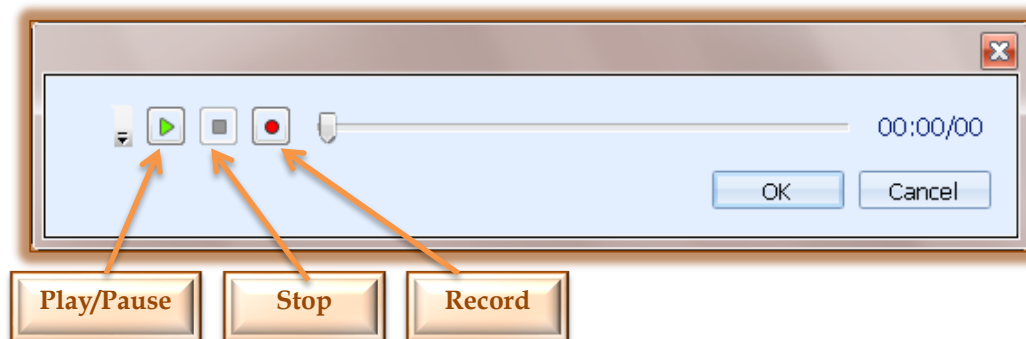


Configure ShoreTel Communicator

Once Call Communicator has been installed on your computer it has to be configured for your account.

- ✦ Double-click the **ShoreTel Communicator** icon on the **Desktop**.
- ✦ The **ShoreTel Communicator Welcome Window** will display.
- ✦ Click **Next**.
- ✦ The **Set Up Your ShoreTel Server** window will display.
- ✦ The **Server Name** is **ShoreTel**.
- ✦ Click **Next**.
- ✦ Your **Username** and **Password** for the phone will be configured from the **Active Directory**.
- ✦ Click **Next**.
- ✦ The **Change Your Telephone Password** will display.
 - ✧ If you have already set up your **Voice Mail** on the phone, this window will not appear.
 - ✧ Input a numeric password in the **New Password** box.
 - ✧ In the **Confirm Password** box, re-input the password.
 - ✧ Click **Next**.
- ✦ The **Record Your Name** window will display.
- ✦ Click **Next**.
- ✦ The second **Record Your Name** window will display.
- ✦ Click the **Record (Red)** button to record your name (see illustration below).
 - ✧ Wait a second until you hear a beep sound before you start recording.
 - ★ It is a good idea to use the **Handset** when recording.
 - ★ The speaker will pick up all the background noise.
 - ✧ Start recording the message.



- ✦ When your name has been recorded, click the **Stop (gray)** button.
- ✦ Click the **Play/Pause (green)** button to hear what you recorded.
- ✦ Click **Next**.
- ✦ The **Configure Outlook Integration** window will display.
- ✦ Check the boxes that you want.
- ✦ The **Congratulations** window will display.
- ✦ Click **Finish**.
- ✦ The **Application Button** list will appear.
- ✦ Click the **Close** button to exit from the window.