

## User Interface

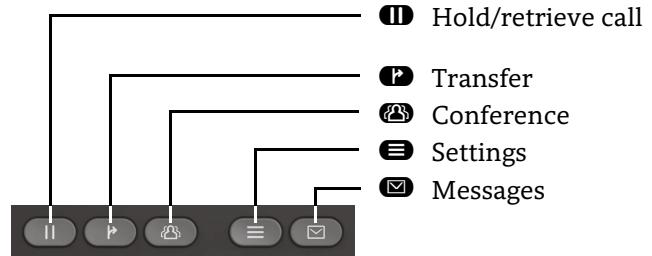
### Programmable Keys

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

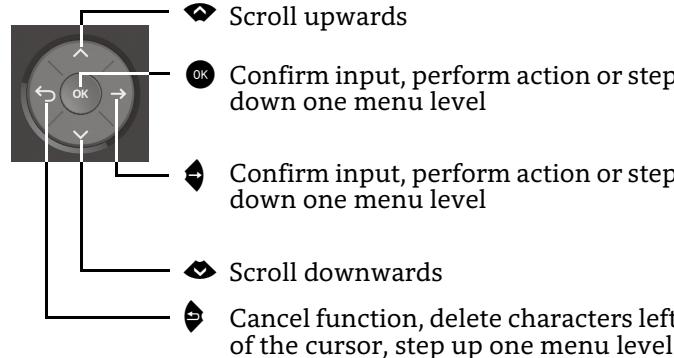


Operating instructions can be found on the back.

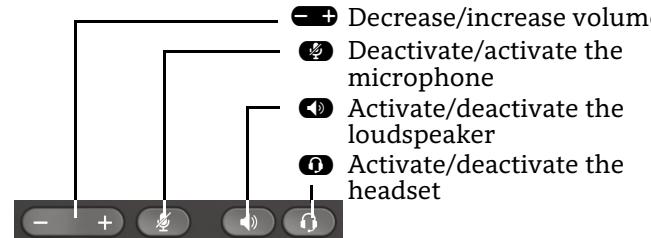
### Fixed Function Keys



### 5-Way Navigator



### Audio keys



### 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)

# Unify OpenScape Desk PhoneCP200/205

Unify OpenScape Business  
Unify OpenScape 4000  
HFA

### Quick Reference Guide

A31003-C1000-U115-5-7619

09/2024

[mitel.com](http://mitel.com)



## Using your OpenScape Desk Phone CP200/205

### 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 .

### 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.
- To retrieve a held call: press  again (OpenScape 4000: select retrieve from context menu).

## Using your OpenScape Desk Phone CP200/205

### 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  and  to toggle. Pressing  repeatedly toggles between Party A and B.

### Make a Conference Call

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 .

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

### Transfer a Call

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 . 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 , 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.

## Programmable keys



### Call log

1. Press .
2. Press  to show the entries.
3. Press  and  to select additional functions like:
  - show time,
  - call number or
  - delete entry

### Phone book (OpenScape Business) <sup>1</sup>

1. Press .
2. Pressing digit keys on the dialpad several times: Limit the list of names in the phone book to the desired initial letters, example:  
1x  2x  1x  searches for „PET“ at the beginning of the word.
3. Scroll through the list by .
4. Press  to show the entry.

### Call Forwarding

- Press . Calls will be forwarded to the programmed destination.

To switch off the call forwarding:

- Press  again.

### Redial

Dials one of the stored external numbers.

1. Press .
2. Scroll through the list by .
3. Press  to call the number.

For programming the keys see the user manual.

1. For the procedure on OpenScape 4000 see the user manual.