

















ShoreTel IP Phone 930D Quick Reference





Place Calls

- Use the handset  + extension.
- Use the speakerphone  + extension.
- Use a headset With a headset plugged into the headset jack,  + extension.
- Use the Directory  +  (to select Directory and user name).
- Use Call History  +  (to select Call History and extension).
- Use the Intercom  +  (to select Intercom) + extension + **Intcom** soft key.
- Redial the last number called  + 





Answer Calls

- Answer a call  or  or **Answer** soft key.
- Send a call to voicemail **To VM** soft key.
- Divert an incoming call  or  or **Answer** soft key.
- Adjust volume for current call + or - volume buttons (side of handset).
- Answer call waiting (incoming call)  (to highlight and select the call) or **Answer** soft key.




Mute and Hold

- Mute a call **Mute** button (side of handset). Toggles Mute on and off.
- Place a call on hold  or  (to highlight and select a call).
- Take a call off hold  or **Unhold** soft key or  (to highlight and select a call).

Transfer Calls

- Transfer a call, no consult  + extension, then **Transf** soft key.
- Transfer a call with consult  + extension, then **Consit** + **Yes** soft keys.
- Transfer a call with intercom consult  + extension + **More** + **Intcom** soft keys.
- Transfer a call to voice mailbox  + extension + **More** + **To MB** soft keys.

Conference Calls

- Make a conference call, no consult  + extension + **Confm** soft key.
- Make a conference call with consult  + extension + **Consit** + **Yes** soft keys.
- Display conference participants **Show** soft key.
- Disconnect a conference participant  + **Drop** soft key.
























Park Calls

- Park a call on another extension **Park** soft key + extension + **Park** soft key.
- Unpark a call **Unpark** soft key + extension + select a call + **Unpark** soft key.

Voicemail

- Check voicemail  +  or  + password + 
- Log in from an external phone Access number +  + your extension + password + 
- Log in from another extension Voicemail button +  + your extension + password + 

Shortcuts

- Park a call  +   + extension.
- Unpark a call  +   + extension.
- Pick up a remote extension  +   + extension.
- Use the intercom  +   + extension.
- Change CHM, forwarding  +  +  +  
- Change extension assignment  +  +  +   

Log in or out of a Workgroup

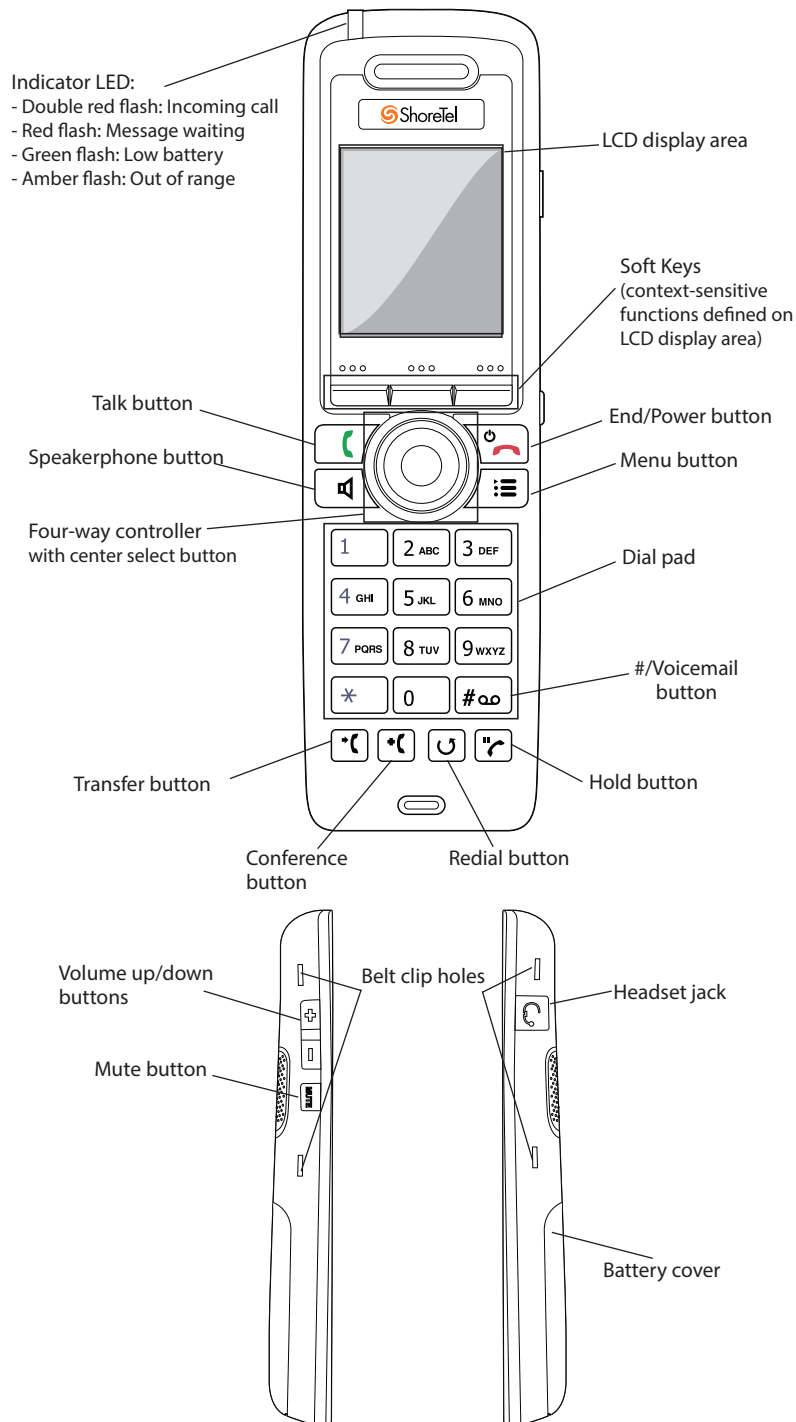
Use ShoreTel Communicator or voicemail menus.

