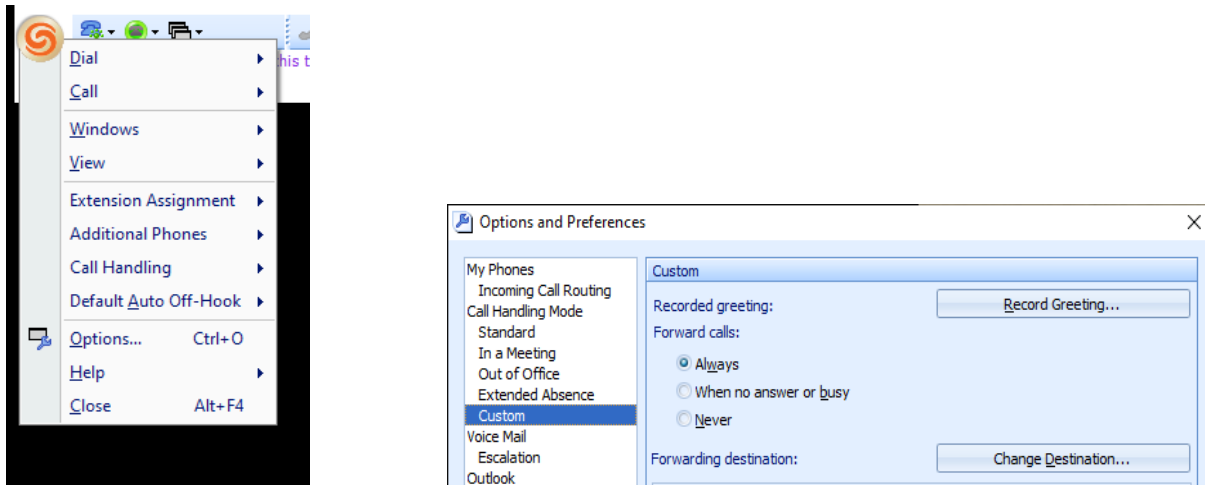


Instructions for setting up call forwarding in ShoreTel

1. Launch your ShoreTel call manager and click on the orange icon to get the menu below.



2. Click on Options. For the next step, I would choose the Custom mode to make changes and leave the others alone but that is up to your preference. You can choose to forward your calls to another land or cell phone in any of the mode options, the steps are the same. Under the Forward calls you will leave it or change it to Always. Then click on the Change Destination to pull up the following window. You must put your number in the exact form you see below. The area code must be in place with paranthesis around it and a space must be included and so must the hyphen. Then click OK. You will see the numbers in the box below this area and it will include the 8 +1 for you. You do not have to put them in the system will add them for you. If it looks correct you can then select the final OK and close out. Be sure to set your mode for the one you have made these changes to when you leave. All calls to your phone will be forwarded automatically to your number you put in. Be sure to change your mode back when you are physically at your phone and able to answer your calls.

