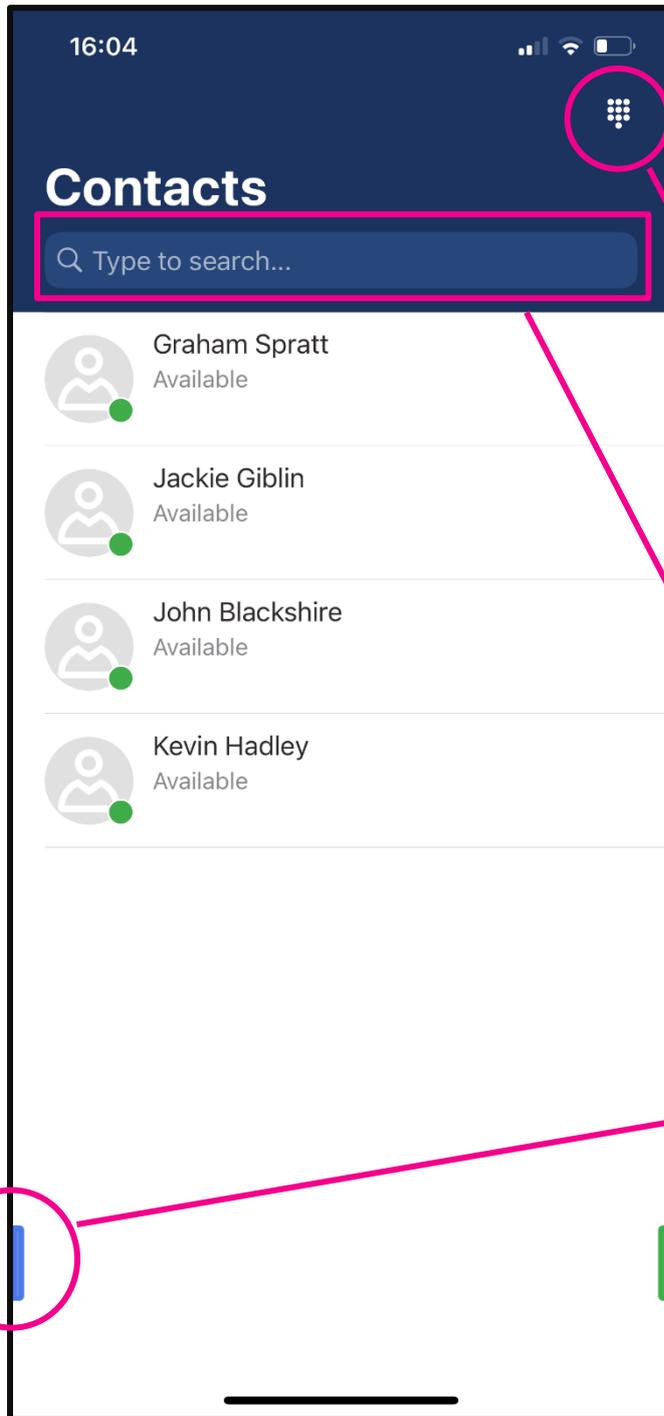




Connectivity for Business

Mitel Telepo Mobile
Application
Quick Reference
Guide

The home screen



The home screen has three main function buttons

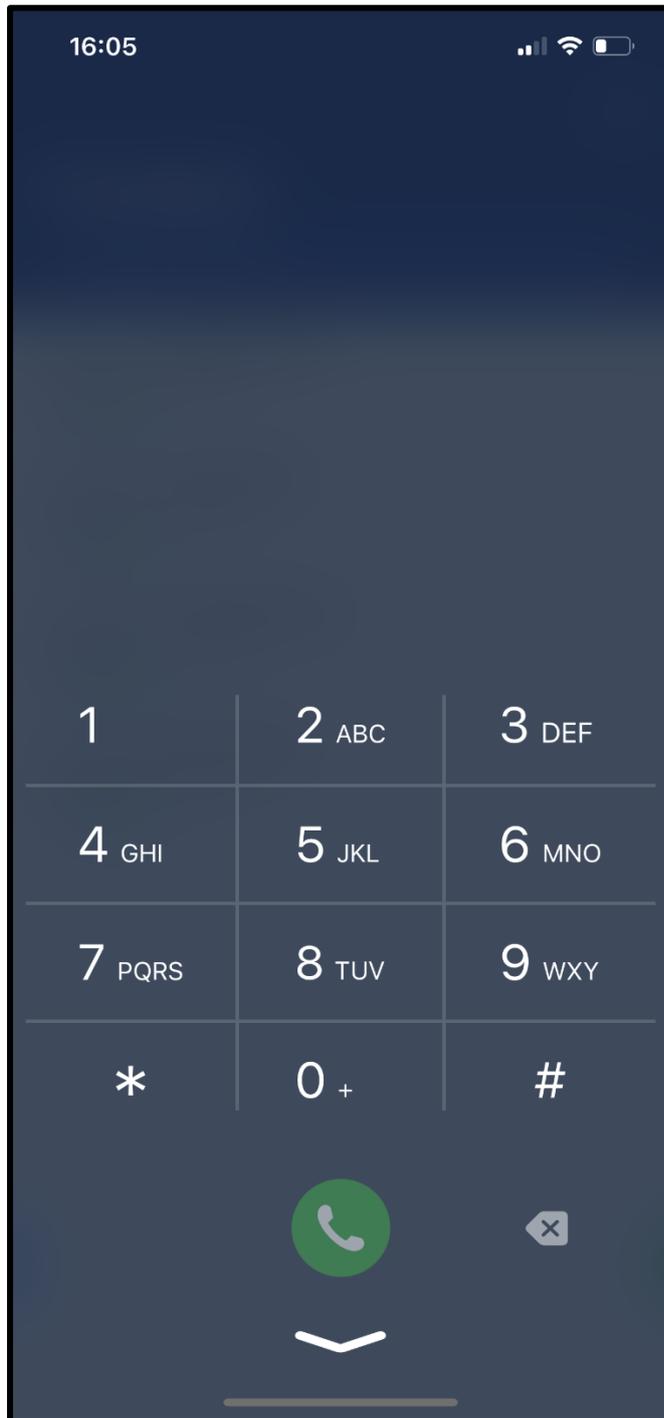
- The dial pad
- The search bar
- The main menu

The dial pad accessed on the top right hand side of the app will give users access to dialing internal extension numbers or external numbers.

The search bar is used to find contacts in the users softphone. You can search for different variables, such as name, phone number, title or department.

Sliding the blue main menu tab into the middle of the screen will give users access to functions such as voicemail, settings and internal chat. More details on page 4.

