

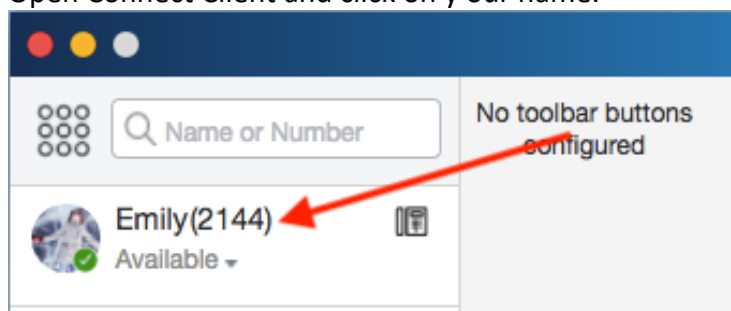
Mitel MiVoice Connect Using External Extension Assignment

External extension assignment is a remote working feature that puts your extension on any other audio device, such as your mobile or home phone. As long as you have connection back into your office's network, you'll be able to make, receive and handle calls from the Connect Client, and use any other phone for audio.

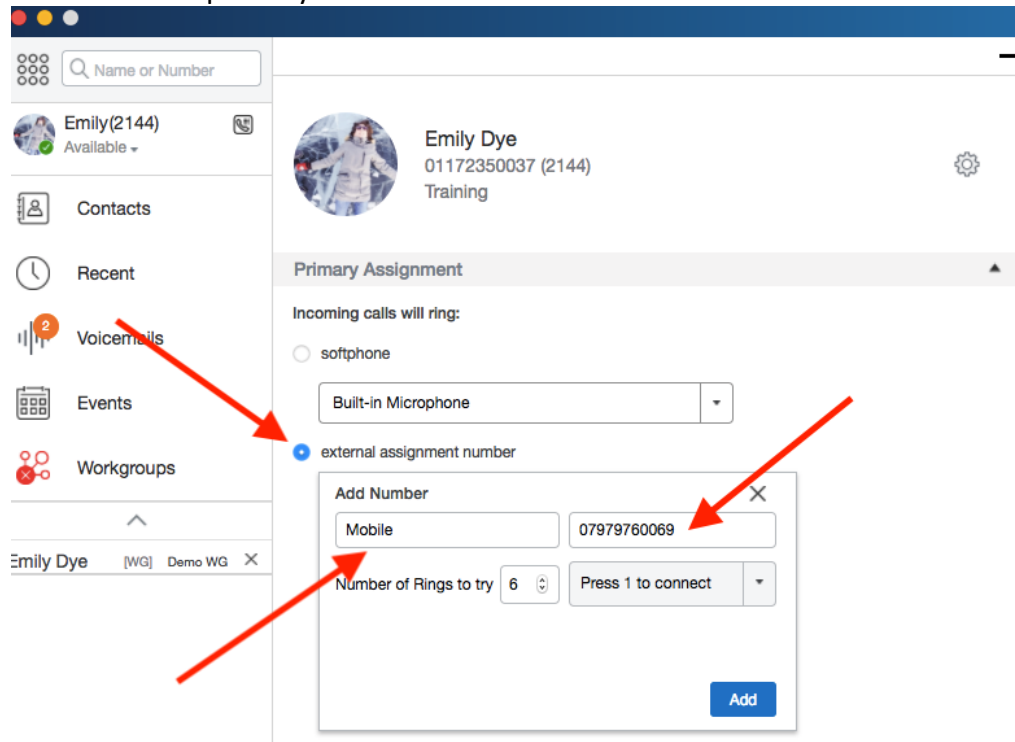
Using External Extension Assignment requires permission to be granted to you by your system administrator.

Enabling External Extension Assignment

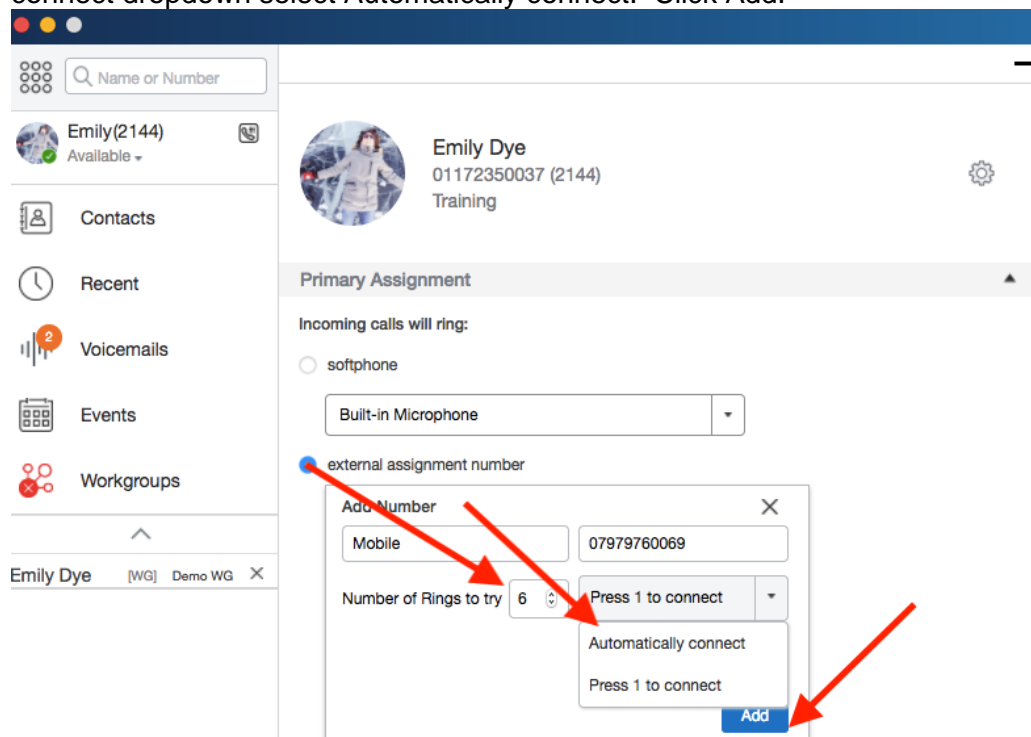
1. Open Connect Client and click on your name.



- Click the external assignment number radio button. In the Add Label field, type in a name for the phone you want to set up – for example Mobile, or Home. Type the number of the phone you want to use in the Add Number field.



- Set the Number of Rings to try to a fairly low number – 2-3 rings. In the Press 1 to connect dropdown select Automatically connect. Click Add.



4. Your external assignment is now set up. You'll notice that your handset now says Available or Anonymous. This is because you can only be assigned to one audio device at a time. The system will remember this external assignment number forever, until you choose to remove it. Next time you want to use it, click on your name at the top of the Connect Client and then just tick the external assignment number. You don't need to do anything else.
5. Answer calls by answering the phone you set up as your external assignment device.
6. Make calls by dialling in your Connect Client. When you press enter or double-click a name to dial, the phone you set up will start to ring. Answer, and then the system will connect you to the number you dialled.