

## Mitel Cell Presence / Mitel Voice Mail to Email

Cell Presence sends all calls from your Mitel extension to the cell phone number requested.

Voicemail to email sends all voicemails from your Mitel extension to your email.

You may only use one of the two options currently available.

1. Request for the Mitel Cell Presence or Voicemail to email by sending an email request to [networkservices@louisiana.edu](mailto:networkservices@louisiana.edu) that includes the following information:
  - a. Your Name
  - b. Your ULID
  - c. Your University email address
  - d. Your Contact Phone Number
  - e. Extension / Building / Room / department
  - f. Jack Number that needs the Mitel Cell Presence (if available).
  - g. The Cell phone number to be used for the Cell Presence or
  - h. The email address to receive your voicemails.
2. You will be notified when your request for these services are available for your use.
3. To use this service for cell presence:
  - a. From your Mitel Telephone Display, press the button next to "Cell Presence"
  - b. The green light will be illuminated when the service is selected.
4. To return to normal service, end the "Cell Presence" service.
  - a. From your Mitel Telephone Display, press the button next to "Cell Presence"
  - b. The green light will no longer be illuminated next to the button.
5. To use the voicemail to email service:
  - a. We will notify you when it is ready.