

# TELEWORKER SET-UP

Instructions for how to set-up your Mitel phone in Teleworker mode to work from home

**BEFORE TELEWORKER MODE WILL WORK, TELEWORKER MUST BE ACTIVATED IN THE VTSL PORTAL. GO TO ADMINISTRATIVE PORTAL > MY DYNAMIC SITE. CLICK "CREATE DYNAMIC SITE", THEN SAVE. YOUR PHONE ALSO MUST BE CORRECTLY CONNECTED TO THE POWER SUPPLY AND YOUR HOME ROUTER.**

- 1) Power the phone off by disconnecting the power source.
- 2) Power the phone back on whilst holding down the 7 key. Keep the 7 key depressed until the words "CONFIG TELEWORKER?" appear on the screen.
- 3) Release the 7 key. Press \* for Yes.
- 4) The screen will now display "DELETE/NEW SETTINGS?". Press # for New.
- 5) The screen will now display "IP ADDRESS TYPE: \*=IPV4 #=IPV6". Press \* for IPV4.
- 6) The screen will now display "TELEWORKER GATEWAY: 0.0.0.0" with a cursor prompting the user to enter a new IP address. Enter the following IP address 80.249.222.55 using the numeric keypad to enter the digits and the # key to enter a dot. If a mistake is made entering the address, use the \* key to delete. When the address is entered correctly, press the down arrow to the right of the screen. 6) The screen will now display "STORE CHANGES?". Press \* for yes.
- 7) The screen will display "STORING TO NVRAM" for a few seconds, after which the phone will reboot. Once the phone restarts, it will be in teleworker mode. Upon a successful connection to the central server, the phone will either display "Logged Out / ACTIVATE" or show the last logged-in extension before the phone was powered off. If anything else is displayed please contact VTSL support.

