

Windows ShoreTel Communicator website: Configuring Call Forwarding: Transfer Calls directly to Cell.

The link to the Shoretel Website is also available in the “Quick Links” section of the SSO.

<http://communicator.loyno.edu/login/>

Log into the site using your account credentials.



ShoreTel Communicator for Web x +

← → ↻ Not secure | communicator.loyno.edu/login/

 **ShoreTel**
Communicator

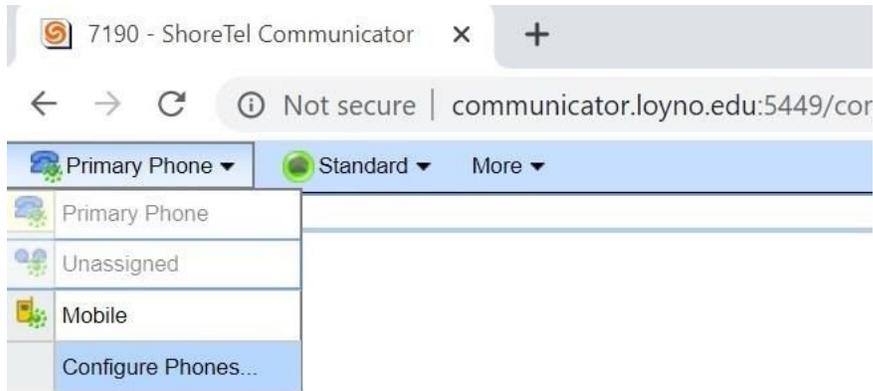
Username

Password

Submit Reset

ShoreTel, Inc.
ShoreTel 14.2
Build 19.50.1000.0
ShoreTel Communicator for Web
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To enable *Call Forwarding*, click on the Primary Phone icon in the top left of the website and select *Configure Phones*.



In the *My Phones* section, enter in your desired numbers. Up to 7 separate numbers can be added, 5 of those numbers allowing custom labels. Enter your cell phone in the *Mobile* field. Then click save in the lower right corner.

My Phones - Google Chrome

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My Phones

- Incoming Call Routing
- Call Handling Mode
 - Standard
 - In a Meeting
 - Out of Office
 - Extended Absence
 - Custom
 - Delegation
- Voice Mail
- Speed Dial
- Telephony
- Customization

My Phones

Phone numbers used to configure incoming call routing

Mobile: ▼

Home: ▼

Cell 2 ▼

Label2 ▼

Label3 ▼

Label4 ▼

Label5 ▼

In addition to Mobile and Home phones, you can add more phone numbers with labels. The labels will be used to setup incoming call routing.

Reset Save

Back on the home screen select *Primary Phone* and then click *Mobile*. Any calls made to your office phone will now forward to your *Mobile* phone.

