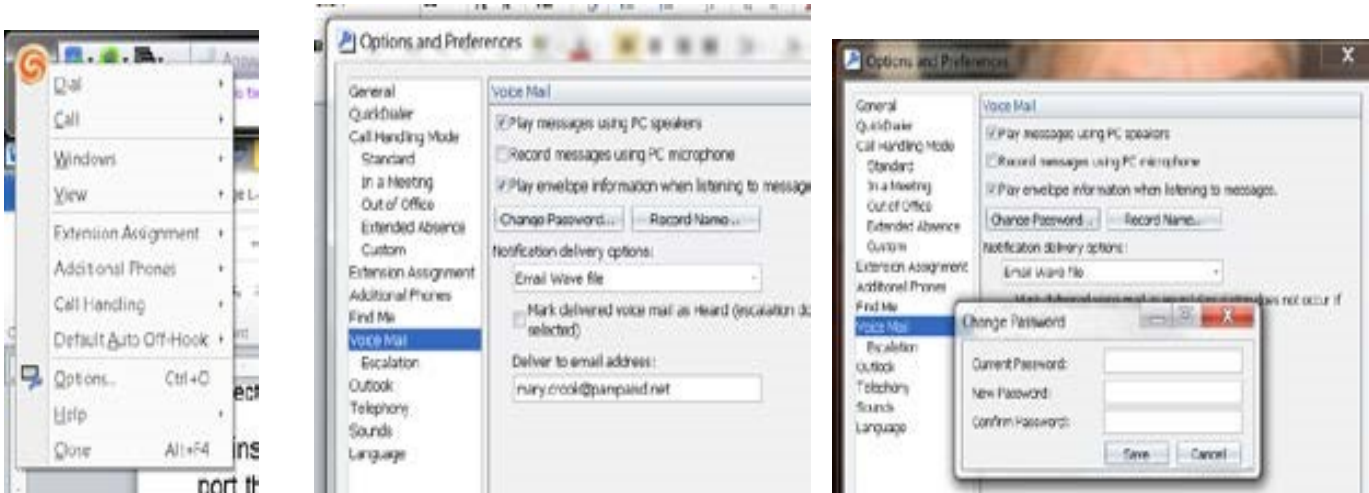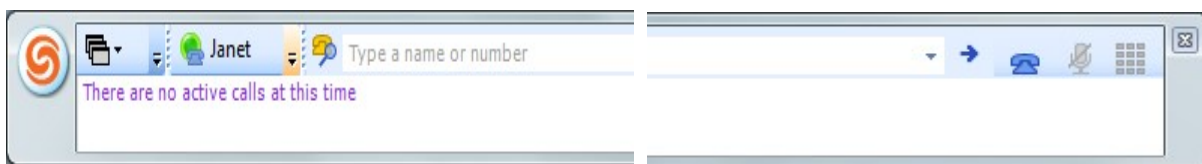# TO CHANGE YOUR VOICEMAIL PASSWORD

Click on the orange icon in the Communicator toolbar. If your toolbar isn't there you can launch it by starting the ShoreTel program that should be the same orange icon. If your ShoreTel isn't installed yet, you can follow the instructions on installing it or put in a request for a Technolgy person to do that for you.

Click on the Options menu and then the Voice Mail. Click on the tab to Change Password. Follow these instructions and your voicemail password will be changed.

Images found in the Communicator:

Dial	▶	
Call	▶	
Windows	▶	
View	▶	
Extension Assignment	▶	
Additional Phones	▶	
IM Presence	▶	
Call Handling	▶	
Default Auto Off-Hook	▶	
Options...	Ctrl+O	
Help	▶	
Close	Alt+F4	

Presence Icons for Voice Calls

The following icons indicate voice call presence:

- 🟢 - Available

- 🟡 - Busy

- 🟠 - On the Phone

- 🔴 - Do Not Disturb. Calls are automatically forwarded to the recipient's voice mail

- ⚪ - Unknown.

ShoreTel Button   **Assignment Bar**

147 - ShoreTel Communicator

🔵 Primary Phone ▾ 🟢 Standard ▾ 🟢 Online ▾ 🗔 Windows ▾

Toolbar → 📞 Answer To VM 📞 Hang Up Transfer Conference 🎵 Hold Send Digits Park To AA

QuickDialer → Enter a name or number

Active Call Area → Bill Rand - 118 (Outgoing Call - 00:06)

Contacts   ✕

👤 Add   Pickup   Unpark   📞 Dial   Dial Mailbox   🔊 Intercom   Whisper Page   Barge In

🔍 Find a contact or number

⊟ Contacts

Content Area →
- Bill Rand
- Chris Smith
- Dirham Pennworth
- Kip Sherlock
- Lara Lane
- Leo Hassan
- Loti Seville
- Mark Smith
- Martin Lucas

Contacts | Voice Mail | Directory | History | Speed Dial | Call Details

Status Bar →