

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.

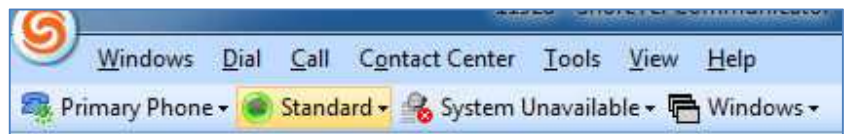


- Select the new call handling mode by pressing it.
- The icon corresponding to the new call handling mode will now appear to the left of the call I.D.

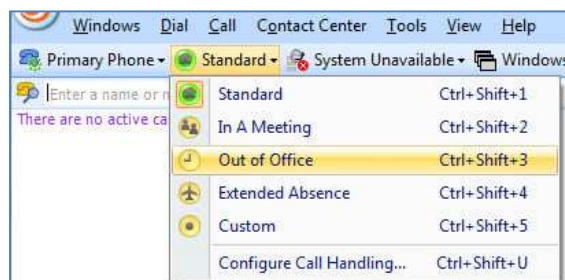


ShoreTel Communicator - ShoreTel Phones 115, 212k, 230, and 655

- Click the drop-down arrow next to **Standard**.



- Click on a **Call Handling Mode**.
- **NOTE:** ShoreTel Communicator can only be used on campus.



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.