PHONE OPERATION

Place Calls
- Place a Call
- Make a Conference Call
- Use the Intercom
- Redial Last Number
- Dial Paging Extension

Answer Calls
- 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
- + ext.

UnPark a call
- + ext.

Pick Up a Remote Extension
- + ext.

Pick Up the Night Bell
- + ext.

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.
ShoreTel 115 IP Phone Quick Reference

**Handset with Finger Rest**

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

**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.

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

**Dial Pad**

**Microphone**
Can be used as speakerphone.

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

115 IP Phone with Third-Party Headset

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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.