

## How to Set Up and Use Office Anywhere with 14.2

From the ShoreTel Communicator Window

- 1. Click Primary Phone
- 2. Select Configure Phones



**Options and Preferences Window Appears** 

- 3. Enter your telephone number (typically Mobile)
- 4. Click Button to the right to configure rings

Options and Preferences		1001 - ShoreTel Communicator
My Phones	My Phones	lard • 🍕 Logged In • 🖷 • 🛛 🦓 🏢
Incoming Call Routing Call Handling Mode Standard In a Meeting Out of Office Extended Absence Custom Personalized Call Handling Voice Mail Escalation Outlook Workgroups Telephony	Phone numbers used to configure incoming call routing. Mobile: 3 (614) 555-1234 Home: Label1 Label2	4. ime   park Dial as Dial Mailbox 1 Intercom
	Label3	
SoftPhone Video Sounds Language Customization	Label5 In addition to Mobile and Home phones, you can add more phone numbers with The labels will be used to setup incoming call routing.	h labels.



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- 5. Change number of rings to 6
- 6. Check box to Press "1" to answer calls\*
- 7. Click OK and Apply changes.

\*This option is helpful to announce the call when answered and if the call is not able to be answered, the message will be left in your ShoreTel voice mail.

My Phones	My Phones		
Incoming Call Routing Call Handling Mode	Phone numbers used	to configure incoming call routing	(
Standard In a Meeting	Mobile:	(614) 555-1234	<b></b>
Out of Office Extended Absence	Home:		
Custom Personalized Call Handling	Label 1		
Voice Mail Escalation	Label2		]
Outlook Workgroups Telephony SoftPhone Video Sounds Language Customization	Advanced Phone Se Try this phone for 6. Pess "1" to an	5. r 6 ‡ rings	one numbers with labels
	7.0	K Cancel	

8. Select Mobile as your Primary Phone

Calls will be sent to the phone number you configured.

