

Call Communicator - Options and Preferences Window Telephony

This window is used to specify the manner in which Call Communicator interfaces with the phone. The options in this window specify the ShoreWare user name of the Call Communicator user and the Main Server location of the user's account.

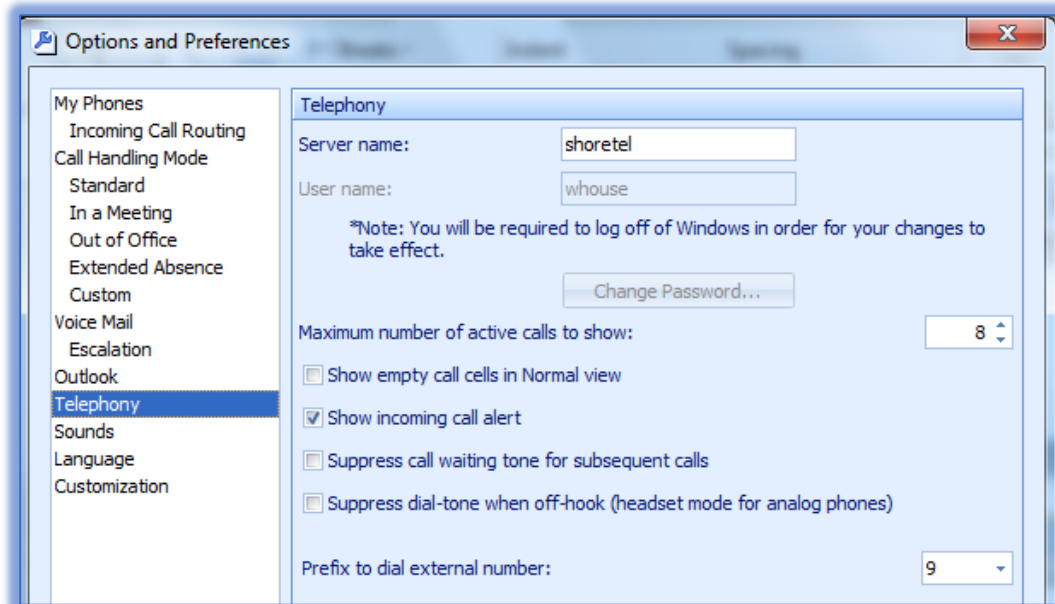
DISPLAY OPTIONS AND PREFERENCES WINDOW

- ☎ 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.




TELEPHONY

- ☎ Click the **Telephony** link.
- ☎ The **Telephony** window will display (see illustration).



- ☎ Make changes to the available parameters. These parameters are described below.
 - ★ **Server Name** - This option specifies the name or address of the Main Server
 - ★ **Username** - This option specifies the ShoreTel user name. This is the same username that you use to log into My Siena. This information comes directly from the Active Directory and cannot be changed.
 - ★ **Change Password** - To change the password that authorizes the user to access Call Communicator, click this button. This is the same password that you use to log into My Siena. This information comes directly from the Active Directory and cannot be changed.
 - ★ **Maximum Number of Active Calls to Show** - Use this option to specify the maximum number of active calls Call Communicator will handle during each instance. The system administrator determines the maximum size configuration that is allowed for each extension.

- * **Show Empty Call Cells in Normal View** – This option determines whether or not the Active Call Area will be displayed in the Call Communicator.
- * **Show Incoming Call Alert** – To display an alert in the bottom right corner of the monitor when a call is received, select this option.
- * **Suppress Call Waiting Tone for Subsequent Calls** – This option suppresses the Call Waiting Tone. The Call Waiting Tone is a signal that is inserted into the audio path that alerts the user of an inbound call.
- * **Suppress Dial-tone When Off-Hook** – Select this option to enable Hands Free Mode. The Hands Free Mode makes it possible to use Call Communicator with a headset or speaker phone instead of a receiver.
- * **Prefix to Dial External Number** – This option specifies the number (trunk) to which calls that are made through Call Communicator are routed.

 Click **OK** to exit the **Options** window.