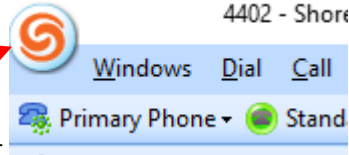
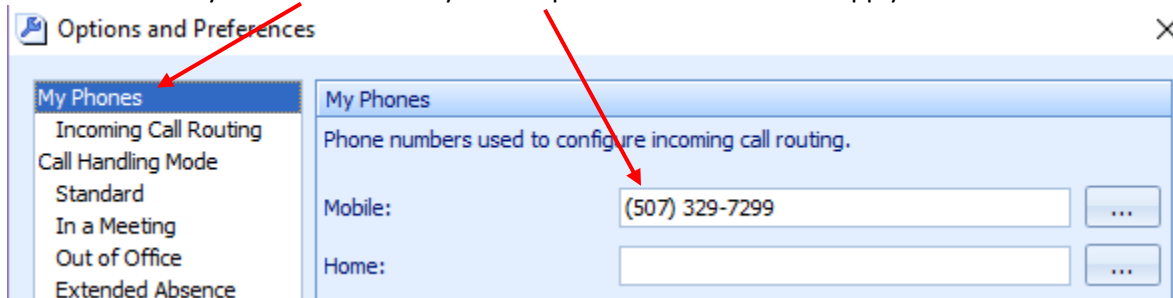


How to Forward Calls to Another Phone

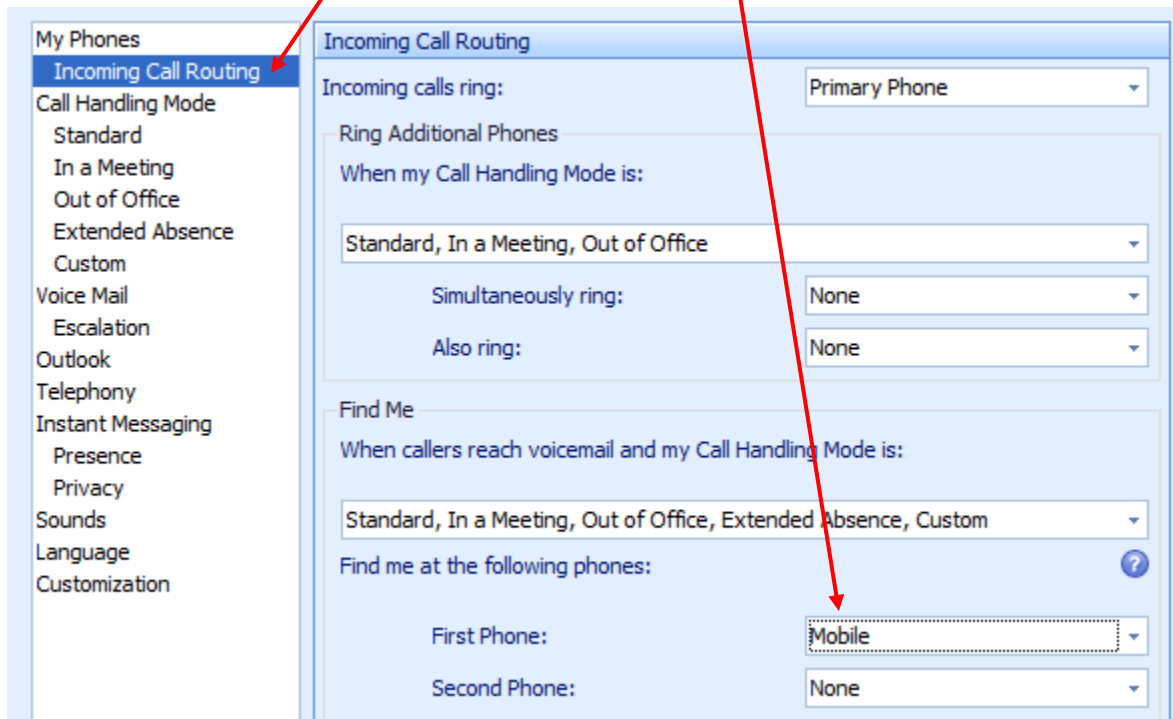
1. Open your ShoreTel communicator on your laptop



2. Click on the ShoreTel circle in the top left
3. Go to Options
4. Select My Phones and enter your cell phone number. Select "Apply"



5. Go to Incoming Call Routing. Under "Find Me" select Mobile from the drop down menu for First Phone.



6. Select "Apply" at the bottom of the page then "OK".