

## Step 1.

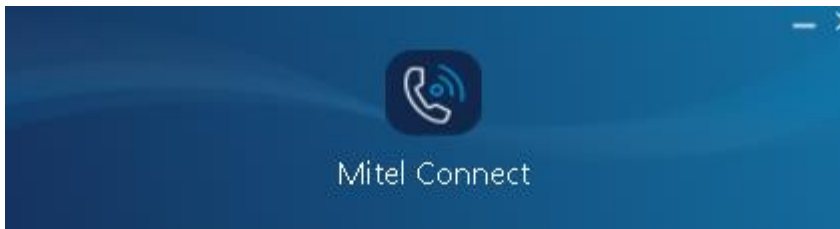
Open your Mitel by double clicking on the logo, If you can't find this please click the windows logo on the bottom left of your screen, select the dropdown arrow which shows you all programs available to you and then select Mitel.



## Step 2.

If you have logged into Mitel before please skip to step 3, if not please follow the below instructions.

Please select show advanced options. From here select the remember me checkbox and the use windows credentials box which will fill in all but the server name. The server name you need to enter is "Mitel"



Email or username

Email ( name@example.com )

Password

Password

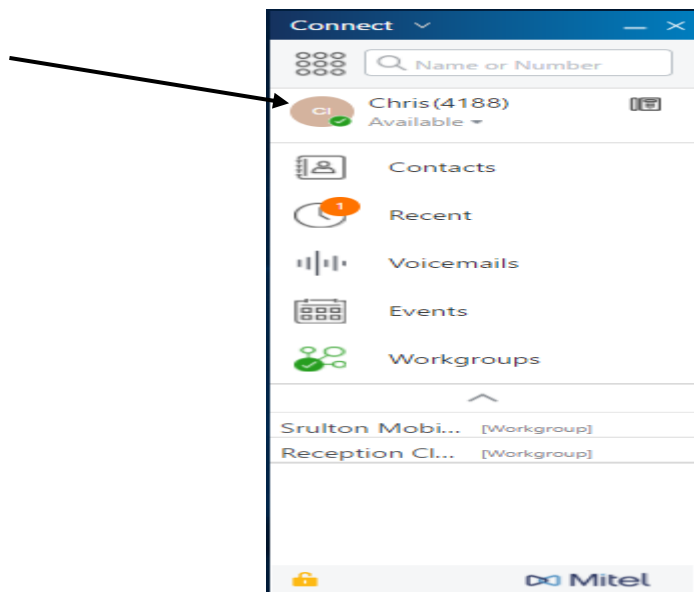
Show advanced ▼

☐ Remember me

Log In

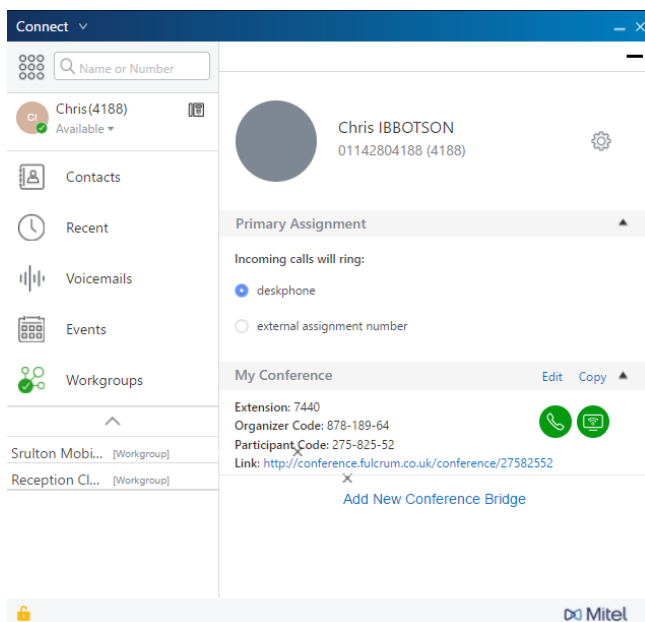
### Step 3:

Once Mitel has loaded you will be shown the below screen. From this Screen you need to click on the circle to the left of your name.



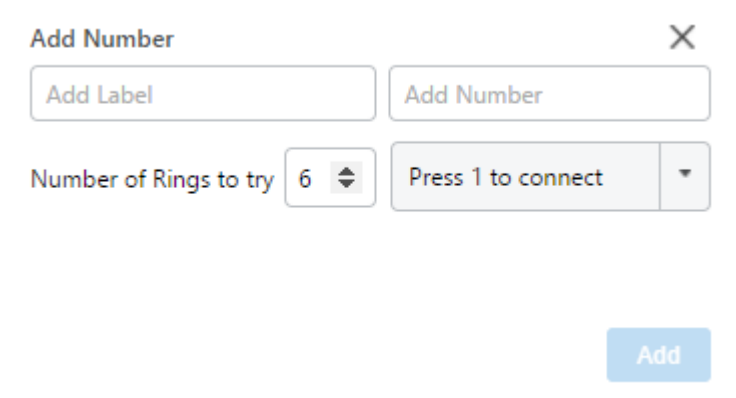
### Step 4.

After clicking in the circle to the left of your name you will be shown the following screen. From here you need to select the external assignment number box.



### Step 5.

- After clicking on the external assignment number you will need to fill in the boxes below. add the label description E.G. Home or Mobile. Add desired phone number – This being the number of your landline or mobile. Select the drop down and change press 1 to connect to Auto connect.

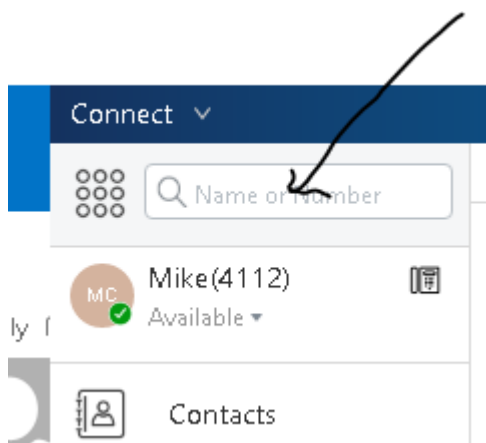


The 'Add Number' dialog box contains the following fields and controls:

- Add Label:** A text input field.
- Add Number:** A text input field.
- Number of Rings to try:** A dropdown menu currently set to 6.
- Press 1 to connect:** A dropdown menu.
- Add:** A blue button at the bottom right.

### Making a Call

Type the number of the person you are trying to contact into the location shown below and press enter.



This will then ring your designated phone (landline or mobile) and upon answering this device the dialled telephone will be transferred through to your landline / mobile and connect the calls together.

### Returning to Work:

When you have finished working from home you will need to reassign your number to your desk. To do this you need to open Mitel and select the button desk phone in the Primary Assignment box as shown below. This is the box above the external assignment number we selected earlier.

Primary Assignment ▲

Incoming calls will ring your

☒ deskphone

☐ external assignment number