Changing Call Handling Modes with the ShoreTel 230

- Press the **Mode** soft key.

- Use the scroll key to select one of 5 call handling modes.
- Press the **OK** soft key.

- The display will now show the new call handling mode.
### Changing Call Handling Modes Using the Voice Mail Menus

- **Login to your voice mail:**
  - If you are on Campus, press the **Voice Mail** function key and enter your password followed by # when prompted.
  - If you are off Campus, dial 757-221-1000, enter your extension and password followed by # when prompted.

- **Press 7** (Change mailbox options)
- **Press 2** (Set call handling mode)

- **Set the call handling mode by selecting the appropriate number:**
  1. Standard
  2. In a meeting
  3. Out of office
  4. Extended absence
  5. Custom

- **Press * to return to the main menu.**
- **Press 8 and then 1 to logoff.**