

IP PHONE 480/480G QUICK REFERENCE

PHONE OPERATION

Place Calls

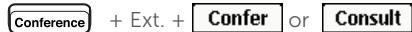
Use the speakerphone or a headset



Use the Directory



Make a conference call



Make a call from History

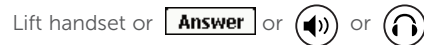


Use the Intercom (through Directory)

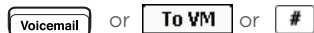


Answer Calls

Answer a call



Send a call to voicemail



Divert an incoming call



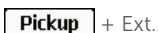
Adjust volume of handset, headset, or speakerphone when off hook; adjust ringer volume when on hook



Answer call waiting (incoming call)



Pick up a call for another extension



Interact with Calls

Mute a call



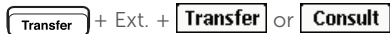
Place a call on hold



Take a call off hold



Transfer a call



Merge calls into a conference call



Park a call on another extension

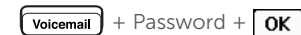


Unpark a call



VOICEMAIL

Check visual voicemail



Log in to voicemail main menu



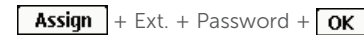
Log in from another extension



EXTENSION ASSIGNMENT

Using Phone Interface

Assign ext. to Available or Anonymous phone



Unassign extension



Assign your ext. to an assigned phone



Using Voicemail System

Change ext. assignment



Unassign extension



CUSTOMIZE YOUR PHONE

Select a ringtone



Change availability state



Change avail. state and call forwarding



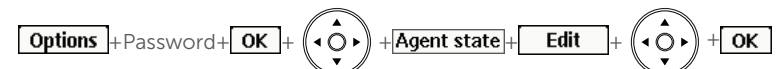
Change automatic off-hook setting



Change time zone



Log in or out of workgroup



TROUBLESHOOTING

View phone information

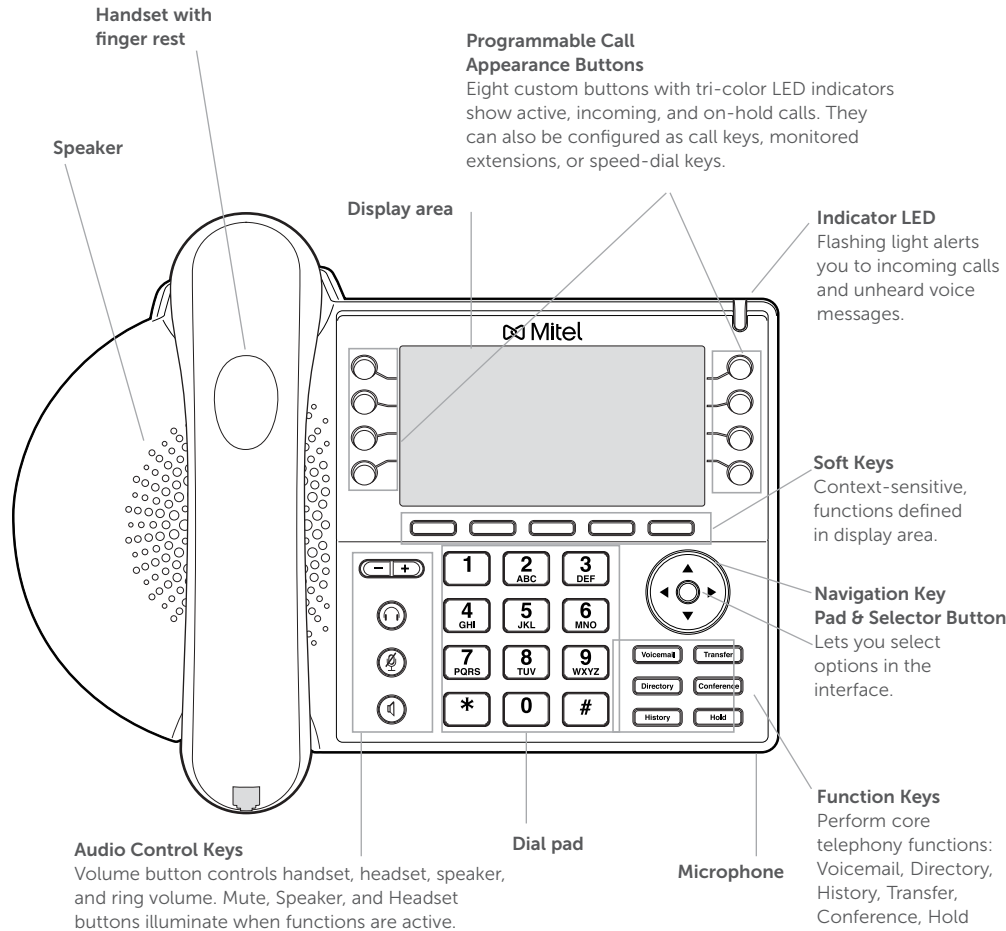


Reboot your phone



Note: For details about using the phone, see the *IP Phone 480/480g User Guide*.

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Note: You can connect supported headsets to the IP Phone 480/480g via the headset jack on the back of the phone.

GUIDE TO LEDS

Your 480/480g IP phone provides color cues to help you determine call appearance status:

- Steady Green: Phone is in use (dialing or off hook)
- Blinking Green: Incoming call
- Blinking Orange: On hold or call parked
- Steady Orange: Extension's availability state set to Do Not Disturb
- Steady Red: Monitored extension is in use by other party (applies to BCA and Extension Monitor)

Presence Icons

In Directory and History (details view), the following icons indicate a person's current phone status:

- ✓ Available
- Custom availability state
- ⌚ On hold or has a call parked
- ⌚ Do not disturb
- ⌚ On a Call

GUIDE TO STATUS ICONS

Main Display

- Unheard Voice Messages
- Missed Calls
- Logged in to Workgroup
- Logged in to Workgroup, in Wrap-Up
- Logged out of Workgroup
- Available
- In a Meeting or Do not Disturb
- Out of Office
- Vacation
- Custom

Call Appearance

- Idle, On Hook
- Off Hook, Dialing
- Inactive / Do Not Disturb
- Incoming Call
- Connected Call
- Connected Conference Call
- On Hold Locally
- On Hold Remotely
- Speed Dial Extension
- Speed Dial Extension with DND
- Call is being recorded
- Whisper mute is active

Monitored Extension

- Monitored extension
- Monitored extension, DND
- Unheard Messages
- Unheard Messages and DND
- Connected call and incoming call
- On a Call
- On a Conference Call
- Monitored extension in a connected call and call answered locally
- Monitored extension on hold and call answered locally
- Monitored extension in a connected call with a call on hold

Visual Voicemail

- Urgent
- Message
- Message with return receipt
- Private message
- Broadcast message
- Broadcast message with return receipt requested
- Private broadcast message
- Private broadcast message with return receipt requested
- Private message with return receipt requested