# 3 Ways to Change your Call Handling Mode
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On Your Phone

You can access your Call Handling Modes from your phone by pressing the *Mode* soft key on the phones display. Use the navigator buttons to scroll through the 6 default options: Available, in a Meeting, Out of Office, Vacation, Custom, and Do Not Disturb (this list will vary depending on the system you are using). Once you've made your choice press the *OK* soft key to save it and exit out.
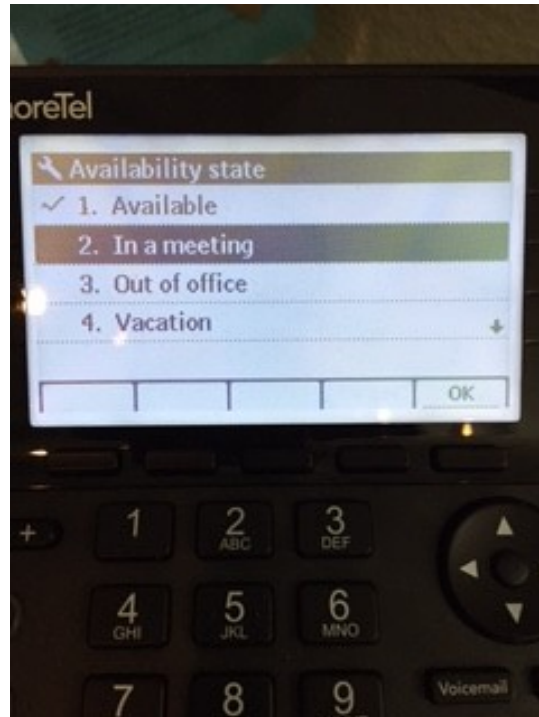

If you want a shortcut for letting people know that you are unavailable, all you need to do is press the *Sate/Mode* soft key once and let it go. Your phone will change to the I*n a Meeting* status automatically.

In Communicator

In Communicator, the current *Call Handling Mode* is displayed in the application bar. Find and press the

 icon to see the drop-down menu and select your status.
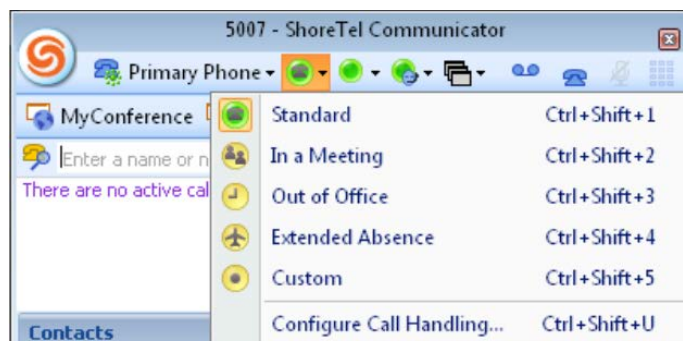
From Voice Mail

Log into your voice mail box by lifting the ShoreTel receiver and pressing #. Enter your password and then press 7 to go to your Mailbox Options Press 2 to access the call handling modes.

If you would like help with changing your ShoreTel call handling modes, please connect to your company's designated ShoreTel administrator, or email your question to me, joe@pdx.net. And, if you want some extra practice, feel free to sign up for Portland Internetworks' ShoreTel Demo Day on June 28th. We will have all the latest and greatest ShoreTel equipment available for you to pick up and play with. Just bring lots of questions. RSVP at pdx.net/events