**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 +

---

**OFFICE ANYWHERE CODES**

- Transfer a call
- Conference a call
- Hold a call
- Hang up
- Access other star codes

**QUICK REFERENCE OF COMMON STAR CODES**

- Park a call
- UnPark a call
- Pick Up a Remote Extension
- Pick Up the Night Bell
- Use the Intercom
- Barge In
- Silent Monitor
- Toggle the Hunt Group Status
- Whisper Page
- Change CHM and Forwarding
- Change Extension Assignment
- Unassign Extension Assignment
- 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.
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.

Speaker
Can be used as speakerphone.

Dial Pad

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