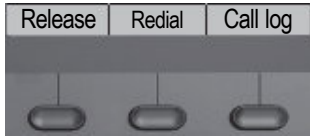


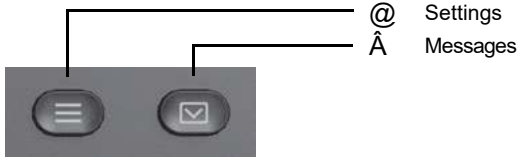
## User Interface

### Programmable Keys

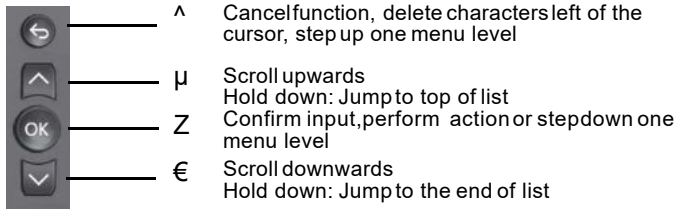


Your phone has three programmable function keys, shown on the left with default configuration.

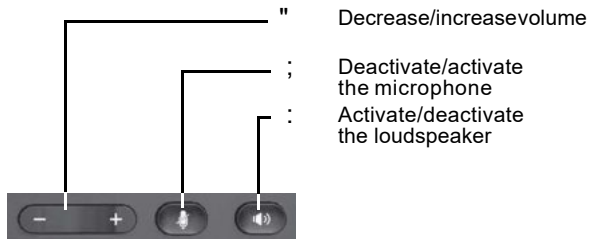
### Fixed Function Keys



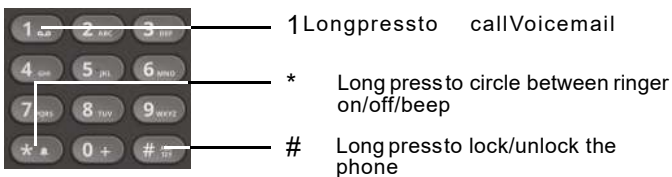
### 4-Way-Navigator



### Audio keys



### Key Pad Shortcuts



## Notification LED

With the Notification LED different phone status can be identified:



Off: Idle  
Red solid: Active call  
Red quick pulsing: Incoming call  
Red quick pulsing: Call(s) on hold  
Red solid: New missed call  
Red slow pulsing: New voicemail (MWI)

## Notification on the display

The display of the status label will be controlled by the state of the key.

Linear function key can be pulsing or inverted similar to a LED.



OpenScape  
Desk Phone CP100  
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Quick Reference Card

## Using your OpenScape Desk Phone CP100

### Place a Call

- Lift handset, dial number or
- Dial number and lift handset or
- For handsfree mode: dial number.

### Answer a Call

- Lift handset or
- for handsfree mode: press:.

### End a Call

- Hang up, or
- For handsfree mode: press:.

### 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 Hold key (if configured). Party A is put on hold.
- To retrieve a held call: press Retrieve line (if configured).

## Using your OpenScape Desk Phone CP100

### Consultation

During a call with Party A:

1. Press Z. Party A is put on hold.
2. Call Party B.
3. If the conversation with Party B is finished, press Z 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 Z. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press € and Z to toggle. Pressing Z repeatedly toggles between Party A and B.

### Make a Conference Call

During a call with Party A:

1. Press Z. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, choose option Start conference on the display.

You are now in a conference call with Party A and B.

### Transfer a Call

During a call with Party A:

1. Press Z. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, choose option Start transfer on the display. Alternatively, the call can be transferred without consultation (blind transfer).

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 Callback on the Programmable key (if configured).
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.

## Programmable keys



Your phone has three programmable function keys, shown on the left with default configuration.

### Examples of Programmable keys

| Function               | Explanation  |
|------------------------|--|
| Call waiting           | Allows a second incoming call while in an active call                              |
| Callback               | Requests an automatic call back (busy/no answer)                                   |
| Caller list            | List of placed, answered and missed calls  |
| Call forwarding        | Forwards all incoming calls to the programmed destination when the line is busy    |
| Call forward. no reply | Forwards all incoming calls to the programmed destination if they are not answered |
| Consult                | Puts an active call on hold and provides a prompt for dialing                      |
| Pickup - directed      | Picks up another ringing phone   |
| Phonebook              | Phonebook  |
| Do not disturb         | Incoming calls do not ring; callers hear the busy signal                           |
| Toggle/connect         | Toggles OpenScape Voice services   |
| Redial                 | Calls the last dialed number   |
| Release                | Ends a call  |
| Redial key             | Dials pre-defined numbers and control sequences                                    |