

Shore Tel 115 Phone How – To Guide

Set up voice mail

1. Press voice
2. Dial your voice number
3. Enter 1234
4. Press # (pound)
5. At the prompt enter new password and press #
6. Re-enter new password and press #
7. Prompt to record name press # then # again to accept
8. Press 7 for voice options
9. Press 1



To place a call

Internal call

Dial the 4 digit extension

External call

Dial 9 + phone number

Answering calls

1. Lift handset
2. Press volume button to adjust volume while on call
3. Press hold to answer another call(a beep will sound)
4. Repeat step 3 to return to first call

Transfer a call

1. Press transfer
2. Dial number you are transferring to
3. Hang up

Or

Consultative

1. Press transfer
2. Dial number you are transferring to
3. Consult
4. Hang up
5. Press transfer again

8/22/12

To retrieve voice mail

1. Press voice mail
2. Press # (pound)
3. Enter your extension number
4. Enter password

Leaving a voice message

1. Dial extension number
2. Press #(pound) to bypass greeting
3. Leave a message
4. Hang up to send message

Redial function

1. Lift handset
2. Press redial function
3. Hang up to end call8/22/12

Speakerphone

1. Press speakerphone
2. To end press speakerphone button again

Conference call (up to 6 parties)

1. Press conference all button
2. Dial the extension number
3. Press conference again
4. To disconnect press conference call again

Intercom

1. Lift handset
2. Press intercom
3. Dial extension
4. Hang up to end the call

For more information about your phone go to the URL below.

http://training.shoretel.com/shoretel_10/11511.htm