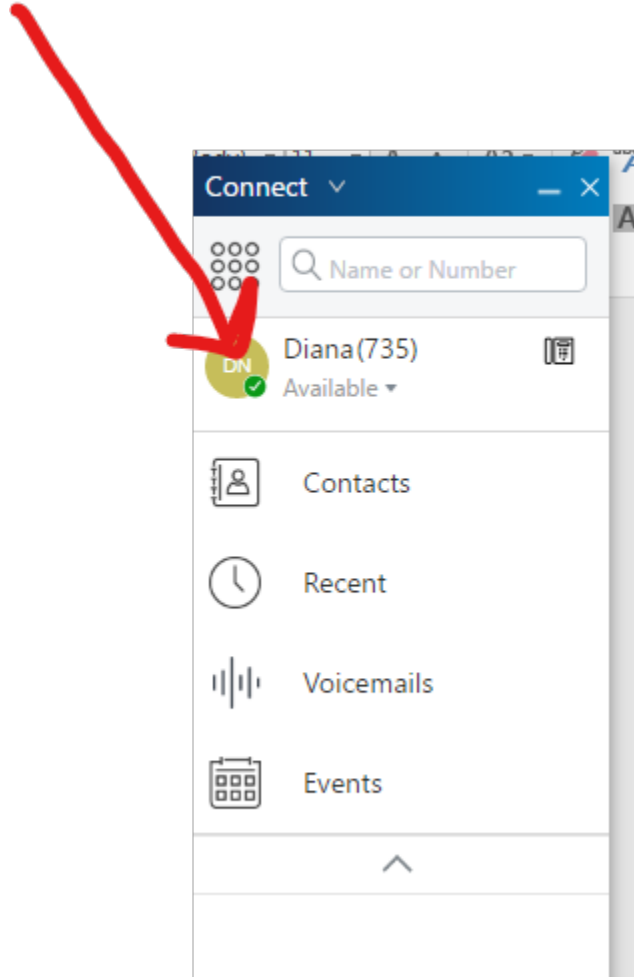
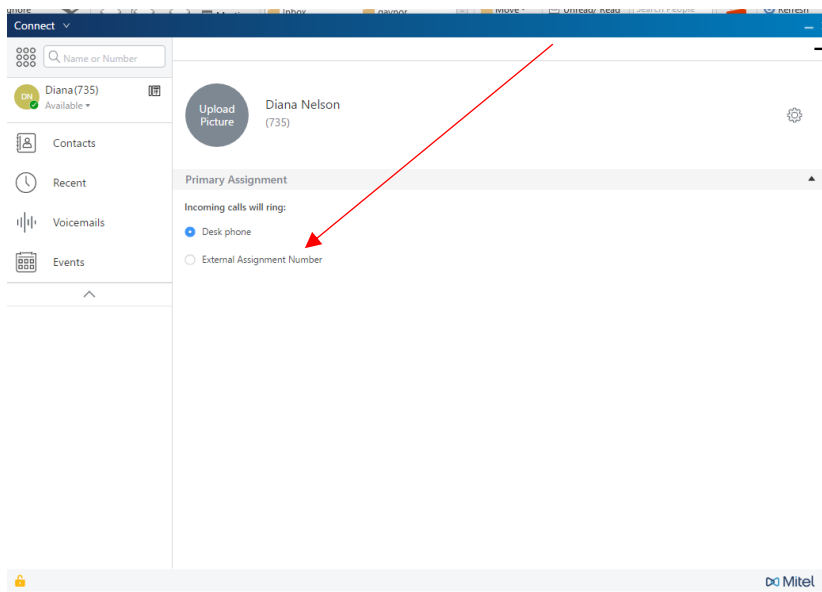


Forwarding work phones to cell

Log into Mitel on your desktop and expand the Mitel window by clicking on the circle next to your name.

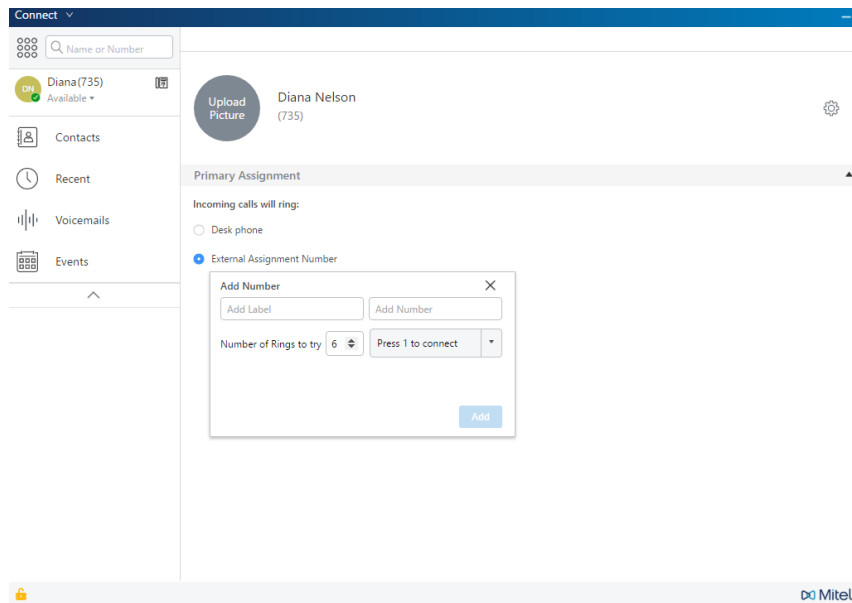


will



Once expanded you'll see options for "Incoming call ring".

Choose **EXTERNAL ASSIGNMENT NUMBER** and add the number you wish to forward your phone to.



-The label can be anything you wish. Ie: cell or your name

-The number is the one you want your calls to ring to

-You can change how many rings before sending to your voicemail and also the option to automatically answer or press 1 to answer the call.

When returning to work repeat the process only check **DESK PHONE** and the phone will ring to the desk. The number put in for external options will be saved if the user wants to re-route back to their cell.