



OpenSpape Desk Phone CP600

Quick Reference Guide

A31003-F9900-U102-01-7619

Atos

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The logo for Atos, featuring the word "Atos" in a bold, white, sans-serif font. The letter 'o' is stylized with a circular cutout in the center.

OpenScape Desk Phone CP600

Screens, Buttons, and Common Functions



OpenScape Desk Phone CP600 | Screen, Buttons, and Common Functions



BUTTON DEFINITIONS

1. Notification LED	Signals incoming calls, new messages, or missed calls.
2. Out-of-Office/Call Forwarding Key	Opens the Out-of-Office/Call Forwarding menu.
3. Graphic Display	Permits the intuitive use of the phone. If there are no calls taking place or settings being made, the idle menu is displayed.
4. Soft Keys	Enables the user to access the function directly adjacent to the Graphic Display.



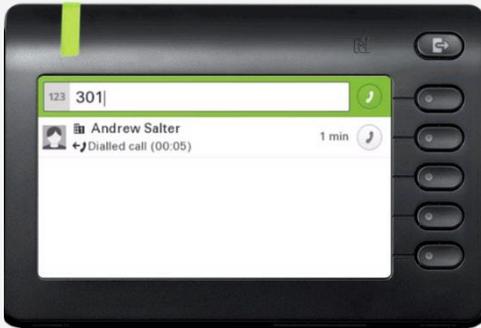
BUTTON DEFINITIONS

1. Dial Pad	Permits users to enter numbers or characters.
2. Menu Key	Opens different menus with telephone functions, applications, and configurations.
3. Navigator	Enables navigation and access to various menus in the Graphic Display.
4. Volume Control	Controls the volume level.
5. Mute Key	Switches the microphone on/off.

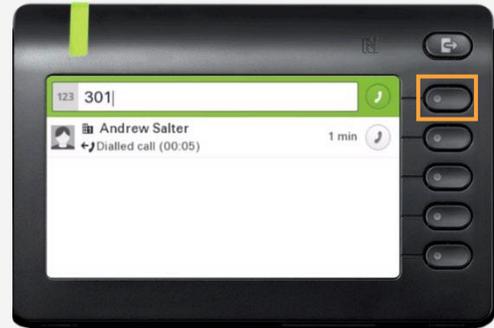
6. Speaker Key	Switches the speaker on/off.
7. Headset Key	Enables the headset function.

PLACING AN OUTGOING CALL

- 1 Unhook the handset, then dial the number or extension.



- 2 Dial the number or extension, then press the upper-right soft key for hands-free mode.



RECEIVING A CALL

1 Unhook the handset.



OR

Press the upper-right soft key for hands-free mode.



ENDING A CALL

1 Hook the handset.



OR

Press the upper-right soft key.



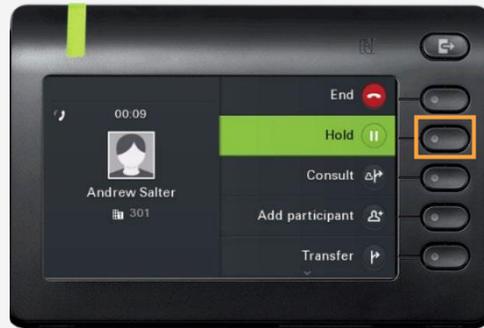
PLACING A CALL ON HOLD

- 1 Use the Navigator to locate **Hold** and press **OK**.



OR

Press the soft key adjacent to **Hold**.



PLACING A CALL IN PUBLIC PARK

Placing a call in public park puts the call on hold in a public location. The location is accessible to any user by dialing the announced number or extension that the system automatically assigns.

- 1 Dial **##*3** or use the Navigator to locate **Favourites** and press **OK**.



OR

- Press the soft key adjacent to **Favourites**.

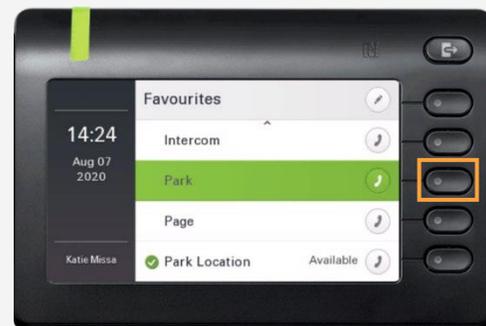


- 2 Use the Navigator to locate **Park** and press **OK**.



