











## Set Up Voicemail

- Step 1**
- A. From your ShoreTel phone press the **voicemail button**.
  - B. From another ShoreTel phone press the **voicemail button** then press .
  - C. From outside dial your number, press   and **follow prompts**.
- Step 2** Enter **password** and **OK** soft key.  
**First time users enter password 1234.**
- Step 3** Enter new **password** and press **Next** soft key. Then confirm new password and press **OK** soft key. Press **Exit** soft key.
- Step 4 To record your name (First Time Users Only)**
- A. Press **Voicemail button** and **Call VM** soft key. Enter password when prompted.
  - B. Record first and last name when prompted.
- Step 5 Record your standard greeting (Optional)**
- A. Press **Voicemail button**, then Call VM soft key
  - B. Enter password when prompted.
  - C. Press  for personal options.
  - D. Press  to record your standard greeting.
  - E. **Record greeting** and press .
  - F. Press  to accept new greeting.

## Set Up Connect

- Step 1** **Double click** the ShoreTel Communicator icon on your desktop .
- Step 2** Click **Show Advanced**.
- Step 3** Check the box 'use Windows credentials'.
- Step 4** Check box to **automatically enter password and log in next time**.
- Step 5** Enter server name or IP address **stdirector.hartnell.edu**.
- Step 6** Click **Log In**.

## Making Calls

- |                 |   |
|-----------------|---|
| <b>Internal</b> | Dial the extension only                                   |
| <b>External</b> | Dial <b>8</b> , and then the number (1+10 digit # for LD) |

If you need further help call, \_\_\_\_\_

San Francisco  
800 Airport Blvd  
Suite 417  
Burlingame, CA 94010

Los Angeles  
2698 Junipero Avenue, Ste. 108  
Signal Hill, CA 90755

Seattle  
215 Whitworth Ave S  
Renton, WA 98057