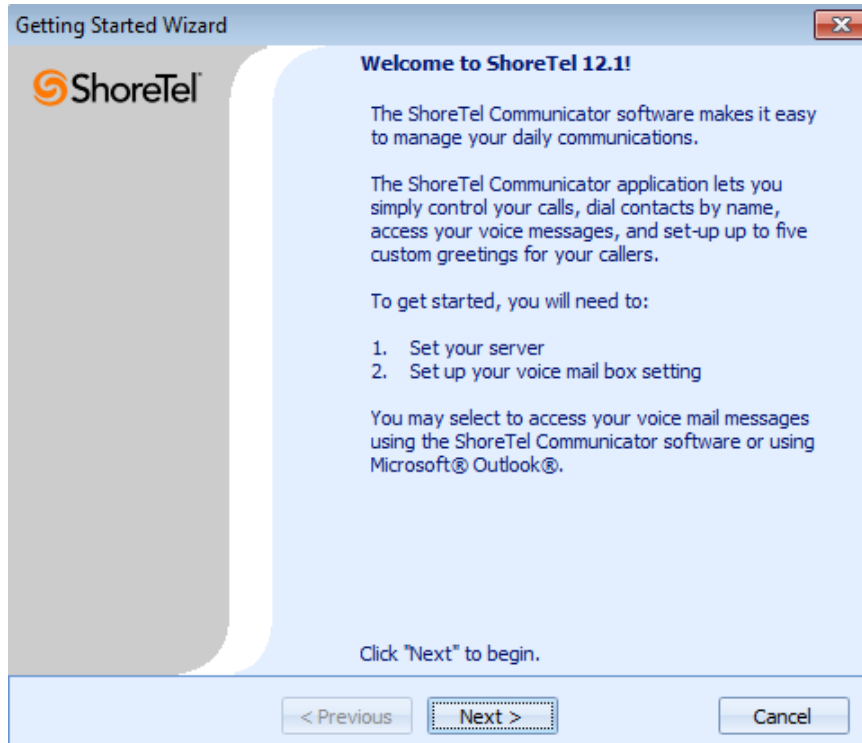
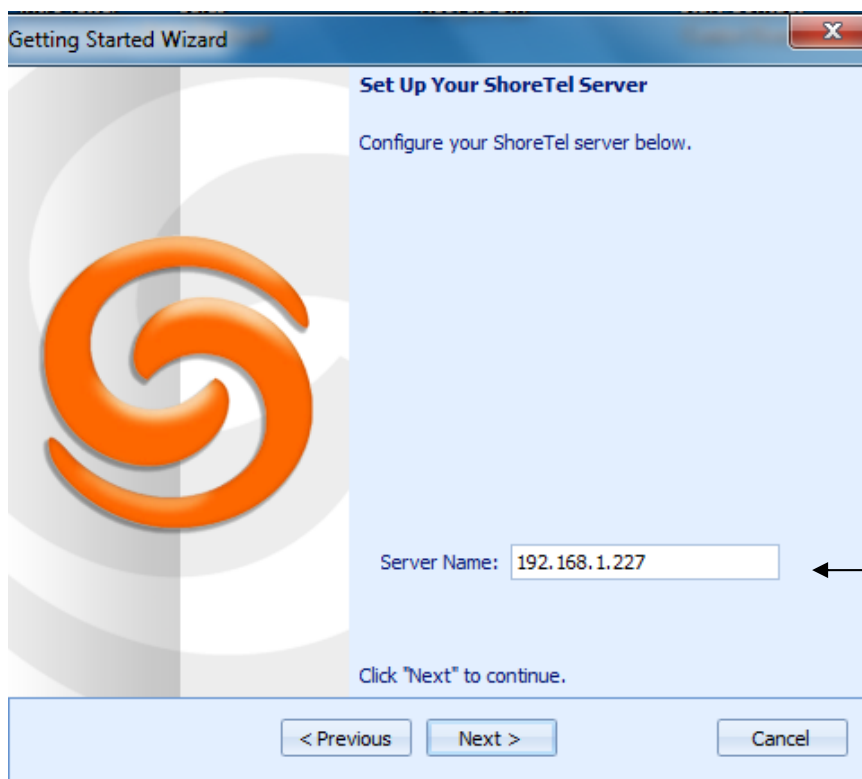


## ShoreTel Communicator Setup for Windows Users

After installing the ShoreTel software you will see the Communicator Icon on your desktop. **Double click** to open and then complete the following steps for Setup



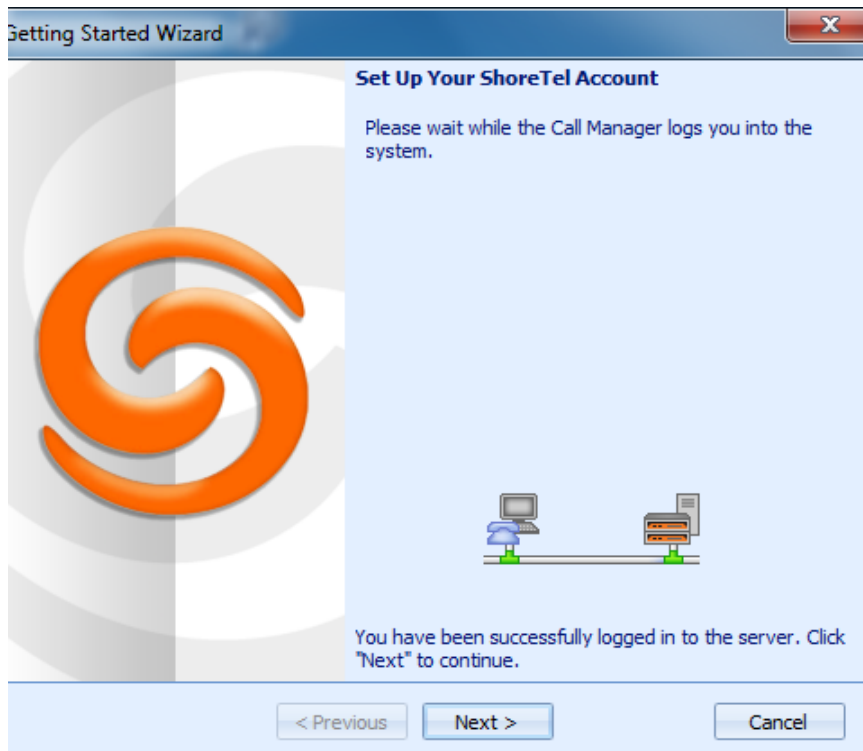
Click **Next**



Enter **CTRSTHQ**  
Click **Next**

## **ShoreTel Call Manager Setup (continued)...**

Click **Next** to Continue



Click **Next** to Continue

### **Outlook Integration**

There will be a screen that prompts you for Voicemail to go to you Inbox

There will be 3 check boxes

The top check box imports your contacts into the Communicator

The middle check box will do a screen pop of the contacts information in Outlook

The bottom check box will deliver voicemail to e-mail integration

## ShoreTel Call Manager Setup (continued)...



Click **Finish**

The ShoreTel Communicator should start up and be ready for use.