OR

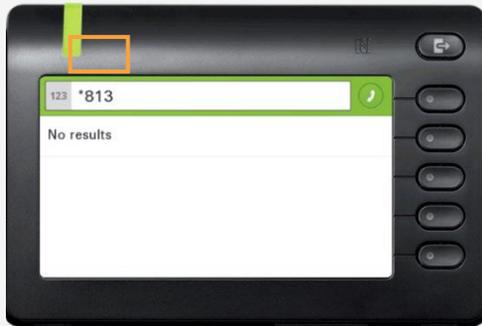
- Press the soft key adjacent to **Park**.



- 3 Listen to the announcement to determine which extension the call was parked. The announcement is the only way to determine which extension the call was parked.

RETRIEVING THE CALL FROM THE PUBLIC PARK LOCATION

- 1 On another phone, press the **star (*)** key followed by the parked call's extension.



Example:
The call is parked at extension 813. Using another phone, dial ***813** to retrieve the call from the public park location.

PLACING A CALL IN PRIVATE PARK

Placing a call into private park utilizes the Park Location Group feature. A call placed on hold in this group is only visible and accessible to members using supported desk phones or the RingCentral Phone application.

- 1 Use the Navigator to locate **Favourites** and press **OK**.

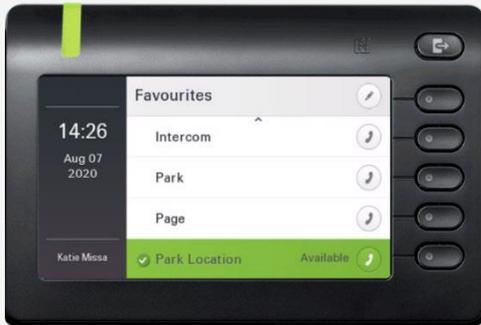


OR

- Press the soft key adjacent to **Favourites**.



- 2 Under **Favourites**, navigate down to **Park Location**.



- 3 Press **OK**. The call is now placed in a private park location.

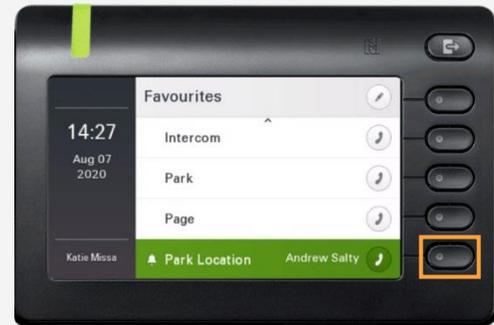


RETRIEVING THE CALL FROM THE PRIVATE PARK LOCATION

- 1 Retrieve the call by pressing the bottom soft key adjacent to the notification of the park location.



- 2 On another phone, press the bottom soft key to retrieve the call from the private park location.



TRANSFERRING A CALL – WARM

- 1 While on an active call, use the Navigator to locate **Consult** then press **OK**.

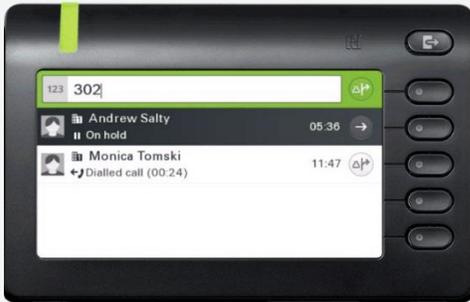


OR

Press the soft key adjacent to **Consult**



- 2 Dial the number or extension that you wish to consult. Example: 302



- 3 Press **OK**.

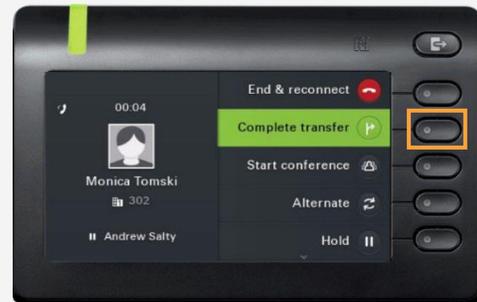


- 4 When the called party answers, use the Navigator to locate the **Complete transfer** option, then press **OK**.



OR

Press the soft key adjacent to **Complete transfer**.



TRANSFERRING A CALL - BLIND

- 1 While on an active call, use the Navigator to locate **Transfer**, then press **OK**.

