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.