How to Program Phone Buttons
on a ShoreTel IP Phone

Overview

*How to program a phone button to provide an **ALL PAGE** function*

For the First User

1 Open ShoreTel Director

2 Select **Administration > Users > Individual Users**

3 Select your desired user by name

4 Choose **Personal Options** from the top

5 Choose the link **Program IP Phone Buttons**

6 Under function will be a list of buttons 1-12. (*Note: Not all phone models have all buttons*)

7 If you were going to make **Button #2** into your Page button, you would do the following:

     a. Choose **Telephony** from the first drop-down box to the right of #2

     b. Choose **Dial Number (Speed Dial)** from the second drop-down box to the right of #2

     c. Name the button with a **Long Label** (12 character limit) and **Short Label** (6 character limit)

     d. Put in the number (in your case, "7900") in the Extension box, and click **Save** at the top

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8 **Test the FIRST User:** does the button look and perform as expected? If it **DOES**, things will be much easier.

Now, IF the first users buttons, (ALL OF THE BUTTONS and BUTTON CONFIGURATIONS) are exactly as you would like for the rest of the users, you can copy those buttons to the next users.

*** Note: if you do this, any buttons set up by those users will be ERASED and REPLACED with the button configuration from the FIRST user.**

*If you **DO NOT** want all the buttons configured, you will want to just add the buttons for each user using the FIRST User directions above.*

For the Next Users

1 Open ShoreTel Director

2 Select **Administration > Users > Individual Users**

3 Select your desired user by name

4 Choose **Personal Options** from the top

5 Choose the **Copy** button to the right of the **Program IP Phone Buttons** link

6 A **Copy IP Phone Buttons** window will appear, and you will want to:

　　a. Type in the name of the **First** user from above, then click **Search**, which will make their Extension and Name appear correctly

　　b. Click in checkbox next to Device Type *(in this case, we expect it to be an IP Phone)*

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