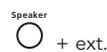


ShoreTel 210 IP Phone Quick Reference

PHONE OPERATION

Place Calls

Use the Speakerphone



+ ext.

Make a Conference Call



+ ext. + [rectangle]

Dial Paging Extension

provided by administrator

Answer Calls

Adjust Handset, Headset,

Speakerphone Volume

lift handset or

Volume to select



Answer Call Waiting

Interact with Calls

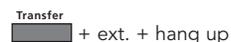
Mute a Call



Place a Call On or Off Hold



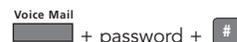
Transfer a Call



+ ext. + hang up

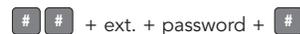
VOICE MAIL

Log Into the Main Menu



+ 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



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

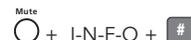


Assign Extension to External Number



TROUBLESHOOTING

View Phone Information

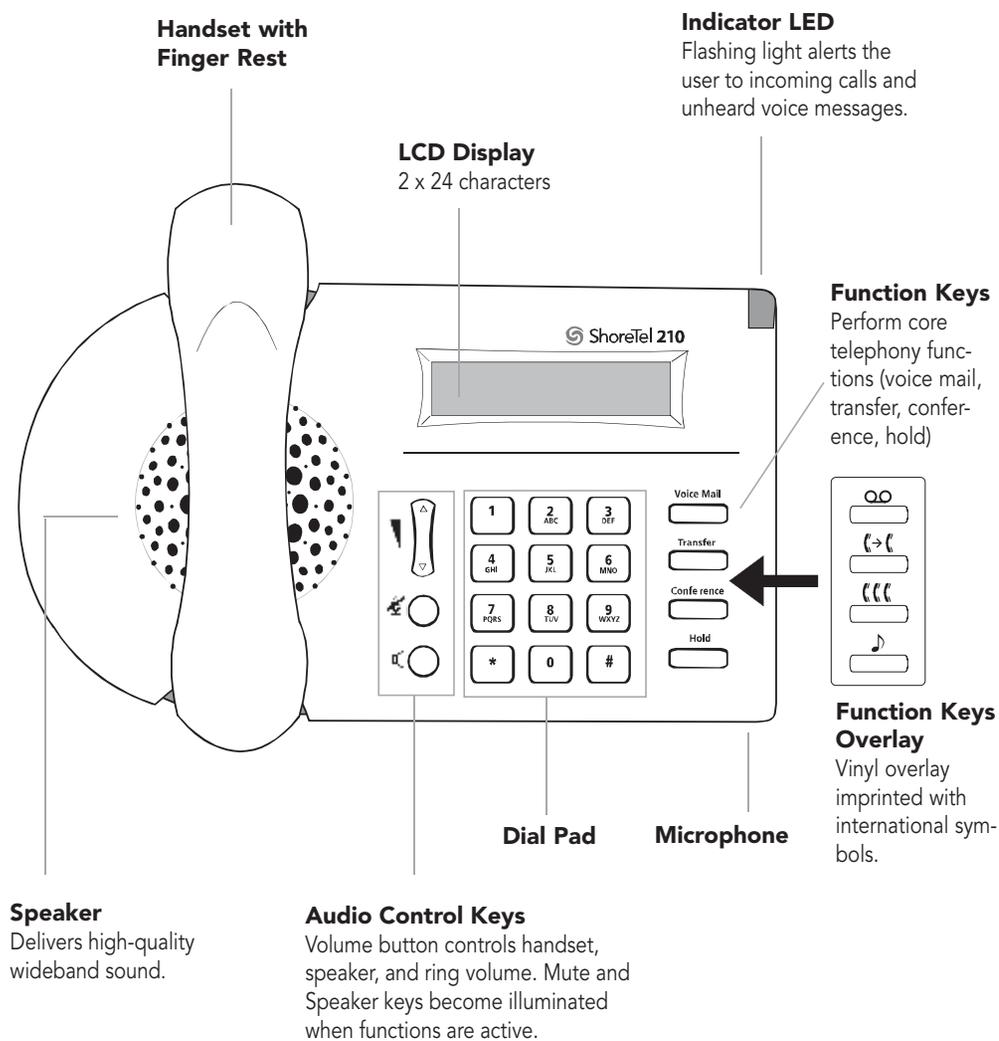


Reboot Your Phone

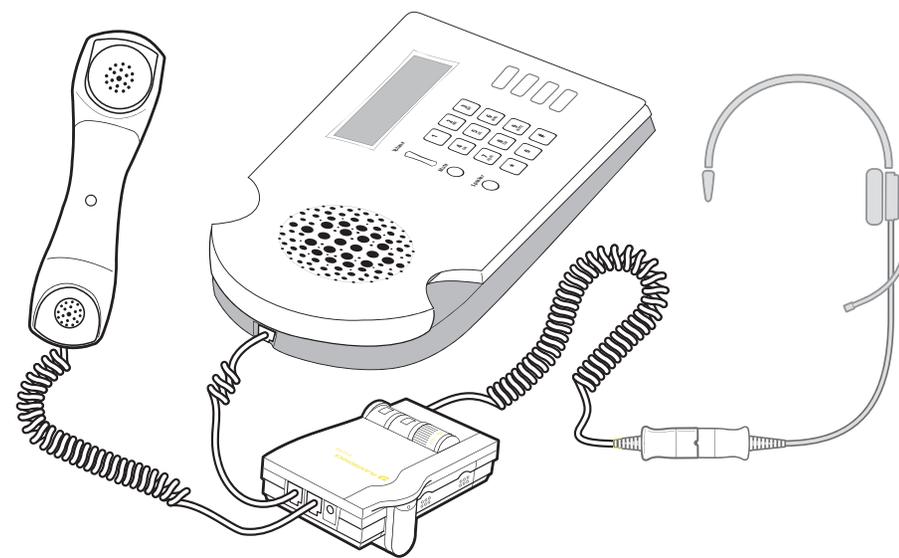


Note: For additional details on the information contained in this Quick Reference card, please consult the IP 210 User Guide.

ShoreTel 210 IP Phone Quick Reference



210 IP Phone with Third-Party Headset



To use a headset:

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