3.1 Introduction

From the ShoreTel Conference Web Portal, you can create conferences, upload files for use in conferences, create a user profile, and more.

**NOTE** If you are on a system with Audio Conference licenses only, you cannot upload files.

Depending on the settings of your ShoreTel system, you are presented with one of the following web portals when opening up the ShoreTel Conference Web Portal:

- The ShoreTel conference Web portal for Web and audio:
  — Opened when the system supports both conference Web and conference audio.
- The ShoreTel conference Web portal for audio:
  — Opened when the system supports conference audio only.

3.2 Accessing ShoreTel Conference Web Portal

You can access the ShoreTel Conference Web portal from a Web browser (page 12) or from ShoreTel Communicator (page 15).

Microsoft Internet Explorer 9.0 or later, Firefox 12.0, or Safari 5.0 is required to access the ShoreTel Conference Web Portal from a browser.

If you are logged into ShoreTel Communicator, you can access the ShoreTel conference Web portal by clicking Window->Conference Web Portal.
3.2.1 **Accessing Portal from a Web Browser**

When accessed from a Web browser, the ShoreTel Conference Web portal opens at the Public page.

From there, you log into the My Conferences page.

To log into My Conferences, you need the following:

- Your ShoreTel user ID.
- Your ShoreTel conference password.

**NOTE** Ask your ShoreTel system administrator for the password, if you do not know it.

### 3.2.1.1 Logging into the Web Portal

**Step 1** Launch a supported browser.

**Step 2** In the Address field, type the URL for the ShoreTel Conference application.

**NOTE** Ask your ShoreTel system administrator for the URL, if you do not know it.

The ShoreTel conference Web portal is opened to the Public page for systems supporting conference audio and conference Web (Figure 3-1) or for systems supporting conference audio only (Figure 3-2).

**Step 3** Click **Sign In** in the upper right hand corner of the page.

The Sign In page is displayed (Figure 3-3).

**Step 4** Enter your ShoreTel user ID.

**Step 5** Enter your ShoreTel password.

**NOTE** The password must consist of standard ASCII characters. Non-ASCII characters are not supported.

**Step 6** Click the **Sign In** button.

The My Conference page is displayed (Figure 3-4).

It is the home page for almost all of your conference activities.

**NOTE** The first time you sign into the Web portal, you must set the time zone for your conference device (Figure 3-5). Select your local time zone. The system automatically adjusts conference times to your local time.
Chapter 3: ShoreTel Conference Web Portal

Conferencing User Guide

Figure 3-1  Web Page for Web and Audio

Figure 3-2  Web Page for Audio Only
Figure 3-3  Sign In Page

Enter your ShoreTel User ID and Password

User ID: 
Password: 
[ ] Stay signed in
[ ] Sign in

Figure 3-4  My Conferences Page

Add a Conference 2012-03-20 12:09:30

Access Code

Today's Conferences

Date

Access Code

Conferences

Date

(Time: UTC-08:00) NA Pacific Time (US & Canada)

Mozilla only: Do not open multiple conference viewers on the same computer. The performance will degrade dramatically.
3.2.2 Accessing from ShoreTel Communicator

Step 1  Launch ShoreTel Communicator.

Step 2  Click Windows > Conference Web Portal (Ctrl+Shift+K). (Figure 3-6)

   The ShoreTel conference Web site is opened in your default browser. (Figure 3-7)

   Depending on how your system is configured, the audio and Web version of the My Conferences page is displayed, or the audio only version of the My Conferences page is displayed.

   NOTE   The first time you sign into the Web portal, you must set the time zone for your conference device (Figure 3-5). Select your local time zone. The system automatically adjusts conference times to your local time.
Figure 3-6  Access Conference from Communicator
Figure 3-7  My Conferences Page Accessed from Communicator

Add a Conference 2012-03-20 12:09:30
Download Presenter Software

Access Code  Today's Conferences  Date

Access Code  Conferences  Date

(UTC-06:00) NA Pacific Time (US & Canada)  Set default time zone

Firefox only: Do not open multiple conference viewers on the same computer. The performance will degrade dramatically.
3.3 **My Conferences**

From here, you can create and manage your conferences.

If you receive a conference invite, follow the instructions in the message to join a conference, which direct you to My Conference.

If you are logged into the Web portal, join a conference via My Conference.

My Conferences includes four pages: "Conferences", "Recordings", "Conference Options", and "Comments".

3.3.1 **Conferences**

From here, you can create and view conferences (Figure 3-8, Figure 3-9, Table 3-1).