Charge the handset

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

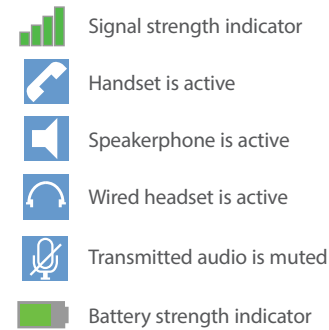
For more details about using your phone, see the ShoreTel IP Phone 930D Handset User Guide.

ShoreTel IP Phone 930D Quick Reference

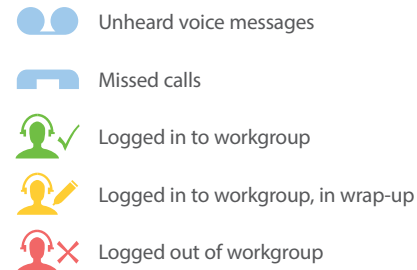


GUIDE TO STATUS ICONS

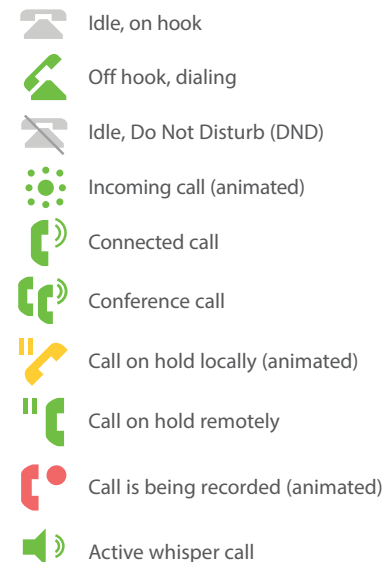
Status Bar



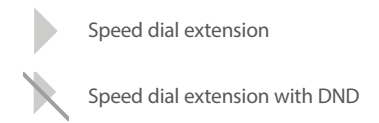
Main Display



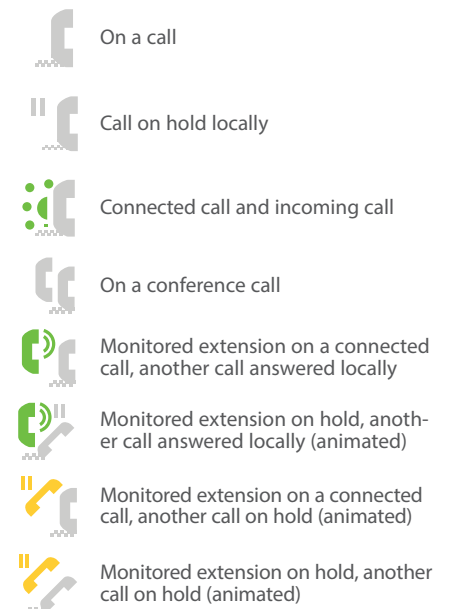
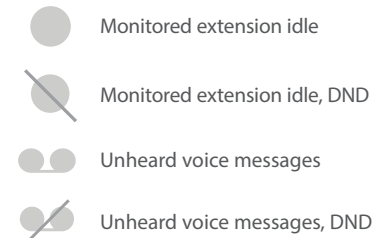
Call Appearance



Speed Dial



Monitored Extension



Security

