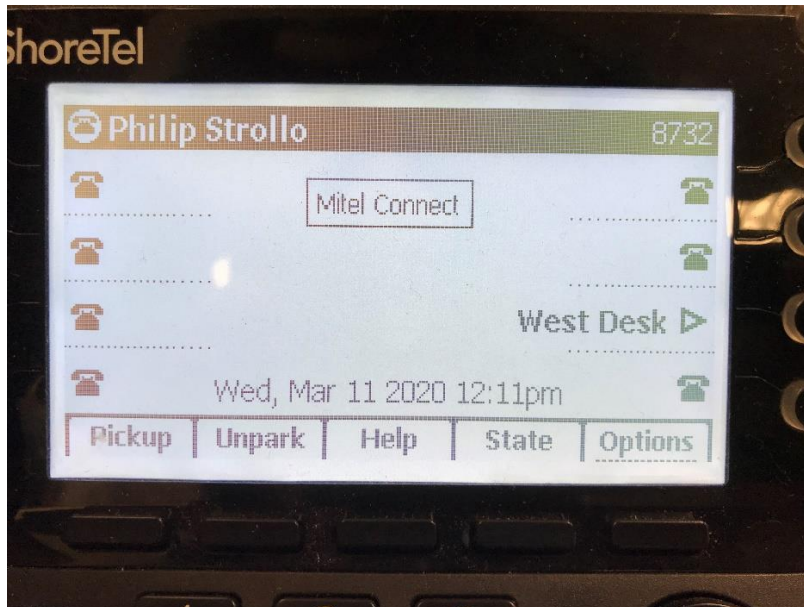
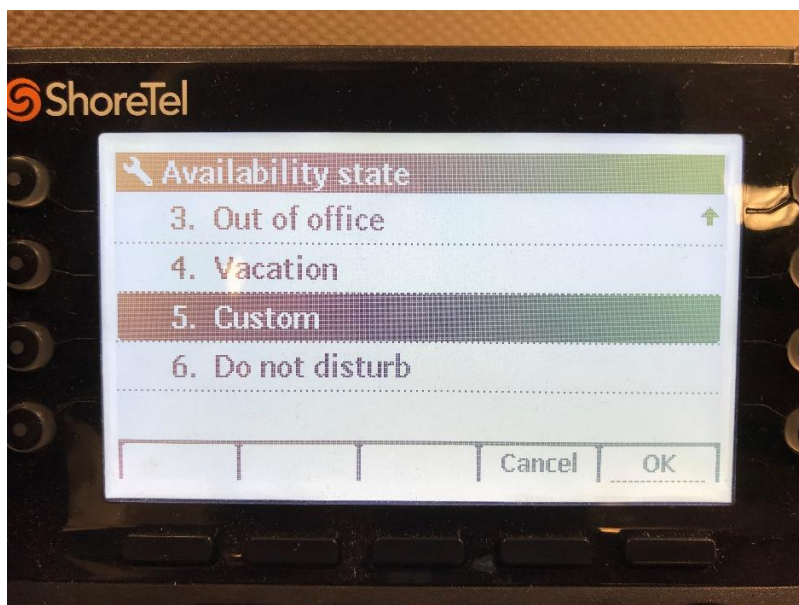


# ShoreTel Call Forwarding

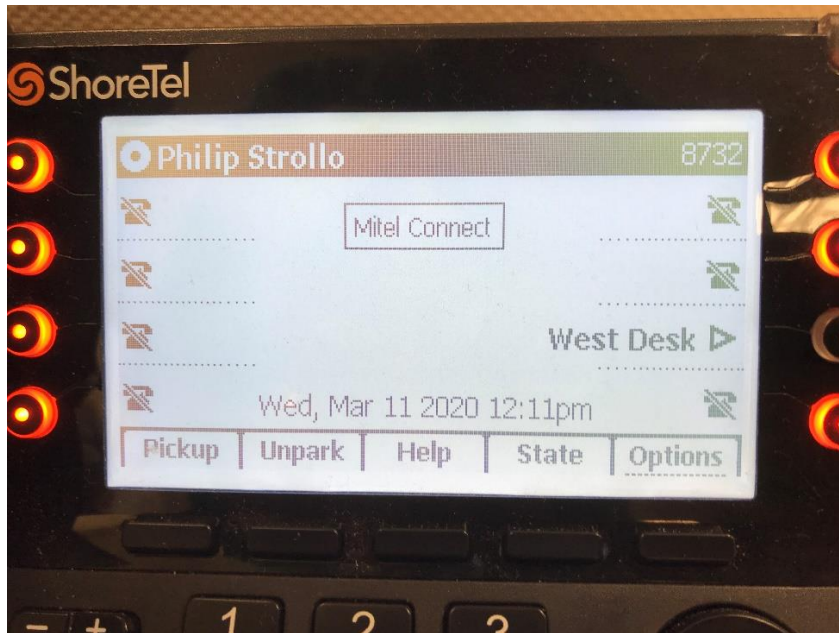
On your ShoreTel phone, press the **State** button:



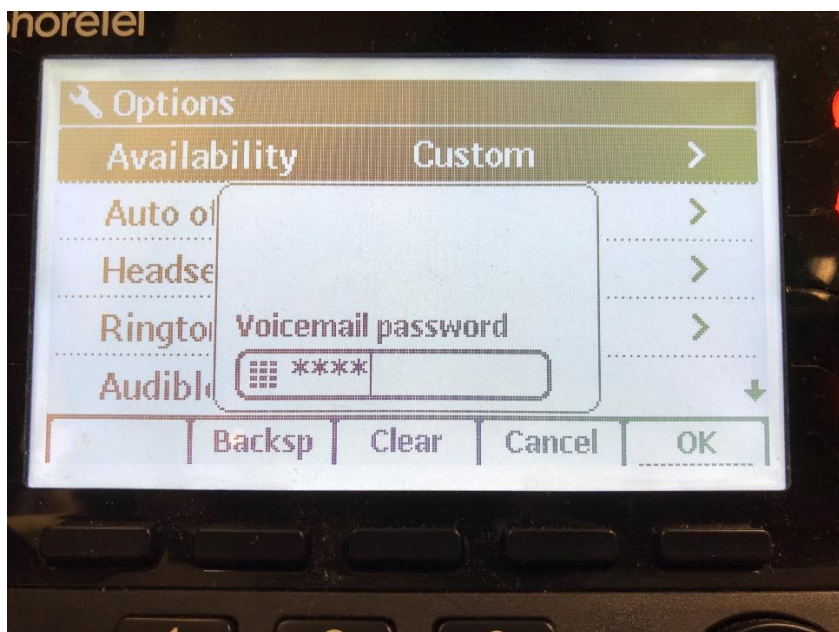
Next, use the arrows on the phone to scroll to the availability state you would like to setup the call forwarding on. Press to select that state, and then press the **OK** button:



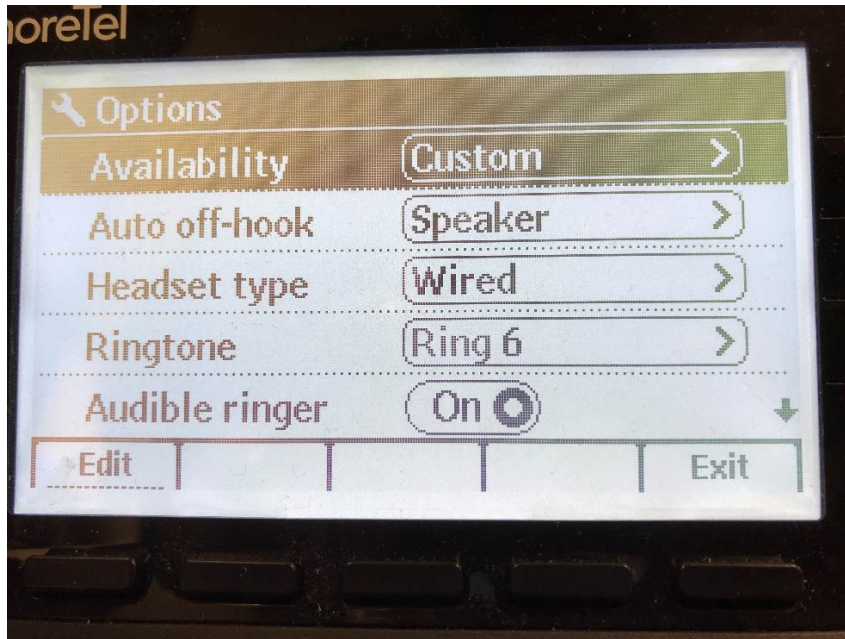
Next, press the **Options** button:



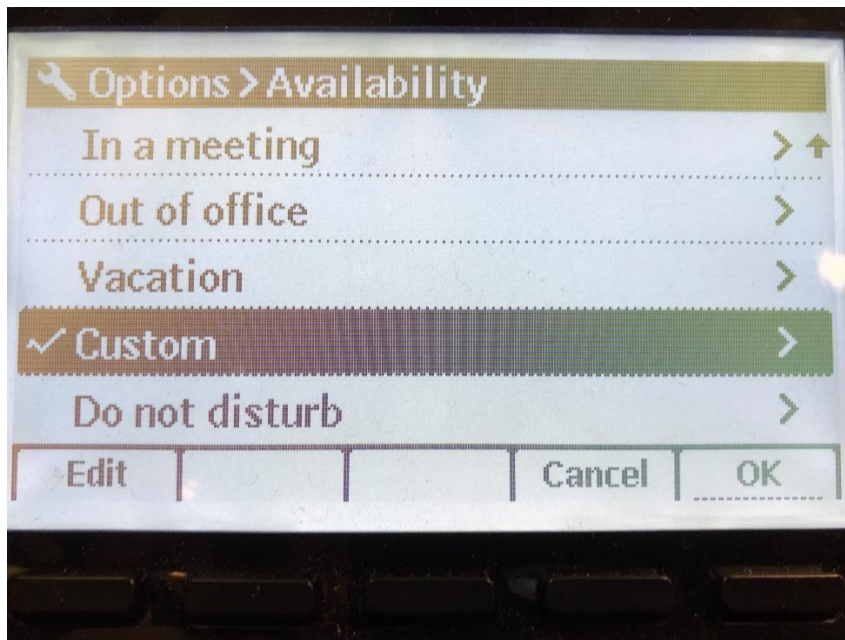
Type your voicemail password and press the **OK** button:



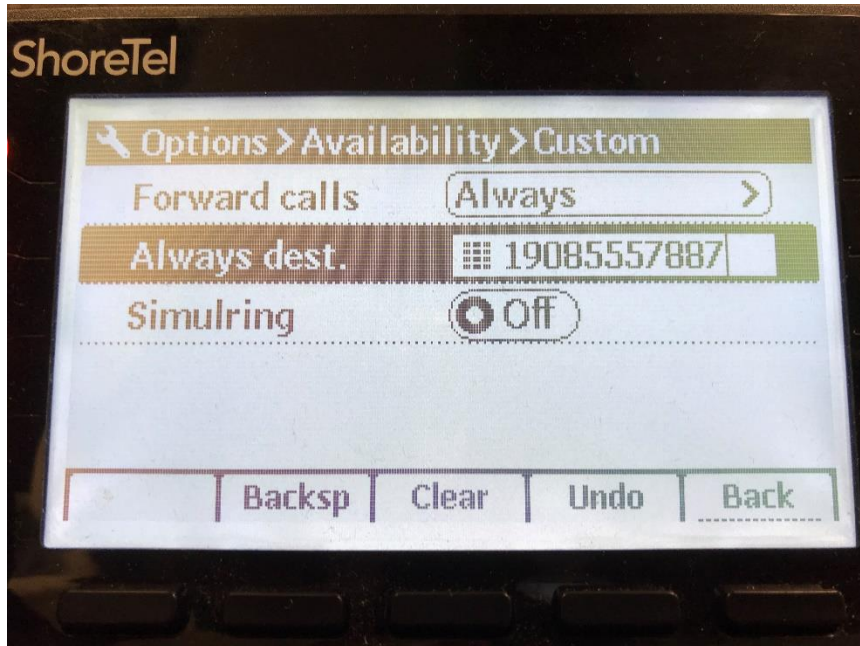
Ensure that *Availability* is selected, and press the **Edit** button:



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.