3.3.1.1 **Accessing Conferences**

Step 1  Click Conferences.

The Conference page is displayed.

**NOTE**  You can also join a conference by entering the access code for the conference in the Access Code field.

**Figure 3-8  My Conferences Tab Web and Audio**
Table 3-1  My Conferences

<table>
<thead>
<tr>
<th>Add a Conference</th>
<th>Create a new conference. Launches Add a Conference page; from here, you can create one-off conferences and recurring conferences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download Presenter Software (Not applicable in audio only Web page)</td>
<td>Download ShoreTel Presenter for Windows. It is optimized for Windows computers. A computer must have a presenter to share data. Java 1.6.0.15 Runtime Environment can also be used to perform presenter functions.</td>
</tr>
<tr>
<td>Access Code</td>
<td>Lists numbers used by the system to identify conferences. The system automatically generates an access code for each new conference (which can be edited). This number is used by participants to join the conference.</td>
</tr>
<tr>
<td>Today’s Conference</td>
<td>Lists conferences scheduled for today.</td>
</tr>
<tr>
<td>Conferences</td>
<td>Lists conferences scheduled for days after today.</td>
</tr>
<tr>
<td>Date</td>
<td>Date of scheduled conference, including date for recurring conferences.</td>
</tr>
<tr>
<td>Invite</td>
<td>Access e-mail message automatically sent by the system to specified conference participants.</td>
</tr>
<tr>
<td>Edit</td>
<td>Modify conference parameters. Only conferences created in the ShoreTel conference Web portal can be modified. Conferences created in Microsoft Outlook or another calendar can be modified only in those applications.</td>
</tr>
<tr>
<td>Join</td>
<td>Join a conference.</td>
</tr>
<tr>
<td>Set default time zone</td>
<td>Specify your local time zone. All conference information is adjusted to your local time, including conferences schedule in different time zones.</td>
</tr>
<tr>
<td>Warning</td>
<td>Warning. Read associated message.</td>
</tr>
<tr>
<td>Recurring conference.</td>
<td></td>
</tr>
</tbody>
</table>
3.3.2 Recordings

From here, you can view, play, download, edit, and delete conference recordings. You can also invite conference participants to listen to and view recordings.

3.3.2.1 View Recordings

Step 1 Click Recordings.

The Recordings page is displayed (Figure 3-10, Figure 3-11, Table 3-2).

The recordings made by you are listed.

NOTE Recordings made during a conference are automatically added to the recordings list.

Figure 3-10 Recordings Web and Audio
Figure 3-11  Recordings Audio Only

Table 3-2  Recordings

<table>
<thead>
<tr>
<th>Show</th>
<th>Display name and location of recordings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go</td>
<td>Display contents of selected folder.</td>
</tr>
<tr>
<td>Rename folder to</td>
<td>Rename recording folder.</td>
</tr>
<tr>
<td>Rename</td>
<td>Rename recording file.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete file.</td>
</tr>
<tr>
<td>Move selection</td>
<td>Move selected folder from one location to another.</td>
</tr>
<tr>
<td>Move</td>
<td>Transfer recordings to selected folder.</td>
</tr>
<tr>
<td>Recording ID</td>
<td>Automatically assigned to recording session. Multiple recordings can be made in a conference.</td>
</tr>
<tr>
<td>Name</td>
<td>Conference name.</td>
</tr>
<tr>
<td>Date</td>
<td>Date and time recording was made, and duration.</td>
</tr>
<tr>
<td>Invite</td>
<td>Send recordings as e-mail attachments.</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit recordings.</td>
</tr>
<tr>
<td>Play</td>
<td>Play recordings.</td>
</tr>
<tr>
<td>Download (web &amp; audio)</td>
<td>Download web and audio recordings.</td>
</tr>
<tr>
<td>Download (audio only)</td>
<td>Download audio recordings.</td>
</tr>
<tr>
<td>Set default time zone</td>
<td>Specify your local time zone. All conference information is adjusted to this setting.</td>
</tr>
</tbody>
</table>
3.3.2.2 Access Recordings

Step 1  From Show, select a recording.

Step 2  Click Go.

The recording is displayed.

3.3.2.3 Play Recordings

Step 1  Click Play.

The what is opened (Figure 3-15).

Step 2  Click the buttons to control playback.

Figure 3-12 Recording Tools Dashboard

3.3.2.4 Download Recordings

Step 1  Click Download and follow the prompts.

