScape Desk Phone CP600

Place 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 Softkey 🎵 or
- if headset is connected: press: 🎧 .

End a call
- Hang up, or
- For handsfree mode: press 📢 or
- If headset is connected: press 🎧 or
- press Softkey ⊙ .

Switch to Handsfree Mode during a Call
- Press 📢 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 mute.

Hold or Retrieve a Call
- In an active call press Soft Key ⏸ .
- To retrieve a held call: press Soft Key 📞 .

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

Deflecting an Incoming Call while ringing
1. Press Soft Key 📞 .
2. Enter a destination phone number or select/search
3. station from Conversation List and press ⊙ .

Using your OpenScape Desk Phone CP600

Make a conference call
1. During a call with party A: press Softkey ⊛ . You will hear a dial tone. Party A is put on hold.
2. Dial number of Party B and press ⊙ .
3. Once connected with party B, press Softkey ⊛ .
You are now connected in a conference with parties A and B..

Transfer a call
1. During a call press Softkey ⊛ .
2. Dial number of Party B and press ⊙ .
3. You can then either:
   Press Softkey ⊛ , while it rings or wait until Party B lifts off, announce the call and then press Soft Key ⊛ .
The party A will be transfered to party B.

Call Voicemail
1. Press 🔲 .
2. Press Softkey „Voicemail".

Anrufumleitung für alle Anrufe programmieren
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 "Without condition" to toggle between on/off.

Program Favourites
1. Press 🔲 .
2. Press Soft Key "Favourites".
3. Press Soft Key ✎ to enter edit mode.
4. Press Soft Key ✎ to enter desired Soft Key.
5. Press Soft Key ✎ to enter normal key function.
6. Press ⌄ and ⌃ to select the desired function.
7. Press Soft Key ✔ to confirm.
8. If required, edit the label and/or settings.
9. Press Soft Key ✔ to save your changes.
10. Press Soft Key ✔ to leave Favourites edit mode.

Other useful functions of your OpenScape Desk Phone CP600

Your OpenScape Desk Phone CP600 provides much more helpful features. See below a small selection with short descriptions. Detailed information please find in the respective operating instructions.

Retrieve Voicemail Messages
Depending on your communication platform and its configuration, you can use this application to access received callbacksand messages from OpenScape Xpressions.
If your system is appropriately configured, you can call the voice mailbox directly and immediately play back the stored messages.

Leave an Advisory Message
You can leave an advisory messages on the internal caller's phone display which wish to contact you during your absence. Select a message of the set of predefined messages or define your own one. You reach the function by pressing ◆ key.

Send a Message
You can send short text messages to individual phones or groups of phones. Select a message of the set of predefined messages or define your own one. You reach the function by pressing ◆ key.