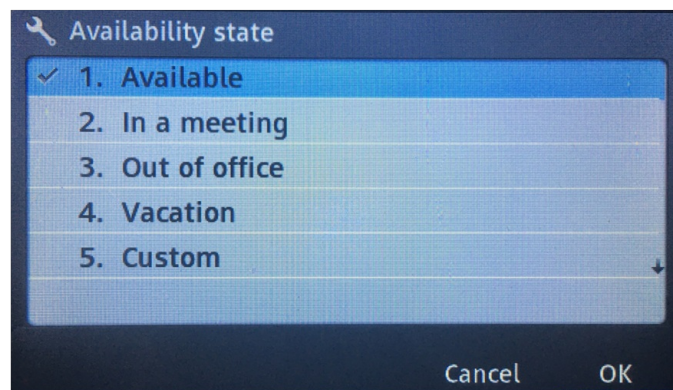


Changing your Office Phone "State"

Last Modified on 10/21/2022 3:12 pm PDT

Changing "State" on your ShoreTel phone

Your ShoreTel phone has 5 states that you can choose from. Once you have recorded your name, in any state other than "Available" the caller will receive a message letting them know that you are away from your phone for the reason you select.



State

Options