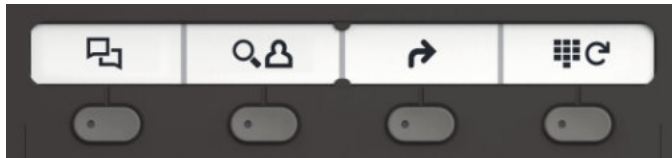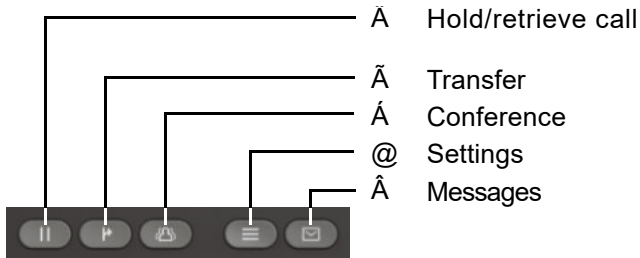## User Interface

Programmable Keys

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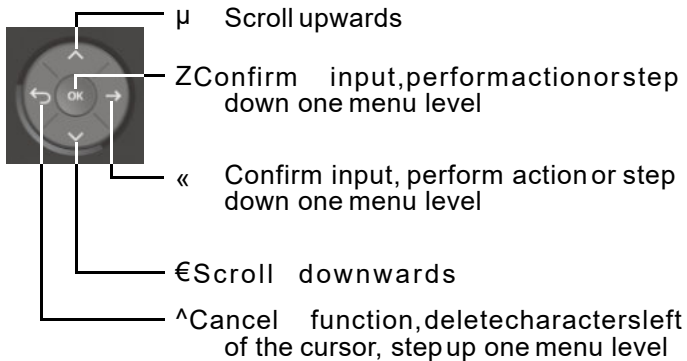

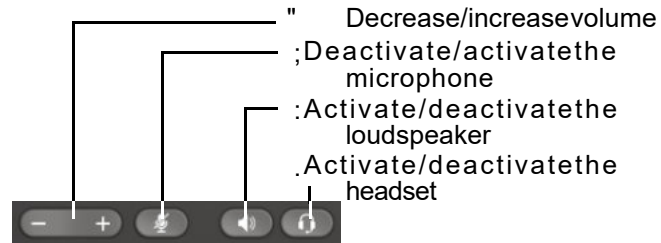Operating instructions can be found on the back.

Fixed Function Keys

Ä	Hold/retrieve call
Ã	Transfer
Á	Conference
@	Settings
Â	Messages

5-Way Navigator

µ	Scroll upwards
Z	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

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)

OpenScape
Desk Phone CP200/205
OpenScape Business
OpenScape 4000
HFA

Quick Reference Guide

UNIFY

Marlin Communications

0800 032 8274
marlincomms.co.uk
support@marlincomms.co.uk

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 Ä. Party A is put on hold.
- To retrieve a held call: press Ä again (OpenScape 4000: select retrieve from context menu).

Consultation

During a call with Party A:
1. Press Z. Party A is put on hold.
2. Call Party B.
3. If the conversation with Party B is finished, press Z 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 Z. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press € and Z to toggle.

Pressing Z repeatedly toggles between Party A and B.

Make a Conference Call

During a call with Party A:
1. Press Z. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press Á.

You are now in a conference call with Party A and B.

Transfer a Call

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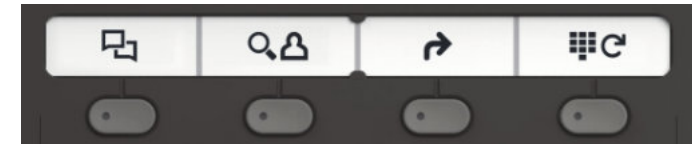1. Press Z. Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press Ã. Alternatively, the call can be transferred without consultation (blind transfer).

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 Z, 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

Þ Call log

1. Press _.
2. Press Z to show the entries.
3. Press t€ and µ to select additional functions like:
   – show time,
   – call number or
   – delete entry

Ý 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 2x 3 1x 8 searches for „PET" at the beginning of the word.
3. Scroll through the list by ".
4. Press Z to show the entry.

ß Call Forwarding

- Press _. Calls will forwarded to the programmed destination.

To switch off the call forwarding:
- Press _ again.

Ç Redial

Dials one of the stored external numbers.
1. Press _.
2. Scroll through the list by ".
3. Press Z to call the number.

For programming the keys see the user manual .

1) For the procedure on OpenScape 4000 see the user manual.