3.3.2.5 Invite Someone to Listen to or View Recordings

Step 1  Click Invite and follow the prompts.
3.3.2.6 Edit Recordings

Step 1 Select a recording.

Step 2 Click Edit.

The Update Recording page is displayed (Figure 3-13).

Step 3 Specify Login options.

Step 4 Click Show more options.

The Publish and Comments options are displayed (Figure 3-14).

Step 5 Specify publishing and comments options.

Step 6 Click Submit.

The options are saved.

Figure 3-13 View Recording Page

Product Update Recording

Recorded on 2010-09-15 2:53 pm  Duration 00:23:12

Recording of the 9/15 meeting.

© None
© Name: Participants need to enter a name.
© Name/Password: Participants need to enter a name and a password.

Show more options

Submit  Reset  Cancel

Figure 3-14 Show More Options Section of View Recording Page
3.3.2.7 **Delete Recordings**

Step 1  Select a recording.
Step 2  Click **Delete** and follow the prompts.

3.3.2.8 **Move Recordings from One Location to Another**

Step 1  Select a recording (Figure 3-15).
Step 2  Click **Move selection to**.
Step 3  Select a folder in the drop down menu, or type the folder name in the **Untitled** field.
Step 4  Click **Move**.

The recording is moved to the new folder.

**Figure 3-15  Recordings Page**

3.3.2.9 **Rename Recordings**

Step 1  From **Show**, select a folder.
Step 2  Type a new name in **Rename folder to** (Figure 3-16).
Step 3  Click **Rename**.

Folder is renamed.

**Figure 3-16  Show Field in Recording Page**
3.3.3 Conference Options

From here, you can affix a logo to your conference pages and set parameters that affect user participation (Figure 3-17, Table 3-3).

Figure 3-17 Conference Options

![Conference Options](image)

Table 3-3 Conference Options

<table>
<thead>
<tr>
<th>Logo</th>
<th>Select a logo for display on conference title bar. Acceptable file formats: .jpeg, .gif, or .png files.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reset to default</td>
<td></td>
</tr>
<tr>
<td>Participant</td>
<td>Participant options:</td>
</tr>
<tr>
<td></td>
<td>• Participants can see everyone's name.</td>
</tr>
<tr>
<td></td>
<td>• Participants can send messages to everyone.</td>
</tr>
<tr>
<td></td>
<td>• Participants can only send messages to the host.</td>
</tr>
<tr>
<td></td>
<td>• Participants can only see the host's name.</td>
</tr>
<tr>
<td>Alert Sound</td>
<td>Tone signaling that a participant has joined or left conference.</td>
</tr>
<tr>
<td>Exit Page</td>
<td>Website browser goes to when participant leaves conference. Enter link to site. Default website is set by your ShoreTel system administrator.</td>
</tr>
<tr>
<td>Submit</td>
<td>Implement and save your changes.</td>
</tr>
</tbody>
</table>
3.3.4 Comments

From here, you can make comments public or private, or you can delete them (Figure 3-18, Table 3-4, Figure 3-19,).

**Figure 3-18   Comments Web and Audio**

<table>
<thead>
<tr>
<th>Conferences</th>
<th>Recordings</th>
<th>Conference Options</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>My Conferences</td>
<td>Personal Library</td>
<td>My Profile</td>
</tr>
</tbody>
</table>

**Table 3-4   Comments**

<table>
<thead>
<tr>
<th></th>
<th>Conference</th>
<th>Select conference. All comments are displayed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Make Public</td>
<td>Make selected comments available to all viewers.</td>
</tr>
<tr>
<td>3</td>
<td>Make Private</td>
<td>Make selected comments available to specific viewers.</td>
</tr>
<tr>
<td>4</td>
<td>Delete</td>
<td>Remove comment.</td>
</tr>
<tr>
<td>5</td>
<td>Entry Check Box</td>
<td>Enable comment entry.</td>
</tr>
<tr>
<td>6</td>
<td>Name of Commentator</td>
<td>Commentator name.</td>
</tr>
<tr>
<td>7</td>
<td>Date and Time</td>
<td>Date and time comment was sent.</td>
</tr>
<tr>
<td>8</td>
<td>Name of Conference</td>
<td>Conference name.</td>
</tr>
<tr>
<td>9</td>
<td>Disposition</td>
<td>Disposition of comment.</td>
</tr>
<tr>
<td>10</td>
<td>Comment</td>
<td>Entire posted comment.</td>
</tr>
<tr>
<td>11</td>
<td>Count</td>
<td>Number of comments listed on current page.</td>
</tr>
</tbody>
</table>
Figure 3-19  Comments Audio Only

