



Welcome to ShoreTel 14!

The ShoreTel Communicator software makes it easy to manage your daily communications.

The ShoreTel Communicator application lets you simply control your calls, dial contacts by name, access your voice messages, and set-up up to five custom greetings for your callers.

To get started, you will need to:

1. Set your server
2. Set up your voice mail box setting

You may select to access your voice mail messages using the ShoreTel Communicator software or using Microsoft® Outlook®.

Click "Next" to begin.

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Next >

Cancel



Welcome to the InstallShield Wizard for ShoreTel Communicator

The InstallShield(R) Wizard will install ShoreTel Communicator on your computer. To continue, click Next.

WARNING: This program is protected by copyright law and international treaties.

Version: 19.6.6705.0

Next >

Cancel

License Agreement

Please read the following license agreement carefully.

ShoreWare(TM) End User License Agreement

This End User License Agreement (the "Agreement") is a legal Agreement between you (either an individual or an entity) and ShoreTel, Inc. (the "Company"), regarding the use of The Company's software, which may include user documentation provided in "online" or electronic form (the "Software"). By installing, copying, or otherwise using the Software product described in the cover sheet, you agree to be bound by the terms of this Agreement. If you do not agree to the terms of this Agreement, promptly return all CDs, packages and accompanying items (including printed materials and binders or other containers) to the place you obtained them for a full refund.

Grant of License. This Agreement permits you to use the software products you acquired for internal purposes only. The Software is "in use" on a computer when it is loaded into the

- I accept the terms in the license agreement
- I do not accept the terms in the license agreement

InstallShield

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Next >

Cancel

**Installation warning**

ShoreTel Communicator installs the desktop sharing accelerator and may cause the screen to flicker during the installation.

InstallShield

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Next >

Cancel



Destination Folder

Click Next to install to this folder, or click Change to install to a different folder.



Install ShoreTel Communicator to:

C:\Program Files\Shoreline Communications\ShoreWare Client\

Change...

Select this if you want to save to a different folder

< Back

Next >

Cancel



Ready to Install the Program

The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield

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Install

Cancel

InstallShield Wizard Completed

The InstallShield Wizard has successfully installed ShoreTel Communicator. Click Finish to exit the wizard.

Once the wizard is complete, you will need to find the shortcut for communicator (typically the desktop) before you can continue.

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Finish

Cancel



Set Up Your ShoreTel Account

Configure your ShoreTel account below. To set up your account, enter your user name, password, and server name below.

Contact your system administrator if you do not know this information.

You must enter this,

Server Name:

User Name:

Password:

and use the credentials provided to you at the time of install

Use Windows credentials

Leave this unchecked

Click "Next" to continue.

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Next >

Cancel



Set Up Your ShoreTel Account

You have been successfully logged in to the server.



Click "Next" to continue.

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Next >

Cancel



Change Your Telephone Password

Your voice mail password is used to identify yourself when you use a phone to access your voice mailbox.

1. Enter your new password in the "New Password" box.

Your voice mail password must be numbers so it can be entered via the telephone.

2. Re-enter the same password in the "Confirm Password" box.

New Password:

Confirm Password:

Click "Next" to continue.

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Next >

Cancel

If you are installing Communicator before setting up your Voicemail, you will be asked to set a password and record your name. Create your password using numbers only.



Record Your Name

Your recorded name is used when callers reach your voice mail confirming they have reached the right mail box.

Your recorded name is also used when callers try to reach you through the dial by name feature.

The following tips will help you successfully record your name.

- After you click "Record", immediately answer the telephone if it rings. If you have an IP Phone, the speaker will be automatically activated.

- When you hear the beep, speak your name into the telephone.

Click "Next" to continue.

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Next >

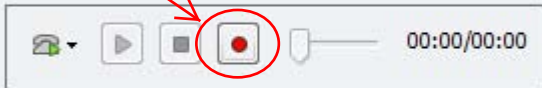
Cancel



Record Your Name

1. Click "Record", and answer the telephone. If you have an IP Phone, the speaker will be automatically engaged.
2. After the beep, speak your name into the telephone.
3. Click "Stop".
4. Click "Play" to review your recorded name.
5. If you're satisfied with your recording, hang up the telephone. If you're not satisfied click "Record" and begin again.

After pressing the record button, your phone will either ring and you will need to answer it, or the speaker will be automatically activated. When you hear the beep, record your name then press stop.



Click "Next" to continue.

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Next >

Cancel



Congratulations!

You have successfully setup the ShoreTel Communicator software for managing your communications and are ready to get started. With the ShoreTel Communicator you can:

- have a different greeting for different situations
- select to be notified when urgent voice messages are left in your inbox
- quickly dial all your contacts by name using QuickDial

Please see the on-line documentation for more information.

Optional

Start ShoreTel Communicator when you logon to Windows

Click "Finish" to close the wizard.

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Finish

Cancel