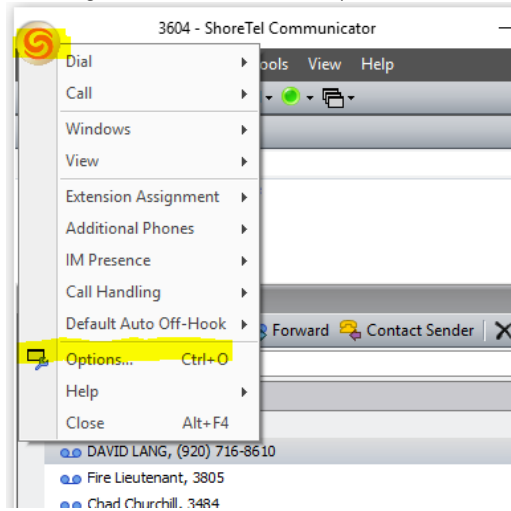


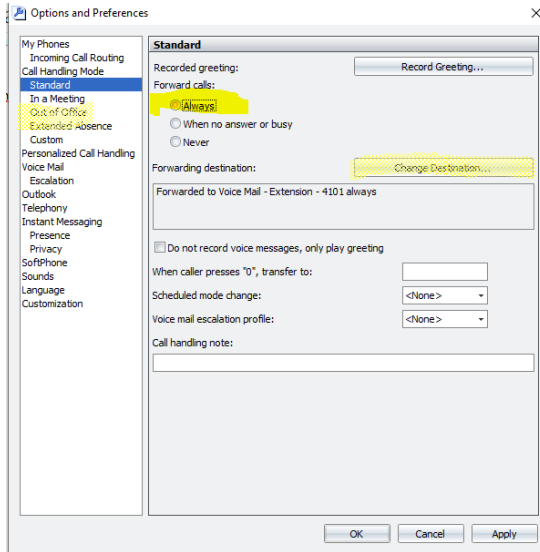
# Setup calls to forward to mobile

Friday, March 13, 2020 2:56 PM

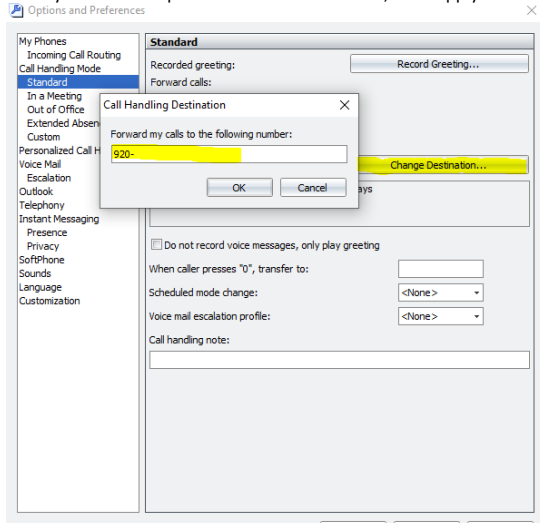
1. From ShoreTel Communicator
2. Click Orange ShoreTel bubble and select Options.



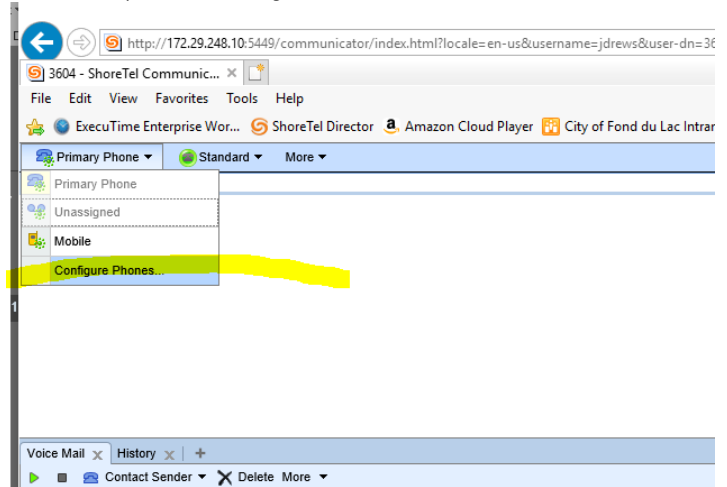
3. Click on the Call Handling Mode, Out of Office.
4. Change the Forward Calls to Always, and click the Change Destination button.



