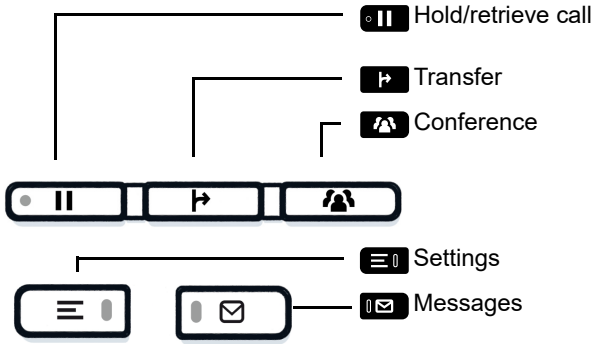
User Interface

Programmable Keys

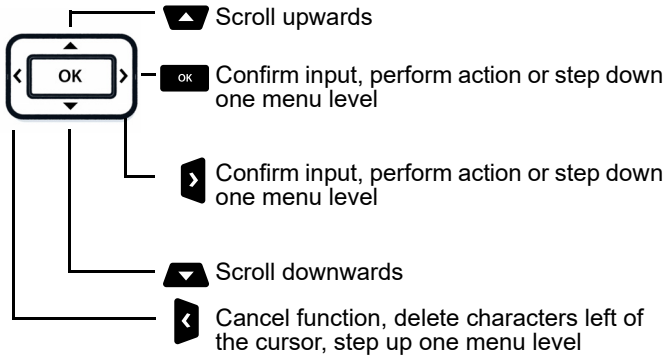
Your phone has four programmable function keys with status LEDs.

Operating instructions can be found on the back.

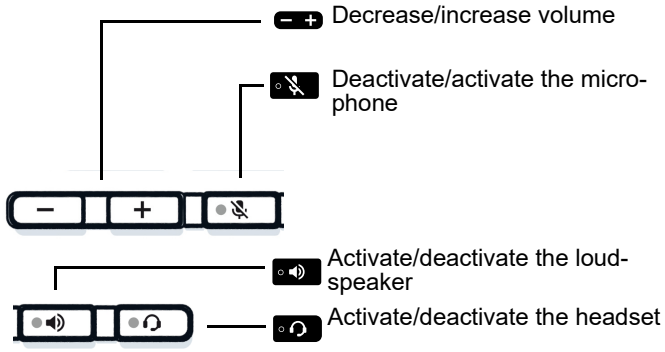
Fixed Function Keys



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 Phone CP210

HFA

Quick Reference Card

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.

09/2024
Sachnummer: A31003-C1000-U139-2-7619

Using your Unify OpenScape Desk Phone CP210

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

Swith to handsfree mode during a Call:
- Hold down until you hang up handset.

Swith 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 Unify OpenScape Desk Phone CP210

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

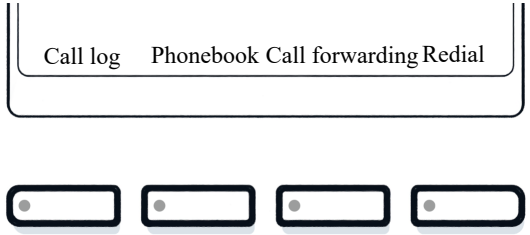
During a call with Party A:
1. Press . Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press . Alternatively, the call can be transferred without consultation (blind transfer).

The party A will be 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 callback 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. Presst and to select additional functions like:
   – show time,
   – call number or
   – delete entry

Phone book (OpenScape Business) [1]

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 7 PQRS 2x 3 DEF 1x 8 TUV 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 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.