
C H A P T E R 3

ShoreTel Conference Web Portal

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.

Figure 3-1 Web Page for Web and Audio

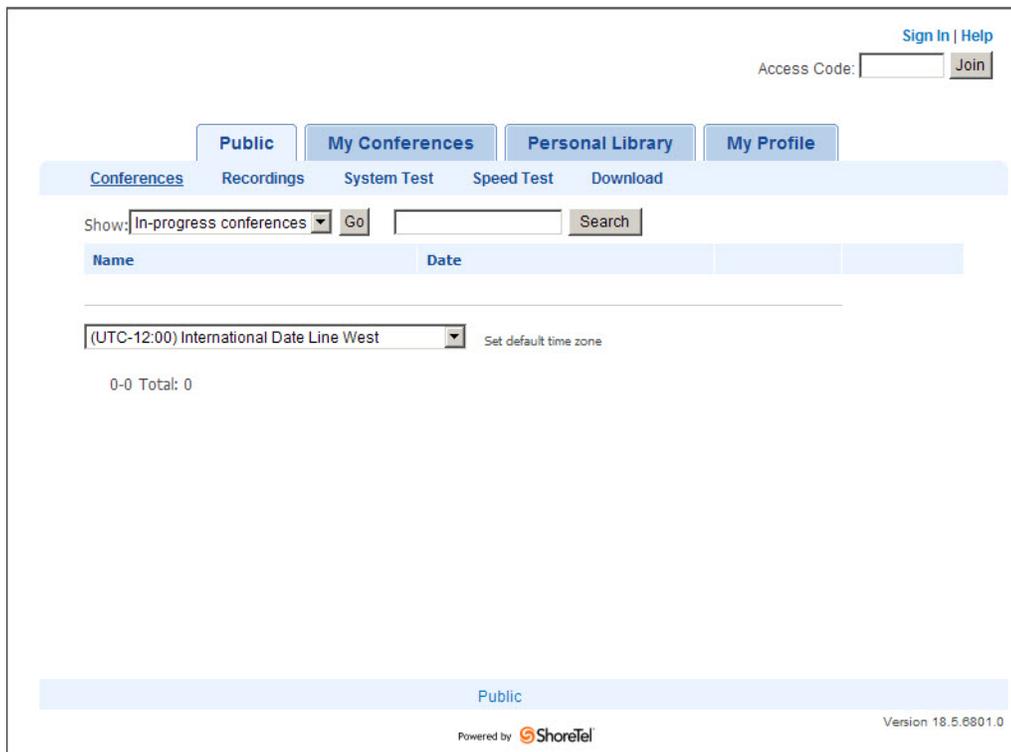


Figure 3-2 Web Page for Audio Only

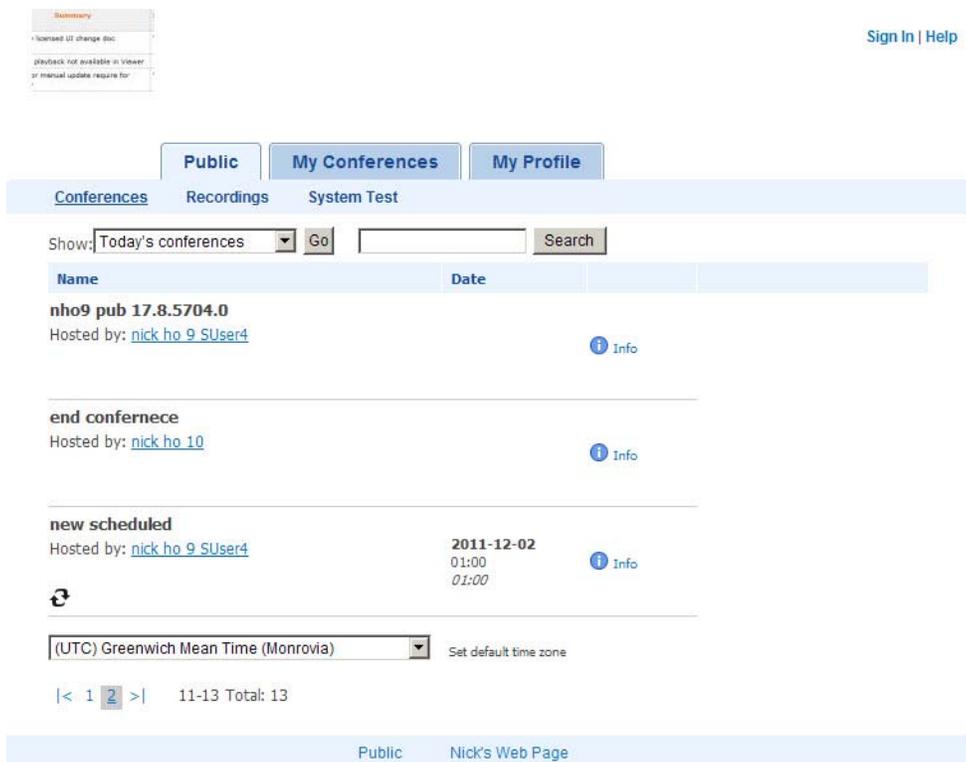


Figure 3-3 Sign In Page



Figure 3-4 My Conferences Page

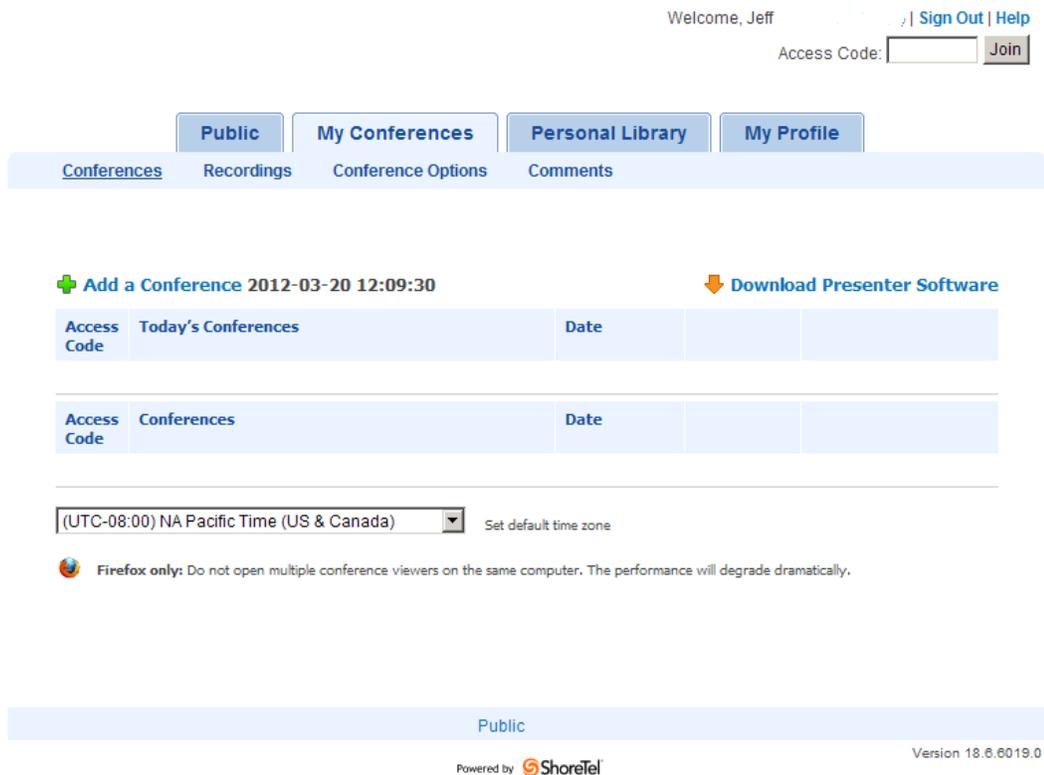


Figure 3-5 Set Time Zone Page

Welcome, Not Set | [Sign Out](#) | [Help](#)
Access Code:

[Public](#) [My Conferences](#) [Personal Library](#) [My Profile](#)

Your time zone has not been set. Once set you will not be prompted again.

[Public](#)

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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