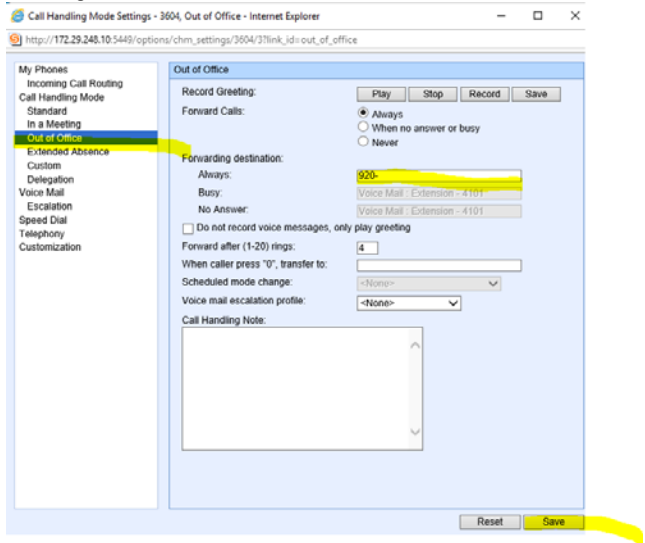
5. Enter your FULL cell phone number and click OK, then Apply.



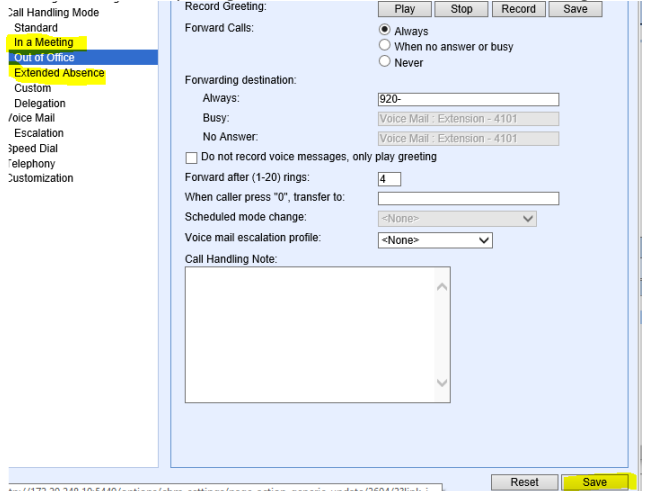
1. From Communicator website (<http://172.29.248.10/login/>).
2. Click on Primary Phone, and Configure Phones...



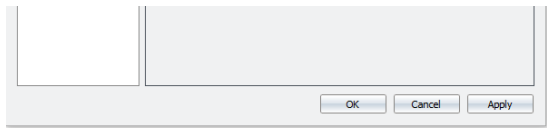
3. Click on the Call Handling Mode, Out of Office.
4. Change the Forward Calls to Always, and enter your FULL cell phone number in the Always field.
5. Don't forget to click Save.



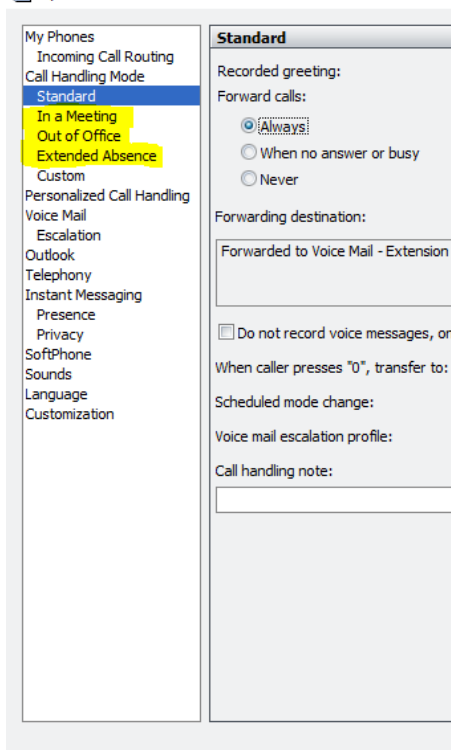
6. Note: Some meetings and schedules will automatically change your Call Handling Mode to any one of the others so it may be a good idea to switch the other four. Don't forget to click Save.



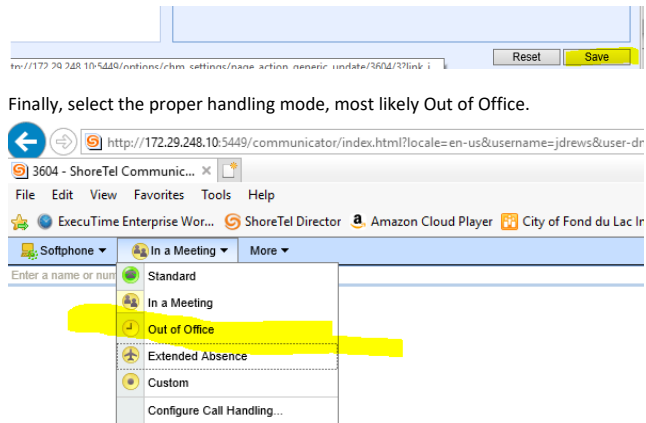
7. Finally, select the proper handling mode, most likely Out of Office



