### Changing the Call Handling Mode

#### ShoreTel 230
- Press the **Mode** soft key.
- Use the Scroll key to select the call handling mode.
- Press the **OK** soft key.

#### ShoreTel 655
- Press the **call handling mode** icon to the left of the caller I.D.
- Select the new call handling mode by pressing it.
- The icon corresponding to the new call handling mode will now appear to the left of the call I.D.

#### ShoreTel Communicator - ShoreTel Phones 115, 212k, 230, and 655
- Click the drop-down arrow next to **Standard**.
- Click on a **Call Handling Mode**.
- **NOTE**: ShoreTel Communicator can only be used on campus.

![ShoreTel Communicator Screenshot](image1.png)

![Call Handling Mode](image2.png)
Voice Mail Menus - ShoreTel Phones 115, 212k, 230, and 655

- Login to your voice mail
- Press 7 – Change Mailbox Options
- Press 2 – Set Call Handling Mode
- Press the number for the appropriate call handling mode:
  1. Standard
  2. In a meeting
  3. Out of office
  4. Extended absence
  5. Custom
  *
  * Cancel

- Press * to exit Mailbox options.
- Press 8, then press 1, to log off Voice Mail.
- You can change the call handling mode if you are on or off campus.