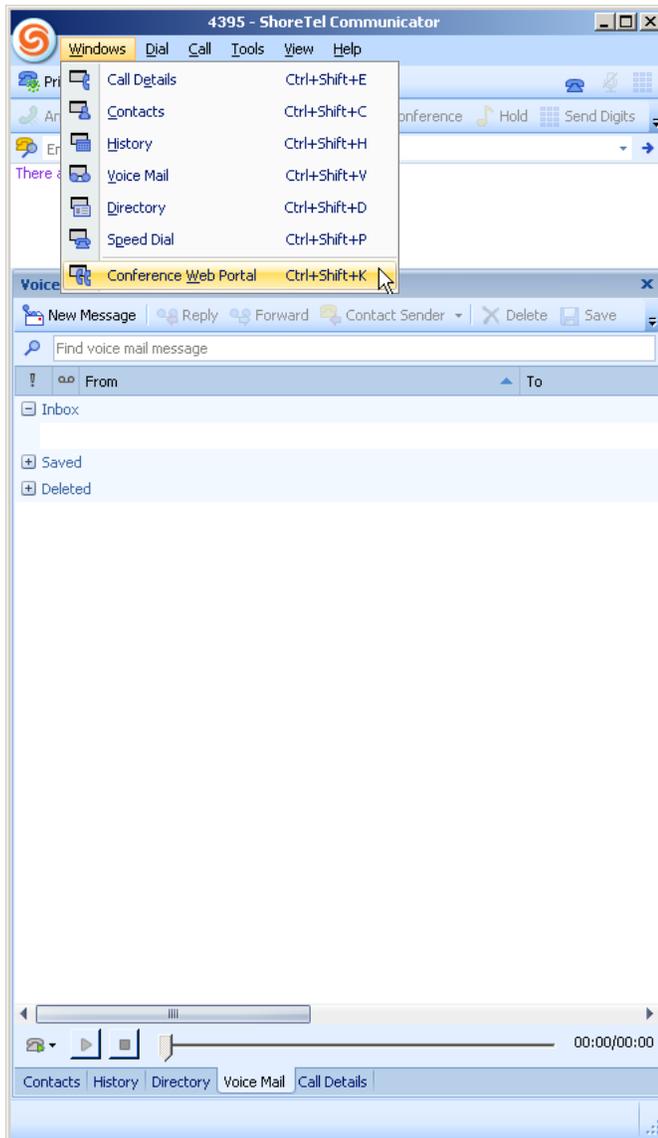


Figure 3-7 My Conferences Page Accessed from Communicator

Welcome, Jeff [Home](#) | [Sign Out](#) | [Help](#)
Access Code:

Public | **My Conferences** | **Personal Library** | **My Profile**

[Conferences](#) | [Recordings](#) | [Conference Options](#) | [Comments](#)

[+ Add a Conference](#) 2012-03-20 12:09:30 [Download Presenter Software](#)

Access Code	Today's Conferences	Date		

Access Code	Conferences	Date		

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

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

Public

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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

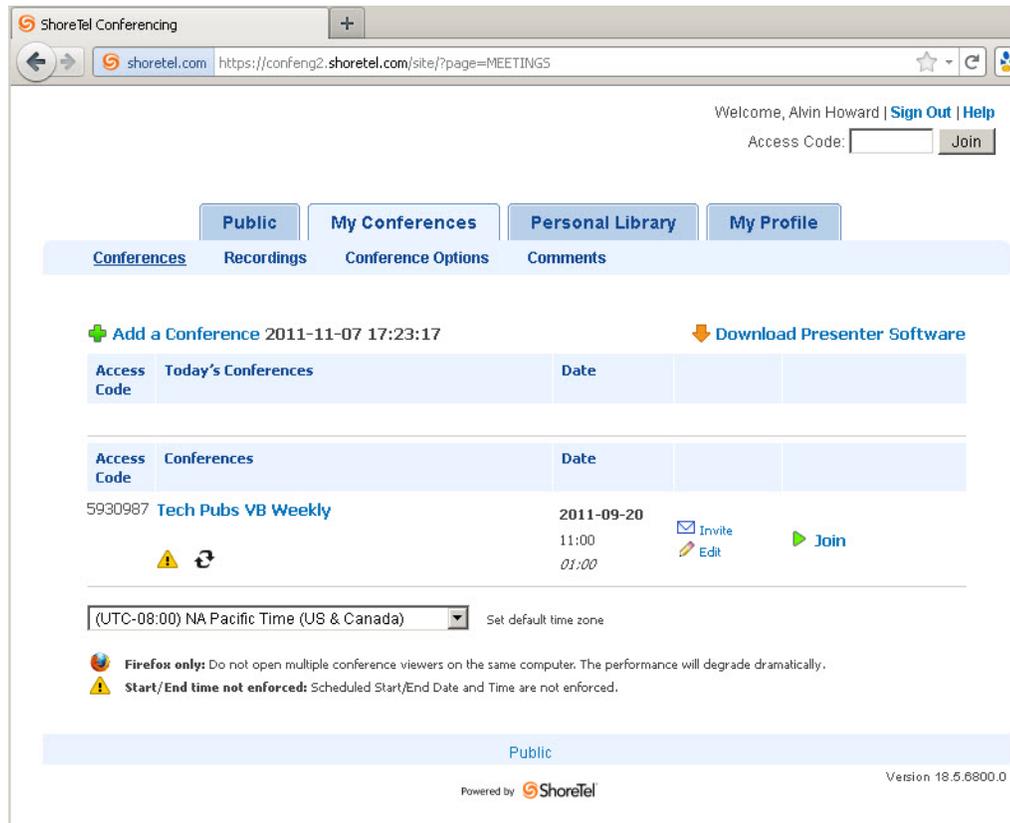


Figure 3-9 My Conferences Tab Audio Only



Table 3-1 My Conferences

Add a Conference	Create a new conference. Launches Add a Conference page; from here, you can create one-off conferences and recurring conferences.
Download Presenter Software (Not applicable in audio only Web page)	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.
Access Code	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.
Today's Conference	Lists conferences scheduled for today.
Conferences	Lists conferences scheduled for days after today.
Date	Date of scheduled conference, including date for recurring conferences.
Invite	Access e-mail message automatically sent by the system to specified conference participants.
Edit	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
Join	Join a conference.
Set default time zone	Specify your local time zone. All conference information is adjusted to your local time, including conferences schedule in different time zones.
	Warning. Read associated message.
	Recurring conference.

