

## Call Communicator - Options and Preferences Window Customization

This area allows you to customize the startup behavior and appearance of the Call Communicator. It also allows you to specify options for the Quick Dialer.

### DISPLAY OPTIONS AND PREFERENCES WINDOW

☎ Do one of the following:

- ★ Click **Tools** on the **Main Menu**.
- ★ Click the **Application Button** (see illustration at right).
- ★ Right-click the **Call Communicator** icon in the **System Tray**.



☎ Click **Options**.

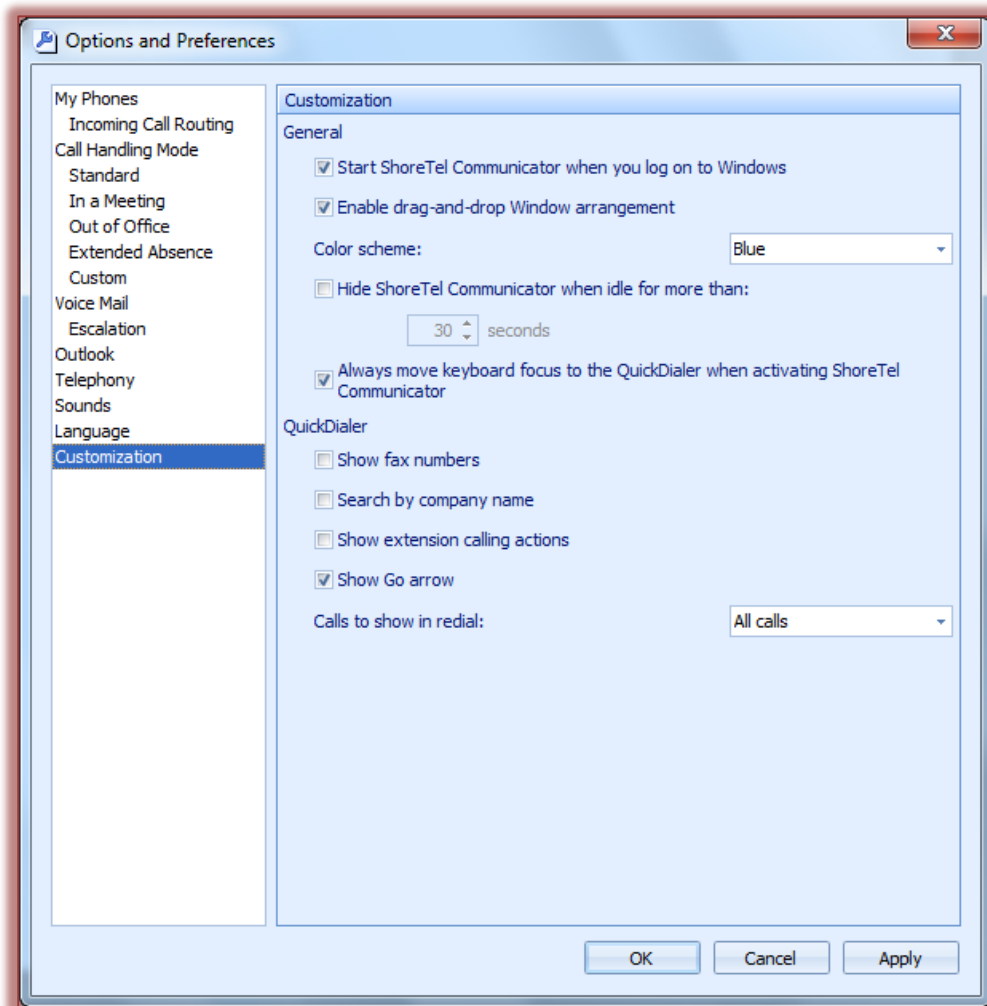
☎ The **Options and Preferences** window will display.




### CUSTOMIZATION

☎ Click the **Customization** link in the menu on the left side of the window (see illustration).

### General






The General area determines the startup behavior and appearance parameters of Call Communicator. Change the options in this area as desired. These options are explained on the next page.





-  **Start ShoreTel Communicator When You Login to Windows** – When this option is selected, Call Communicator will open every time you login to Windows.
-  **Enable Drag and Drop Window Arrangement** – To have the capability to move the viewer between the Main Window Content Area and Satellite windows, select this option. This means the user will be able to have more than one window displayed at a time.
-  **Color Scheme** – This option is used to change the color of the Call Communicator windows. The color scheme options are Blue, Black, and Silver.

### Quick Dialer

This is a Main Menu component that provides drop-down access to the directory names and numbers that match the information input into the Data Entry Field. Make changes to the options as desired. These options are explained below.

-  **Show Fax Numbers** – This option should be selected when fax number entries are to be included in the Quick Dialer lists. When this option is selected, the fax numbers will also display in Directory Viewer context menus that are accessed when an entry is right-clicked.
-  **Search by Company Name** – When this option is selected, the company names will be included in the Quick Dialer lists.
-  **Show Extension Calling Actions** – To configure Quick Dialer to display available methods of contacting filtered extensions, click this option.
-  **Show Go Arrow** – Select this option to display a Go arrow on the right side of the Quick Dialer field. When the Go arrow is pressed a call to the contact will be initiated.
-  **Calls to Show in Redial** – The Redial icon is located on the right side of the Quick Dialer field. It displays recently made and received calls as specified by this parameter setting.
  - ★ **Outbound Calls** – When this option is selected, only previously called numbers will display in the Redial list.
  - ★ **Missed Calls and Outbound Calls** – To display only numbers of missed inbound calls and previously made outbound calls in the Redial list, select this option.
  - ★ **All Calls** – Select this option to display numbers of all inbound and outbound calls in the Redial list.

### APPLY AND EXIT

-  Click **Apply** to save these options and move to another selection in the **Options** window.
-  Click **OK** to exit the **Options** window.