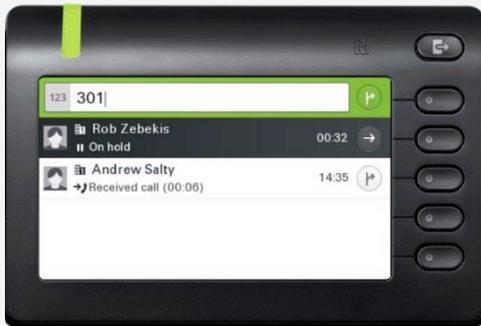


OR

Press the soft key adjacent to **Transfer**.



- 2 Dial the number or extension where you want the call to be transferred. Example: 301



- 3 Press **OK**.



TRANSFERRING TO VOICEMAIL

- 1 To transfer an incoming call to voicemail, use the Navigator to locate **Reject**, then press **OK**.



OR

Press the soft key adjacent to **Reject**.



LISTENING TO VOICEMAIL

- 1 After transferring the call to voicemail, a red icon with a pound sign appears beside **Voicemail**.



- 2 Press **OK**.

Note: Voicemail can also be checked by dialing ***86**.



- 3 Enter the **PIN** and press **#**, then press **1** to listen to the message.



ENABLE DO NOT DISTURB

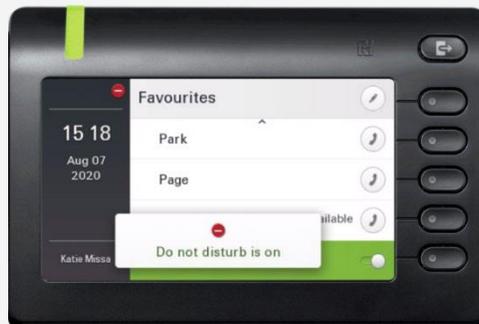
1 Under **Favourites**, navigate down to **DND**.



2 Press **OK** to enable Do Not Disturb.

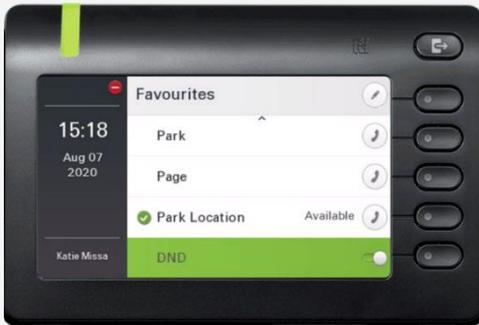


A pop-up message in the Graphic Display indicates Do Not Disturb is on.



DISABLE DO NOT DISTURB

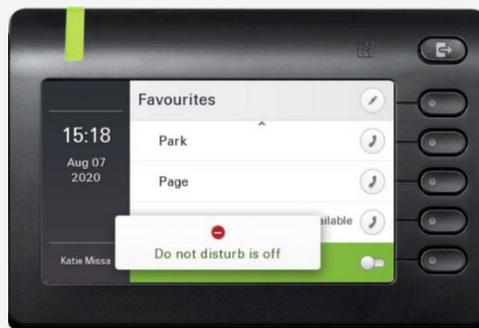
1 Under **Favourites**, navigate down to **DND**.



2 Press **OK** to disable Do Not Disturb.



A pop-up message in the Graphic Display indicates Do Not Disturb is off.



INTERCOM

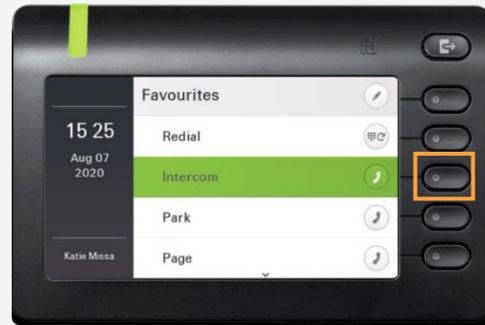
Intercom is a peer-to-peer, two-way communication between two devices/users.

1 Dial ***85** and press **OK**.



OR

Press the soft key adjacent to **Intercom**.



2 Dial the number or extension that you want to connect to **Intercom** and press **#**.



PAGING

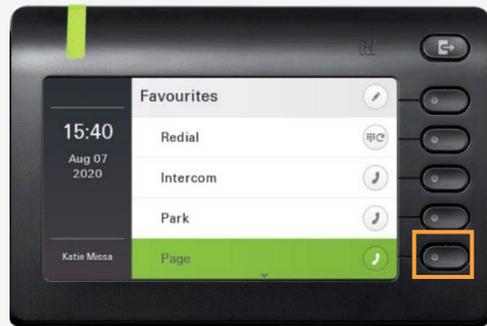
Paging is a one-way broadcast to one or multiple devices/users.