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

Welcome, Alvin Howard | [Sign Out](#) | [Help](#)
 Access Code:

Public | My Conferences | Personal Library | My Profile

Conferences | **Recordings** | Conference Options | Comments

Show:

Move selections to: :

	Recording ID	Name	Date		
<input type="checkbox"/>	2422766	Other JT 	2012-01-24 14:43 00:01:53	<input type="checkbox"/> Invite Edit <input type="checkbox"/> Delete	Play Download (web & audio) Download (audio only)
<input type="checkbox"/>	1343385	Other JT	2012-01-24 10:49 00:02:10	<input type="checkbox"/> Invite Edit <input type="checkbox"/> Delete	Play Download
<input type="checkbox"/>	2864913	Other JT	2012-01-24 10:46 00:01:10	<input type="checkbox"/> Invite Edit <input type="checkbox"/> Delete	Play Download

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Figure 3-11 Recordings Audio Only

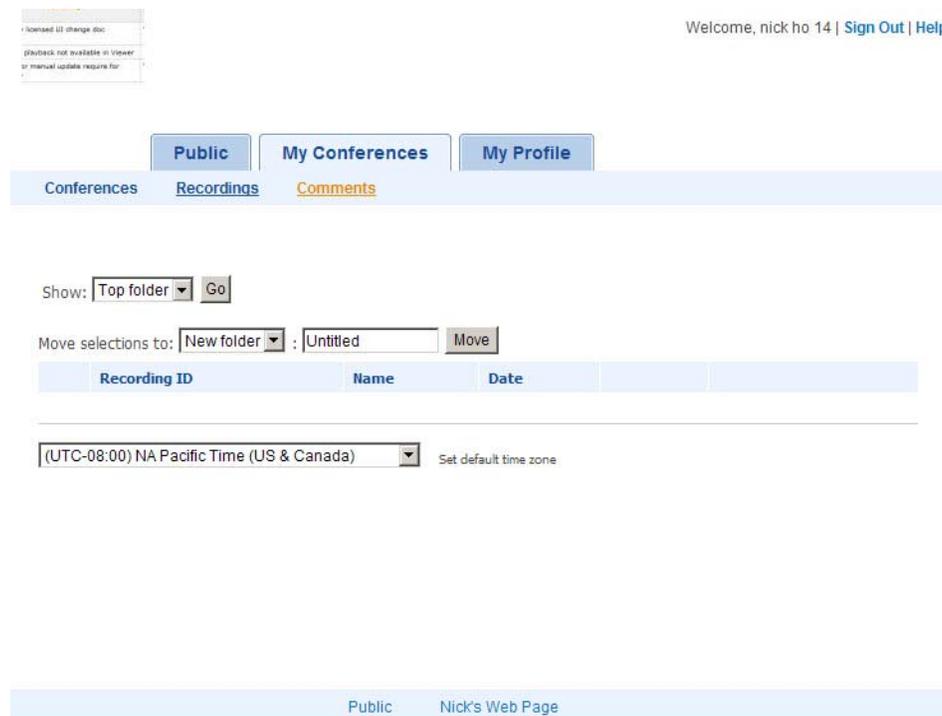


Table 3-2 Recordings

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

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

View Recording Page

Recording Name Product Update Recording

Date/Time Recorded on 2010-09-15 2:53 pm Duration 00:23:42

Description Recording of the 9/15 meeting.

Login

- 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

Publish

- Private: List in My Conferences page only.
- Public: List in My Conferences and the Public page.

Comments

- Allow public comments: Guests can post a public comment of this conference.
- Private comments only: Guests can only send a private comment to me.
- Disable comments: Guests can not post a comment for this conference.

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).

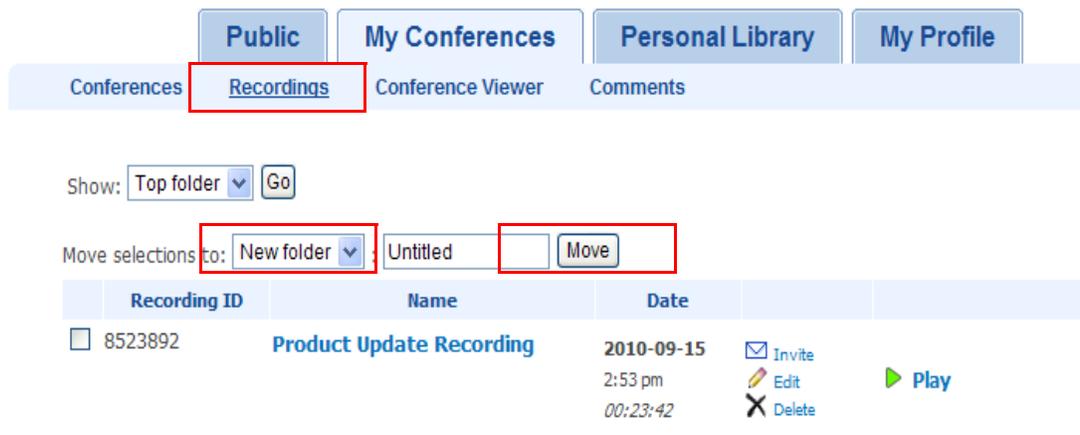
Step 2 Click Move selection to.

