

How to setup ShoreTel Communicator for Client

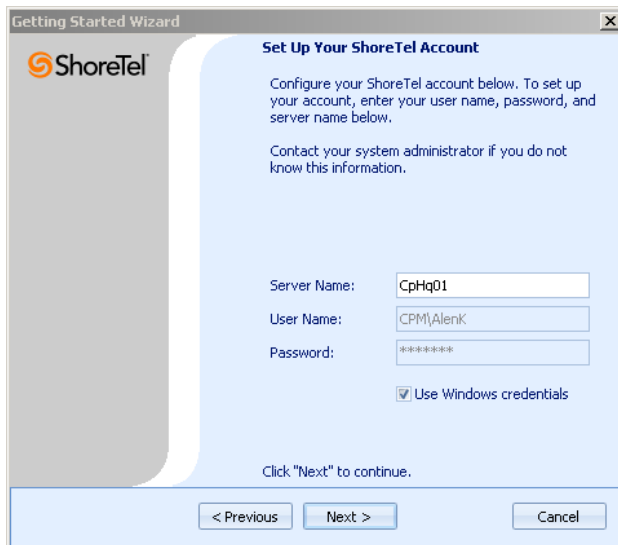
When you see **ShoreTel Communicator** icon on your Desktop, please follow the following brief instruction to configure the application.

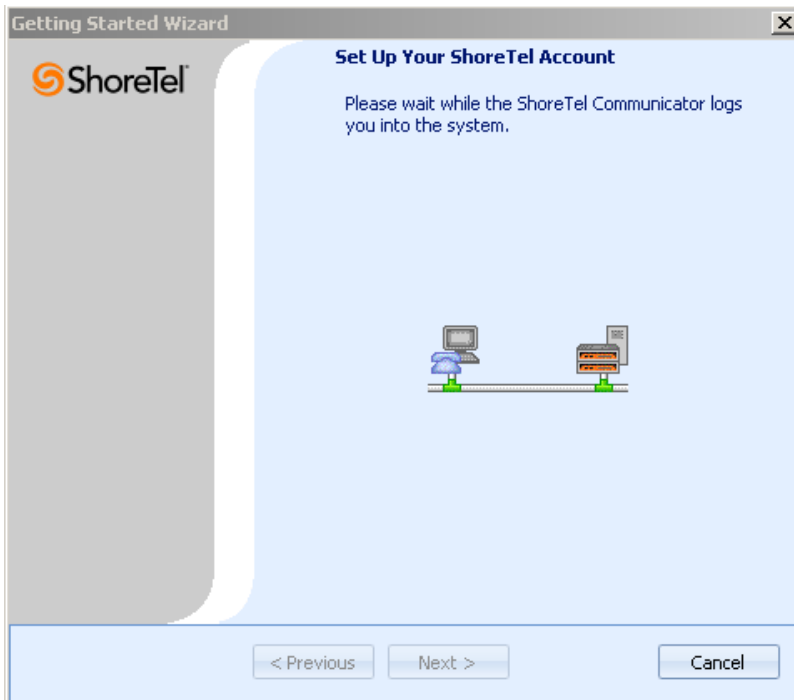


1. Double click **ShoreTel Communicator**.



2. Enter **CpHq01** for Server Name. Click **Next** and **Next**.

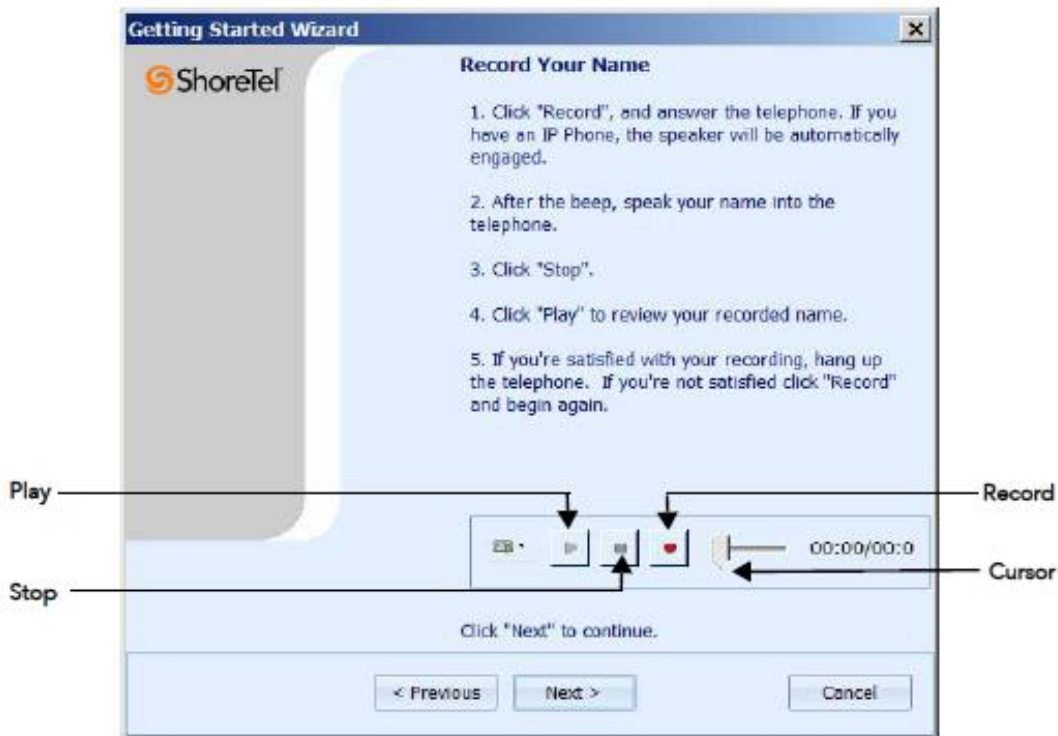




3. You will be creating a pin number with 4-digit min prefer. The pin number is used when you retrieve your voicemail box. Click **Next** when finished.



4. Select **Record via Telephone**. Use the phone handset to **Record Your Name**. This will playback to callers when they get sent to you voice mailbox. Click **Next** when you are ready to move forward.



5. If you are installing **ShoreTel Communicator** on your PC, you may check “*Start ShoreTel Communicator when you logon to Windows*”. Otherwise please leave it unchecked.

Click **Finish** to launch **ShoreTel Communicator**.

