
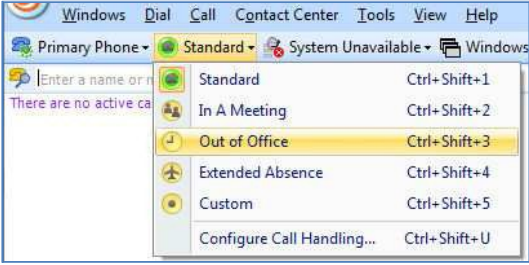
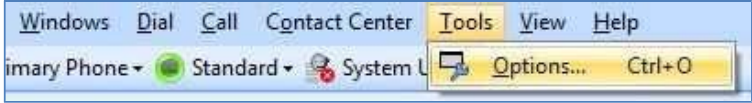





Call Forwarding Options in ShoreTel Communicator

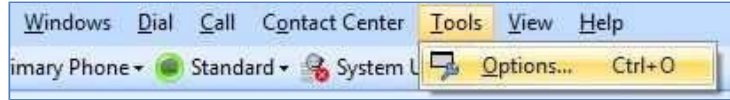
Turn on a Call Handling Mode	
<ul style="list-style-type: none"> □ Click the drop-down arrow next to Standard. 	
<ul style="list-style-type: none"> □ Click on a Call Handling Mode. □ NOTE: ShoreTel Communicator can only be used on campus. 	

Record a New Message for a Call Handling Mode	
<ul style="list-style-type: none"> □ Click Tools on the Main Menu. □ Click Options. 	
<ul style="list-style-type: none"> □ Click on a Call Handling Mode. 	
<ul style="list-style-type: none"> □ Click Record Greeting. 	
<ul style="list-style-type: none"> □ 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. 	

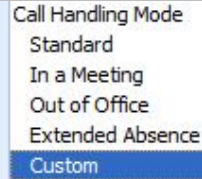
Forward the Caller When You Are Out of the Office

□ Click **Tools** on the **Main Menu**

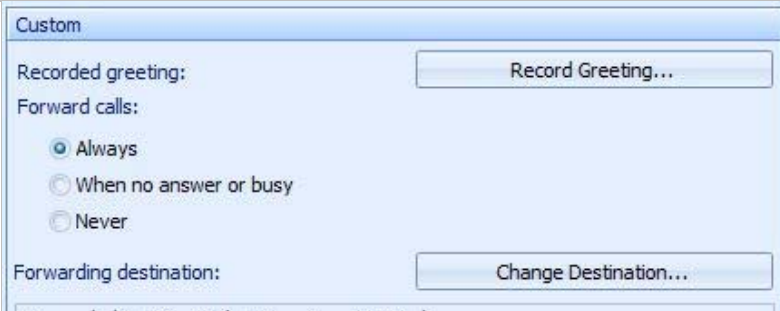
□ Click **Options**.



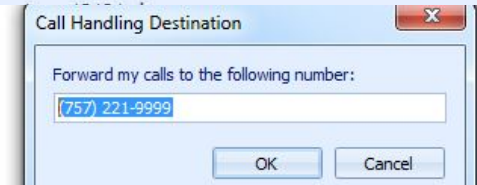
□ Select the Custom **Call Handling** mode.



□ Select the Change Destination Button.



□ Enter the on campus extension or off campus extension preceded by 9.



□ Turn on the **Call Handling** mode.

See Above.