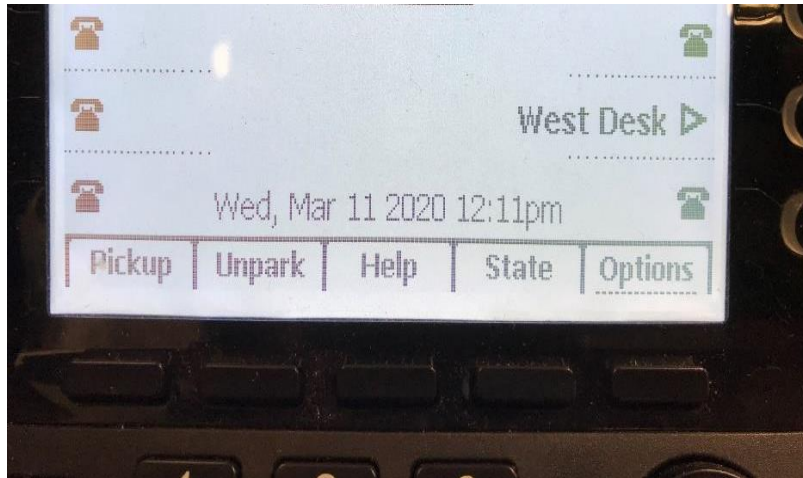
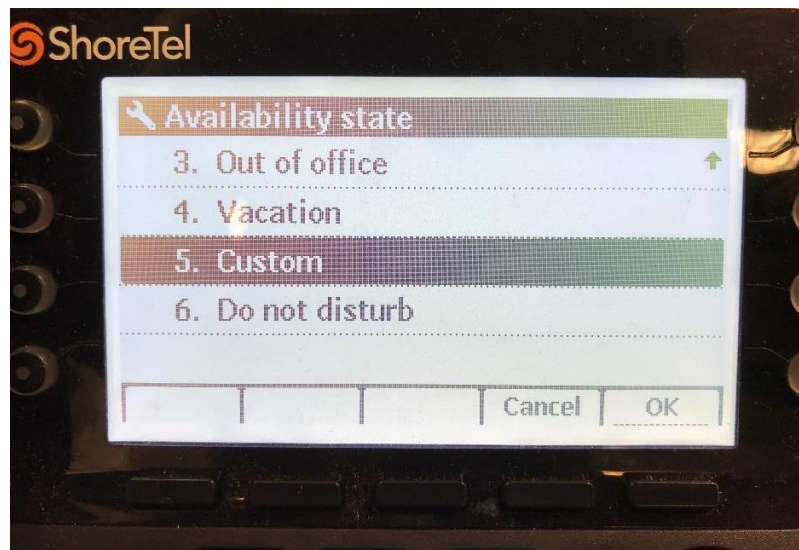


# ShoreTel Call Forwarding

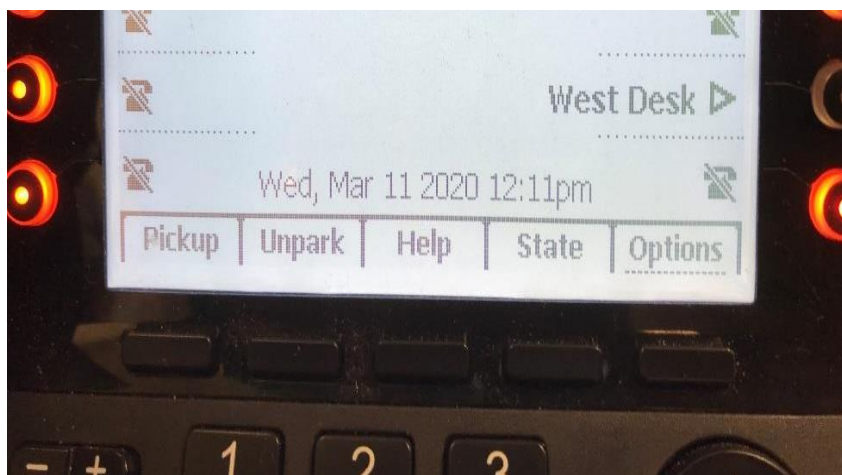
On your ShoreTel phone, press the State button:



