# ShoreTel 115 IP Phone Quick Reference

# **PHONE OPERATION**

## Place Calls

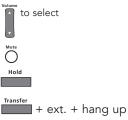
Place a Call	lift handset + access code + number
Make a Conference Call	while in a call + + ext. +
Use the Intercom	lift handset + 📕 + ext.
Redial Last Number	lift handset +
Dial Paging Extension	number provided by administrator
Answer Calls	lift handset
Answer Call Waiting	Hold
Interact with Calls	
Adjust Handset, Headset, Speaker	
Volume	to select
Mute a Call	Mute
Place a Call On or Off Hold	Hold
	_ /

Transfer a Call

Log Into Main Menu

**VOICE MAIL** 

# + ext. + + ext. administrator





# # + ext. + password + # Log In from Another Extension

Note: For more information about voice mail features, please consult the Voice Mail Quick Reference.

## **OFFICE ANYWHERE CODES**

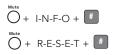


#### QUICK REFERENCE OF COMMON STAR CODES \* 1 1 + ext. Park a call \* 1 2 + ext UnPark a call \* 1 3 + ext. Pick Up a Remote Extension \* 1 4 Pick Up the Night Bell \* 1 5 + ext Use the Intercom \* 1 6 + ext. Barge In \* 1 7 + ext. Silent Monitor \* 1 8 + HG ext Toggle the Hunt Group Status **\* 1** 9 + ext. Whisper Page Voice Mail Change CHM and Forwarding + password + # + 7 2Voice Mail + password + # + 7 3 1 Change Extension Assignment Voice Mail Unassign Extension Assignment + password + # + 7 3 2 Voice Mail + password + # + 7 3 3 Assign Extension to External Number

# TROUBLESHOOTING

View Phone Information

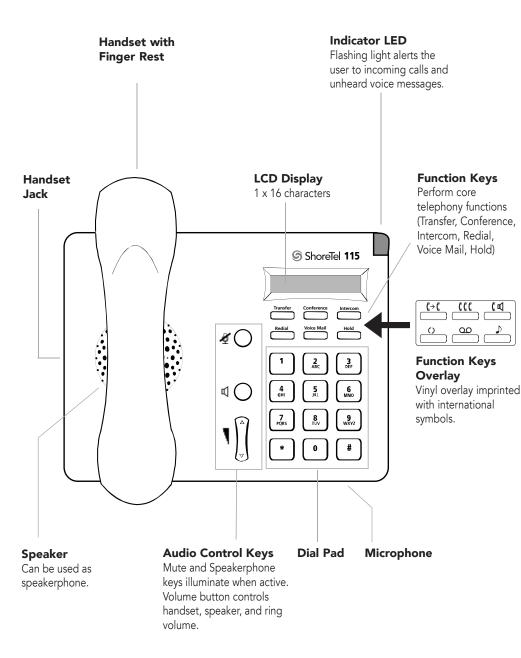
Reboot Your Phone



Note: For additional details on the information contained in this Quick Reference card, please consult the IP 115 User Guide.

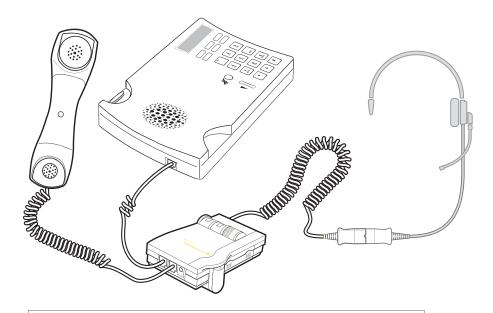


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PN 800-1129-02

### 115 IP Phone with Third-Party Headset



#### To use a headset: Connect a supported headset into the handset jack. Contact your system administrator for details.

ShoreTel, Inc., 960 Stewart Drive Sunnyvale, California 94085 USA Phone: +1.408.331.3300 +1.800.425.9385 Fax: +1.408.331.3333 www.shoretel.com This product is covered by one or more of the following patents: United States Patent 6,996,059, United States Patent 7,003,091, United States Patent 7,167,486, United States Patent 7,379,540, and United States Patent 7,386,114. ShoreTel, Inc. All rights reserved.

