**Call Forwarding Options in ShoreTel Communicator**

### Turn on a Call Handling Mode
- Click the drop-down arrow next to Standard.
- Click on a Call Handling Mode.

**NOTE:** ShoreTel Communicator can only be used on campus.

### Record a New Message for a Call Handling Mode
- Click Tools on the Main Menu.
- Click Options.
- Click on a Call Handling Mode.
- Click Record Greeting.
- Use the small drop-down arrow to select the method for recording. (If you select Telephone, wait for the phone to beep before you begin speaking.)
- Click the record button and record your message, click the stop button when you have finished recording.
- Click OK.
### Forward the Caller When You Are Out of the Office

1. **Click Tools on the Main Menu**
2. **Click Options.**

   ![Options Menu](image)

3. **Select the Custom Call Handling mode.**

   ![Custom Call Handling](image)

4. **Select the Change Destination Button.**

   ![Change Destination](image)

5. **Enter the on campus extension or off campus extension preceded by 9.**

   ![Forwarding Number](image)

6. **Turn on the Call Handling mode.**

   See Above.