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

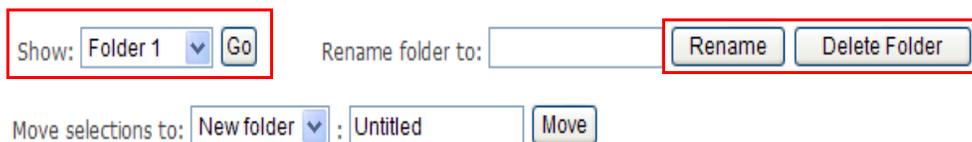
Step 1 From Show, select a folder.

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

Welcome, Alvin Howard | [Sign Out](#) | [Help](#)

Access Code:

Public | **My Conferences** | **Personal Library** | **My Profile**

Conferences | Recordings | **Conference Options** | Comments

Logo: Reset to default
Select a file to upload. (jpeg, gif, png) Image will be resized to 116x30 pixels.

Participant: Participant can see everyone's name
 Participant can send messages to everyone
 Participant can only send messages to the host
 Participant can only see the host's name

Alert Sound: Play sound when a participant joins in conference viewer: Yes No

Exit Page: Redirect participants to this page when a conference ends:

If blank, the default exit page of your conference inherits the value set by the global Director Conference Viewer value.

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Table 3-3 Conference Options

Logo	Select a logo for display on conference title bar. Acceptable file formats: .jpeg, .gif, or .png files.
Reset to default	
Participant	Participant options: <ul style="list-style-type: none"> • Participants can see everyone's name. • Participants can send messages to everyone. • Participants can only send messages to the host. • Participants can only see the host's name..
Alert Sound	Tone signaling that a participant has joined or left conference.
Exit Page	Website browser goes to when participant leaves conference. Enter link to site . Default Website is set by your ShoreTel system administrator.
Submit	Implement and save your changes.

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,).

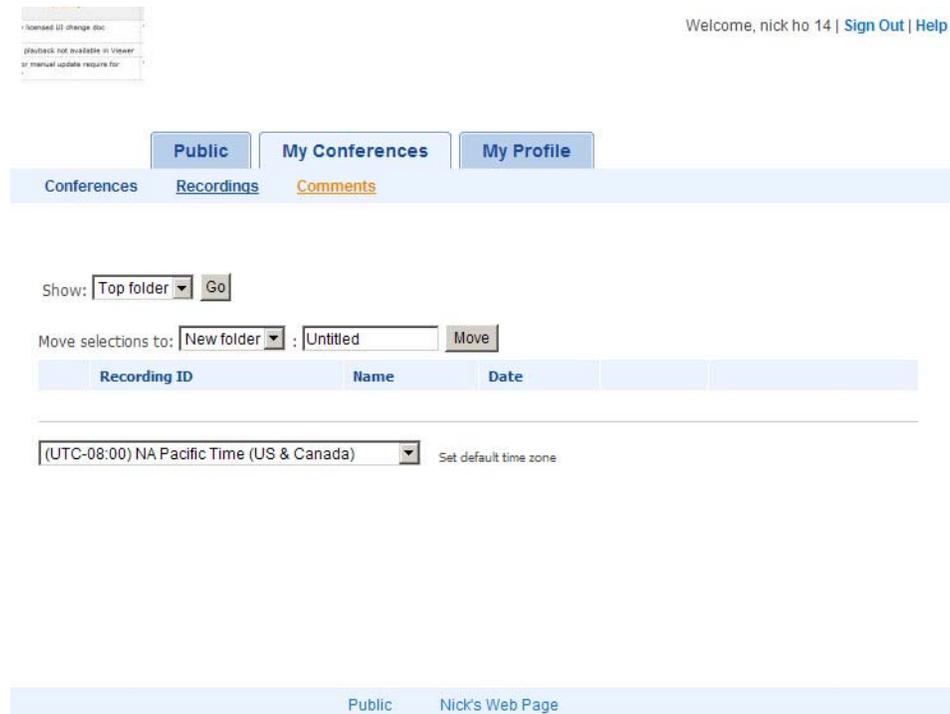
Figure 3-18 Comments Web and Audio



Table 3-4 Comments

1	Conference	Select conference . All comments are displayed.
2	Make Public	Make selected comments available to all viewers.
3	Make Private	Make selected comments available to specific viewers.
4	Delete	Remove comment.
5	Entry Check Box	Enable comment entry.
6	Name of Commentator	Commentator name.
7	Date and Time	Date and time comment was sent.
8	Name of Conference	Conference name.
9	Disposition	Disposition of comment.
10	Comment	Entire posted comment.
11	Count	Number of comments listed on current page.

Figure 3-19 Comments Audio Only



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



Table 3-5 Personal Library

Fit Window	Expand library file section into browser.
Restore Window	Revert expanded library view to default library view.
Refresh library	Reload library.
Add	Add new file to library folder.
Delete	Delete a file from library folder.
Edit	Add information to file label.
Personal Library Folder	Personal (private) folder.
Shared Library Folder	Shared (public) folder.
View Panel	Viewing area.
Use Presenter Window client	Download presenter software for your computer.
Public	Open Public tab of ShoreTel conference Web portal.

