

## Key Operation

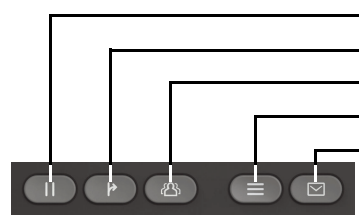
### Programmable Keys



Conversations People Call Forward Redial

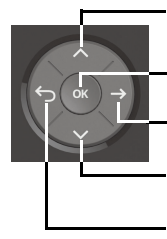
Your phone has four programmable function keys with status LEDs, shown on the left with default configuration.

### Fixed Function Keys



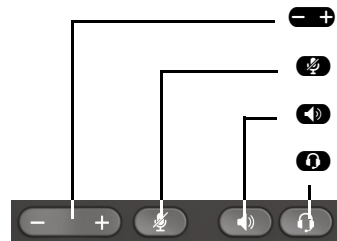
- Hold/retrieve call
- Transfer
- Conference
- Settings
- Messages

### 5-Way Navigator



- Scroll upwards  
Hold down: Jump to top of list
- Confirm input, perform action or step down one menu level
- Confirm input, perform action or 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

### Key Pad Shortcuts



- Long press to call Voicemail
- Long press to circle between ringer on/off/beep
- Long press to lock/unlock the phone

## 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)

## Display Icon in Idle State

Icon	Explanation
	You have received one or more new messages
	You have one or more new missed calls
	Call Forwarding is activated for all calls
	Ringer is off
	Remote maintenance has been activated
	Do not disturb is activated
	Phone lock is activated
	A mobile user is logged on to the telephone

## Display Icons during a Call

Icon	Explanation
	Call is active
	Voice connection with high quality (G.722)
	Call has been disconnected
	You have placed the call on hold
	Your call partner has placed the call on hold
	Secure voice connection
	Not secure voice connection

# OpenScape Desk Phone CP200

## Quick Reference Card



**UNIFY**

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## Using your OpenScape Desk Phone CP200



### 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  or
- if headset is connected: press .




### End a Call

- Hang up, or
- For handsfree mode: press  or
- If headset is connected: press .



### Redial the Last Dialed Number

- Lift handset and press .



### Dial from the Call Log

1. Press  and  to select the desired conversation.
2. Press  and lift handset.




### Deflecting an Incoming Call while ringing

1. Select „Deflect“ in menu and press .
2. Enter a destination phone number and press .

### Hold or Retrieve a Call





- In an active call press .
- To retrieve a held call: press .

### Make a Conference Call

1. During a call with party A, press . Hear dial tone. Party A is automatically put on hold.
  2. Enter the phone number for party B and press .
  3. Once connected with party B, press .
- You are now connected in a conference with parties A and B.


## Using your OpenScape Desk Phone CP200

### Transfer a Call

1. During a call with party A, press .
2. Enter the phone number of party B and press .
3. You may then either:  
press  while party B is ringing, or  
wait for party B to answer, announce the call and then press .

The party A will be transferred to party B.


### Switch to Handsfree Mode during a Call

- Hold down  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 un-mute.



### Call Voicemail

- Press  and confirm with .

### Change Forwarding Destination

1. Press function key  .
2. Select "Set a forwarding destination" within three seconds.
3. Enter the destination number and press .
4. Press .

### Turn Call Forwarding on/off

- Press function key  .

## Programmable Functions (Examples)

Function	Explanation
Alternate	Switches between two calls
Blind transfer	Transfers a call without consultation
Build in fwd	Default call forwarding
Call log	List of placed, answered and missed calls
Call recording	Records the call on a central Call Recorder
Call waiting	Allows a second incoming call while in an active call
Callback	Requests an automatic call back (busy/no answer)
Cancel callbacks	Cancels a callback request
CF busy	Forwards all incoming calls to the programmed destination when the line is busy
CF no reply	Forwards all incoming calls to the programmed destination if they are not answered
CF unconditional	Forwards all incoming calls to the programmed destination
Consultation	Puts an active call on hold and provides a prompt for dialing
Corporate directory	LDAP phonebook
Deflect	Deflects a call to another destination
Directed pickup	Picks up another ringing phone
Directory	Phonebook
Do not disturb	Incoming calls do not ring; callers hear the busy signal
Feature toggle	Toggles OpenScape Voice services
Group pickup	Picks up a group call
Immediate ring	Ringing keyset line without delay (Executive/Assistant configuration)
Pause callbacks	Pauses automatic callbacks
Personal directory	Personal phonebook
PreView	Preview line details for shared lines
Redial	Calls the last dialed number
Release	Ends a call
Repertory dial	Dials pre-defined numbers and control sequences
Resume callbacks	Resumes automatic callbacks
Ringer off	Switches the ringer off/on
Selected dialing	Dials a pre-defined number
Shift	Switches to the shifted key level
Show phone screen	Switches to idle screen
Transfer call	Transfers a call with consultation