MITEL CONNECT CLIENT QUICK REFERENCE GUIDE

∞ Mitel®

Powering connections

Labeled callouts in the screenshot:
- DIAL PAD
- AVAILABILITY STATE
- REVIEW VOICEMAILS
- NOTIFICATION AREA
- SCREEN SHARE
- ADD PARTICIPANT
- CONVERSATION HISTORY
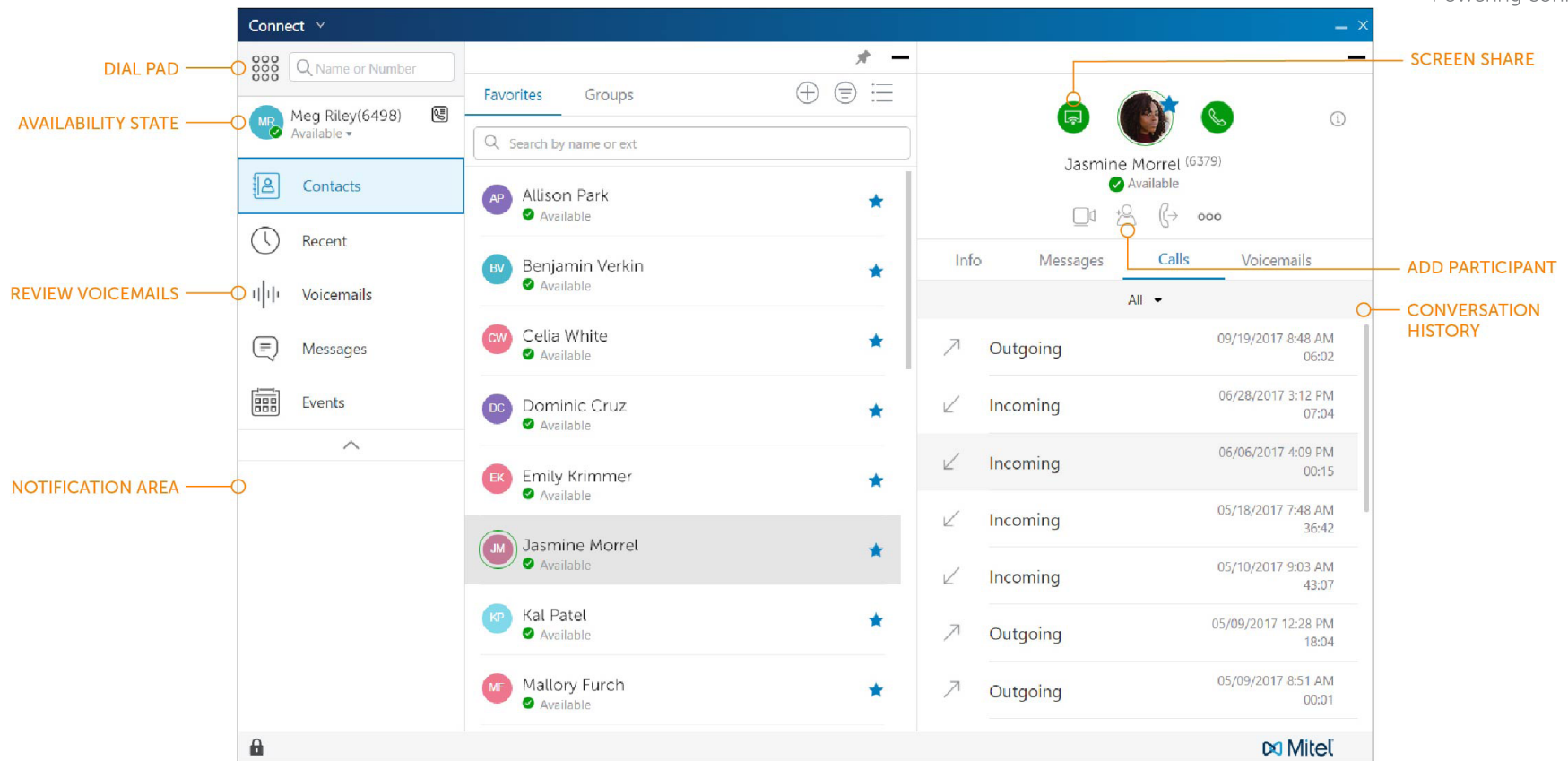
PLACE A CALL

From Quick Dialer Search Bar

Type the contact details in the Quick Dialer search bar and do one of the following:

- Double-click the contact.
- Select the contact and click.

From Recent

Click the Recent tab on the dashboard and do one of the following:

- Double-click the contact.
- Select the contact and click.

ANSWER A CALL

- Click 📞 in the notification area.
- Click ☎ to end an active call.

MAKE A VIDEO CALL

1. Set the primary extension to your softphone.
2. Type the contact's details in the Quick Dialer search bar, and then select a contact.
3. Click 📞 to place a voice call.
4. Click 📹 to broadcast the video.

ACCESS VOICEMAIL

1. On the dashboard, click the **Voicemails** tab.
2. Select the voicemail you want to listen to.
3. Use one of the following options to play your voicemail:
   - Click 📞 to play the voicemail on your phone.
   - Click 🔊 to play the voicemail on your computer speakers.
4. Click ▶ to start the voicemail playback.

UPDATE AVAILABILITY STATE

1. Click your current Availability State on the dashboard.
2. Select the Availability State you want to use.
3. Choose **Custom** to specify your own label and color for your Availability State.

   Configured call routing rules apply.