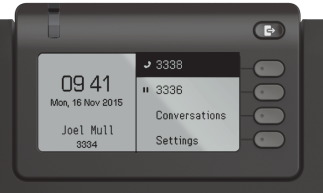


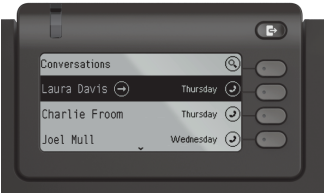
User Interface

Soft Keys

The phone has four softkeys with status LEDs, which provide several functions dependent on a particular situation.



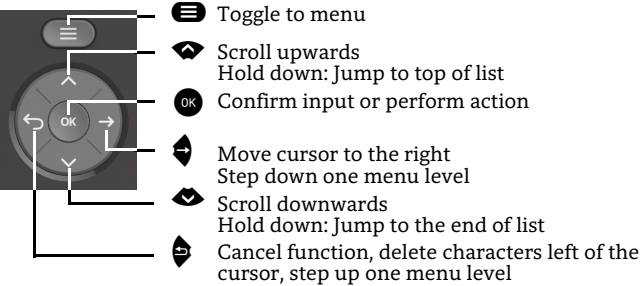
Example: Telephone menu



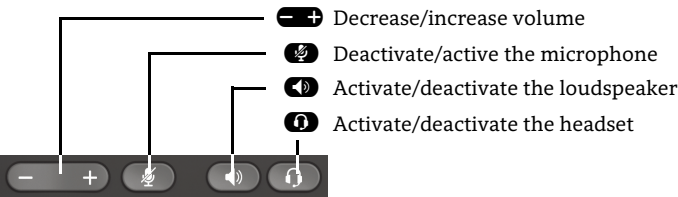
Example: Conversation list

By pressing the key you can activate e.g. Call Forwarding.

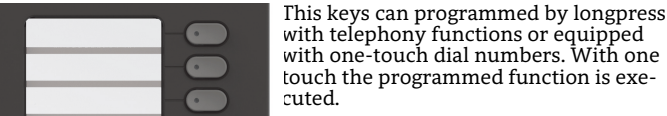
Navigation Keys



Audio Keys



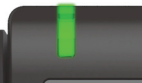
Programmable Keys



This keys can programmed by longpress with telephony functions or equipped with one-touch dial numbers. With one touch the programmed function is executed.

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

Function-Icons (selection)

Icon	Explanation
	Accept call
	Reject call
	Deflect call
	Place call on hold
	Transfer call without consultation
	Transfer call with consultation
	Alternate
	Resume held call
	Request callback
	Add participant
	Show participant details
	Show all participants

Status-Icons (selection)

Icon	Explanation
	Incoming call
	Outgoing call
	Active call
	You have placed the call on hold
	Your call partner has placed the call on hold
	Secure/unsecure call
	Missed call new/seen

Unify OpenScape Desk Phone CP400

Unify OpenScape Business
Unify OpenScape 4000
HFA

Quick Reference Guide

A31003-C1000-U116-4-7619

09/2024



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Using your OpenScape Desk Phone CP400



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 .

Dial from Conversation List


1. Press Soft Key "Conversations" from Menu screen.
2. Press  and  to select the desired conversation or type in start of name.
3. Press  and lift handset.

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.

Using your OpenScape Desk Phone CP400

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 „Toggle“ , to toggle. Pressing „Toggle“  repeatedly toggles between Party A and B.



Make a conference call

During a call with party A:

1. Press . Party A is automatically put on hold.
 2. Call party B.
 3. Once connected with party B, press „Conference“ .
- You are now connected in a conference with parties A and B.


Transfer a call

During a call with party A:

1. Press . Party A is automatically put on hold.
2. Call party B.
3. Once connected with party B, press „Transfer“ . Alternatively, the call can be transferred already before announcing the call.






The party A will be transfered 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.

Using your OpenScape Desk Phone CP400










Program Call Forwarding for all Calls

1. Press .
2. Select "Forward all calls" with .
3. Press Soft Key .
4. Enter the destination number and press .
5. Press .

Turn Call Forwarding on/off for all Calls

- Press .
- Press Soft Key "Without condition" to toggle between on/off.

Program Favourites

1. Press .
2. Press Soft Key "Favourites".
3. Press Soft Key  to enter edit mode.
4. Press Soft Key  to enter desired Soft Key.
5. Press Soft Key  to enter normal key function.
6. Press  and  to select the desired function.
7. Press Soft Key  to confirm.
8. If required, edit the label and/or settings.
9. Press Soft Key  to save your changes.
10. Press Soft Key  to leave Favourites edit mode.