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

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

Audio keys
- Decrease/increase volume
- Deactivate/activate the microphone
- Activate/deactivate the loudspeaker
- Activate/deactivate the headset

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)

5-Way Navigator

- Scroll upwards
- Confirm input, perform action or step down one menu level
- Confirm input, perform action or step down one menu level
- Scroll downwards
- Cancel function, delete characters left of the cursor, step up one menu level

OpenScape Desk Phone CP200/205
OpenScape Business
OpenScape 4000 HFA

Quick Reference Guide
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.
- Call Party B.
- If connected to Party B, press and to toggle. Pressing repeatedly toggles between Party A and B.

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. Press and to select additional functions like:
   - show time,
   - call number or
   - delete entry

Phone book (OpenScape Business)
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 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.