Setting call forwarding for the Holiday to the Operator

In the Communicator Software:

First click "Tools" and then "Options"

1456 - ShoreTer Communicator	- 🗆 X
Windows Dial Call Tools View Help	
🧠 🕵 Primary Phone 🗸 🥥 Stand 😼 Options Ctrl+O	🕿 3 🖉 🔛
🕞 Break 🚱 Lunch 🕞 Meeting 🌀 Tech Work 🌀 Inventory 🕞 Ordering 🕞 Operations 🌀 HR	🕞 Release
🛞 Login 🚭 Logout 🚕 Wrap	
🦈 Type a name or number	
There are no active calls at this time	

Next in the left panel click "Extended Absence"



Next click the "Always" radio button and click the "Change Destination" box

Extended Absence	
Recorded greeting:	Record Greeting
Forward calls:	`
 Al<u>w</u>ays 	\ \
O When no answer or <u>b</u> usy	\ \
O <u>N</u> ever	
Forwarding destination:	Change Destination
Forwarded to 1000 always	

In the new box that opens, set the call forwarding destination to 1000 and click "ok"

2		Options and Preferences	
My Phones		Extended Absence	
Incoming Call Rou	uting		Record Greeting
Standard		Call Handling Destination	
In a Meeting Out of Office	Forwa	ard my calls to the following number:	
Extended Absen	1000		
Custom Personalized Call H		OK Cancel	Change Destination
Voice Mail			Change Desunaut
Outlook		Torwarded to 1000 always	
Telephony			

Next, at the bottom of the screen click "Apply" and "Ok" to save the changes.

6	1456 - ShoreTel Communicator – 🗖 🗙						
	Windows Dial Call Tools View Help						
2	2	Options and Preferences	×				
	My Phones Incoming Call Routing Call Handling Mode Standard In a Meeting Out of Office Extended Absence Custom Personalized Call Handling Voice Mail Escalation Outlook Telephony Instant Messaging Presence Privacy Sounds Language Customization	Extended Absence Recorded greeting: Forward calls: Always When no answer or busy Never Forwarding destination: Change Destination Forwarded to 1000 always Image: Destination in the state of the s		→ ×			
Co	Cd OK Cancel Apply						

Finally, to set the mode to forward calls to 1000, click the "drop down arrow" by standard and click "Extended Absence".

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🧠 Primary Phone 🛪 🥌 Standard 🕶 Online 🛪 🖶 Windows 🛪					
🕒 Break 🕒 Lunch 🥑	Standard	Ctrl+Shift+1	ering 🕞 Operatic		
🖲 Login 🌑 Logol 😣	In a Meeting	Ctrl+Shift+2	_		
🦈 Type a name or nu 🕘	Out of Office	Ctrl+Shift+3			
There are no active ca 🛧	Extended Absence	Ctrl+Shift+4			
•	Custom	Ctrl+Shift+5			
	Configure Call Handling	Ctrl+Shift+U			
Contacts			4		

Once you have defined the Extended Absence setting in the Communicator software, you can also use your phone to change the Mode by pressing the Mode button and choosing Extended Absence. At that point, your calls will be forwarded to 1000 until you change it back to Standard.

******Note: to turn this option back off when returning from the holiday, click the mode drop down arrow that is set to "Extended Absence" and change to "Standard." ******