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.

Figure 3-21 Select File Window

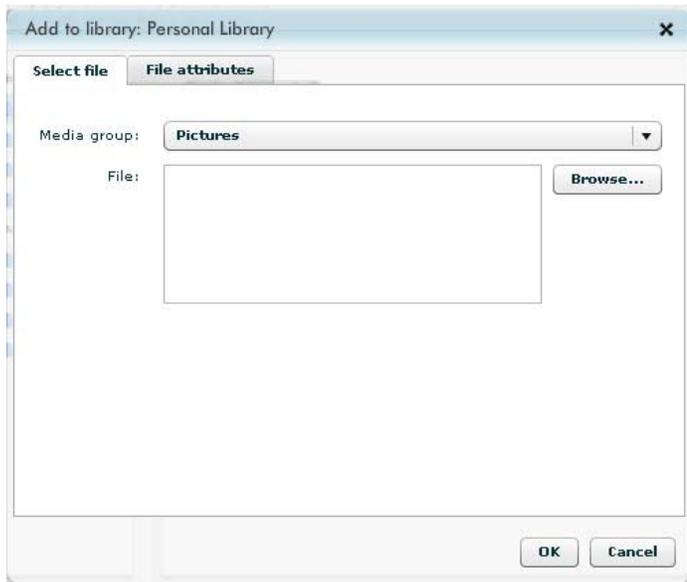
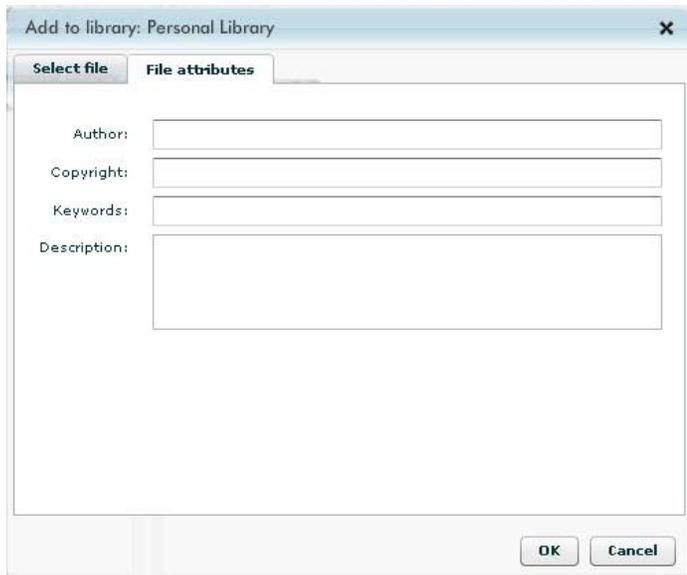


Figure 3-22 File Attributes Window



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.

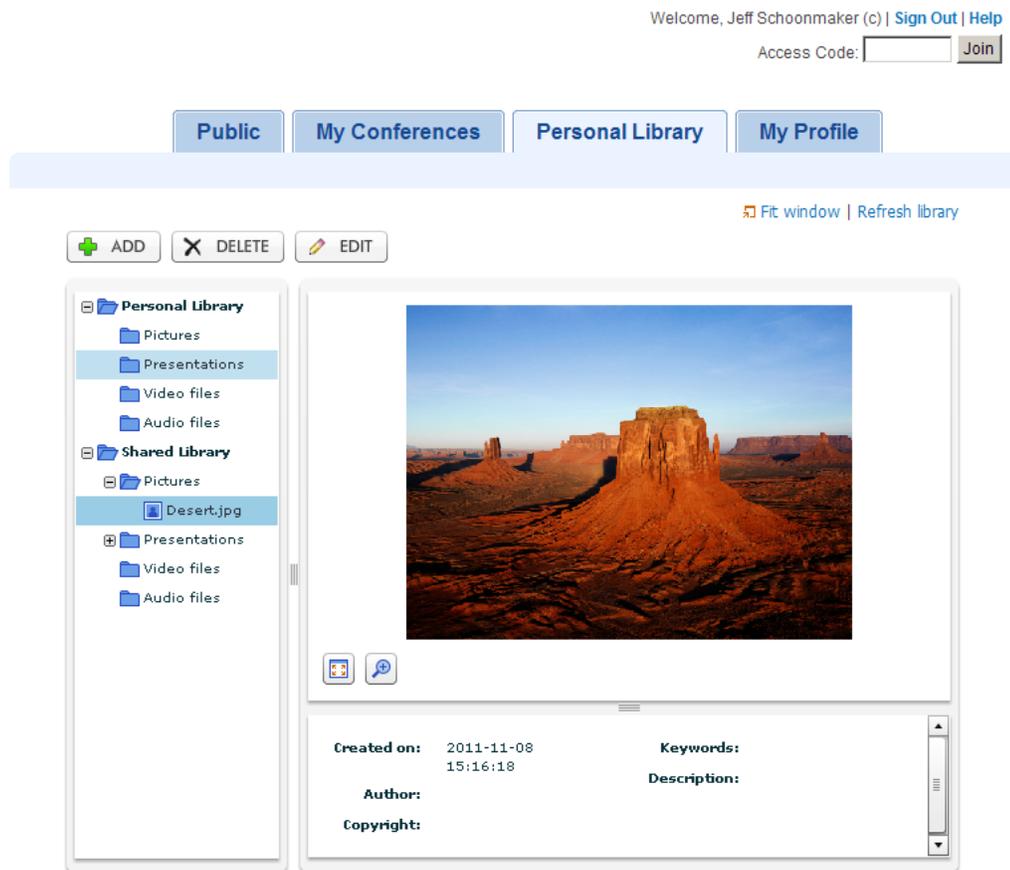
You are prompted to delete the file.