The dial pad

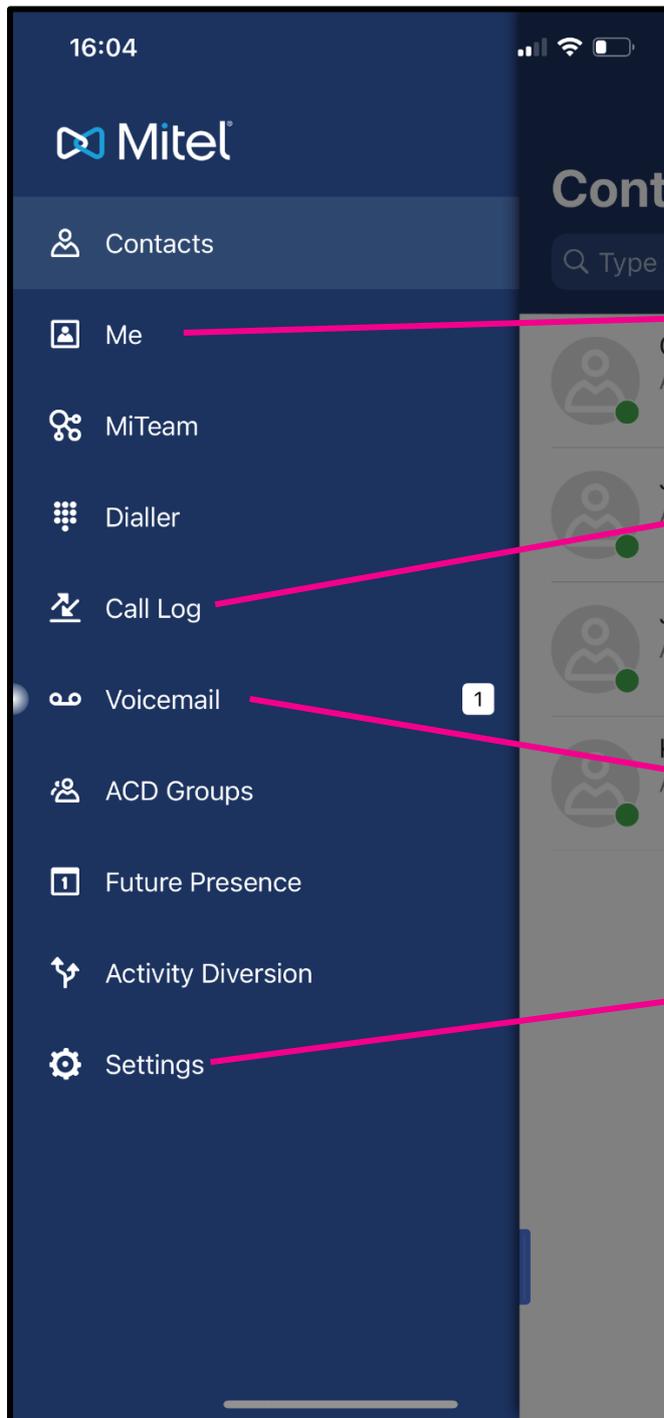


Once the dial pad has been accessed from the top right hand corner of the home screen, this is the screen the user will see.

Here the user can input a number which they would like to dial, then press the green call button to connect the call.

To close the dial pad, press the downward arrow at the bottom of the screen.

The main menu



The main menu is accessed from the blue tab on the home screen, here each user can access:

Individuals user contact details under the 'Me' tab

Their personal call log, showing incoming, outgoing and also missed calls.

The users personal voicemail.

Settings for the application.

