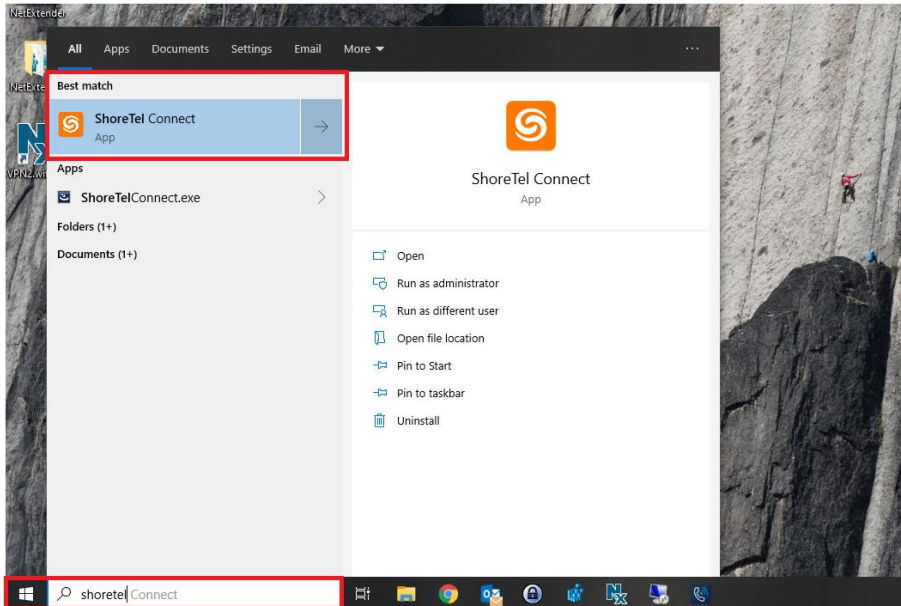


# Instructions: Simultaneously Ring Mobile Phone

## 1. Open the **ShoreTel Connect** client:

1a. Left-click the Windows icon  and search for “ShoreTel Connect”.

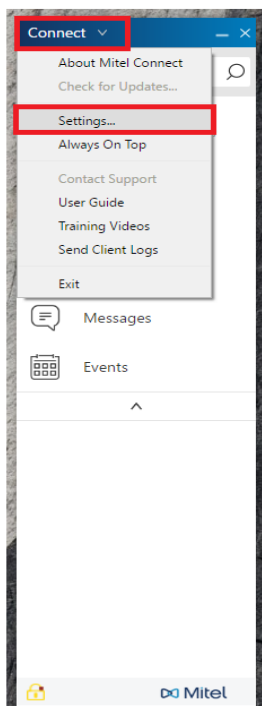
1b. Select the option “ShoreTel Connect” and a window should pop up.



## 2. Open the ShoreTel **Settings** menu:

2a. Left-click the “Connect” dropdown.

2b. Select the “Settings...” option and another window should pop up.



