


























ShoreTel IP Phone 485g Quick Reference

PHONE OPERATION










Place Calls

- Use the speakerphone or a headset  or  + Ext.
- Use the Directory  +  to select + 
- Make a conference call (while on a call)  + Ext. +  or 
- Make a call from History  +  to select + 
- Use the Intercom (through Directory)  +  to select +  + 




Answer Calls

- Answer a call Lift handset or  or  or 
- Send a call to voicemail  or 
- Divert an incoming call  + Ext. + 
- Adjust volume of handset, headset, or speakerphone  to select
- Answer call waiting (incoming call) Press green blinking call appearance button or 
- Pick up a call for another extension  + Ext.

Interact with Calls

- Mute a call 
- Place a call on hold  or press call appearance button
- Take a call off hold  or press orange blinking call appearance button
- Transfer a call  + Ext. +  or 
- Join calls 
- Park a call on another extension  + Ext.
- Unpark a call  + Ext.











































VOICEMAIL

- Log in to voicemail main menu  + Password + 
- Log in to voicemail from another extension Dial your Ext.+ Press * during greeting + Password + 















EXTENSION ASSIGNMENT

- Unassign extension  +  +  +  + 
- Assign a phone number to a phone Phone number +  + Password + 

CUSTOMIZE YOUR PHONE

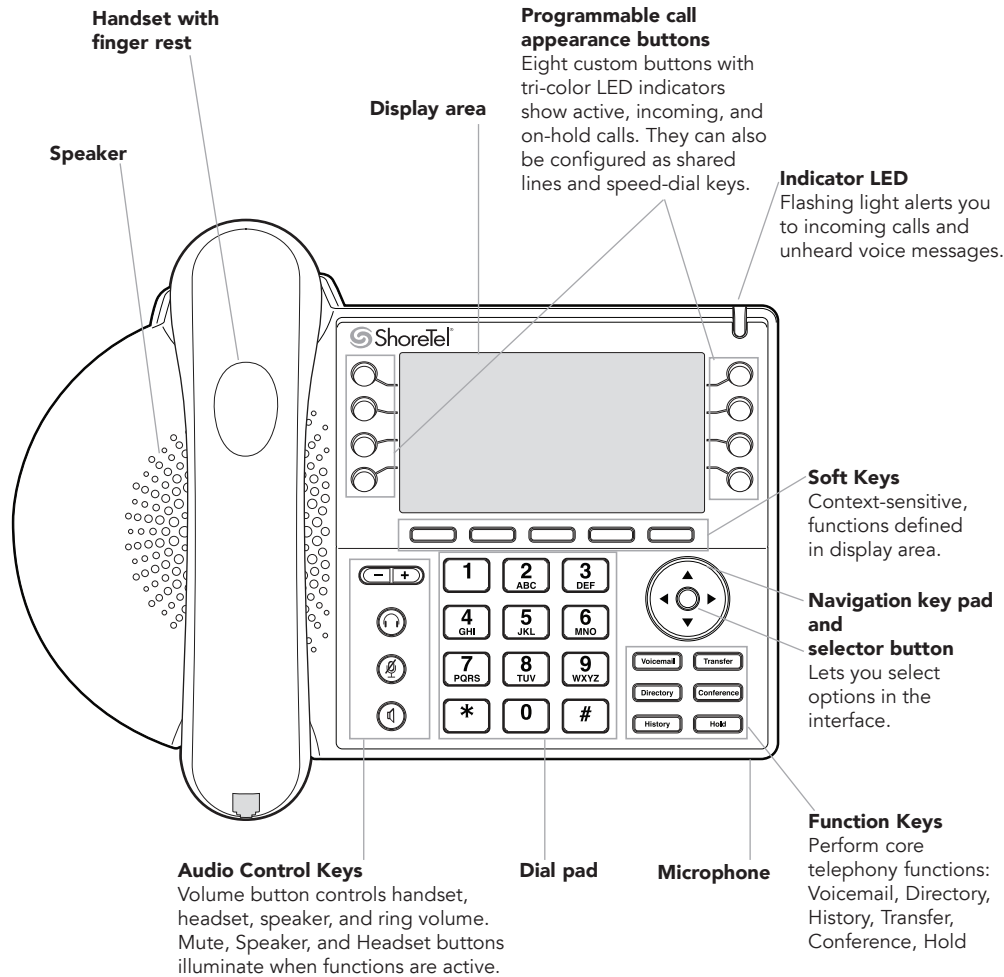
- Set do-not-disturb mode 
- Set call-forwarding options  +  +  +  +  +  +  + 
- Change automatic off-hook setting  +  +  +  +  + 
- Set headset type  +  +  +  +  + 
- Select a ringtone  +  +  +  +  +  + 
- Change wallpaper  +  +  +  +  +  + 
- Change time zone  +  +  +  +  +  + 

TROUBLESHOOTING

- View phone information  +      (INFO#)
- Reboot your phone  +       (RESET#)
- Call the Help Desk 

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

ShoreTel IP Phone 485g Quick Reference



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 ShoreTel 485g IP phone provides color cues to help you determine call appearance status:

- Steady Green: The phone is in use (dialing or off hook).
- Blinking Green: Incoming call
- Blinking Orange: The call is on hold or parked.
- Steady Orange: The extension is set to Do Not Disturb mode, or the phone is in a No Service state.
- Steady Red: The shared line is in use by the other party.

GUIDE TO STATUS ICONS

Main Display

- Unheard Voice Messages
- Missed Calls
- Standard Mode
- Do Not Disturb (DND) Mode

Call Appearance

- Idle, On Hook
- Off Hook, Dialing
- Inactive / Do Not Disturb
- Incoming Call
- Connected Call
- Connected Conference Call
- On Hold
- Speed Dial Extension

Shared Line

- Shared Line
- Incoming Call
- On a Call

Call History

- Inbound Call
- Outgoing Call
- Missed Call