1 Dial ***84** and press **OK**.



OR

Press the soft key adjacent to **Paging**.



2 Dial the number of the group and press **#**. Example: 1#



CONFERENCING

- 1 Dial the number or extension of the first participant. Example: 303



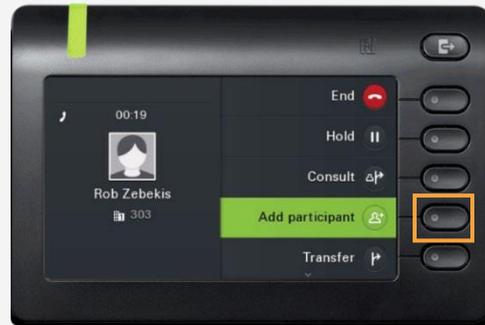
- 2 Press **OK** on the Navigator, then unhook the handset.



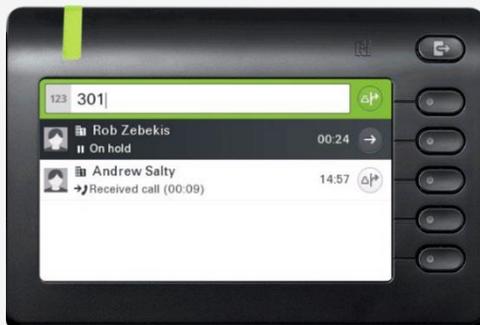
- 3 Use the Navigator to locate **Add participant** and press **OK**.

OR

- Press the soft key adjacent to **Add Participant**.



- 4 Dial the number of the second participant.



- 5 Press **OK**.



6 Use the Navigator to locate **Start Conference** and press **OK**.

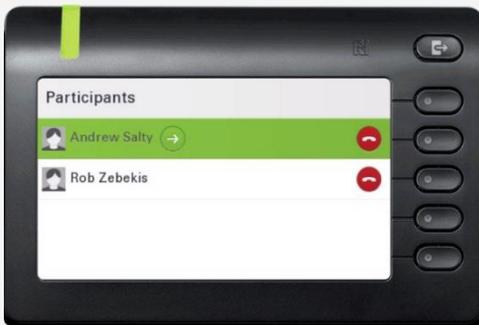


OR

Press the soft key adjacent to **Start conference**.



7 You are now in a conference with three participants. Use the **arrow keys** to scroll between participants.



8 Press the soft key adjacent to **End conf.** or hook the handset to end the conference.



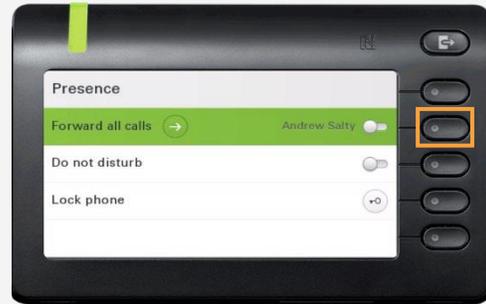
CALL FORWARDING

Call forwarding is a feature which redirects a call to another destination. For example, a mobile or another telephone number where the desired called party is available.

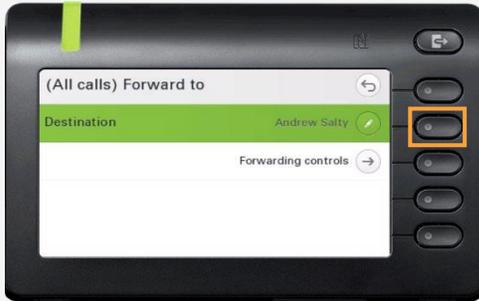
- 1 Press the **Out-of-Office/Call Forwarding Key**.



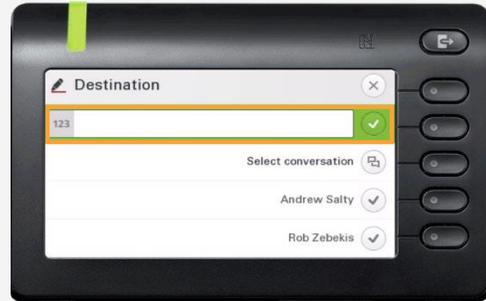
- 2 Press the soft key adjacent to **Forward all calls**.



- 3 Press the soft key adjacent to **Destination**.



- 4 Enter the destination's number or extension.



- 5 Press **OK**.

