Your Welcome E-mail provides. . .

- your Mitel communications settings
- a link to this Quick Reference Guide, and
- a list of useful links

Note: Save your Welcome email for future reference.

MITEL COMMUNICATION SETTINGS

-- User --		
Login ID	Password	Passcode
Use your login ID and password to log in to your Mitel communication web portal(s). You manage your application settings through web portals.		Enter to log into your voice mailbox, Hot Desk User account, AWV interface and SIP services (if your profile is configured for these features).
-- Phone --		
Number	Registration Access Code	Device Type
Identifies your office extension number(s)	For instructions on how to register your phone contact your System Administrator.	Identifies your Mitel phone model (for example: MiVoice 5330 IP Phone).
-- Voice Mail --		
Access #	Mailbox #	
Dial to call the voice mail auto attendant	After calling the voice mail auto attendant, enter this number to access your mailbox.	
-- Speech Auto Attendant --		
Access #	Dial to call the speech auto attendant.	

USEFUL LINKS

MiCollab End User Portal Quick Reference Guide

- Opens this Quick Reference Guide.

User Portals

- Launches your application web portal(s). Enter your Login ID and Password to log in.

Client Application Download Links

- Allows you to download client software, such as the MiCollab Client.

Mitel®

MANAGING YOUR APPLICATION SETTINGS

The following table lists the applications and functionality provided by the web portals.

Web Portal	Supported Applications	Use to . . .
MiCollab End User Portal	Settings	Set your personal settings, such as passwords and phone numbers.
	NuPoint Unified Messaging Web View	Access and manage voice, fax, and recorded messages from your e-mail client or web browser, record mailbox greetings, and create and manage personal distribution lists.
	NuPoint Unified Messaging Call Director	Create an automated attendant application (known as a call flow) to handle your calls when you can't answer personally.
	MiCollab Audio, Web, and Video Conferencing (AWV) (formerly known as Mitel Collaboration Advanced)	Schedule and manage collaboration sessions through the MiCollab AWV web interface. You can upload documents and present them to callers during a collaboration call.
MiCollab Client Web Portal	Home	View your unread voice mails and missed calls. Search a list of your corporate contacts.
	Call History	View your missed, received, and placed calls.
	Messages	List and download your current voice mail and FAX messages.
	Dynamic Status	View your current status and presence settings and create and edit your Dynamic Status elements such as call routing and presence information.
	Groups	Allows you to organize your contacts in groups. In this page, you can add, select, and delete groups; add and delete group members.
	Settings	Update your voicemail and desk phone destinations, change your password, and change your voice mail PIN.

ACCESSING USER GUIDES

For instructions on how to use your phones, applications, and mobile clients, access guides at the following web link:

- http://edocs.mitel.com/UG/Index.html
- http://www.miteldocs.com/ (for MiVoice 5000 and MiVoice MX-ONE phones)