Welcome, nick.he 14 | Sign Out | Help

<table>
<thead>
<tr>
<th>Public</th>
<th>My Conferences</th>
<th>My Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences</td>
<td>Recordings</td>
<td>Comments</td>
</tr>
</tbody>
</table>

Show:  Top folder  Go

Move selections to:  New folder:  Untitled  Move

<table>
<thead>
<tr>
<th>Recording ID</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTC-0800 NA Pacific Time (US &amp; Canada)</td>
<td>Set default time zone</td>
<td></td>
</tr>
</tbody>
</table>

Public  Nick's Web Page
3.4 Personal Library

From here, you can manage files that can be shared in conferences (Figure 3-20, Table 3-5). You can add presentations, pictures, audio, and video to your personal (private) or shared (public) library.

You can also delete files from the libraries and edit the attributes of the files in the libraries. Importable file formats include:

- .ppt (PowerPoint)
- .jpeg (photo)
- .flv (Adobe Flash video)
- .mp3 (audio)

Figure 3-20 Personal Library
### 3.4.1 Add Media to Personal or Shared Library

**Step 1** Double-click **Personal Library** or **Shared Library**. Library is highlighted and opened.

**Step 2** Click/select a destination folder (pictures, presentations, video files, audio files).

**Step 3** Click **Add**.

   The **Add to library: Personal Library** window is opened (Figure 3-21).

**Step 4** Select a **Media group**.

**Step 5** Browse to, select, and open the media.

**Step 6** In the **Add to library: Media Library** window, click **File Attributes**.

   The File Attributes window is opened (Figure 3-22).

**Step 7** Enter the attributes.

**Step 8** Click **OK**.

   The media is uploaded.

   Files cannot exceed 12 MB.

   Upload time cannot exceed 10 minutes.

**NOTE** To import .PPT, ShoreTel Presenter for Windows and MS PowerPoint must be installed on your local PC.

---

<table>
<thead>
<tr>
<th>Table 3-5</th>
<th>Personal Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit Window</td>
<td>Expand library file section into browser.</td>
</tr>
<tr>
<td>Restore Window</td>
<td>Revert expanded library view to default library view.</td>
</tr>
<tr>
<td>Refresh library</td>
<td>Reload library.</td>
</tr>
<tr>
<td>Add</td>
<td>Add new file to library folder.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete a file from library folder.</td>
</tr>
<tr>
<td>Edit</td>
<td>Add information to file label.</td>
</tr>
<tr>
<td>Personal Library Folder</td>
<td>Personal (private) folder.</td>
</tr>
<tr>
<td>Shared Library Folder</td>
<td>Shared (public) folder.</td>
</tr>
<tr>
<td>View Panel</td>
<td>Viewing area.</td>
</tr>
<tr>
<td>Use Presenter Window client</td>
<td>Download presenter software for your computer.</td>
</tr>
<tr>
<td>Public</td>
<td>Open Public tab of ShoreTel conference Web portal.</td>
</tr>
</tbody>
</table>
Figure 3-21  Select File Window

Figure 3-22  File Attributes Window
### 3.4.2 Delete Media from Personal or Shared Library

**Step 1** Double-click Personal Library or Shared Library. 
Library is highlighted and opened.

**Step 2** Click/select a destination folder (pictures, presentations, video files, audio files).

**Step 3** Click/select a file.
The Delete and Edit buttons are activated (Figure 3-23).

**Step 4** Click Delete.
The Deleting dialog is opened.
You are prompted to delete the file.

**Step 5** Click Yes.
The media is deleted.

**NOTE** Personal Library files can be deleted only by the owner of the media. Shared Library files can be deleted by anyone.

**Figure 3-23 Delete and Edit Buttons Activated**
3.4.3 Edit Attributes of Files in Personal or Shared Library

Step 1 Double-click Personal Library or Shared Library. Library is highlighted and opened.

Step 2 Click/select a destination folder (pictures, presentations, video files, audio files).

Step 3 Click/select a file.
   The Delete and Edit buttons are activated (Figure 3-24).

Step 4 Click Edit.
   The Edit Media window is opened.

Step 5 Enter edits.

Step 6 Click Save.
   The edits are incorporated.

Figure 3-24 Edit Media Window
3.5 **My Profile**

From here, you can upload a picture for your conference host profile. The picture is displayed in the Public Conferences tab for conferences hosted by you. The picture is also displayed under Information in the Conference Viewer.

