**PHOTOGRAPH**

**IP PHONE 485G QUICK REFERENCE**

**PHONE OPERATION**

**Place Calls**
- Use the speakerphone or a headset
  - Press to select +
- Use the Directory
  - Directory +
- Make a conference call
  - Conference + Ext. +
- Make a call from History
  - History +
- Use the Intercom (through Directory)
  - Directory +

**Answer Calls**
- Answer a call
  - Lift handset or +
- Send a call to voicemail
  - Voicemail or +
- Divert an incoming call
  - + Ext. +
- Adjust volume of handset, headset, or speakerphone when off hook; adjust ringer volume when on hook
  - +
- 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
  - Hold or press call appearance button
- Take a call off hold
  - Hold or press orange blinking call appearance button
- Transfer a call
  - Transfer + Ext. +
- Merge calls into a conference call
  - Merge + Ext. +
- Park a call on another extension
  - + Ext.
- Unpark a call
  - + Ext.

**VOICEMAIL**
- Check visual voicemail
  - Voicemail + Password +
- Log in to voicemail main menu
  - Voicemail Call VM + Password +
- Log in from another extension
  - Voicemail Call VM + Ext. + Password +

**EXTENSION ASSIGNMENT**

**Using Phone Interface**
- Assign ext. to Available or Anonymous phone
  - Assign + Ext. + Password +
- Unassign extension
  - Options +Password+ OK + Unassign user Unassign Unassign
- Assign your ext. to an assigned phone
  - Options + Ext. + Password +

**Using Voicemail System**
- Change ext. assignment
  - Voicemail Call VM +Ext. +Password++ # +
- Unassign extension
  - Voicemail Call VM + Ext. +Password+ + # +

**CUSTOMIZE YOUR PHONE**

**Select a ringtone**
- Options +Password+ Ringtone +

**Change availability state**
- Options Availability +

**Change avail. state and call forwarding**
- Options Availability +

**Change wallpaper**
- Options Wallpaper +

**Change time zone**
- Options Time zone +

**Log in or out of workgroup**
- Options Agent state +

**TROUBLESHOOTING**

**View phone information**
- +

**Reboot your phone**
- +

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

Call Appearance
- Idle, On Hook
- Off Hook, Dialing
- Inactive / Do Not Disturb
- Incoming / Do Not Disturb
- Connected Call
- Connected 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

GUIDE TO LEDs

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