Initial configuration of ShoreTel Call Manager 9.1

1. Double click on the ShoreTel Call Manager icon on the desktop.

2. You will then be greeted with the “Getting started wizard.” Click “Next”

3. In the “Server name” box please type: “shoredir” (No quotes) then click “Next”

4. You will then see this screen, simply click “Next”
5. You will then be asked to change your voicemail password. Enter the password below, then confirm the password, then click “Next.” Please remember that the password can only be numbers.

6. You will then be asked what Outlook options you wish you have installed. Check or de-check the options you wish, then click “Next.”
7. You will then choose if the call manager starts up with your computer or not. Check or de-check the box based on your preference.

8. Click “OK” on this message.
9. You will then see the call manager running.