

How to install the Shortel Call Manager Software

1. Start by accessing your voicemail from a phone and setting up your voicemail password (disregard this step if you have already done this).
2. Logon to your administrator account (Go to the following link if you need assistance with this <http://www.gwaea.org/tech/Instructions/> and click on “How to logon to the admin profile.pdf”).
3. Go to the following url in your web browser:
<http://10.18.0.51/shorewaredirector/clientinstall>
4. If prompted install the add-on “ShoreWare Install Control from Shortel” (click on the yellow bar at the top of the webpage and choose “Install This Add-on for All Users on This Computer). Click the “Install” or “Run” when prompted from the window that pops up.
5. Click the blue “Install” button (The download process will begin followed by the installation process).
6. Click “Next”
7. Select “I accept the terms in the license agreement” and then select “Next”
8. Click “Next”
9. Click “Install” (The installation may take several minutes)
10. Click “Finish” when prompted
11. Click “Yes” to reboot the computer
12. Logon to your standard account (not your admin account)
13. Launch the “Shortel Call Manager” software
14. Click “Next”
15. Enter Server Name – 10.18.0.51
16. Enter user name (Example: John Doe is jdoe)
17. Enter in the following password: “changeme”
18. Enter a new password twice for your Shortel Call Manager Software and click “Next”
19. Click “Next”
20. Click “Next”
21. Check the following checkboxes:



22. Click “Next”
23. Choose whether you want “Shortel Call Manager” to startup when you logon to computer and then click “Finish”