

# IP PHONE 485G QUICK REFERENCE

## PHONE OPERATION

### Place Calls

Use the speakerphone or a headset



Use the Directory



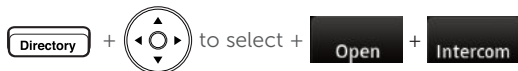
Make a conference call



Make a call from History



Use the Intercom (through Directory)



### Answer Calls

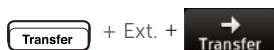
Answer a call



Send a call to voicemail



Divert an incoming call



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

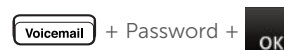


Unpark a call



## 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 wallpaper



Change time zone



Log in or out of workgroup



## TROUBLESHOOTING

### View phone information

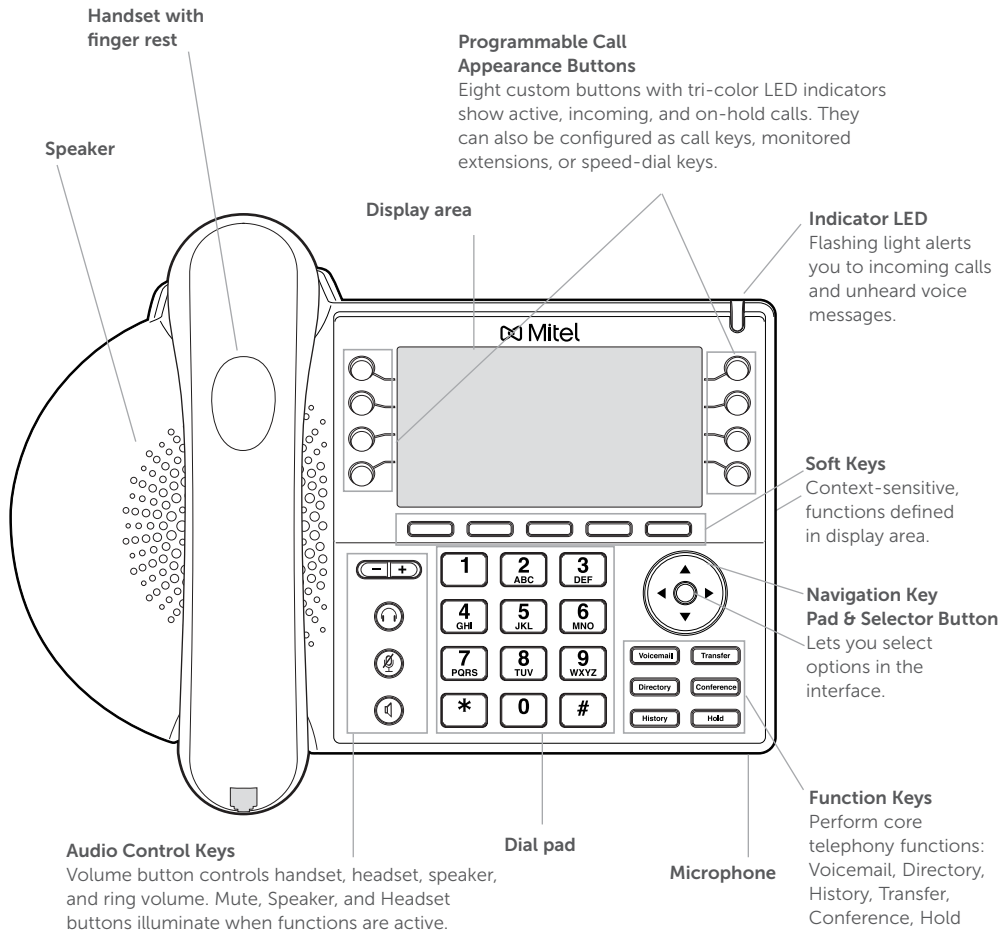


### Reboot your phone



Note: For details about using the phone, see the *IP Phone 485g User Guide*.

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**Note:** You can connect supported headsets to the IP Phone 485g via the headset jack on the back of the phone.

## GUIDE TO LEDS

Your 485g 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 or phone in a No Service state. For BCA, the monitored extension is in use by another party but you can join the call
- 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