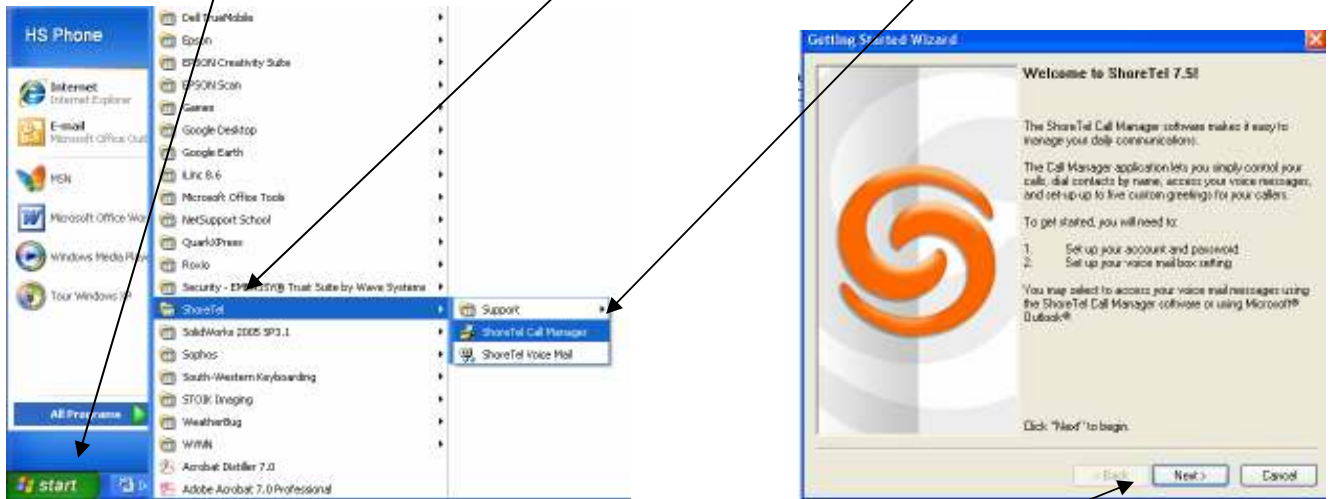


# SASD Personal Call Manager Setup Guide

Instructions in this guide will take you step by step to setup Shore-Tel Personal Call Manager on your **Primary computer workstation** (The workstation physically attached to your phone extension).

**NOTE:** If you only have voicemail and do not have a phone assigned, **you cannot use** the ShoreTel Call Manager Software.

1. **Close all programs - especially MS-Outlook before beginning Call Manger Setup.**
2. Open Call Manager
  - a. Go to **Start** menu, All Programs, **ShoreTel** and click on **ShoreTel Call Manager**



b. The Getting started wizard screen will appear. Click the **Next** button

3. You will now be prompted to setup your ShoreTel account. Enter the following information on the screen that appears
  - a. Username: Type in your assigned network username
  - b. Password: **changeme** (note this is lowercase)
  - c. Server: **sasd-shoretel**



4. Click the **next** button

5. A successful logon screen will appear. Click the **next** button to move on.

6. You will now be prompted to set you call manager password.
  - a. **Enter and re-enter** your assigned network logon password
  - b. Click the **next** button



\*\*\*\*\* **NOTE** \*\*\*\*\*

If you have already set up your voice mail on your phone, setup screens for steps 6 - 8 will not appear.  
Proceed to step 9

7. Setup voicemail password:

- a. Enter a numeric password at least 4 digits in length  
(Note you cannot use 1234 as voicemail password)
- b. Re-enter the voicemail password
- c. Click the **next** button



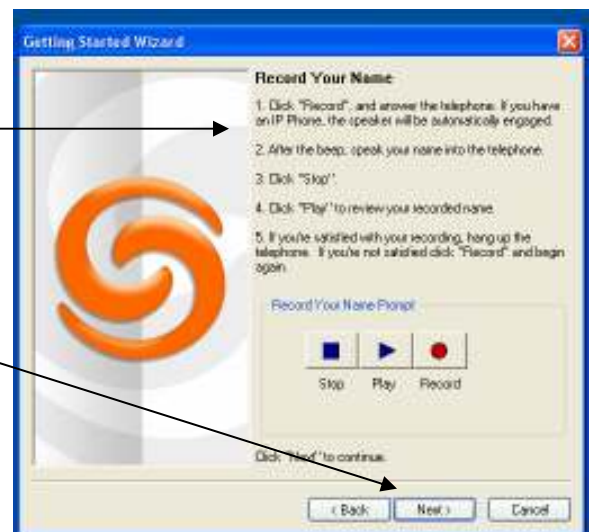
8. Record your voice mail greeting

- a. Read the instructions on the record your name screen.
- b. Click the **next** button



9. Record your voice mail greeting continued"

- a. Carefully read the instructions on the screen (steps 1-4)
- b. Click the **next** button when you have recorded your greeting



10. Next, the configure outlook integration screen appears. This screen sets your phone and voicemail to integrate with Microsoft Outlook. Leave all settings checked and click the **next** button.



11. Finish the Personal Call Manager setup by:
- Checking the box next to **Start Personal Call Manager when you logon to windows.**
  - Click **finish** to complete.



12. Shore-Tel Personal Call Manager will appear "minimized in the lower corner of your computer screen. To maximize the window click on here



ShoreTel Personal Call Manager is now configured and ready for use. A detailed user guide is available for download off the school website at [http://www.spooner.k12.wi.us/technology/staff\\_resource.htm](http://www.spooner.k12.wi.us/technology/staff_resource.htm).