





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

Interact with Calls

- Adjust Handset, Headset, Speaker
- Volume



Mute a Call



Place a Call On or Off Hold



Transfer a Call




VOICE MAIL

Log Into Main Menu


lift handset +  + password + 

Log In from Another Extension

 + ext. + password + 






















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

OFFICE ANYWHERE CODES



- Transfer a call
 + destination + 
- Conference a call
 + destination + 
- Hold a call

- Hang up

- Access other star codes
 + (star code from below)

QUICK REFERENCE OF COMMON STAR CODES

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

TROUBLESHOOTING

View Phone Information
 + I-N-F-O + 

Reboot Your Phone
 + R-E-S-E-T + 

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

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Handset with Finger Rest

Indicator LED
Flashing light alerts the user to incoming calls and unheard voice messages.

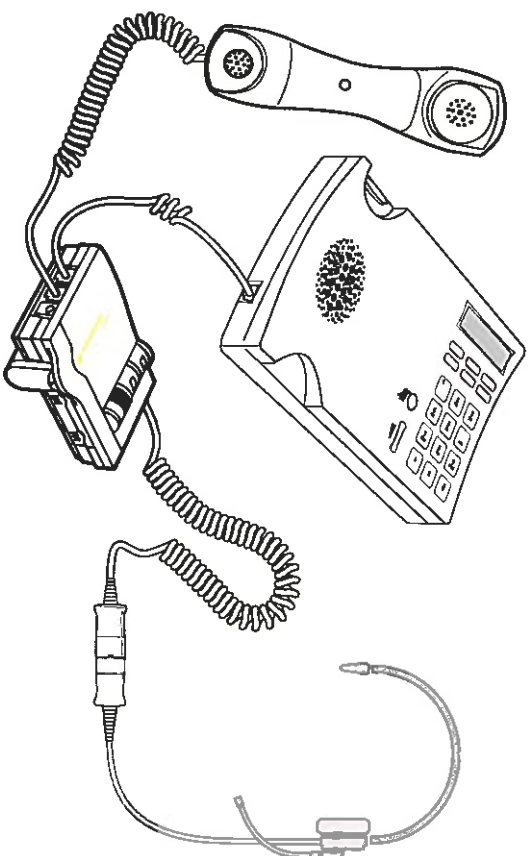
115 IP Phone with Third-Party Headset

Handset Jack

LCD Display
1 x 16 characters

Function Keys
Perform core telephony functions (Transfer, Conference, Intercom, Redial, Voice Mail, Hold)

Function Keys Overlay
Vinyl overlay imprinted with international symbols.



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

Speaker
Can be used as speakerphone.

Audio Control Keys
Mute and Speakerphone keys illuminate when active. Volume button controls handset, speaker, and ring volume.

Dial Pad

Microphone

