

The purpose of these instructions is to aid a Warren County employee in setting up their Mitel desk phone at a location other than their regular office... most likely one's home. Reasons for this need could be the required evacuation from the office (widespread sickness, threat), working remotely, or traveling.

BEFORE YOU NEED THIS PROCESS...

- ❑ Know your Voicemail Password to complete this setup.
- ❑ Contact Telecom at 695-HELP or help@wcoh.net so that we can assure your phone settings allow remote access.

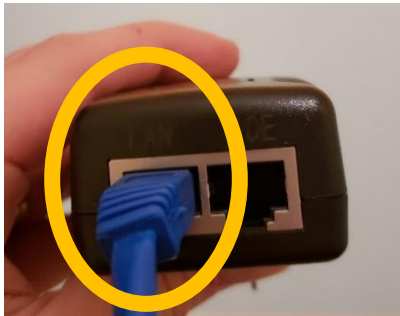
List of Needed Items

- (2) CAT-5 or CAT-6 Cords (provided by Telecom)
- Mitel Phone (the one from your desk)
- Power Injector (provided by Telecom)
- Modem/Router (the one at your new location)

1. Insert one of the provided cords into your modem/router's LAN port.



2. Insert the other end of that cord into the provided Power Injector's LAN port



3. Take the other cord and insert one end into the Power Injector's POE port



- Looking at the back of the phone, insert the other end of this cord into the far-left port.



- Plug the Power Injector into a wall outlet



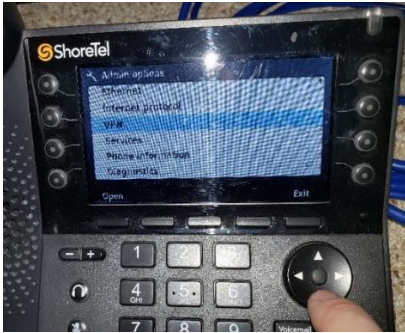
- When you see the auto boot countdown, you must press any key to stop it from booting.



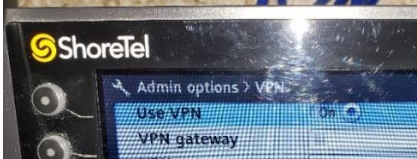
- Enter phone's Admin password 1234 and hit OK



8. Scroll down to VPN and Press OPEN to enter that section



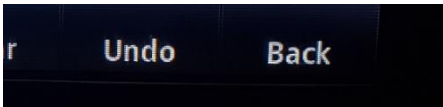
9. Toggle VPN to "ON" by pressing the right arrow or by pressing the toggle button



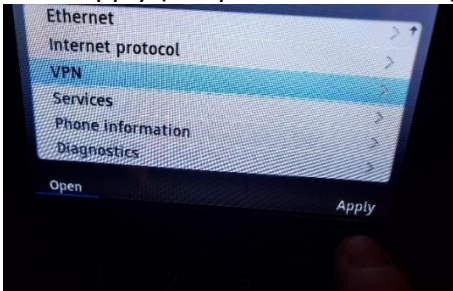
10. In the VPN gateway field, you will input "rast.wcpsn.net"
Press the far left softkey to toggle your entry to letters. Press * to enter the periods.
(R = pressing the 7 button 3 times, A = pressing the 2 button 1 time, etc)



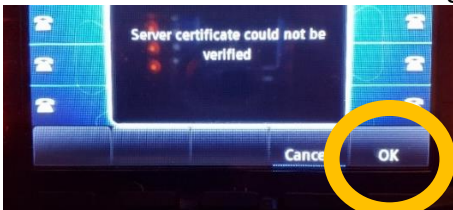
11. Press back



12. Press apply (the phone will reboot)



13. Press OK to the server cert warning



14. Enter your office phone extension & voicemail password. Press OK



15.

a. The phone should auto assign to your desk phone.



b. If you get a 'No Service' box or anything other than the above, try the following steps

16. Unplug the cord from the back of your phone, wait 10 seconds, then plug it back in.



17. When you see the auto boot countdown, you must press any key to stop it from booting.



18. Arrow to 'Internet Protocol' and Open



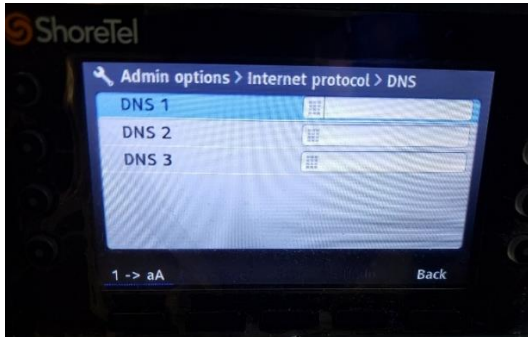
19. Arrow down to DNS and press Open



20. Enter Admin Password 1234 & click OK



21. In the first available DNS line, enter '8*8*8*8' then press back



22. Press Apply and you should get your usual phone screen



If this still doesn't work, call Telecom at 695-HELP from your cellular phone for assistance.

You will now receive calls to your office extension as if you were in your normal office space. You will now be able to call people from your office extension with full access to history, directory, etc.