ShoreTel IP Phone 930D Quick Reference

Place Calls

Use the handset

Use the speakerphone

Use a headset

Use the Directory

Use Call History

Use the Intercom

Redial the last number called

Answer Calls

Answer a call

Send a call to voicemail

Divert an incoming call

Adjust volume for current call

Answer call waiting (incoming call)

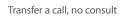
Mute and Hold

Mute a call

Place a call on hold

Take a call off hold

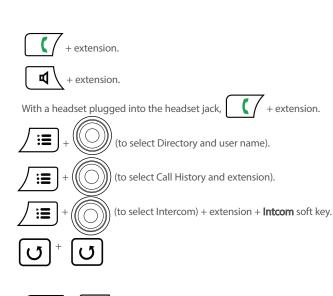
Transfer Calls



Transfer a call with consult

Transfer a call with intercom consult

Transfer a call to voice mailbox



or or or Answer soft key.

To VM soft key.

•(

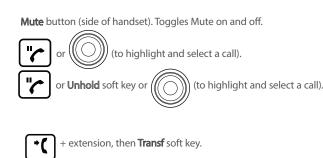
+(

)+

or **Answer** soft key.

+ or - volume buttons (side of handset).

) (to highlight and select the call) or **Answer** soft key.



+ extension, then **Consit** + **Yes** soft keys.

+ extension + More + Intcom soft keys.

+ extension + More + To MB soft keys.

Conference Calls

Make a conference call, no consult Make a conference call with consult

Display conference participants

Disconnect a conference participant

Park Calls

Park a call on another extension Unpark a call

Voicemail

Check voicemail

Log in from an external phone

Shortcuts

Park a call

Unpark a call

Pick up a remote extension

Use the intercom

Change CHM, forwarding

Change extension assignment

Log in or out of a Workgroup

Charge the handset

roup Use ShoreTel Communicator or voicemail menus.

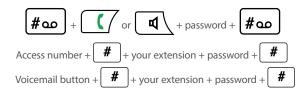
Place the handset in the charging stand. A blue light on the stand indicates that the handset battery is charging.

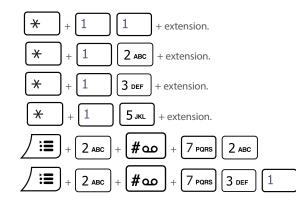
For more details about using your phone, see the ShoreTel IP Phone 930D Handset User Guide.



Park soft key + extension + **Park** soft key.

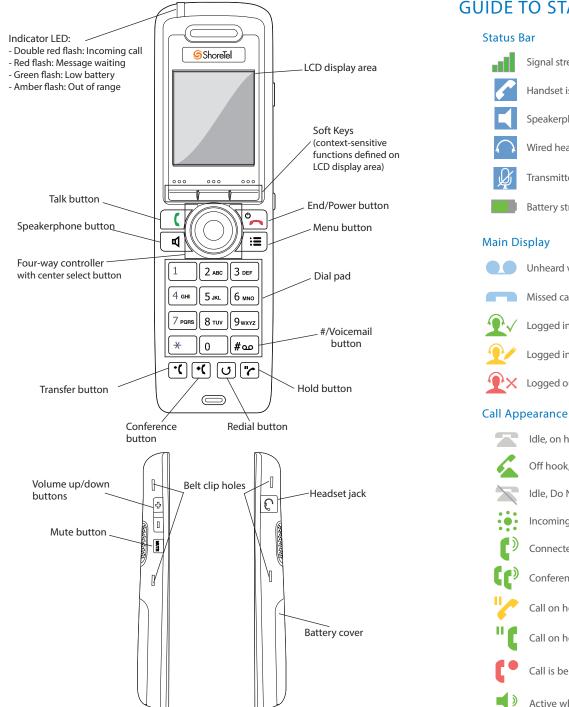
Unpark soft key + extension + select a call + Unpark soft key.







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GUIDE TO STATUS ICONS

Speed Dial Signal strength indicator Speed dial extension Handset is active Speed dial extension with DND Speakerphone is active Monitored Extension Wired headset is active Monitored extension idle Transmitted audio is muted Monitored extension idle, DND Battery strength indicator Unheard voice messages Unheard voice messages Unheard voice messages, DND Missed calls On a call Logged in to workgroup Call on hold locally Logged in to workgroup, in wrap-up Logged out of workgroup Connected call and incoming call On a conference call Idle, on hook Monitored extension on a connected Off hook, dialing call, another call answered locally Idle, Do Not Disturb (DND) Monitored extension on hold, another call answered locally (animated) Incoming call (animated) Monitored extension on a connected 6 call, another call on hold (animated) Connected call Monitored extension on hold, another Conference call call on hold (animated) Call on hold locally (animated) Security Call on hold remotely Secure call Call is being recorded (animated)

Secure conference call

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Active whisper call