## Instructions: Simultaneously Ring Mobile Phone

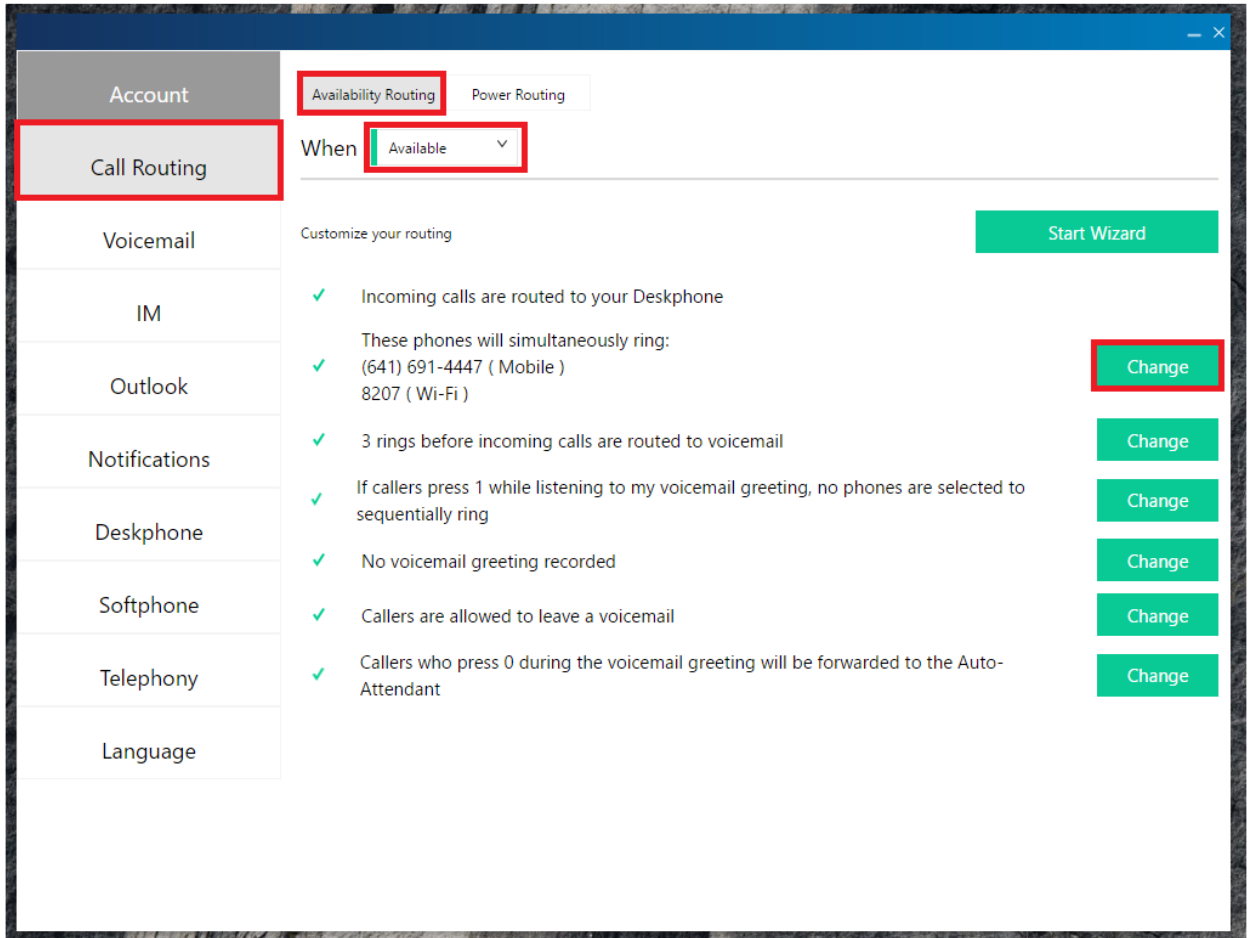
### 3. Configure **Call Routing** settings:

3a. In the left pane, select the “Call Routing” tab.

3b. Ensure that “Availability Routing” is chosen.

3c. Choose the “Available” status option.

3d. Select the “Change” button next to “These phones will simultaneously ring”.



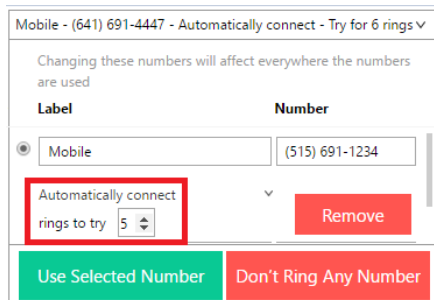
### 4. Add mobile phone number:

4a. Check the box next to “Also simultaneously ring these numbers”.

4b. Select the dropdown for “Select Number”.

4c. Add your Mobile phone number, check the box, and left-click the “Use Selected Number” button.

4d. Left-click the Label text box. Select “Automatically connect” and at least 5 “rings to try”.



## Instructions: Simultaneously Ring Mobile Phone

- 4e. Repeat steps 3a – 4c for any other status' (“In a meeting”, “Vacation”, etc.).
- 4f. Left-click the “Save” button.
- 4g. Test setting changes.

The screenshot shows the Microsoft Teams settings interface. On the left is a navigation pane with the following items: Account, Call Routing (selected), Voicemail, IM, Outlook, Notifications, Deskphone, Softphone, Telephony, Workgroups, and Language. The main content area is titled 'Availability Routing' and 'Power Routing'. Under 'Availability Routing', there is a 'Simultaneous Ring When' dropdown set to 'Available'. Below this, it says 'On an incoming call ring' with a checkmark and 'my extension'. A checkbox labeled 'Also simultaneously ring these numbers' is checked. A modal window titled 'Select Number' is open, showing a table with two columns: 'Label' and 'Number'. The first row has 'Mobile' in the label column and '(515) 691-1234' in the number column. Below the table, there is a dropdown for 'Automatically connect rings to try' set to '20' and a 'Remove' button. At the bottom of the modal are two buttons: 'Use Selected Number' and 'Don't Ring Any Number'. At the bottom of the main settings area, there are 'Cancel', 'Next', and 'Save' buttons. The 'Save' button is highlighted with a red border.

Label	Number
Mobile	(515) 691-1234