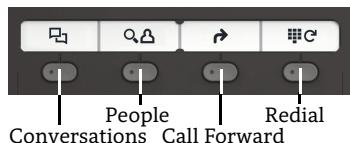


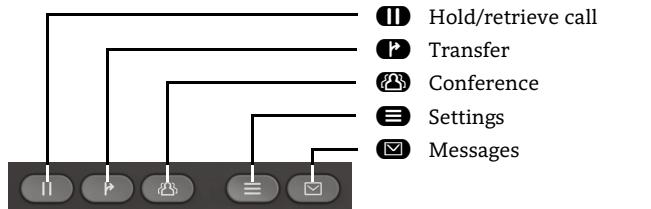
## Key Operation

### Programmable Keys

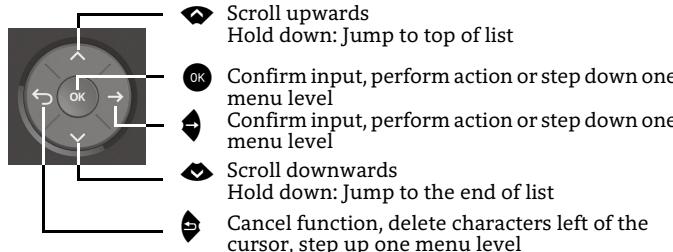


Your phone has four programmable function keys with status LEDs, shown on the left with default configuration.

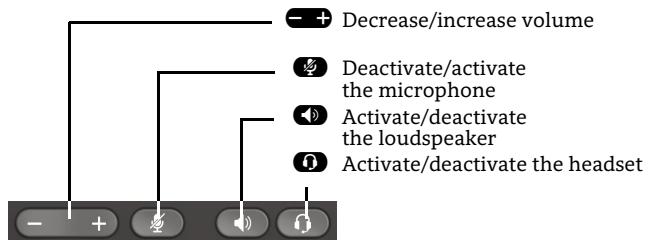
### Fixed Function Keys



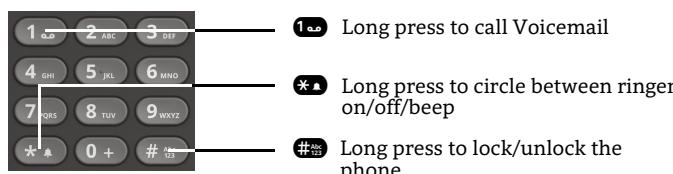
### 5-Way Navigator



### Audio keys



### Key Pad Shortcuts



## 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

# Unify OpenScape Desk Phone CP200/205

## SIP

## Quick Reference Guide

A31003-C1000-U103-5-7619

09/2024

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



2024 Mitel Networks Corporation. All Rights Reserved. Mitel and the Mitel logo are trademark(s) of Mitel Networks Corporation. Unify and associated marks are trademarks of Unify Software and Solutions GmbH & Co. KG. All other trademarks herein are the property of their respective owners.

## Using your OpenScape Desk Phone CP200/205

### 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.

### 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 your OpenScape Desk Phone CP200/205

### Using Mute during a Call

- Press  to mute.
- Press  again to un-mute.

### 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.

### 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  .



ENERGY STAR is a U.S. Environmental Protection Agency voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency.

Products that earn the ENERGY STAR prevent greenhouse gas emissions by meeting strict energy efficiency criteria or requirements set by the U.S. Environmental Protection Agency.

Learn more at [energystar.gov](http://energystar.gov).

Unify is an ENERGY STAR partner participating in the ENERGY STAR program for Enterprise Servers and Telephony.

The Unify product OpenScape DeskPhone CP200 has earned the ENERGY STAR.

## 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