

## Mitel Connect: External Assignment/Forward

This document provides instruction on the Mitel Connect Client. The next few pages will outline the steps necessary to <u>forward calls</u> to an external number, such as your cell phone.

1. Once you have logged into Mitel Connect, click your username from the dashboard, to access your user profile



2. From the user profile, click the button for External Assignment Number

Q. Name or Number		
Aaron (233)	Aaron Smeltzer	Ø
名 Contacts	(210)/35/2033 (235)	
C Recent	Primary Assignment	
1	Incoming calls will ring: Desk phone	
🗐 Messages	Softphone	
Events	Default	*
Workgroups	Add Number	×
~	Add Label Add	Number
	Exte Dial Number of Rings to try 6 \$ Pre- Org	ss 1 to connect 🔹
	Part Link Adc	- 642
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	SmeltzBridge	Сору 🔻
	Add New Conference E	Bridge
<b>a</b>		DO Mite

- 3. Add a name for your mobile phone in the Add Label field (Ex. My cell phone)
- 4. Add your mobile phone number in the Add Number field
- 5. Configure the Number of Rings to try at your mobile phone before the call is sent back to your Mitel voicemail box. The recommendation is four (4) rings. Caution: configuring more than four rings may cause business voicemails to be left on your mobile phone.

	Add Number		×	
CCI	My cell phone		216-555-1234	
Exte				
Dial	Number of Rings to try	4 🌲	Press 1 to connect	
Org				
Part			Automatically connect	
Link			85	
Adc			Press 1 to connect	

- 6. From the drop-down menu, choose Automatically connect to answer the call on your mobile phone as you normally would. Or choose Press 1 to connect to be prompted to press 1 on your mobile phone before the call will connect.
- 7. Click Add when finished.
- 8. This configuration window will close and display your current Primary Assignment
  Primary Assignment

ncoming calls will ring:		
Desk phone		
Softphone		
Default	•	
External Assignment Number		
216-555-1234	•	Edit

- 9. Calls will now be forwarded to your cell phone until you manually change it.'
- 10. To stop forwarding calls to your mobile phone, simply select Desk Phone from the Primary Assignment menu.