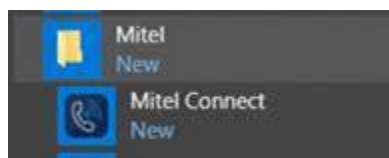


Check your program list to see if you have MiTel Connect Client App installed. If not, simply submit an install request via the incident form at www.raritanval.edu/techonestop



Log in to the MiTel client. Your id is first.last@raritanval.edu and your password is provided by Tech Services (then rotated periodically). If you've logged in, you will see your name & presence status in the upper left:



Click the settings gear in the upper right:



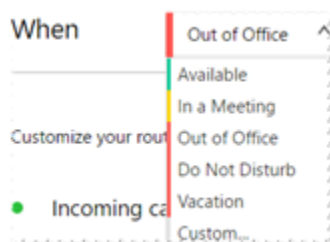
Choose the Call Routing from the tabs at the left. You will see:



At this point, you want to note that you can do either availability routing (routing based on your availability presence setting) or power routing (rules you compose). The app uses this terminology:

- "Availability" setting = presence setting (in office, vacation, out-of-office, etc)
- Setting at "Available" = your presence is "in office"

I suggest making the forward to home dependent on one of the *out-of-office* availability settings, so you can turn the whole forwarding on and off with one click. To set up the routing for a given availability setting, choose the setting in the drop-down **before** clicking on the wizard or change buttons:



For example, I set:

- Availability routing for "Available" state to normal in-office parameters (number of rings, etc)
- Availability routing for "Out-of-office" state to ring my cell 855-347-0123 simultaneously:



This will ring the cell for 3 rings (fixed by Mitel?) and may do for your tastes.

I wanted my cell to ring much longer, so I clicked on the Power Routing tab and did a rule:

Availability Routing Power Routing

Rule Name
Forward To EV When Out of Office

When

+ number matches + dialed number + my availability + on the phone + time is

My availability is
 Available In a meeting Out of office On vacation Custom... Do Not Disturb

Then forward call to

my voicemail

(855) 347

Now I can turn on and off the home forwarding just by hitting the presence button on the physical phone, on the client app, or on the voice (dial-in) controls.