**IP PHONE 485G QUICK REFERENCE**

### PHONE OPERATION

#### Place Calls
- Use the speakerphone or a headset: 
  - Press (Speaker) or (Headset) + Ext.
- Use the Directory: 
  - Press (Directory) + (Speaker) or (Headset) + Dial
- Make a conference call: 
  - Press (Conference) + Ext. + (Conference) or (Consult)
- Make a call from History: 
  - Press (History) + (Speaker) or (Headset) + Dial
- Use the Intercom (through Directory): 
  - Press (Directory) + (Speaker) or (Headset) + Open + Intercom

#### Answer Calls
- Answer a call: 
  - Lift handset or (Speaker) or (Headset)
- Send a call to voicemail: 
  - Press (Voicemail) or (To VM) or (#)
- Divert an incoming call: 
  - Press (Transfer) + Ext. + (Transfer)
- Adjust volume of handset, headset, or speakerphone when off hook; adjust ringer volume when on hook: 
  - Press (-) + (+) to select
- Answer call waiting (incoming call): 
  - Press (Pickup) + Ext.
- Pick up a call for another extension: 
  - Press (Pickup) + Ext.

#### Interact with Calls
- Mute a call: 
  - Press (Mute)
- Place a call on hold: 
  - Press (Hold) or press call appearance button
- Take a call off hold: 
  - Press (Hold) or press orange blinking call appearance button
- Transfer a call: 
  - Press (Transfer) + Ext. + (Transfer) or (Consult)
- Merge calls into a conference call: 
  - Press (Merge)
- Park a call on another extension: 
  - Press (Park) + Ext.
- Unpark a call: 
  - Press (Unpark) + Ext.

### VOICEMAIL
- Check visual voicemail: 
  - Press (Voicemail) + Password + OK
- Log in to voicemail main menu: 
  - Press (Voicemail) + Call VM + Password + #
- Log in from another extension: 
  - Press (Voicemail) + Call VM + # + Ext. + Password + #

### EXTENSION ASSIGNMENT

#### Using Phone Interface
- Assign ext. to Available or Anonymous phone: 
  - Press (Assign) + Ext. + Password + OK
- Unassign extension: 
  - Press (Options) + Password + OK
- Assign your ext. to an assigned phone: 
  - Press (Assign) + Ext. + Password + OK
- Using Voicemail System
- Change ext. assignment: 
  - Press (Voicemail) + Call VM + # + Ext.+Password+ # + 7 + 3 + 1
- Unassign extension: 
  - Press (Voicemail) + Call VM + # + Ext.+Password+ # + 7 + 3 + 2

### CUSTOMIZE YOUR PHONE

#### Select a ringtone: 
- Press (Options) + Password + OK
- Change availability state: 
  - Press (State) + to select +
- Change avail. state and call forwarding: 
  - Press (Options) + Password + OK
- Change wallpaper: 
  - Press (Options) + Password + OK
- Change time zone: 
  - Press (Options) + Password + OK
- Log in or out of workgroup: 
  - Press (Options) + Password + OK

### TROUBLESHOOTING

#### View phone information
- Press (INFO#)
#### Reboot your phone
- Press (RESET#)

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

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

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

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

Audio Control Keys

Volume button controls handset, headset, speaker, and ring volume. Mute, Speaker, and Headset buttons illuminate when functions are active.

Function Keys

Perform core telephony functions: Voicemail, Directory, History, Transfer, Conference, Hold

Display area

Soft Keys

Context-sensitive, functions defined in display area.

Navigation Key

Pad & Selector Button

Lets you select options in the interface.

Speaker Indicator LED

Flashing light alerts you to incoming calls and unheard voice messages.

Handset with finger rest

Dial pad

Microphone