



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  + 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

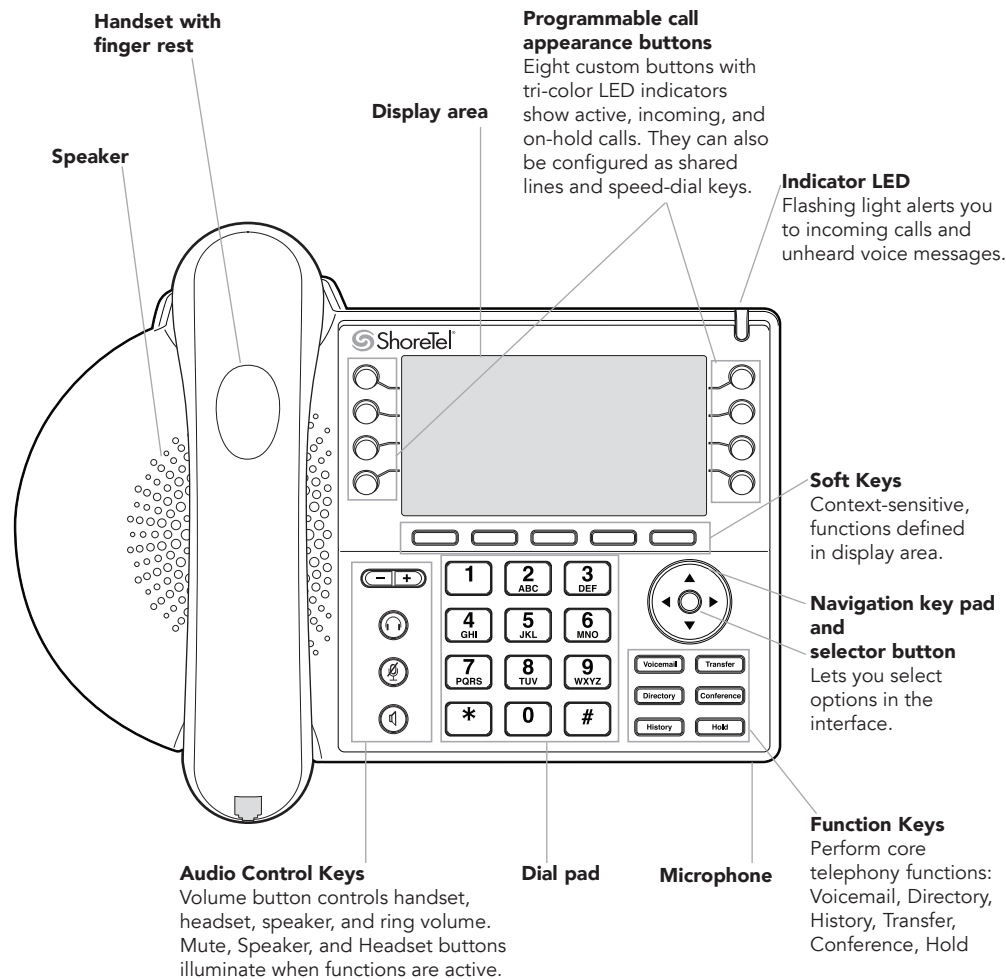
View phone information  +      (INFO#)

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