Unify Office

OpenSpape Desk Phone CP205

Quick Reference Guide

Atos

Provide feedback to further optimize this document to edoku@atos.net.

As reseller please address further presales related questions to the responsible presales organization at Unify or at your distributor. For specific technical inquiries you may use the support knowledgebase, raise - if a software support contract is in place - a ticket via our partner portal or contact your distributor.

Our Quality and Environmental Management Systems are implemented according to the requirements of the ISO9001 and ISO14001 standards and are certified by an external certification company.

Unify Office by Ring Central

OpenScape Desk Phone CP205

Screens, Buttons, and Common Functions

Notification LED

Display

Programmable Key Labels

Programmable Keys

Function Keys

Dial Pad

Navigator

Function Keys

OpenScape Desk Phone CP205 | Screen, Buttons, and Common Functions

BUTTON DEFINITIONS

1. Notification LED	Signals incoming calls and new voicemails via the notification LED.
2. Display	Permits the intuitive use of the phone. If there are no calls taking place or settings being made, the idle menu is displayed.
3. Call Log Soft Key	Enables users to access call log history.
4. Corp Directory Soft Key	Enables users to access the corporate directory.
5. Call Forward Soft Key	Allows users to reroute a call to another number.
6. Redial Soft Key	Allows the last number called to be called again.
7. Hold Key	Places the caller on hold.
8. Transfer Key	Transfers the caller to another number or extension.
9. Conference Key	Permits multiple callers to dial into a call.
10. Menu Key	Opens different menus with telephone functions, applications, and configurations.
11. Mailbox Key	Enables users to check voicemail.

BUTTON DEFINITIONS

1.	Dial Pad	Permits users to enter numbers or characters.
2.	Navigator	Enables navigation and access to various menus in the Display.
3.	Volume Control	Controls the volume level.
4.	Mute Key	Switches the microphone on/off.
5.	Speaker Key	Switches the speaker on/off.
6.	Headset Key	Enables the headset function.

PLACING AN OUTGOING CALL

1 Unhook the handset, then dial the number or extension.

OR

Dial the number or extension, then press **OK** for hands-free mode.

RECEIVING A CALL

1   Press **OK** on the Navigator for hands-free mode.

OR

Unhook the handset.

```
☎ 304 Katie Missa

Accept?                    ▾
```

ENDING A CALL

1   Use the Navigator to locate **Disconnect?**, then press **OK**.

OR

Hook the handset.

```
— 303 Rob Zebekis        00:11

Disconnect?               ▴
```
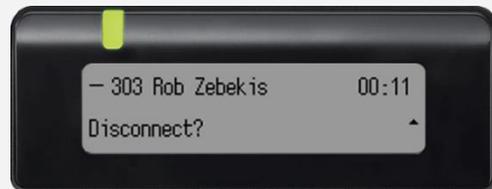
PLACING A CALL ON HOLD

1 Use the Navigator to locate **Hold?**, then press **OK**.

OR

Press the **Hold** button.

PLACING A CALLIN PUBLIC PARK

Placing a call in public park puts the call on hold in a public location. The location is accessible to any user by dialing the announced number or extension that the system automatically assigns.

1 While on an active call, dial **##*3**.
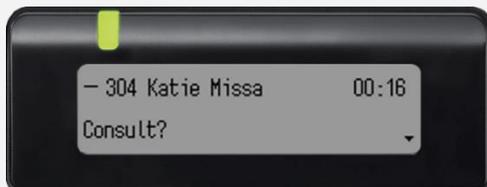
2 Listen to the announcement to determine which extension the call was parked.

```
─ 304 Katie Missa        00:16
Consult?                      ▾
```

```
15 36              Thu 20-08-06
Monica Tomski         (↕3      ▾
```
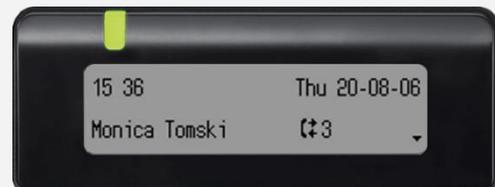
The prompt is also the only way to determine which extension the call was parked.

RETRIEVING A CALL FROM THE PUBLIC PARK LOCATION

6 On another phone, press the **star (*)** key followed by the parked call's extension.

Example:
The call is parked at extension 801. Using another phone, dial ***801** to retrieve the call from the public park location.

TRANSFERRING A CALL– WARM

1 While on an active call, use the Navigator to locate **Consult.**

— 304 Katie Missa   00:05

Consult?

2 Press **OK.**

Dial the number or extension that you want to **Consult.** Example: 303

303
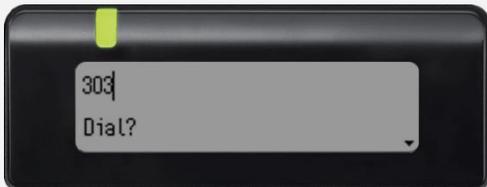
Dial?

