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Title: Mitel – How to Mitel Softphone

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Date: March 30, 2020

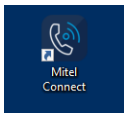
How to use your **Mitel Connect Software** as your desk phone.

When using Mitel as your desk phone you use the speakers and microphone on the laptop or computer.

If you need a head set please contact the IT Department.

The Mitel Softphone works for in and outbound calls so you can make and receive calls right from your computer as if you had a desktop phone.

****This also works remotely over VPN - To use it at home launch the Cisco Anywhere Client****

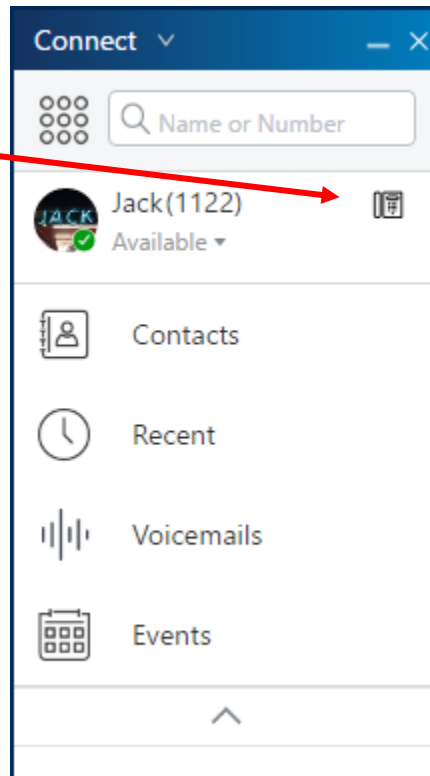


To set use your Mitel client as your desk phone.

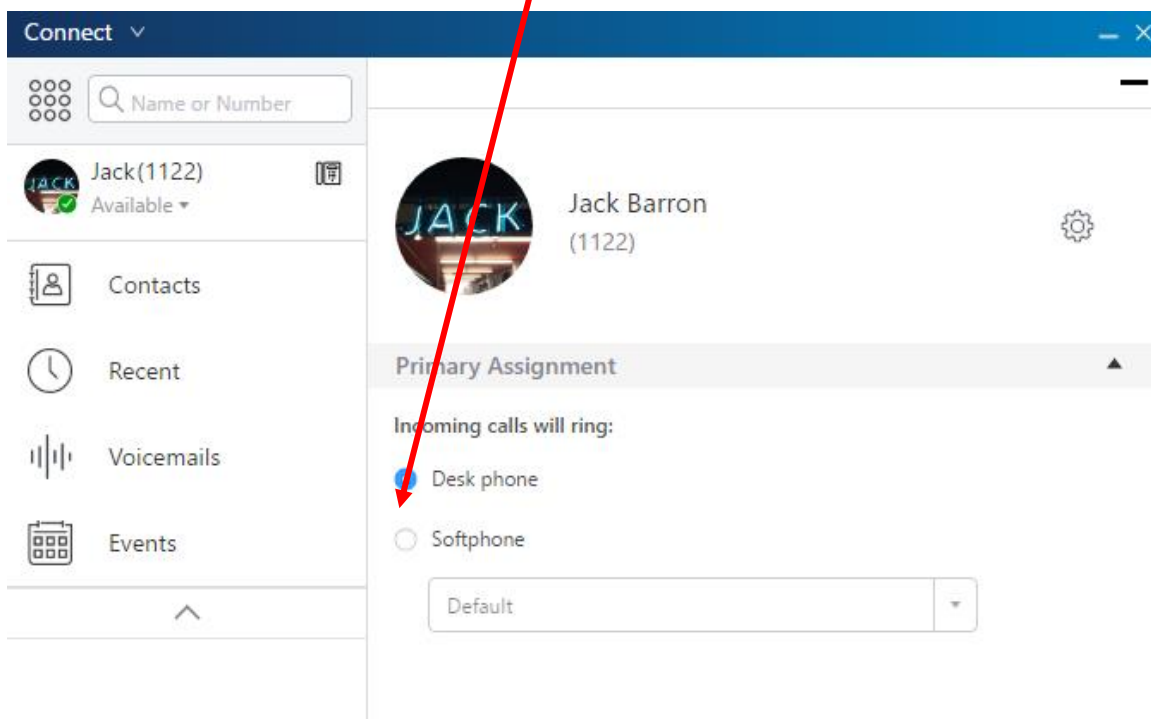
Launch the Mitel Connect Application.

It may ask you to log in - if you do not know your password, please contact the IT Department.