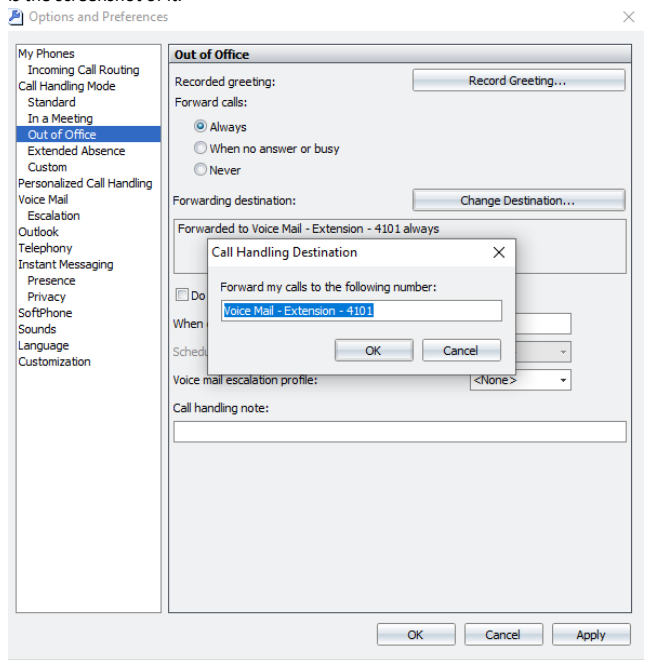
6. Note: Some meetings and schedules will automatically change your Call Handling Mode to any one of the others so it may be a good idea to switch the other four. Don't forget to click Apply.  
 Options and Preferences



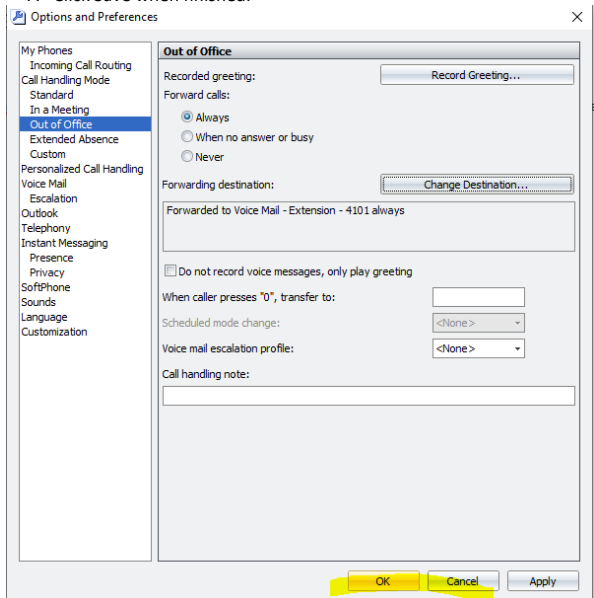
7. Finally, select the proper handling mode, most likely Out of Office.



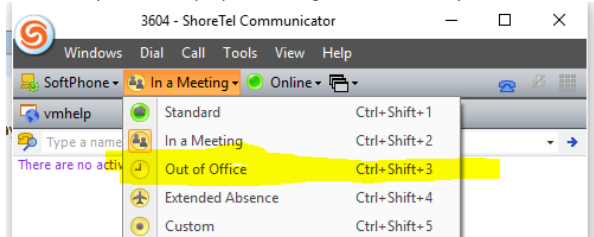
8. Also, you may have to change your destination back to VM depending on your preferences. Below is the screenshot of it.

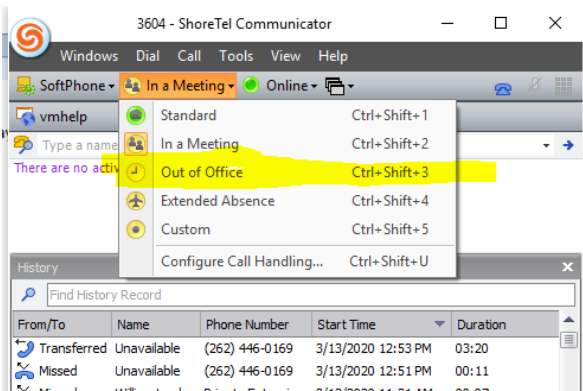


7. Click Save when finished.



8. Finally, select the proper handling mode, most likely Out of Office.





9. Also, you may have to change your destination back to VM depending on your preferences. Below is the screenshot of it.

