

# 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 ring 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

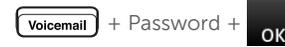


Unpark a call



## 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

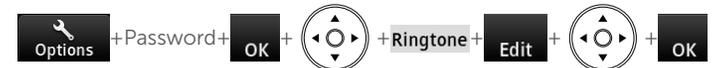


Unassign extension



## 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

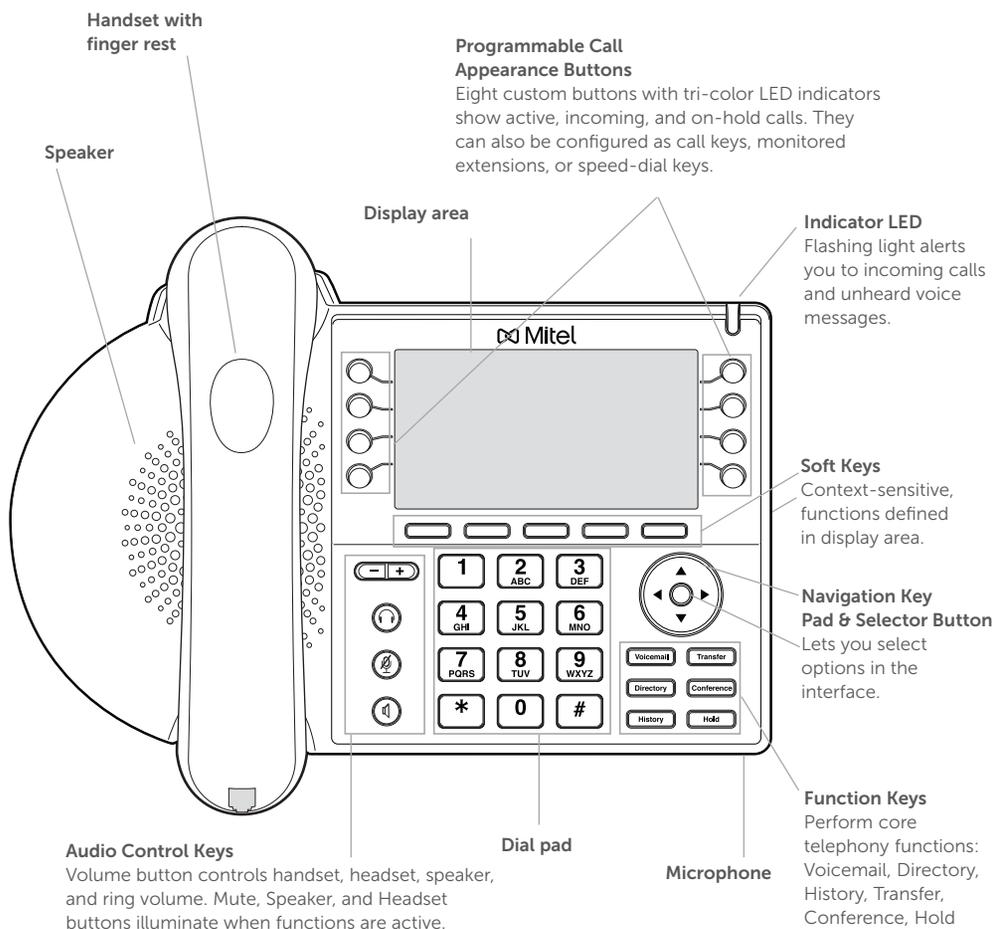


### Reboot your phone



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