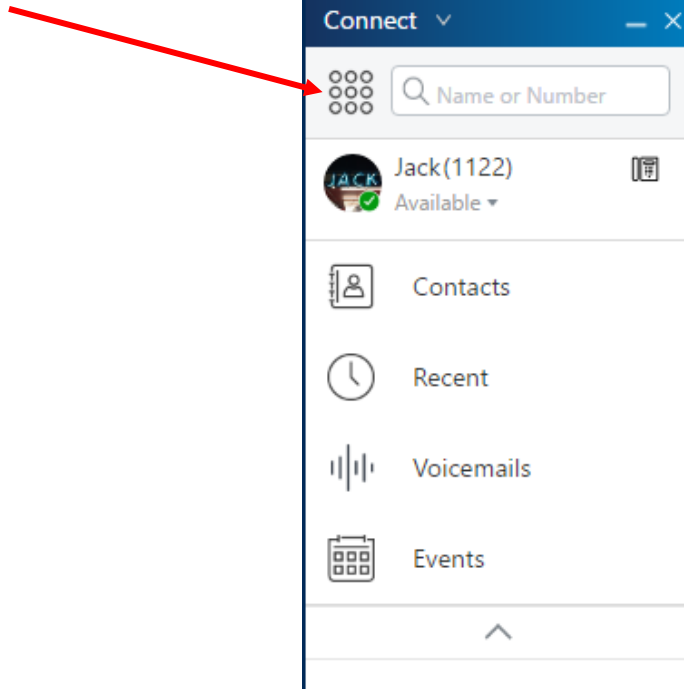
In the Connect Application - Select the Desk phone Icon



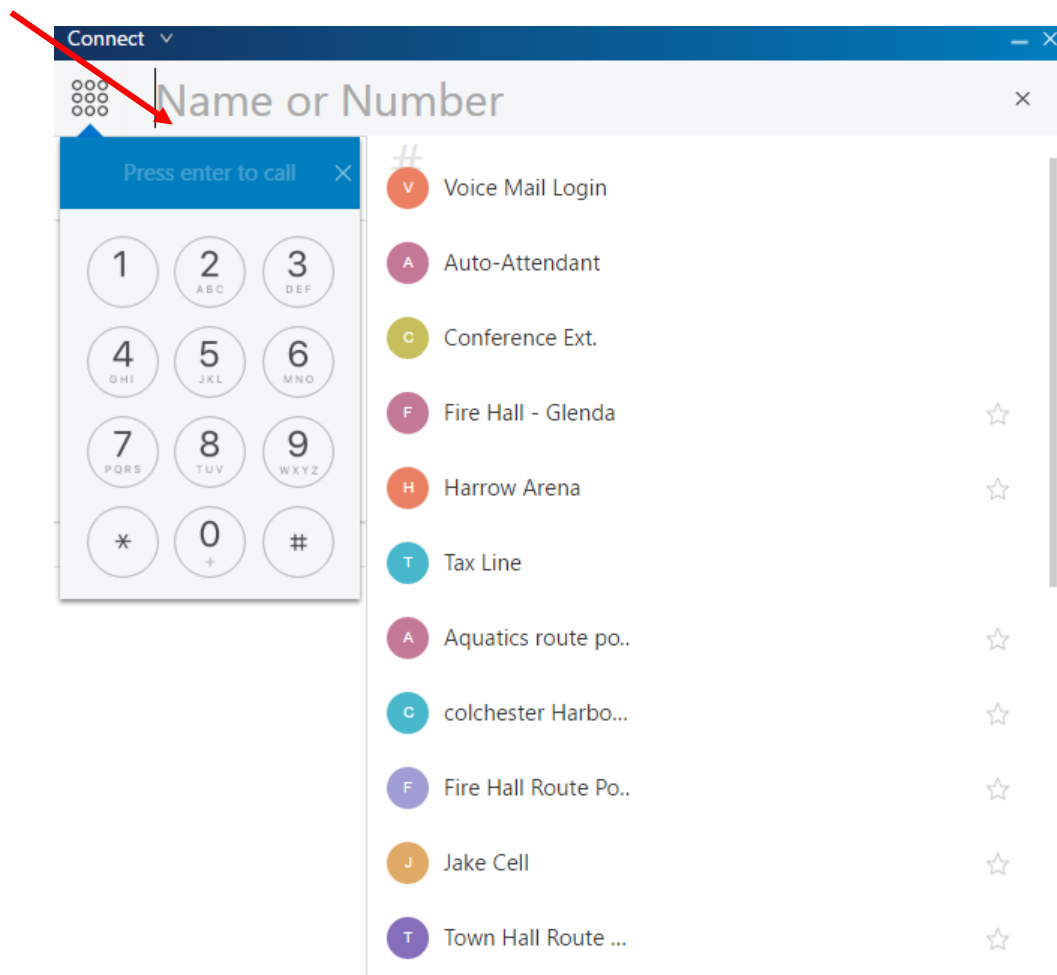
Click > In the Primary Assignment select Softphone. (It will take a minute to switch over)



To make a call click the dial pad



Dial the number or the extension you want to call.



The software functions as a desktop phone.

