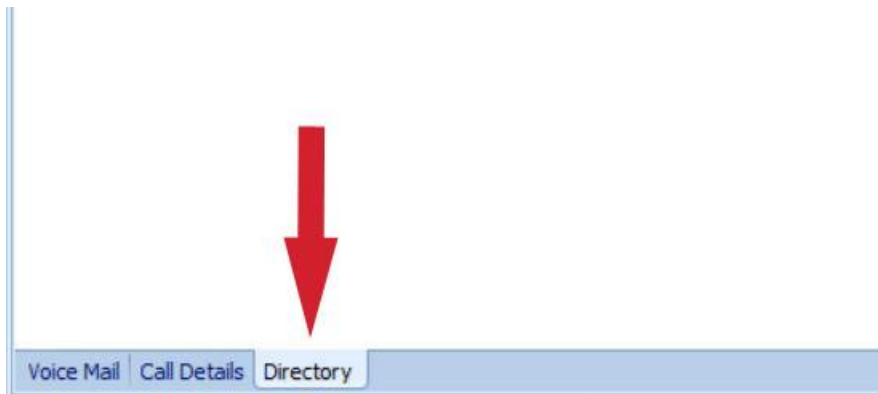


# Search Staff Phone Extensions using ShoreTel Communicator Software

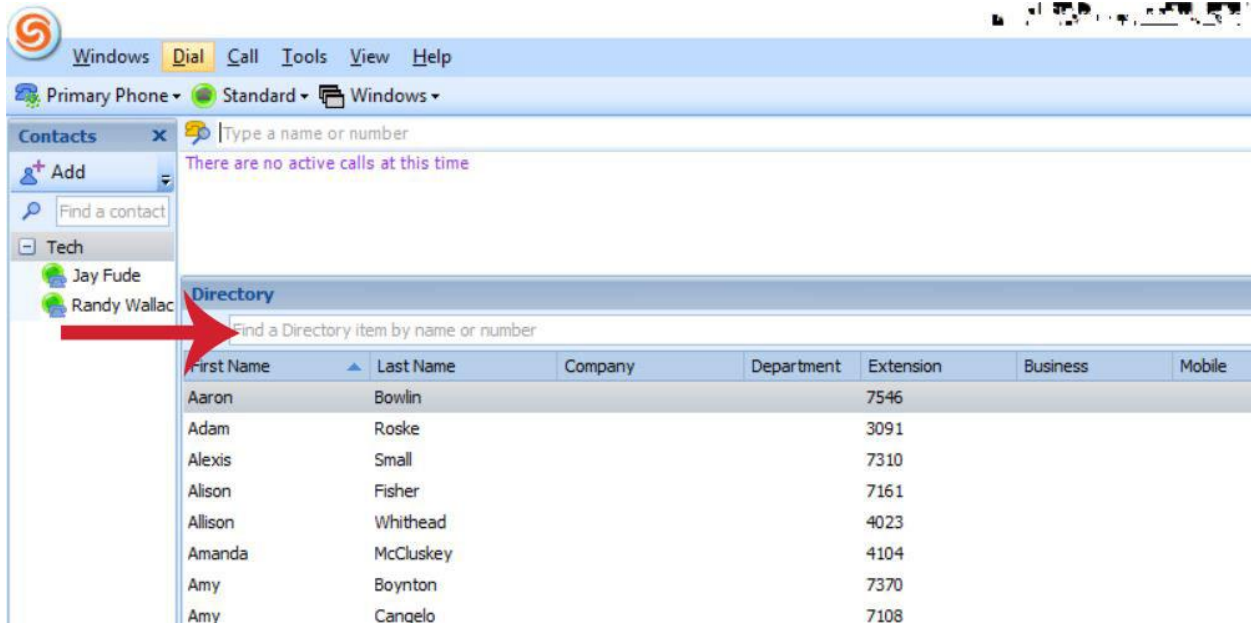
On your Microsoft Windows device, find the **ShoreTel Communicator** application. The icon may be located on your desktop, or can be found using the Windows search function.



Once you launch the program, you may be asked to enter the server name to complete the configuration. If that happens, enter **shoretel-svr**. Now that you have the application open, you will want to select the Directory tab at the **bottom** of the application window.



Once you have the **Directory** feature open, you can start to type the first or last name of the staff member that you are looking to contact. You can also search for rooms where staff members aren't assigned, but have a phone available like a conference room.



In this example, I searched for the last name **Hedgcorth**, and the following two names came up. You can now see the phone extension for Robert Hedgcorth is 7155. If you would like to initiate the call from the software program, you can simply double-click the staff member you would like to contact, and your phone will automatically dial their number.

