

Forward phone to cell using keypad on Desk Phone for Shoretel 230 and 560.

1. Press the **Mode** button, **scroll down to Custom, press OK**
2. Press the **Options** button and enter your voice message password followed by the # sign or press the **OK** button
3. The *Call Handling* option should be highlighted in blue or there is a > next to it, press the **Edit** button. It is going to take you back to the *Call Handling* mode options, *Custom* should be highlighted or the > will be next to it, Press the **Edit** button once more.
4. **CallFwd Dest.:**, there should be a four digit number in that field, press the **Backspace** button to clear it and enter **1 the area code and phone number of your cell.**
5. **Your desk phone will ring but it will ring your cell phone also.**