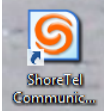


# How to configure ShoreTel Communicator



After installing the software from the "Camas Software Center" – follow these instructions.

**Please READ this before running the setup:** the installation will skip some of the steps if the information has been set up before. For example, if you have already set up your phone password then it will skip that step.



Read and click "Next"

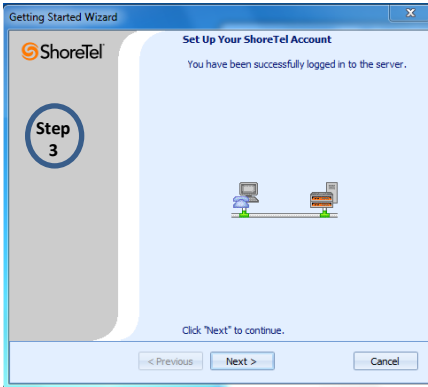


**Uncheck** - Use Windows credentials.

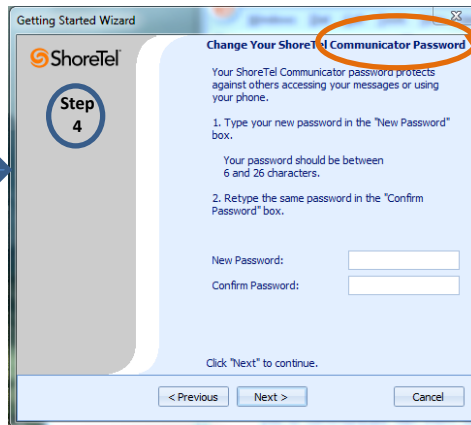
Username = firstname.lastname (all lowercase is fine)

Type **1234** for the password

Click "Next"

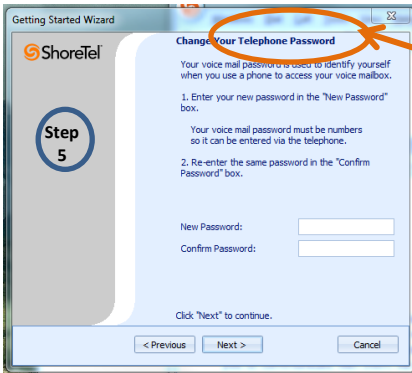


Click "Next"



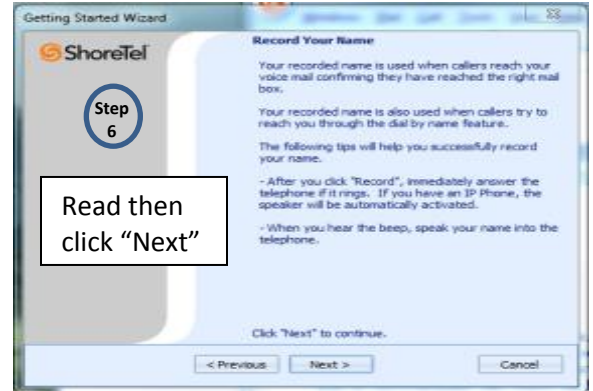
Now choose a new password for **COMMUNICATOR**.

**Important NOTE:** It is suggested to use the same password you use to log on to the PC. You will not need to type it each time the Communicator software launches. You will need to remember it.

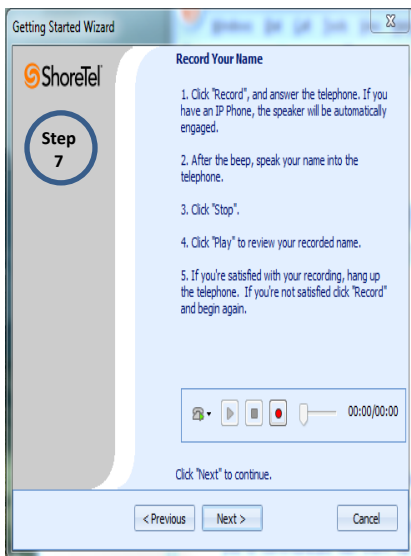


Now choose a new password for **VOICEMAIL/TELEPHONE**

**Important NOTE:** It is highly suggested to use only numbers because the phone keypad is used for input if you want to check voicemail from a phone. The length must be 4 or more numbers.



Read then click "Next"



**Please read this window completely.**

The button with the red circle is **RECORD**.  
The button with the square is **STOP**.  
The button with the triangle is **PLAY**

When you click record, your phone will ring. (If you are not next to your phone, skip this step by clicking Next.)

Click the **RECORD** button  
record your name.

Click the **STOP** button.

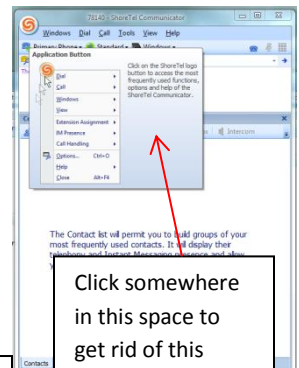
Click the **PLAYBACK** button.

When satisfied with your recording, click on "Next".



If you want the Communicator software to launch when you log on to the PC, check the "Start ShoreTel Communicator when you log on to Windows" box.

Then Click on "Finish" and you are done.



Click somewhere in this space to get rid of this window. **Done.**