VoIP settings

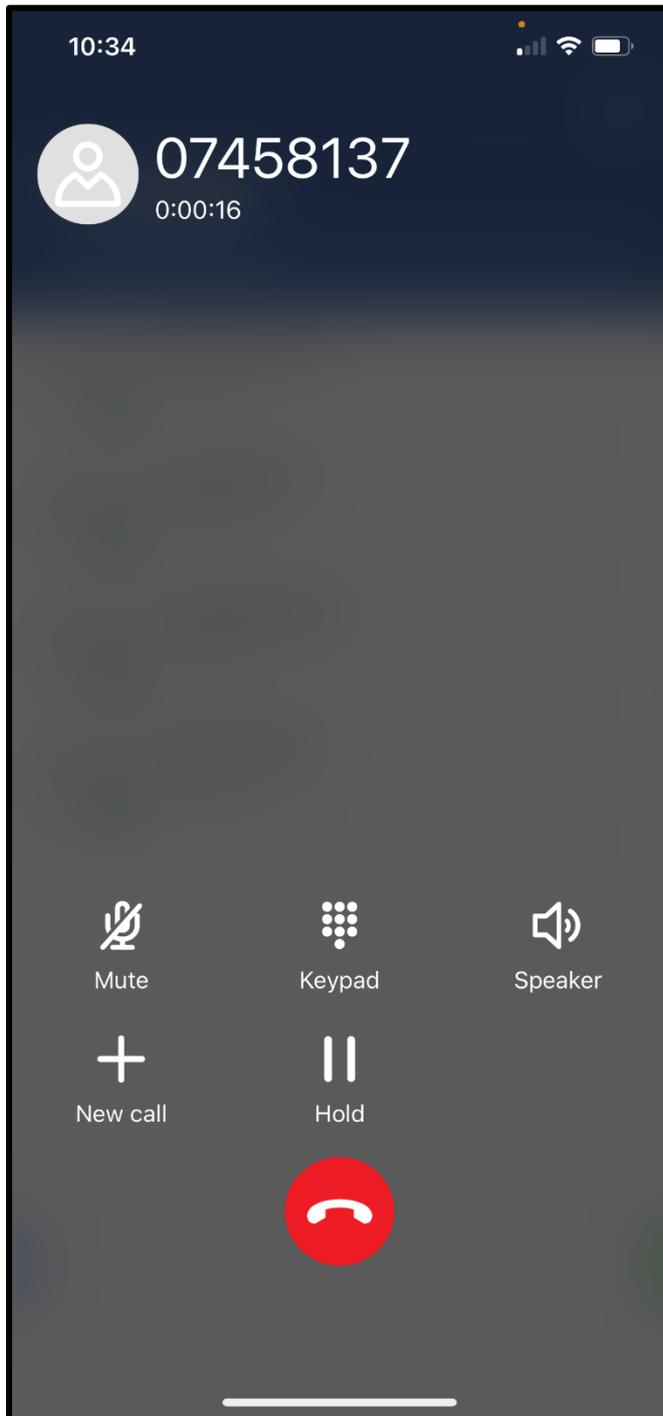


For the mobile softphone to work users will need to ensure that 'Internet calls (VoIP)' is switched on

Users can access this via the main menu and then settings.

A user can switch this off if they no longer want to receive calls on their mobile softphone application.

