

ShoreTel 210 IP Phone Quick Reference

PHONE OPERATION

Placing Calls

- Use the Speakerphone
- Make a Conference Call
- Dial Paging Extension

Answering Calls

- Adjust the Volume
- Answer Call Waiting
- Pick Up the Night Bell

Interacting with Calls

- Mute a Call
- Place a Call On or Off Hold
- Transfer a Call
- Park a Call
- Unpark a Call
- Silent Monitor
- Barge In
- Change Call Handling Mode

Change Extension Assignment

Unassign Your Ext. and Go Home

Toggle the Hunt Group Status

Troubleshooting

- View Phone Information
- Reboot Your Phone

Speaker
○

Conference
■ + ext. + ■

provided by administrator

lift handset or ○

Volume
▲
▼

Hold
■

lift handset or ○ + * 1 4

Mute
○

Hold
■

Transfer
■ + ext. + hang up

Hold
■ + * 1 1 + ext.

lift handset or ○ + * 1 2 + ext.

lift handset or ○ + * 1 7 + ext.

lift handset or ○ + * 1 6 + ext.

Voice Mail
■ + password + # + 7 2

+ ext. + password + # + 7 3 1

Voice Mail
■ + password + # + 7 3 2

lift handset or ○ + * 1 8 + HG ext.

Mute
○ + I-N-F-O + #

Mute
○ + R-E-S-E-T + #

VOICE MAIL

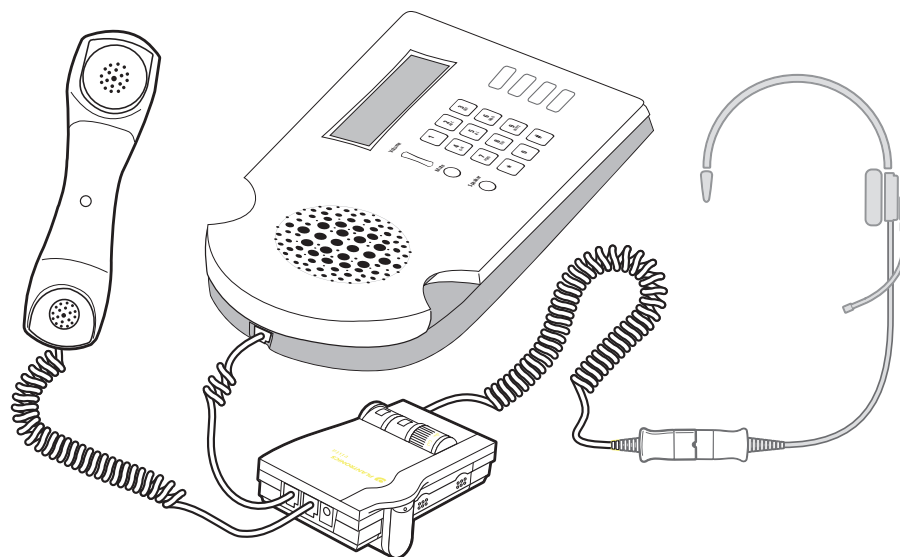
Logging Into Main Menu

Voice Mail
■ + password + #

Logging In from Another Extension

+ ext. + password +

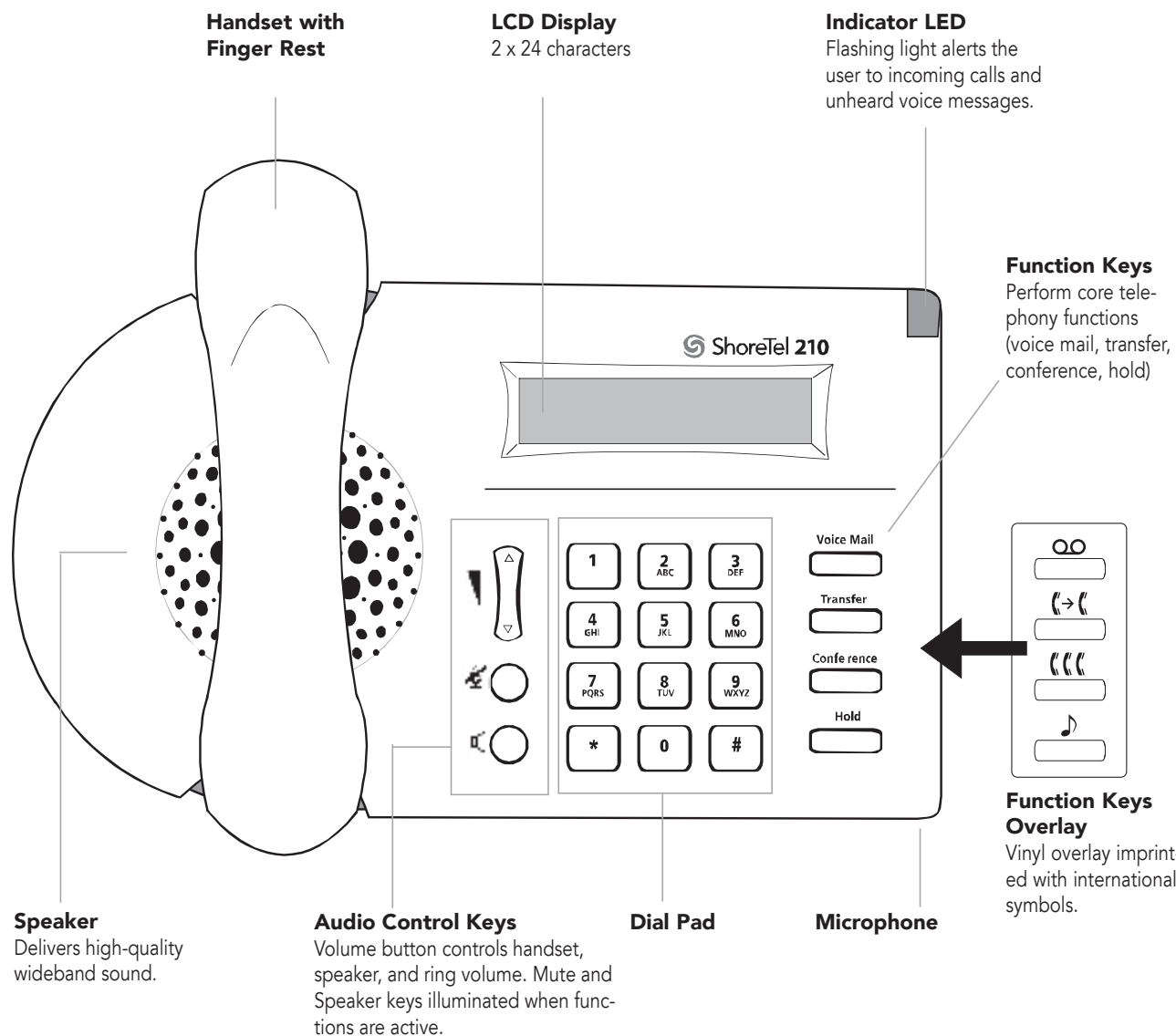
210 IP Phone with Third-Party Headset



To use a headset:

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

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210 IP Phone Interface