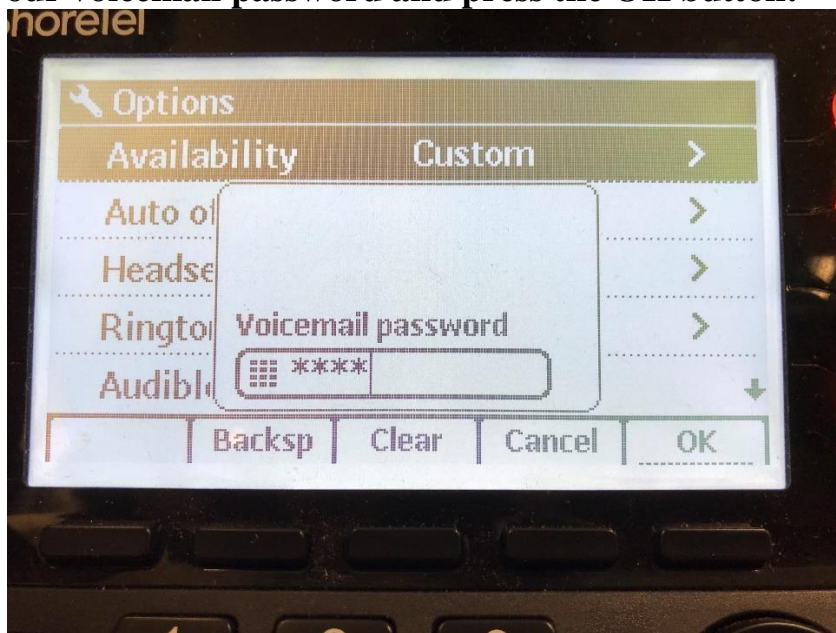
Next, use the arrows on the phone to scroll to the availability state you would like to set up the call forwarding on. Press to select that state, and then press the OK button:



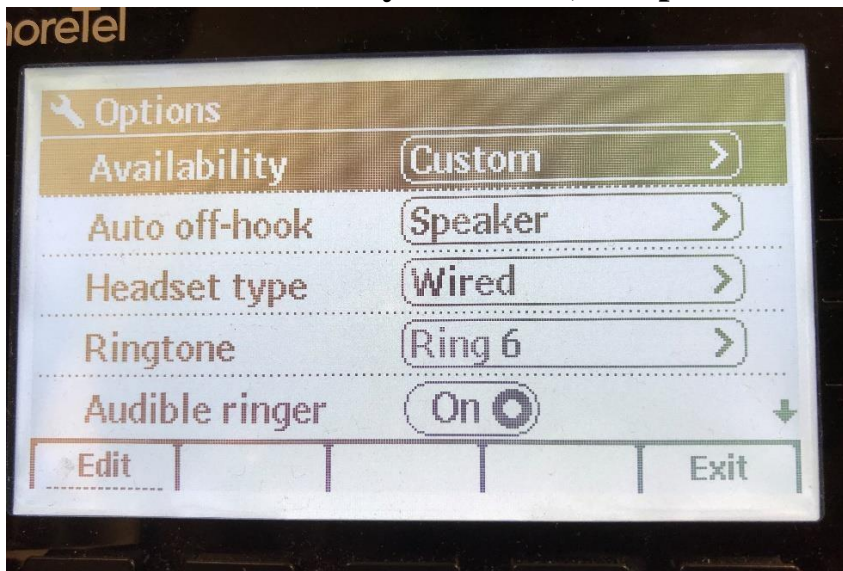
**Next, press the Options button:**



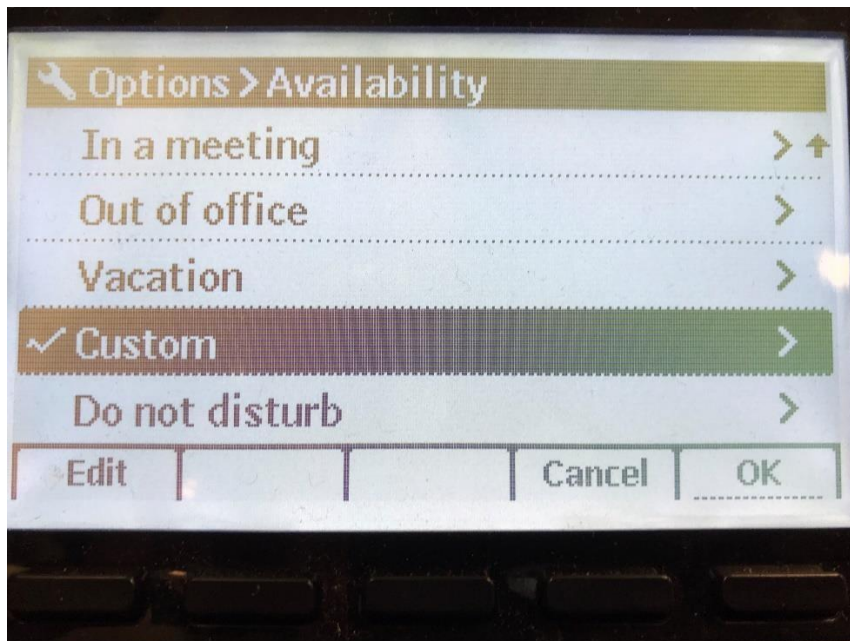
**Type your voicemail password and press the OK button:**



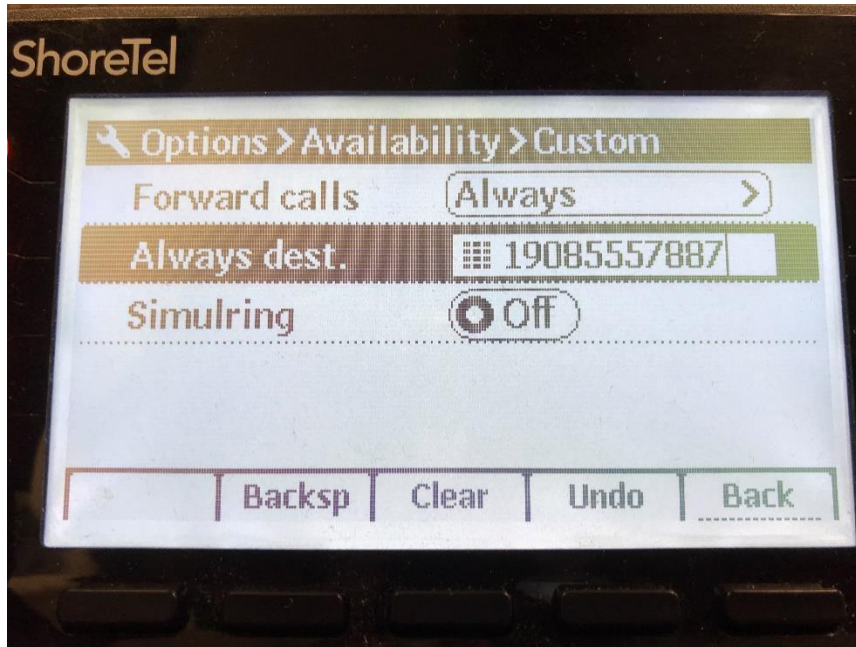
Ensure that Availability is selected, and press the Edit button:



Next, press the Edit button again:



**Change Forward calls to Always. In the Always dest. box, enter the phone number you would like to have your calls forwarded to, starting with 1, and the area code:**



**When finished entering the desired phone number, press the Back button, press the OK button, and finally, press the Exit button.**