**Forwarding calls using your telephone**

You can modify the forward destination from the telephone or  
through the web based client. From the telephone, click **"Options**"  
followed by the user's **voice mail password**, then the "Ok" soft key.  
Select option "1. **Call Handling**", then the "Edit" soft key. Choose  
one of the call handling options **(I used Custom**), then the "Edit" soft key. Press  
the "Back" soft key to delete the current entry and then key in the  
user's cell phone number or alternate extension 8+1 (314) XXX-XXXX , followed by the "Ok" soft key. Press the"Ok" soft key again to exit.

**To access ShoreTel Voice mail remotely call 314-529-6800**

Dial 314-529-6800

Press # and follow the prompts.

Enter your extension number and password followed by #.

Press 7 to change Mailbox options

To change your greeting press 1.