

# 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

Answer Call Waiting

lift handset



### Interact with Calls

Adjust Handset, Headset, Speaker

Volume



to select

Mute a Call



Place a Call On or Off Hold



Transfer a Call

 + ext. + hang up

## 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

   + ext.

UnPark a call

   + ext.

Pick Up a Remote Extension

   + ext.

Pick Up the Night Bell

Use the Intercom

   + ext.

Barge In

   + ext.

Silent Monitor

   + ext.

Toggle the Hunt Group Status

   + HG ext.

Whisper Page

   + ext.

Change CHM and Forwarding

 + password +  +  

Change Extension Assignment

 + password +  +   

Unassign Extension Assignment

 + password +  +   

Assign Extension to External Number

 + password +  +   

## TROUBLESHOOTING

View Phone Information

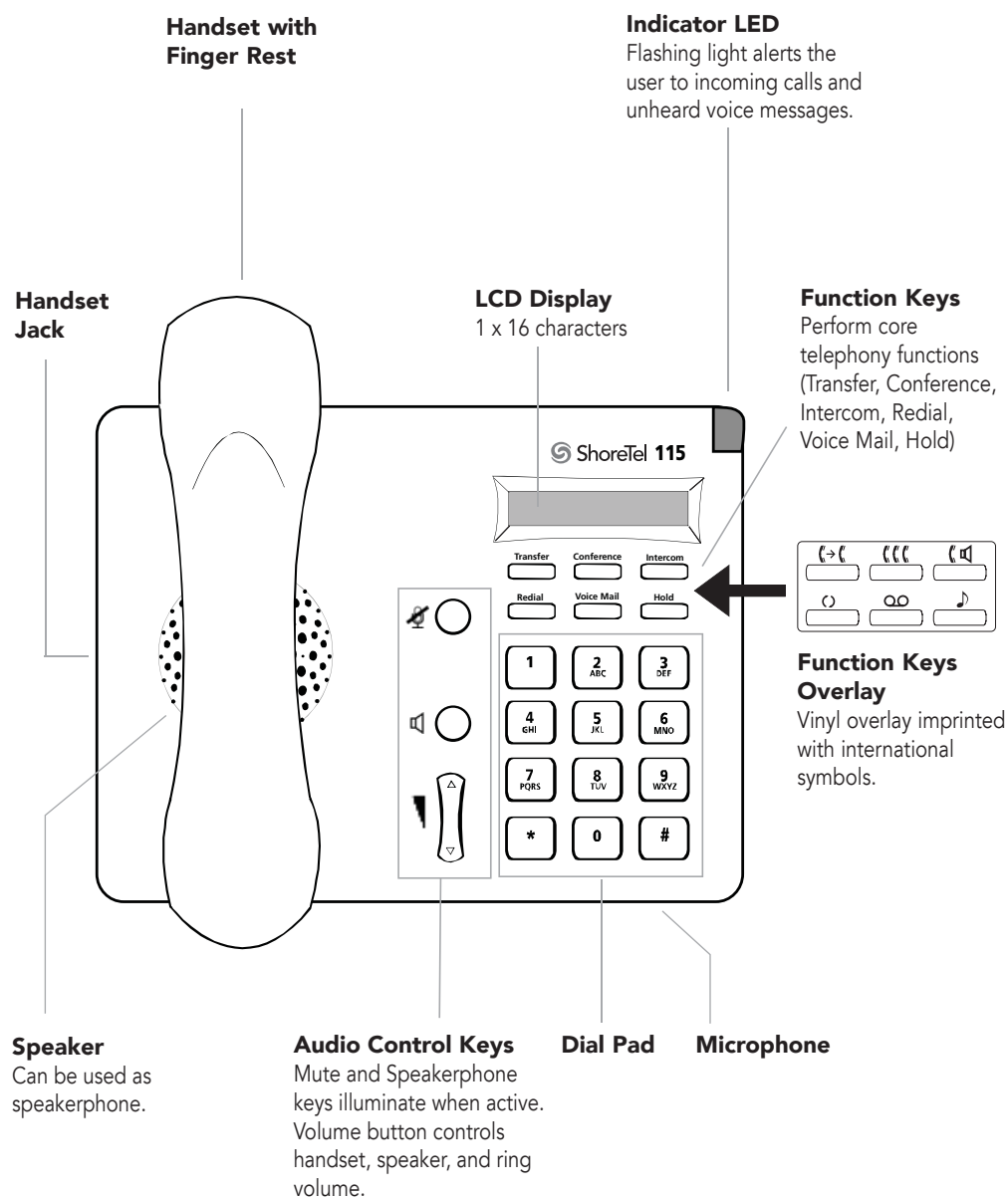
 + I-N-F-O + 

Reboot Your Phone

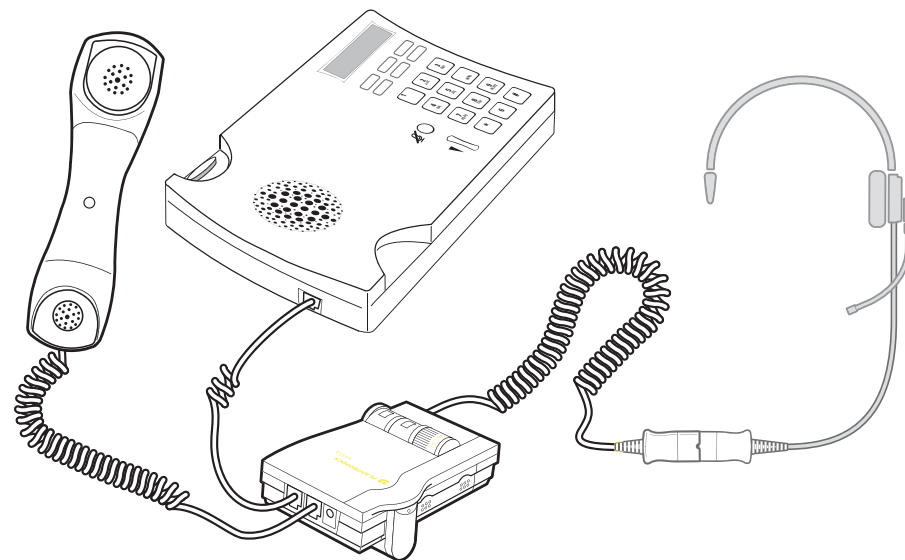
 + R-E-S-E-T + 

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

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## 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.