

# Teledata Communications ShoreTel®

Dear Teledata Customers,

With the end of the year fast approaching, now is the time to check your Holiday Schedules in your ShoreTel VOIP System.

1. Log in to ShoreWare Director Software
2. Click on Schedules in the left-hand section
3. Select the Holiday Schedule for your company

The screenshot displays the ShoreWare Director web interface. The left-hand navigation menu is expanded to show the 'Schedules' section, which is highlighted with a red box and the number '2'. The main content area is divided into three sections: 'On-Hours', 'Holiday', and 'Custom'. The 'On-Hours' section contains a table with columns for Name, Day, Start Time, and End Time. The 'Holiday' section contains a table with columns for Name, Holiday, and Date. The 'Custom' section contains a table with columns for Name, Custom, Date, Start Time, and End Time. The 'Schedules' section is highlighted with a blue bar at the top. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 11:54 AM.

Name	Day	Start Time	End Time
On-Hours	Monday	08:00:00 AM	05:00:00 PM
	Tuesday	08:00:00 AM	05:00:00 PM
	Wednesday	08:00:00 AM	05:00:00 PM
	Thursday	08:00:00 AM	05:00:00 PM
	Friday	08:00:00 AM	05:00:00 PM

Name	Holiday	Date
Holidays 3	08 jan1	01/01/2008
	08 jul4	07/04/2008
	08 lab	09/01/2008
	08 mem	05/28/2008
	08 thx	11/27/2008
	08 thx aft	11/28/2008
	08 xmas	12/25/2008
	09 jan1	01/01/2009
	09 jul4	07/03/2009
	09 mem	05/25/2009
	09 thx	11/26/2009
	09 thx aft	11/27/2009
	09 xmas	12/25/2009

Name	Custom	Date	Start Time	End Time
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4. Delete old Holidays that have already passed
5. Add new Holiday dates for 2009
6. Holiday Greetings are already pre-recorded, log off and you are done!

The screenshot shows the ShoreWare Director web interface in Internet Explorer. The main content area is titled 'Schedules' and 'Edit Holiday Schedule'. It features a table of holiday entries with columns for 'Holiday Name' and 'Date'. Each entry includes a 'Delete Item' button. The table lists holidays for 2008 and 2009.

Holiday Name	Date	Action
08 jan1	1/1/2008	Delete Item
08 jul4	7/4/2008	Delete Item
08 lab	9/1/2008	Delete Item
08 mem	5/26/2008	Delete Item
08 thx	11/27/2008	Delete Item
08 thx aft	11/28/2008	Delete Item
08 xmas	12/25/2008	Delete Item
09 jan1	1/1/2009	Delete Item
09 jul4	7/3/2009	Delete Item
09 mem	5/25/2009	Delete Item
09 thx	11/26/2009	Delete Item
09 thx aft	11/27/2009	Delete Item
09 xmas	12/25/2009	Delete Item

Below the table, it states: 'Date format: MM/DD or MM/DD/YYYY'. The interface also includes a sidebar with navigation options like 'Administration', 'Maintenance', 'Reporting', and 'Documentation'.

If you have any questions, please call our office at (913) 663-2010.



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