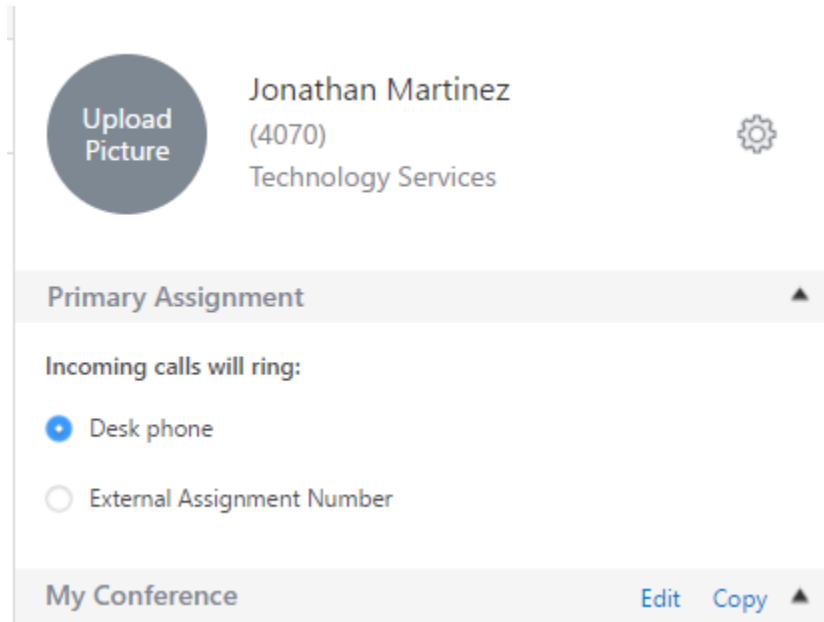


From Mitel Connect

1. Click on your name and the following menu should come up



The screenshot shows a user profile card for Jonathan Martinez. At the top left is a circular placeholder for a profile picture with the text "Upload Picture". To the right of the placeholder, the user's name "Jonathan Martinez" is displayed, followed by the extension "(4070)" and the department "Technology Services". A gear icon for settings is located to the right of the user information. Below this information is a dropdown menu with a light gray background. The menu is titled "Primary Assignment" and has a small upward-pointing triangle on the right. Underneath the title, the text "Incoming calls will ring:" is followed by two radio button options: "Desk phone" (which is selected with a blue dot) and "External Assignment Number" (which is unselected). At the bottom of the menu is another section titled "My Conference" with the words "Edit" and "Copy" to its right, and a small upward-pointing triangle.

2. Select EXTERNAL ASSIGMNET NUMBER
3. First Field label CELL
4. Second field put your CELL phone number
5. Number of Rings please put 6