Importable file formats include:

- .jpg
- .gif
- .png

### 3.5.1 Access and Upload Pictures

**Step 1** Click **Browse** (Figure 3-25).

**Step 2** Navigate to a picture file.

**Step 3** Click **Save**.

The picture is displayed in your conference in the upper-right Info panel.

### 3.5.2 Remove or Replace Pictures

**Step 1** Click **Browse** (Figure 3-25).

**Step 2** Navigate to a picture file.

**Step 3** Click **Save**.

The picture is replaced.

**NOTE** To do what, check **Reset Picture**.

---

**Figure 3-25** My Profile Tab

![My Profile Tab](image)
3.6 Using Conference Web Portal

Public is the home page of the ShoreTel Conference Web portal.

Public is available to all users.

Use Public to join a conference if you do not receive a conference invite or if you are not logged into the Web portal.

NOTE If you receive a conference invite, follow the instructions in the message to join a conference, which direct you to the My Conference (page 18). If you are logged into the Web portal, join a conference via the My Conference (page 18).

Public features five pages (Figure 3-26, Table 3-6): "Conferences Page", "Recordings Page", "System Test Page", "Speed Test Page", "Download Page".

From Public, you can perform the following tasks:

- List conferences available for public access.
- List conference recordings available for public access.
- Verify your computer is set up to use conference Web.
- Verify your computer network connection is adequate for conference Web.
- Download and install ShoreTel presentation tools required to use conference Web.

Figure 3-26 Public Tab
### 3.6.1 Conferences Page

From here, you can view a list of conferences, join a conference, or post a comment (for conferences accepting comments). (Figure 3-27, Table 3-7)

**Figure 3-27 Public Conferences**

<table>
<thead>
<tr>
<th>Table 3-6 Public Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign In</td>
</tr>
<tr>
<td>Help</td>
</tr>
<tr>
<td>Access Code</td>
</tr>
<tr>
<td>Conferences</td>
</tr>
<tr>
<td>Recordings</td>
</tr>
<tr>
<td>System Test</td>
</tr>
<tr>
<td>Speed Test</td>
</tr>
<tr>
<td>Download</td>
</tr>
</tbody>
</table>
3.6.1.1 List Conferences

Step 1 In the Show field, select a search parameter.

Step 2 Click Go.

The results are displayed.

NOTE You can also list conferences using the Search field: Enter the name or part of the name of a conference or host (or a conference access code), then click Search.

3.6.1.2 Join a Conference

Step 1 Click a conference name, or click Join.

For more information about joining a conference, see page 57.

3.6.1.3 View Information about a Conference

Step 1 Click Info.

A page containing information about a conference (including comments posted to the conference Web site) is displayed (Figure 3-28 and Table 3-8).
3.6.1.4 Post a Comment (if enabled)

Step 1 Enter a conference.
Step 2 Click Post a comment.
   The Comments pane is displayed.
Step 3 In the Comments field, type your comment.
Step 4 In the Name field, type your name. (This field is required.)
Step 5 In the Email field, enter the email address to which you want responses sent.
Step 6 In the Security question field, add the numbers and enter the answer in the field.
Step 7 Click Preview.
Your comment is presented as it will be displayed.

**Step 8** To remove your comment, click **Discard**.
The comment is discarded and the Comments pane is closed.

**Step 9** To post your comment, click **Post comment to public area**.
The comment is posted on the conference page.

**NOTE** You can send a private comment to the conference host by clicking **Send private comment to host**.

### 3.6.1.5 Set Time Zone (if not already set)

**Step 1** In **Set default time zone**, select the time zone for your location (Figure 3-5).
The Web page is refreshed, and your computer is set to the time zone in which it is located, ensuring that conference events reported on the computer are adjusted to local time. The default time zone is UTC 12:00.

**NOTE** You have to set the time zone only once for your computer. The setting is common to all ShoreTel conference Web portal tabs and pages on your computer.
3.6.2 Recordings Page

From here, you can view, play, download, and manage recordings (Figure 3-29, Table 3-9).

**Figure 3-29 Recordings**

**Table 3-9 Recordings**

| Search | Enter string. Click to initiate search. |
| Name   | Conference name.                       |
| Date   | Date and time recording started, and duration. |
| Hosted by | Conference host.                     |
| Info   | Opens page that provides information about conference. |
| Play   | Play recording.                       |
| Download (web & audio) | Download data and audio. |
| Download (audio only) | Download audio. |
| Set default time zone | Specify local time zone. All conference information is adjusted. |
3.6.3 **System Test Page**

From here, you can test your computer to ensure that it can run ShoreTel Web conferences (Figure 3-30).

