MITEL
Mobile Extension

Mitel Mobile Extension lets you "twin" your desk phone to another internal or external phone (your cell phone, for example). Calls arriving at your desk phone will ring your cell phone simultaneously, allowing you to answer either device. Your personal Mobile Extension settings can be configured using a web interface or a telephony interface (TUI).

This guide includes procedures for accessing and programming Mobile Extension using both types of user interface. For information about Mobile Extension administration, refer to the Mobile Extension Software Blade Guide available at www.mitel.com.

WEB INTERFACE

Use the personal web interface to customize the following settings:

• Enable/disable Mobile Extension
• Configure mobile phone number
• Set password
• Set language preference

Logging In

To log in to the personal web interface:

1. Launch your browser and enter the Mobile Extension web URL supplied by your Administrator.

2. Enter your User ID (your extension) and your numeric password. Your Mobile Extension profile screen opens. (Use the same password to log in to the Telephony Interface.)

Note: See your Administrator if you are unable to log in or to make changes.

Configuring Your Profile

1. Follow the procedure for Logging In.

• To change your password, enter your new password and then confirm it.
• To enable twinning, select the Mobile Twinning check box . In the Twin Number field, enter the number of the twinned phone including any prefix required to dial out. (For example, if your cell phone number is 555-1234, and your company requires you to dial '9' for outside access, enter 95551234.)
• To change your language choice, select a new language from the Language Preference list.

Click **Save** to save your updated settings.

TELEPHONY INTERFACE

You can access the Telephone User Interface (TUI) from any touchtone phone. Voice prompts assist you to set or change the following profile settings:

• Enable/Disable Mobile Extension
• Configure mobile phone number
• Set password

Use the star key to access previous menu.

Note: TheTUI welcomes you in the Mobile Extension default language. After login, the language selected in your User profile is used.

Logging In

1. Dial the TUI access number supplied by your Administrator.

2. At the appropriate prompts, enter your desktop extension number and numeric password. (Use the same password in the Web Interface.)

Note: See your Administrator if you are unable to log in or to make changes.

Configuring Your Profile Settings

Follow the voice prompts and enter the appropriate digits to change your settings:

• Press 1 to activate twinning
• Press 2 to deactivate twinning
• Press 3 to change your mobile number
• Press 4 to change your password.

Note: After you press 4, you are prompted to enter your password. Enter your NEW password.

CALL HANDOFF

After you have answered a call on a twin device, you can pick up the call on your desktop device by pressing the prime line key on your desktop device.

TRANSFER CALL TO TWIN DEVICE

After you have answered a call on your desktop device, you can press the Transfer or Trans/Conf button on your phone and then enter the extension number of your Line Monitor to transfer the call to your twin device. (See your Administrator for your Line Monitor extension number.) You can also program your Line Monitor extension number into a Speed Call key.

NOTE: If you have twinned your desk phone to another desk phone, use the appropriate Feature Access Code to transfer calls. Using the Transfer button on the twin phone causes the prime line of the original desk phone to remain in the busy state.

HOT DESKING

Mobile Extension supports Hot Desking and provides the following features:

• Calls are presented to the twinned device even when the Hot Desk user is not currently logged in.
• Calls answered on a twin device can be handed off to a desktop device only after the Hot Desk user logs in.

BUSY/UNAVAILABLE CONDITIONS

If your twinned cell phone is in a busy/unavailable state, calls will be forwarded to its voice mail (if available), unless answered from the twinned desktop extension first.

If voice mail is not available on your twinned cell phone, calls received during a busy/unavailable state will follow the "line busy" processing in effect at the desktop extension.
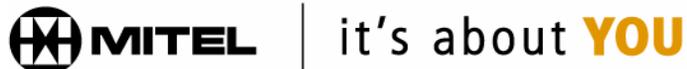
FEATURE ACCESS CODES

Mobile Extension provides a specialized set of hard-coded feature access codes that are not synchronized with the system feature access codes. Use these codes when you want to invoke the following features:

Dial this code:	To activate this feature:
**1	Call Hold
**2	Call Hold Retrieve
**3	Cancel
**4	Three Party Conference
**5	Conference Call Split
**6	Transfer/Conf
**7	Swap (Alternate)

Feature Descriptions

Call Hold / **Call Hold Retrieve**
• To place the active call on hold, press **1.
• To retrieve the call from hold, press **2.

Cancel

The Cancel feature access code is a context-sensitive feature that returns your phone to its previous state. For example, if you have placed a call on Consultation Hold, pressing Cancel will return the call to the active state. If you are in a conference call and you receive a busy signal when trying to add another participant, pressing Cancel returns you to the conference call. **Note**: In some situations, Cancel is equal to ending your call.

Three Party Conference

Use this feature to add another party to an existing conference. Dial the feature access code and the extension of the party you want to add.

Conference Call Split

Use this feature to split a conference and speak privately with the original party. (Third party is put on hold.)

Transfer/Conf

Use this feature to transfer an active call or to call another party when you are in an established call. Dial the feature access code and the extension of the party to call/transfer.

Swap (Alternate)

Use this feature to alternate speaking with the current caller and a caller who is on consultation hold.