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



- **Import Pictures:** Pictures must be .jpg files. Recommend no more than 200KB per picture.
- **Import Presentations:** You have multiple ways to import a presentation:

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



The screenshot shows a user profile interface for "Bill Smith". On the left is a blue placeholder icon for a profile picture. To the right of the icon is the name "Bill Smith". Below the icon is a text input field containing "BSmith@changeme.com" and a "Browse..." button. Below the input field and button is a message: "Select a file to upload. (jpg, gif, png) Max. size: 1280x1024 Image will be resized to 96x96 pixels". Below this message is a checkbox labeled "Reset picture" and a "Save" button at the bottom.

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

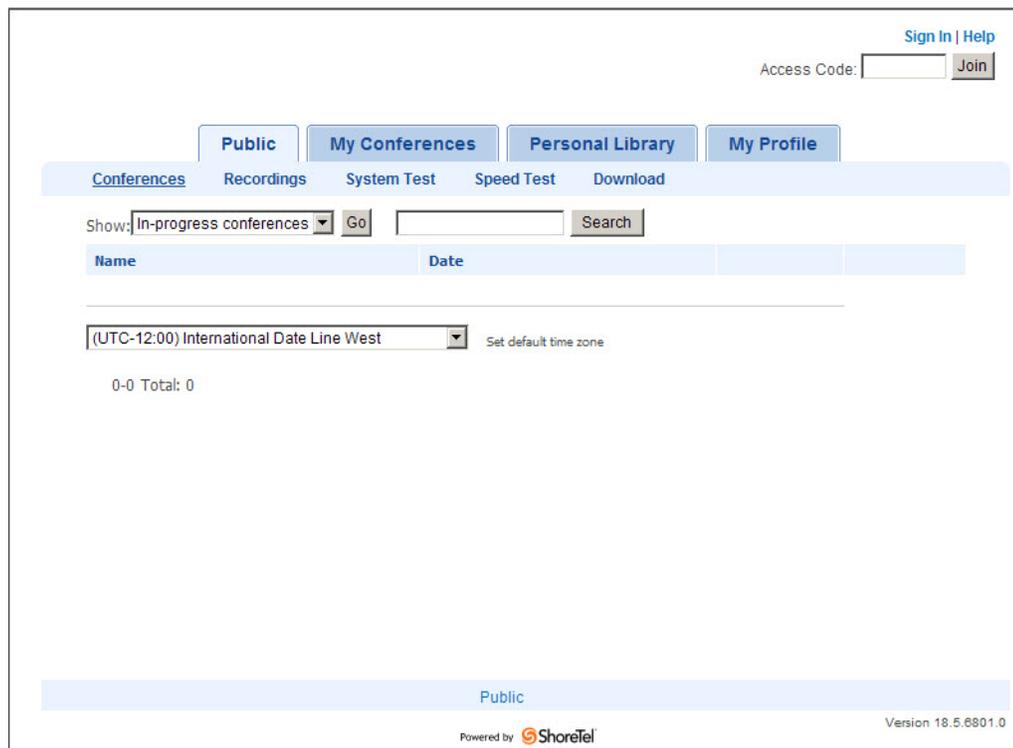


Table 3-6 Public Page

Sign In	Log into your personal Web conference portal.
Help	Launch online help.
Access Code	Conference access code. Enter code, then click Join .
Conferences	Display Public conferences page, which lists conferences available to all users.
Recordings	Display conference recordings available to public. Conference recordings can be downloaded for later listening.
System Test	Test if computer is set up to support Web conferencing.
Speed Test	Test speed of network connection between your computer and appliance set up to support Web conferencing.
Download	Display Download page, which includes links to applications that can be installed to facilitate Web conference presentations.

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

Sign In | Help
Access Code:

Public My Conferences Personal Library My Profile

Conferences Recordings System Test Speed Test Download

Show: Today's conferences

Name	Date		
ShoreTel Live			
Hosted by: Webinar Live		<input type="button" value="Info"/>	<input type="button" value="Join"/>

(UTC-12:00) International Date Line West

1 1-1 Total: 1

Public

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Table 3-7 Public Conferences

Show	Set search criteria for conferences. <ul style="list-style-type: none"> • Today's conferences. • In-progress conferences. • All conferences.
Go	List conferences specified by criteria in how field.
Search	Search public conference database by conference name, host name, and access code.
Name	Conference name. Conference host is also listed.
Date	For scheduled conferences only: Display conference start date, meeting time, and meeting duration.
Info	Display conference information, including off-system dial-in number, participant code, and public comments. Comments can also be posted here (if a conference is configured to accept comments).
Join	Join (or initiate) a conference.

