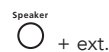


# ShoreTel 210 IP Phone Quick Reference

## PHONE OPERATION

### Place Calls

Use the Speakerphone



+ ext.

Make a Conference Call



+ ext. +



Dial Paging Extension

provided by administrator

### Answer Calls

Adjust Handset, Headset,

Speakerphone Volume

lift handset or



to select



Answer Call Waiting

### Interact with Calls

Mute a Call



Place a Call On or Off Hold



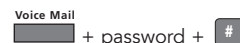
Transfer a Call



+ ext. + hang up

## VOICE MAIL

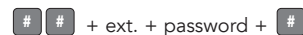
### Log Into the Main Menu



+ 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



+ 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

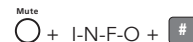


+ password +



## TROUBLESHOOTING

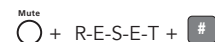
View Phone Information



+ I-N-F-O +



Reboot Your Phone

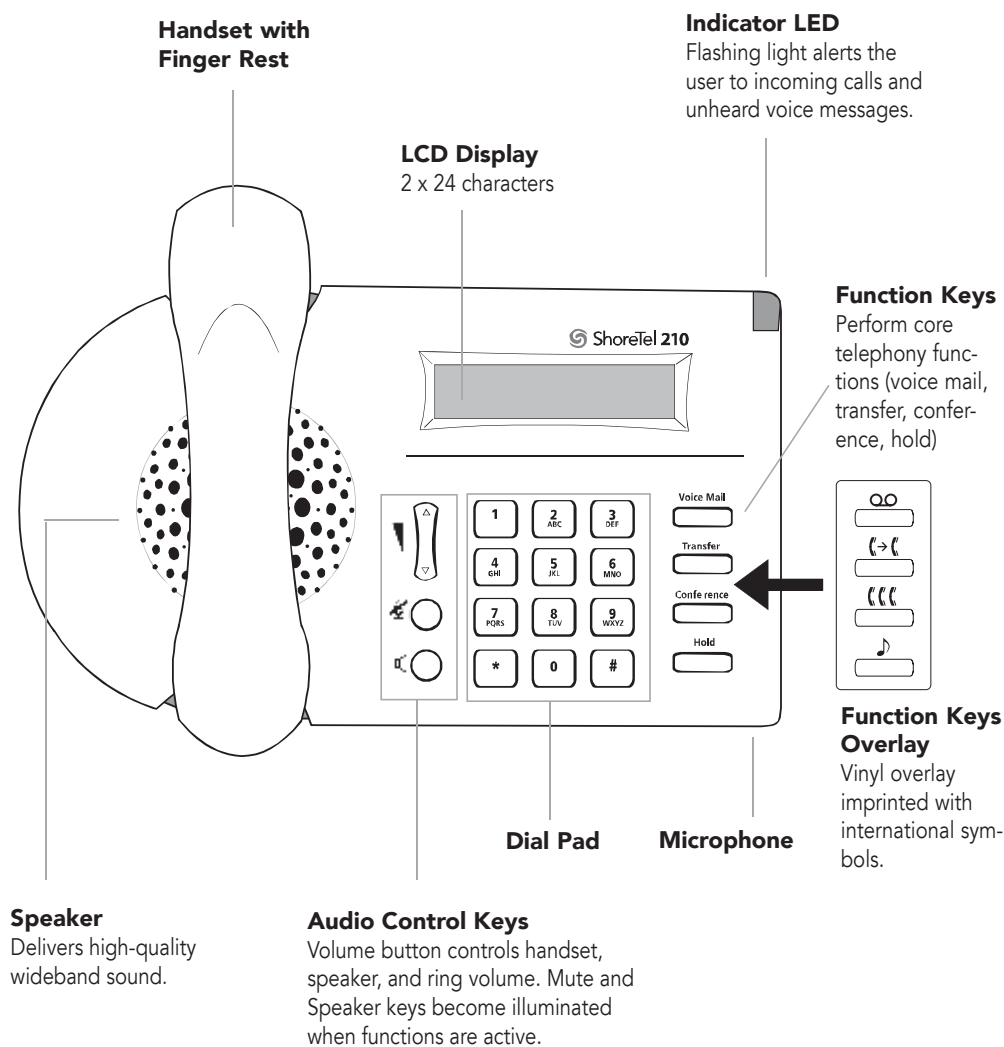


+ R-E-S-E-T +

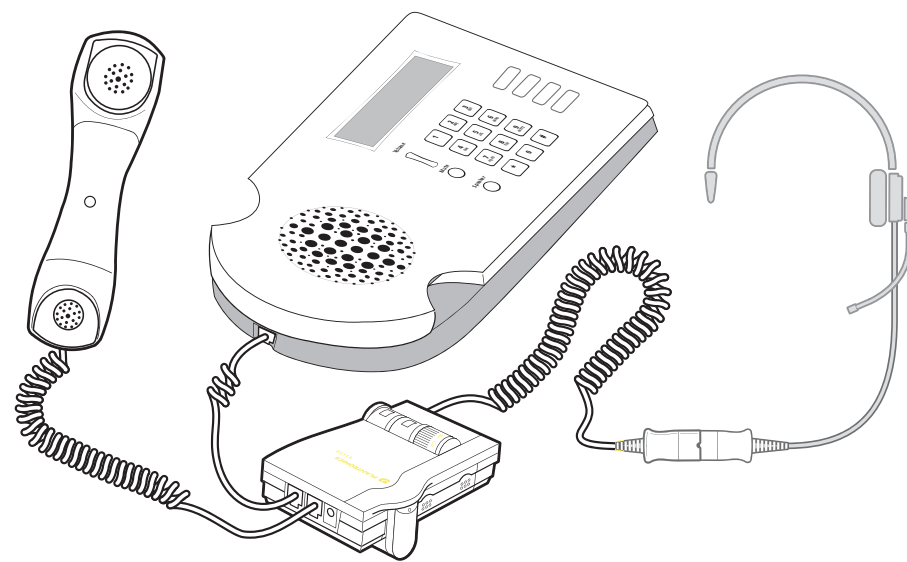


**Note:** For additional details on the information contained in this Quick Reference card, please consult the IP 210 User Guide.

# 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.