

ShoreTel 212k IP Phone Quick Reference

PHONE OPERATION

Place Calls

Use the Speakerphone or a Headset

 or  + ext.

Use the Directory

Directory
 +  +  + 




Make a Conference Call

Conference
 + ext.

Use the Intercom

Intercom
 + ext.

Redial and Check Missed Calls

Redial
 +  + 

Dial Paging Extension

number provided by administrator

Answer Calls

Divert a Call

lift handset or  or 

Transfer
 + ext.

Select a Ring Tone

Options
 + password +  +  (3) + 

Adjust Handset, Headset,

or Speakerphone Volume



to select

Answer Call Waiting

select appropriate call key

Interact with Calls

Mute a Call



Place a Call On or Off Hold



Transfer a Call

Transfer
 + ext.

Join Calls

 +  (2) + 

Park Calls

lift handset +  + 

Unpark Calls

 +  (3) +  + ext. + 



Change Call Handling Mode

Options
 + password +  +  + next + 

Log In and Out of Workgroups

Adjust the Display Contrast


Options
 + password +  +  to select




press and hold  + I-N-F-O+  + Con/+

VOICE MAIL

Log Into the Main Menu

Log In from Another Extension

Voice Mail
 + password + 

  + 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

Voice Mail
 + password +  +  

Change Extension Assignment

Voice Mail
 + password +  +   

Unassign Extension Assignment

Voice Mail
 + password +  +   

Assign Extension to External Number



Voice Mail
 + password +  +   

TROUBLESHOOTING

View Phone Information

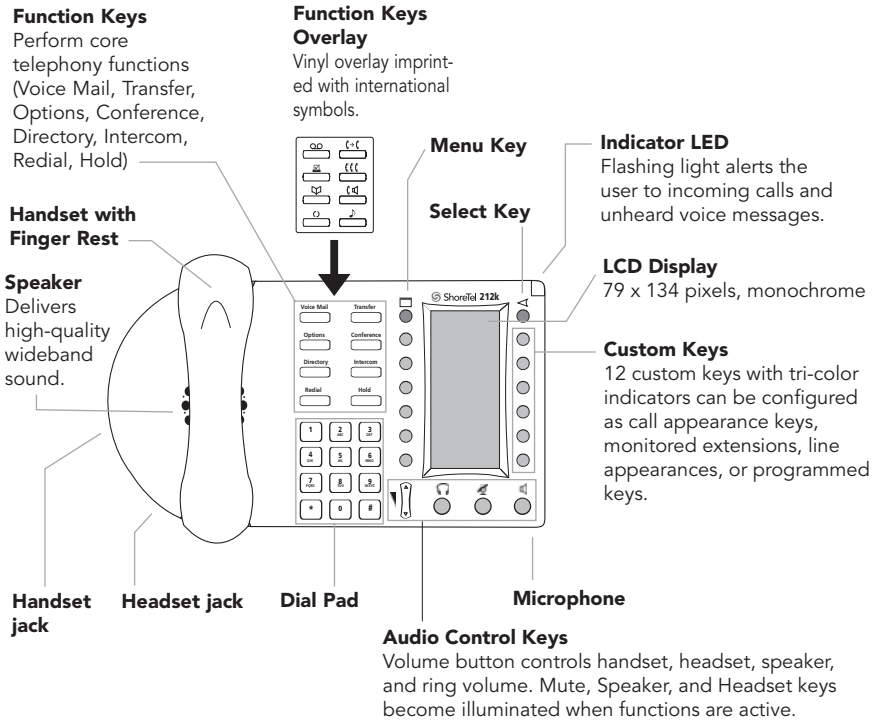
 + I-N-F-O + 

Reboot Your Phone

 + R-E-S-E-T + 

Note: For additional details on the information contained in this Quick Reference card, please consult the 212k User Guide.

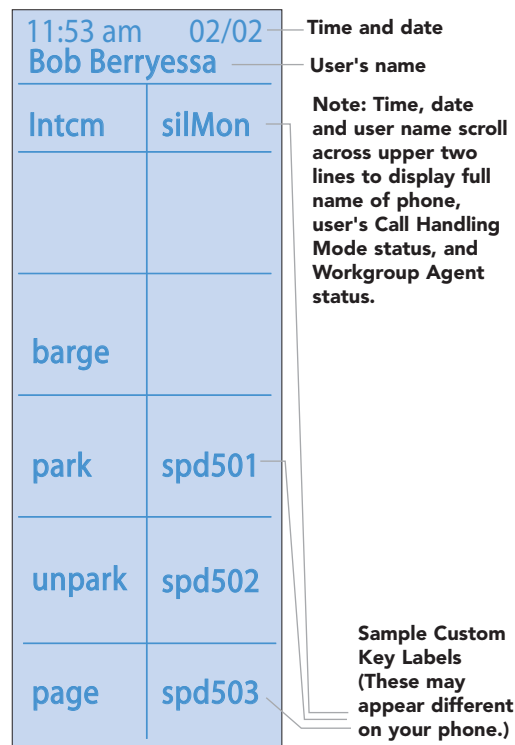
ShoreTel 212k IP Phone Quick Reference



Note: You can connect a supported headset into the 212k IP Phone by plugging the headset into the headset jack at the left corner of the phone chassis. Contact your system administrator for details.

GUIDE TO STATUS ICONS

ShoreTel IP 212k Idle Interface



ShoreTel IP 212k Outbound Call



GUIDE TO LEDS

Your ShoreTel 212k IP phone also provides color cues to help you determine the operational status as follows:

- Steady Green - in use by you
- Blinking Green - (Fast) on hold or call parked
- Blinking Green - (Slow) incoming call
- Steady Red - in use by owner (applies to extension monitoring feature)
- Steady Orange - extension's call handling set to Do Not Disturb mode

Main Display

- Unheard Voice Messages
- Missed Calls
- Logged Into Workgroup
- Logged Into Workgroup, In Wrap-Up
- Logged Out of Workgroup