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).

Figure 3-28 Conference Info Page

Sign In | Help
Access Code:

Public My Conferences Personal Library My Profile

Conferences Recordings System Test Speed Test Download

ShoreTel Live

Hosted by: Webinar Live

[Join](#)

Login: Participants need to enter a name.

Telephone: +1 (888) 418-8950 Participant code: 7467548

Additional Calling Information:
 - ANZ dial in +61 2 99598008
 Singapore dial in +65 6517 0808
 UK dial in +44 1628 826380
 Local dial in +1 (408) 962-2521
 US Toll Free dial in +1 (888) 418-8950

Comments [Post a comment](#)

Public

Powered by ShoreTel Version 18.7.6204.0

Table 3-8 Conference Info

Name	Conference name.
Hosted by	Conference host.
Join	Join conference.
Login	Log into conference.
Telephone	Number needed to dial into a conference.
Comments	Comments made by conference participants (if enabled).
Post a comment	Leave a comment. Link not displayed if Comment is disabled.

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

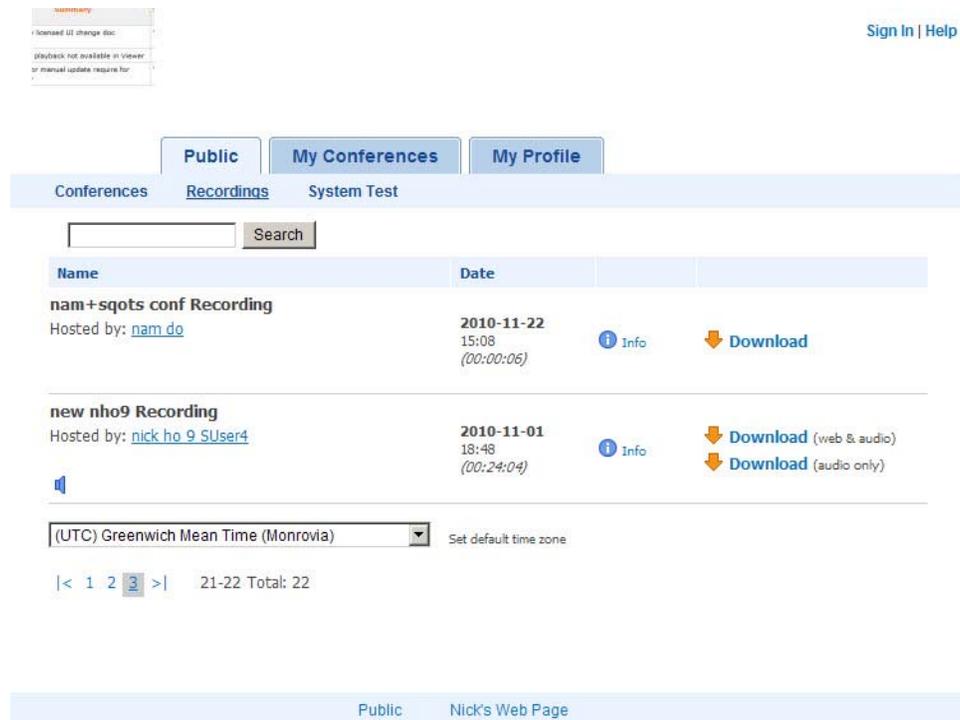


Table 3-9 Recordings

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

Sign In | Help

Access Code:

Public My Conferences Personal Library My Profile

Conferences Recordings System Test Speed Test Download

Component	Check
Operating System Detected: Microsoft Windows	Success
Web Browser Detected: Internet Explorer 7 Required: Internet Explorer 8, Firefox 3.6, Safari 4. *If you are using Internet Explorer 8 or better, make sure 'Compatibility View' is disabled.	Fail
Browser Cookies Detected: Cookies are enabled.	Success
Adobe Flash Detected: Adobe Flash 9 or greater	Success
Presenter Software	Check
ShoreTel Presenter 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 the button press creates an error, or no action at all, ShoreTel Presenter is most likely not installed.	<input type="button" value="Validate"/>

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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

Sign In | Help

Access Code:

Public My Conferences Personal Library My Profile

Conferences Recordings System Test **Speed Test** Download

Speed Tester

Test completed.

	Speed	Latency
Computer Download	80298 kbps	-- ms
Computer Upload	37878 kbps	79 ms

Your Computer  Hosting Server

Public

Powered by  ShoreTel

Version 18.6.9201.0

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

Welcome, Jeff Schoonmaker (c) | [Sign Out](#) | [Help](#)

Access Code:

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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.

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 1.6.0.15 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.

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Version 18.6.6019.0

