User Interface
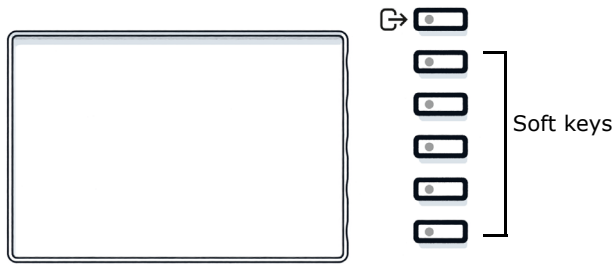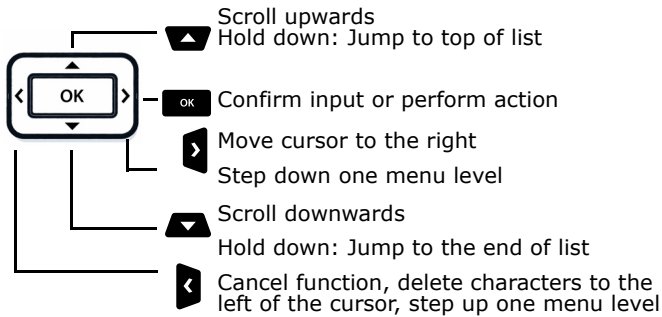
Soft Keys

The phone has:

5 Soft Keys with status LED which provide several functions dependent on a particular situation
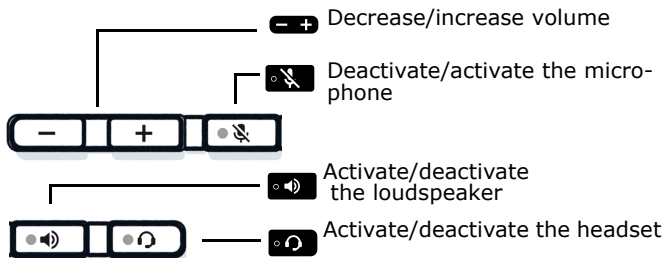
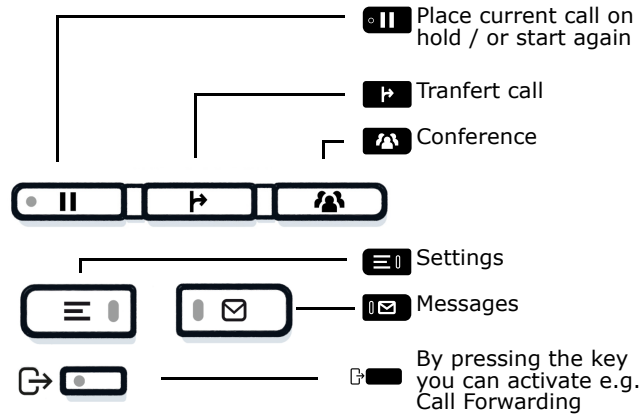Soft keys

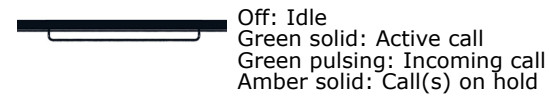By pressing the key you can activate e.g. Call Forwarding.

Navigation keys

Scroll upwards
Hold down: Jump to top of list

Confirm input or perform action

Move cursor to the right

Step down one menu level

Scroll downwards

Hold down: Jump to the end of list

Cancel function, delete characters to the 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

Fixed Function keys

Place current call on hold / or start again

Tranfert call

Conference

Settings

Messages

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

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)

Function Icons (selection)

| Icon	Explanation
📞	Accept call
☎	Reject call
↘|	Deflect call
II	Place call on hold
↦	Transfer call without consultation
⫤	Transfer call with consultation
⇄	Alternate
↻	Resume held call
☺	Request call back
▲⁺	Add participant
▲	Show participant details
▲▲	Show all participants

Unify

Atos Unify OpenScape Desk Phone CP410

HFA

Quick Reference Guide

# Atos

Status Icons (selection

Icon	Explanation
📞	Active call
🔔	Ringing call
II	Call on hold
🔇	Ringer off
🔔	Short ringer (beep)
🔑	Phone lock activated
↪	Call Forwarding enabled
📶	Wi-Fi connection with excellent signal strength

Using OpenScape Desk Phone CP410

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 🎧

En 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.

Hold and Retrieve a Call
During a call with Party A:
- Hold down ⏸ until you hang up handset.
Retrieve a held call:
- Press ⏸ again or
[OpenScape 4000: Press Soft key (📞)].

Consultation
1. Press Soft Key ▭ "Call back".
   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
1. Press Soft Key ▭ "Call back".
   Party A is put on hold.
2. Call Party B.
3. If connected to Party B, press Soft Key „Toggle" ▭, to toggle.
Pressing Soft Key „Toggle" ▭ repeatedly toggles between Party A and B.

Make a Conference Call
1. Press Soft Key ▭ "Call back".
   Party A is put on hold.
2. Call party B.
3. Once connected with party B, press fixed function key 🔺 or Soft Key „Conference".
You are now connected in a conference with parties A and B.

Transfer a Call
1. Press Soft Key ▭ "Call back".
   Party A is put on hold.
2. Call party B.
3. Once connected with party B, press fixed function key ↪ or Soft Key „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. Navigate to "Call back".
3. Press 🆗, the call back is activated.
4. As soon as the not reached Party has hung up, the callback is triggered and your telephone rings.
5. Answer the call back. The not reached Party is called.

Program Call Forwarding for all Calls
1. Press ↪▭.
2. Press Soft key „Variable: all calls".
3. Enter the destination number and press 🆗.
4. Press Soft Key ✔ to save your changes.

Turn Call Forwarding on/off for all Calls
1. Press ↪▭.
2. Press Soft key „Variable: all calls" 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.
   Press Soft Key ✔ to leave Favourites edit mode.