















Changing Call Handling Modes with the ShoreTel 230

- Press the **Mode** soft key.








T. Jefferson		11111	
Standard			
10:16am Mon.		Jan. 25	
Pickup	Unpark		Mode
			

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



*1. Standard			
> 2. In a Meeting			
↓ 3. Out of Office			
Applying in 5 sec			
OK	Cancel		Mode
			

- The display will now show the new call handling mode.

T. Jefferson		11111	
In a Meeting		(DND)	
10:16am Mon.		Jan. 25	
Pickup	Unpark		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.