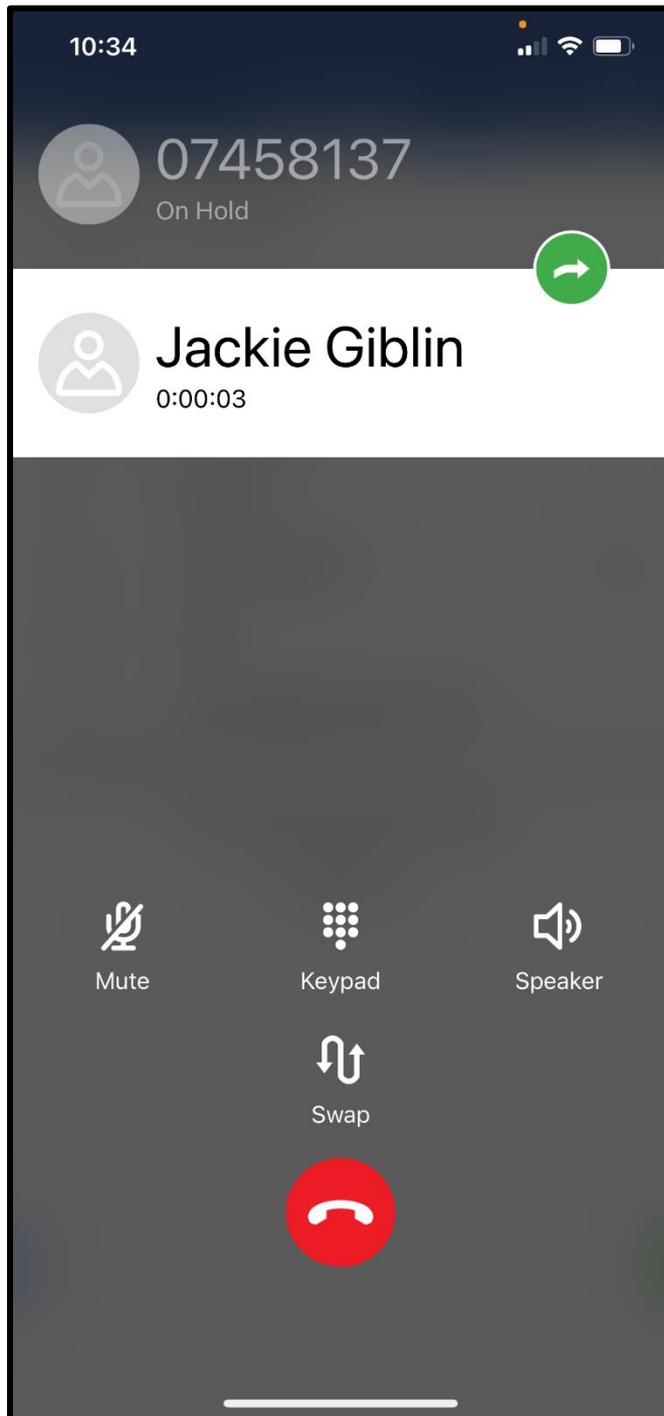
Within a call



Feature buttons within a call include: mute, hold, speakerphone and new call

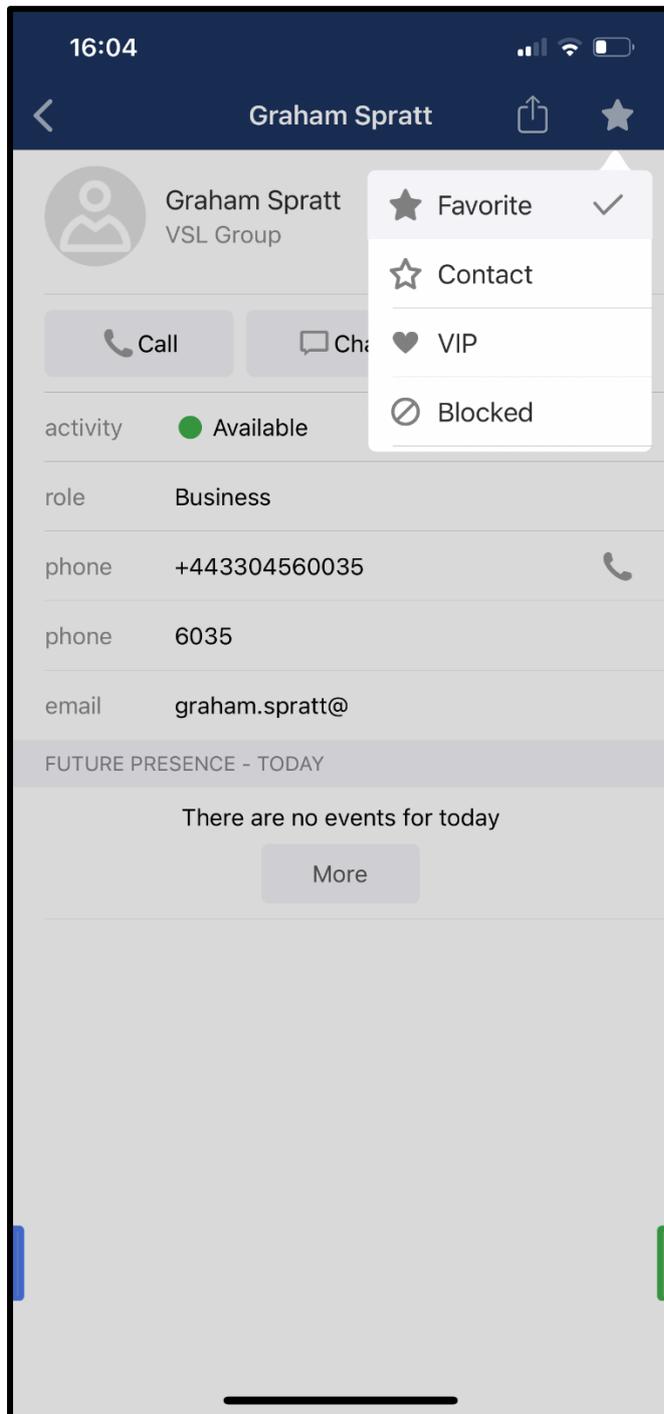
To transfer a call select 'New call' the user will then be asked to dial the number which they intend to transfer to – more details on page 7 on how to complete the transfer

Transferring a call



Once the user has pressed the 'New call' button (more details on page 6) and dialled the number which they would like to transfer the call to, they can then complete the transfer by pressing the green transfer button shown between the two calls

Creating favourite contacts



Using the search bar from the main menu, the user can search for internal or external contacts

Once the user has selected the contact in which they would like to appear on their home screen, they can then select the star button on the top right of the screen. This then gives the user the option to 'Favorite' a contact

Once the user has selected favorite the contact will then appear on their home screen as a speed dial