


Hanging up a call

1. To hang up a call, press the  key.


Attended transfer

1. While on the call, either press the "Xfer" key.
2. Enter in the extension number, or outside number.
3. When the recipient picks up, press the "Xfer" key again.

Blind transfer

1. While on a call, press the "Xfer" key.
2. Enter in the extension number, or the outside number.
3. Press the "Xfer" key again.

Hold

1. While on a call, press the  key.
2. Press the Soft "Pickup" key from the LCD display.
3. If multiple calls are on hold, press the blinking line keys for the call that you want to resume.

Call waiting

1. While on a call, press either the softkey "Pickup", or the blinking line keys.

Phone book

1. Press the "up arrow" key.

Call lists

1. Press the "down arrow" key.

Voicemail retrieval

1. Press the softkey "Voicemail" from the LCD.

Do not disturb

1. Press the LCD softkey "DND".
2. When DND is on, it will display a little icon below the phone extension.

Ring volume

1. Press 

Call volume

1. Press 

Speakerphone operation

1. Either press the  key or just start dialing the number.

Conference calling

1. While on a call, press the "Conf" key (this will place the first caller on hold).
2. Then, either dial the outgoing number and press the "Conf" key to join the calls, or, with both calls on hold, press the "Conf" key.

Internal Conference Bridge

1. Dial extension 8505.


Transfer a call to your handset

1. While on a call on your 480iCT base, press the LCD softkey "Public" to switch between public and private line.
2. Once the LCD softkey says "Private", press the "up arrow" key on the 480iCT cordless handset that points to the Line that you want to talk on.

Transfer a call from handset to base

1. While on a call, press the "Phone handset" key. This will place the caller on hold.
2. From the 480iCT base, press the softkey "Pickup".

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
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Transfer a call from handset to base

1. While on a call, press the "Phone handset" key. This will place the caller on hold.
2. From the 480iCT base, press the softkey "Pickup".

* Press "*" when listening to a PBXtra outgoing message to go straight to the beep.

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
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
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Quick Reference Guide



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