

Configure Call Manager

Once Call Manager has been installed on your computer it has to be configured for your account.

- ✦ Double-click the **Call Manager** icon on the **Desktop**.
- ✦ The **Call Manager 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.
 - ✧ Wait a second until you hear a beep sound before you start recording.
 - ✧ Start recording the message.
 - ✧ It is a good idea to use the Handset when recording.
 - ✧ The speaker will pick up all the background noise.
- ✦ When your name has been recorded, click the **Stop** button.
- ✦ Click the **Play** button to hear what you recorded.
- ✦ Click **Next**.
- ✦ The **Configure Outlook Integration** window will display.
- ✦ Check the boxes that you want. For this lesson, uncheck all the buttons.
- ✦ The **Congratulations** window will display.
- ✦ Click **Finish**.
- ✦ The **Application Button** list will appear.
- ✦ Click the **Close** button to exit from the window.