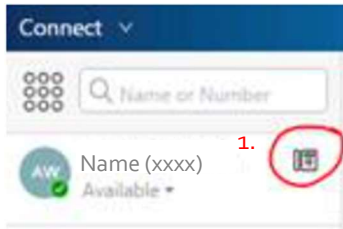
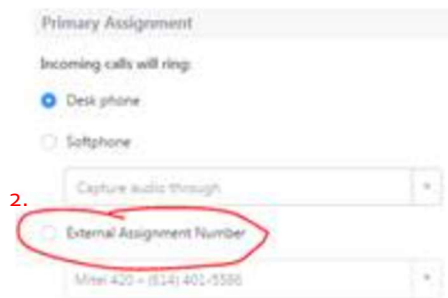


To set up and use Office Anywhere with Connect:

- 1) Click on the phone icon next to your name:



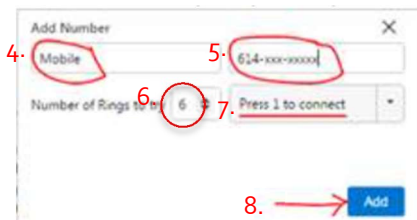
- 2) Under Primary Assignment, select "External Assignment Number"



- 3) Click on "Add New Number"



- 4) Add a name for your phone (mobile, home, etc.)
- 5) Enter the phone number
- 6) Select the number of rings
- 7) Select "Press 1 to connect"
- 8) Click "Add"



The screenshot shows a dialog box titled "Add Number" with a close button (X) in the top right corner. It contains the following elements:

- A text input field containing "Mobile", circled in red with the number "4" to its left.
- A text input field containing "614-xxx-xxxx", circled in red with the number "5" to its left.
- A dropdown menu labeled "Number of Rings to Ring" with "6" selected, circled in red with the number "6" to its left.
- A dropdown menu labeled "Press 1 to connect" with a downward arrow, circled in red with the number "7" to its left.
- A blue "Add" button at the bottom right, with a red arrow pointing to it and the number "8" to its left.

You are now able to work remotely using your mobile (or another phone). To revert back to your desk phone, simply select desk phone when you're back in the office. Use this method to turn it off and on as needed. You can control all calls via the communicator. It doesn't require any additional licensing and can be activated and deactivated at any time.