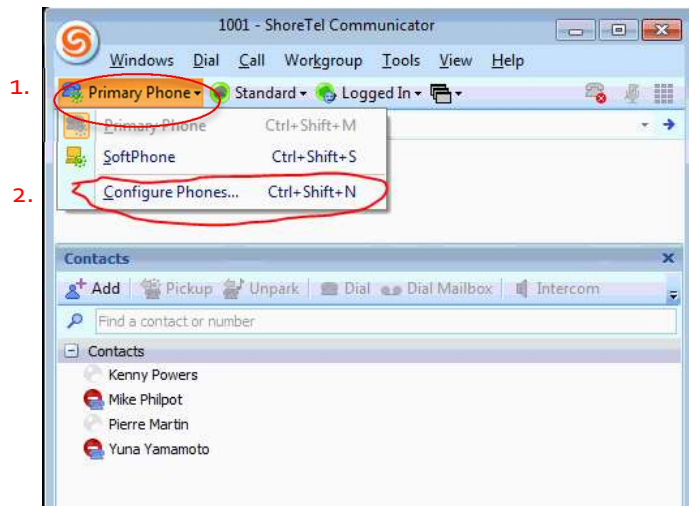


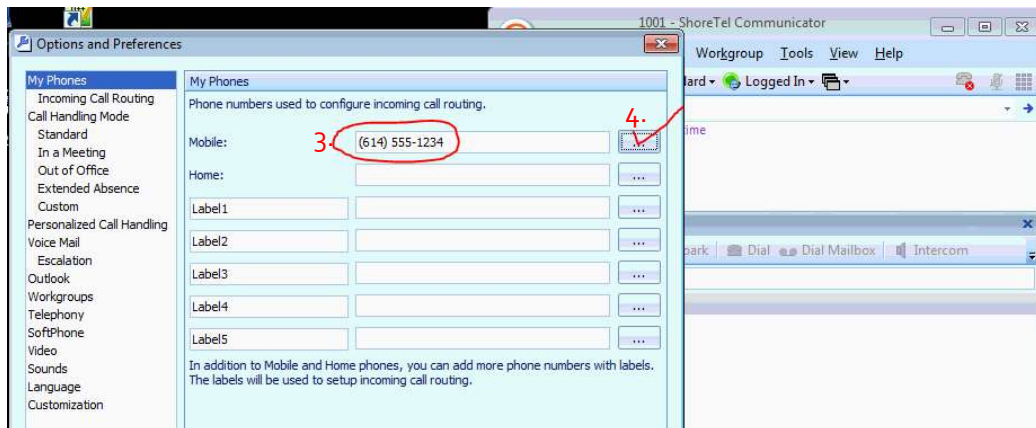
From the ShoreTel Communicator Window

1. Click Primary Phone
2. Select Configure Phones



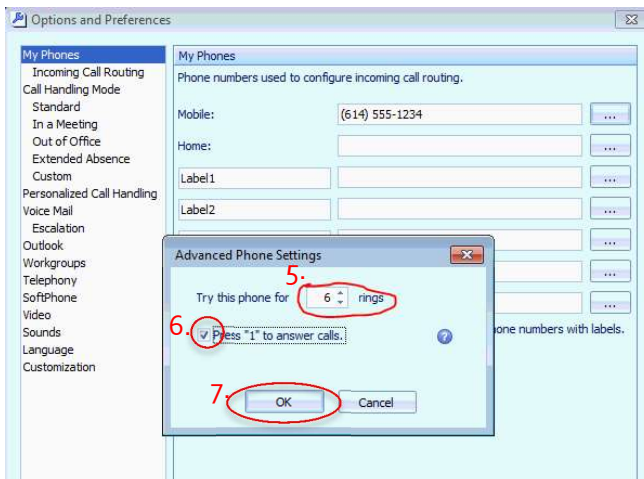
Options and Preferences Window Appears

3. Enter your telephone number (typically Mobile)
4. Click Button to the right to configure rings



5. Change number of rings to 6
6. Check box to Press "1" to answer calls*
7. Click OK and Apply changes.

*This option is helpful to announce the call when answered and if the call is not able to be answered, the message will be left in your ShoreTel voice mail.



8. Select Mobile as your Primary Phone

Calls will be sent to the phone number you configured.