**Figure 3-30**  System Test Page

<table>
<thead>
<tr>
<th>Component</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td></td>
</tr>
<tr>
<td>Detected: Microsoft Windows</td>
<td>Success</td>
</tr>
<tr>
<td>Web Browser</td>
<td></td>
</tr>
<tr>
<td>Detected: Internet Explorer 7</td>
<td>Fail</td>
</tr>
<tr>
<td>Required: Internet Explorer 5, Firefox 3.6, Safari 4.1 *If you are using Internet Explorer 8 or better, make sure 'Compatibility View' is disabled.</td>
<td></td>
</tr>
<tr>
<td>Browser Cookies</td>
<td></td>
</tr>
<tr>
<td>Detected: Cookies are enabled</td>
<td>Success</td>
</tr>
<tr>
<td>Adobe Flash</td>
<td></td>
</tr>
<tr>
<td>Detected: Adobe Flash 9 or greater</td>
<td>Success</td>
</tr>
<tr>
<td>Presenter Software</td>
<td></td>
</tr>
<tr>
<td>Shoretel Presenter</td>
<td></td>
</tr>
<tr>
<td>Click the 'Validate' button to the right. It should prompt a 'Shoretel Presenter Info' dialog, containing the version information. Verify the version is at least 17.1.0.0. If this button press creates an error, or no action at all, Shoretel Presenter is most likely not installed.</td>
<td></td>
</tr>
</tbody>
</table>
3.6.4 Speed Test Page

From here, you can test the latency of the connection between your computer and the ShoreTel system (Figure 3-31).

NOTE For best results, the latency should be under 100ms.

3.6.4.1 Test Connection between Your Computer and ShoreTel System

Step 1  Click Speed Test.

The Speed Test page is displayed (Figure 3-31).

Step 2  Click Start Test.

The test is run and the results are displayed.

Figure 3-31  Speed Test
3.6.5 Download Page

From here, you can download and install the ShoreTel Presenter software required for using desktop sharing and for importing PowerPoint presentations during conferences (Figure 3-32).

Two versions of ShoreTel Presenter are available:

- **ShoreTel Presenter for Windows**
  - Enables desktop sharing for Windows users.
  - Allows import of PowerPoint presentations.
  - Installation required.
  - Recommended but Optional: Windows Desktop Accelerator (improves desktop sharing performance).

- **ShoreTel Presenter for Java**
  - Enables desktop sharing for all users.
  - No installation required.
  - PowerPoint presentation import is not supported.

**NOTE** PowerPoint can be used to export presentation as series of JPEG images. Or, third-party program can be used to export presentation as Flash movie.

3.6.5.1 Install ShoreTel Presenter for Windows

**Step 1** Click Download ShoreTel Presenter.

**Step 2** Save file.

**Step 3** Run installer.
   Application is installed on your computer.

**Install ShoreTel Desktop Accelerator for Windows**

**Step 1** Click ShoreTel Desktop Accelerator.

**Step 2** Save file.

**Step 3** Run installer.

**Step 4** Reboot your computer.
   Accelerator is installed on your computer.

3.6.5.2 Install ShoreTel Presenter for Java

**Step 1** Start Desktop Sharing Session.
   You are prompted to download a Java application.

**Step 2** Download and install the application.

**NOTE** Java 1.6.0.15 or above is required.
Figure 3-32  Download Page

Download
Desktop sharing and importing PowerPoint presentations require the ShoreTel Presenter software. You have two options:

- ShoreTel Presenter (Windows) – Recommended for Windows users. Installation required.
- ShoreTel Presenter (Java) – For all users. No installation required.

ShoreTel Presenter (Windows)
- Enables desktop sharing.
- Allows importing of PowerPoint presentations.

![Download ShoreTel Presenter]

Version: 18.6.6019.0  Size: 6.09 MB

ShoreTel Desktop Accelerator (Windows)
- Improves desktop sharing performance.
- It is recommended to download and install, but optional.

A reboot will be required to complete installation.

ShoreTel Presenter (Java)
- Java 1.5.0.15 or above is required.
- When starting a desktop sharing session, you will be prompted to download a Java application.
- Importing PowerPoint presentations is not supported. You may use PowerPoint to export the presentation as a series of JPEG images, or use a third party program to export the presentation as a Flash movie.