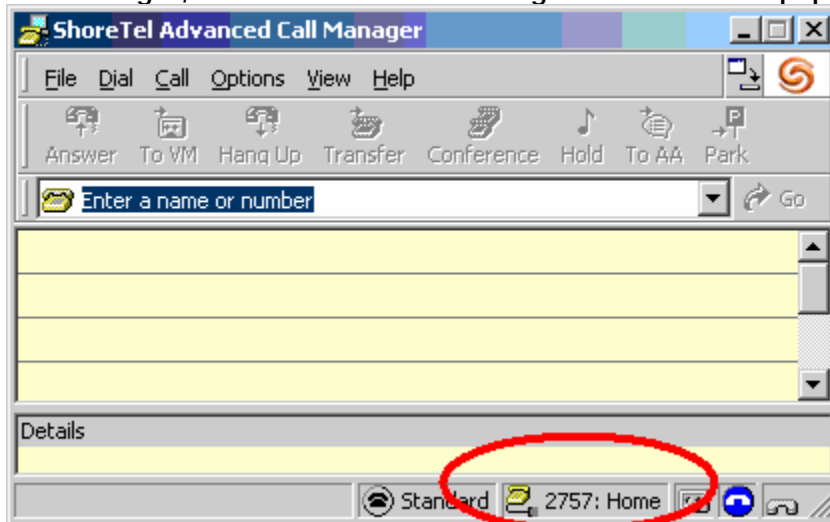
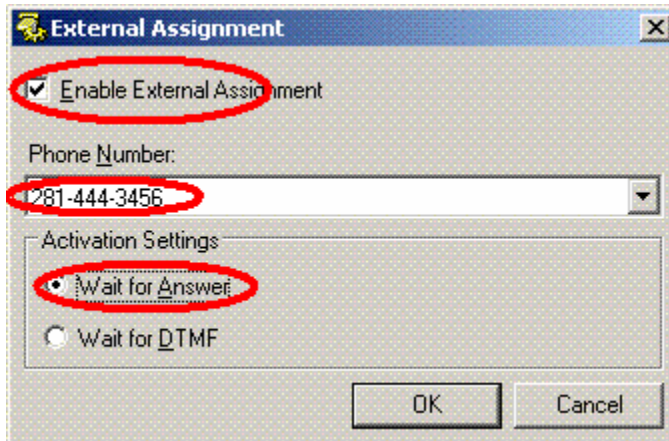


Executing ShoreTel External Assignment

1) Click your extension number on the status-bar area of your ShoreTel Advanced Call Manager, and select "External Assignment" from the pop-up menu.



2) On the External Assignment window, enable "External Assignment", enter the phone number, select "Wait for Answer" (preferred) or "Wait for DTMF (Dial Tone)"



3) Click OK

4) You will notice that ShoreTel Call Manager displays "External" next to your extension number. At this time calls will be directed to the phone number entered. To cancel External Assignment, simply repeat Step 1, and select "Go Home"