ShoreTel 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

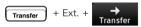
Answer a call



Send a call to voicemail



Divert an incoming call



Adjust volume of handset, headset, or speakerphone

- + to select

Answer call waiting (incoming call)

Pick up a call for another extension

Press green blinking call appearance button or



Interact with Calls

Mute a call



Place a call on hold

ным ог press call appearance button

Take a call off hold

Hold or press orange blinking call appearance button

Transfer a call



Join calls



Park a call on another extension

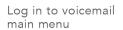


Unpark a call



VOICEMAIL

Check visual voicemail



Log in from another extension



Notes

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