8 Press **OK.**

5 When 303 answers, use the Navigator to locate **Complete Xfer?.**

— 303 Rob Zebekis   00:14

Complete Xfer?
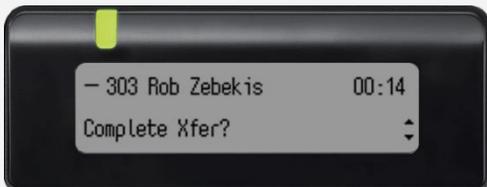
6 Press **OK.**

TRANSFERRING A CALL– COLD

1 While on an active call, use the Navigator to locate **Transfer** .

```
─ 304 Katie Missa          00:06
Transfer?                       ⬍
```

2 Press **OK**.

Dial the number or extension where you want the call to be transferred**.** Example: 303

```
303
Dial?                           ⬍
```

4 Press **OK**.

TRANSFERRING TO VOICEMAIL

1 To transfer an incoming call to voicemail, use the Navigator to locate **Reject?**.

```
⏰ 304 Katie Missa
Reject?                         ⬍
```
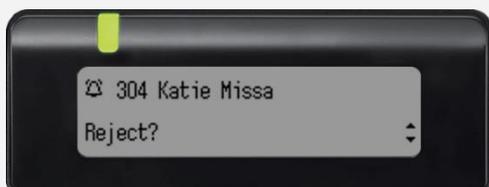
2 Press **OK**.

LISTENING TO VOICEMAIL

1 After transferring the call to voicemail, the Notification LED and Mailbox key flashes.
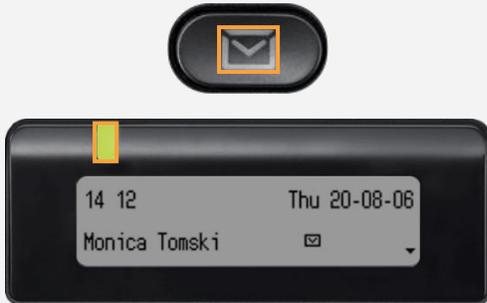
2 Press the **Mailbox** key.

Note: Voicemail can also be checked by dialing ***86**.

```
14 12              Thu 20-08-06
Monica Tomski      ✉
```

Enter the **PIN** and press **#**, then press **1** to listen to the message.

ENABLE DO NOT DISTURB

1 Use the Navigator to locate **Do not disturb on?**.

```
14:25              Thu 20-08-06
Do not disturb on?
```
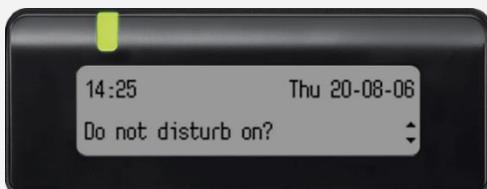
2 Press **OK**.

DISABLE DO NOT DISTURB

1 Use the Navigator to locate **Do not disturb off?**.
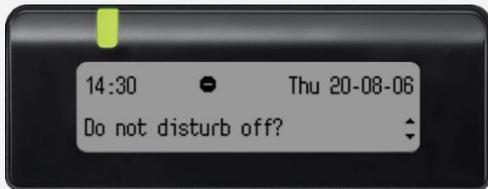
2 Press **OK**.

CALL FORWARD

1 Program a free programmable key as Built-in Forwarding.

```
Set forward on to 304
Accept?
```
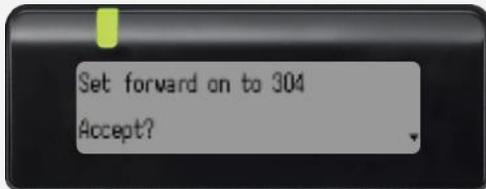
2 Press the free programmable key set for call forwarding. (The last forwarded call is displayed.)

```
12:18              Tue 20-08-25
Monica Tomski      ↻3
```
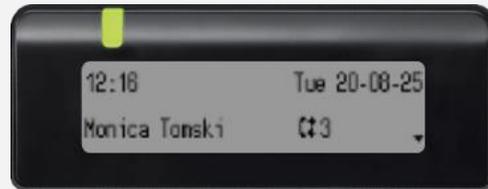
3 Press **OK** to enable call forwarding**.**

4 Press **OK** again to disable call forwarding.

PAGING

Paging is a one-way broadcast to one or multiple devices/users.

1 Dial ***84**.

*84
Dial?
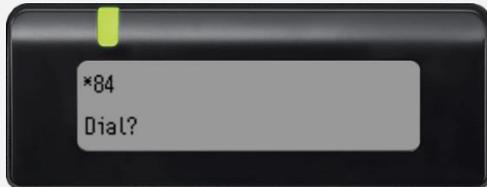
Dial the number or extension of the group then press **#**.

― 1 Paging Group   00:03
Consult?
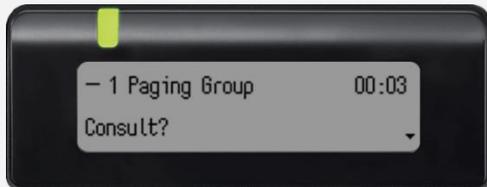
2 Press **OK**.

CONFERENCING

1 Dial the number or extension of the first participant. Example: 304

304
Dial?

2 Press **OK** on the Navigator, then unhook the handset.

Use the Navigator to locate **Start conference?** and press **OK.**

OR

Press the **Conference** key.

4 Dial the number of the second participant.

5 Press **OK**.

6 Use the Navigator to locate **Conference?**.

10 Press **OK**.
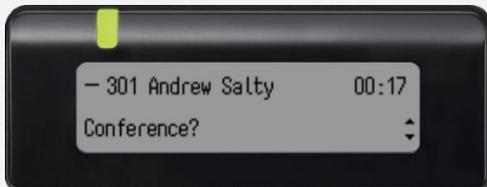
8 You are now in a conference with three participants. Use the **arrow keys** to scroll between participants.
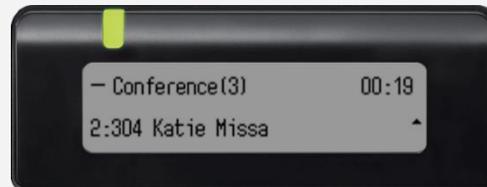
9 Press **OK** or hook the handset to end the conference.