



A MITEL
PRODUCT
GUIDE

Mitel Administration

Mitel Administration User Guide

May 2026

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Overview

1

This chapter contains the following sections:

- [What is Mitel Administration](#)
- [Log in to the Mitel Administration](#)
- [Mitel Administration Dashboard](#)

Welcome to **Mitel Administration**! Before you onboard your first customer, refer to the following topics :

1.1 What is Mitel Administration

Mitel Administration is a web-based application that enables Mitel Partners to create and manage customer accounts; and allows Account Administrator of a customer account to manage the customer account and the users in that customer account. The users in a customer account can use the various Mitel applications and 3rd party CloudLink applications after CloudLink integration is enabled on these applications. Additionally, with a MiVoice Business solution integration, it now allows Mitel Partners and Customers alike to manage users on the MiVoice Business solution.

1.2 Log in to the Mitel Administration



Note:

The Mitel Administration supports the following browsers:

- Apple Safari
- Google Chrome
- Microsoft Edge
- Mozilla Firefox

Log in as a Mitel Partner

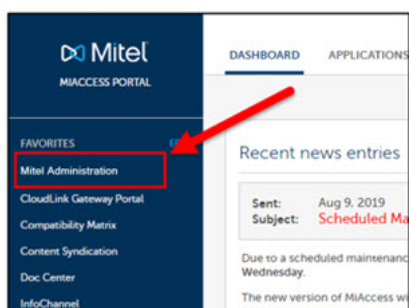
As a Mitel Partner, you can log in to Mitel Administration either via [Mitel MiAccess Portal](#) or through the URL <https://accounts.mitel.io>.

Note:

If you are logging in through **Mitel MiAccess Portal**, use the **Mitel Administration** portal for managing customers and users.

Refer to the *CloudLink Gateway User Guide* for gateway deployment details.

To log in to the Mitel Administration directly via the MiAccess portal, you must first log in to the Mitel MiAccess Portal using your MiAccess credentials. In the MiAccess portal home page, **Mitel Administration** will be listed on the left side of the site, provided that the CloudLink policy has been assigned you. Click **Mitel Administration**. The Mitel Administration opens, and the **Dashboard** is displayed.

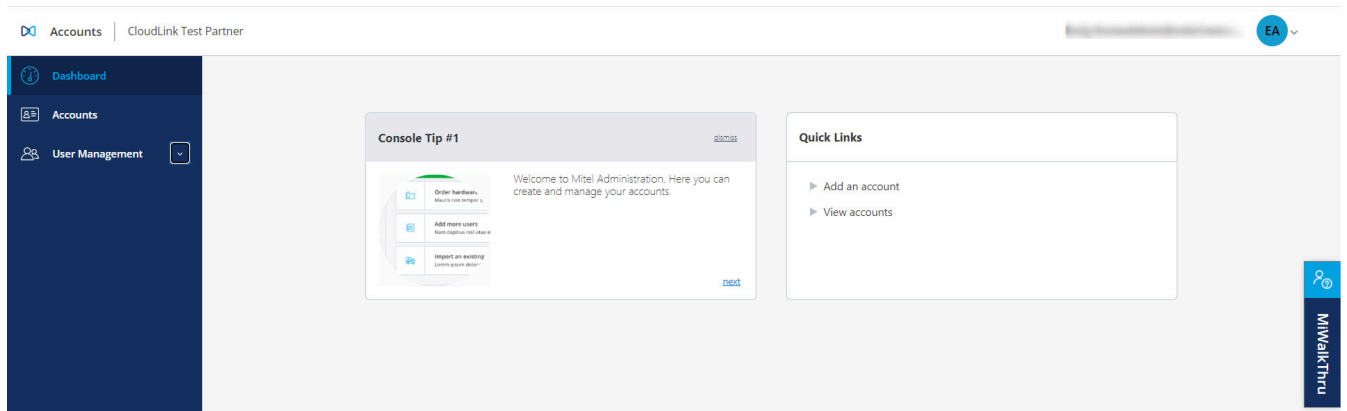


To log in through the URL, click the **MiAccess** button on the **Accounts** login screen.



In the Mitel **MiAccess** login page, enter your MiAccess credentials and click **LOGIN** to log in to the Mitel Administration. On successful login, Mitel Administration opens and the **Dashboard** is displayed.

The following image shows an example of the **Dashboard** when a Mitel Partner logs in to the Mitel Administration for the first time.



When you log in to Mitel Administration for the first time, a default Partner Account is created and assigned to you in Mitel Administration and a new user (Partner) is created for you using your Mitel MiAccess User credentials. The Partner Account maintains the login details of all the Partners. The Partner Account and the Partner in an account cannot be deleted.

After logging in, Mitel Partners can [Add an Account](#) on page 11, [Edit an Account](#) on page 12, [deactivate](#), or [delete](#) their customer accounts; and [add](#), [edit](#), or [delete](#) users; and [enable or disable administrative rights](#) for users. They can also [assign support contacts](#) for an account, [enable or disable Integrations](#), and [assign Orders](#) for a customer account.

Note:

As a Mitel Partner, you can restrict access to specific end-customer accounts for the technicians and service administrators within that partner account.

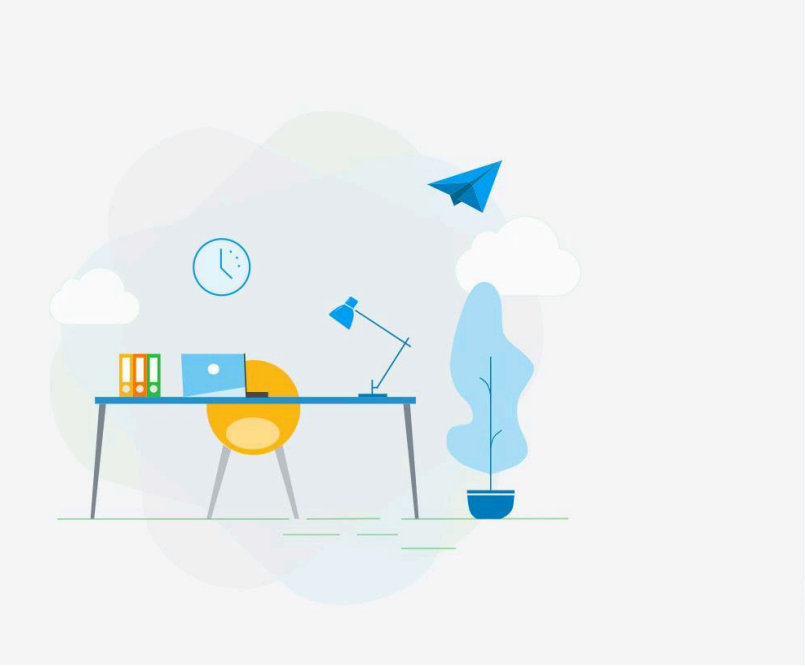
Note:

The login details of a Partner remains in Mitel Administration even after the MiAccess user credentials of that Partner are disabled or removed. To remove a Partner from the Partner Account, contact Mitel Partner Technical Support by logging in to <https://www.mitel.com/en-ca/login>

Log in as an Account Admin or a User

As an Account Admin of a customer account, or as a user, you can log in to Mitel Administration directly through the URL <https://accounts.mitel.io> after you have registered your account.

For information about how to register an account, see [Welcome E-Mail](#) on page 9. To log in, you must enter the email address (specified in the account for you) as the username and the password (selected by you while registering the account) as the password. And click **Next**.



Mitel

Sign in to Mitel

to continue to Accounts

Enter your username

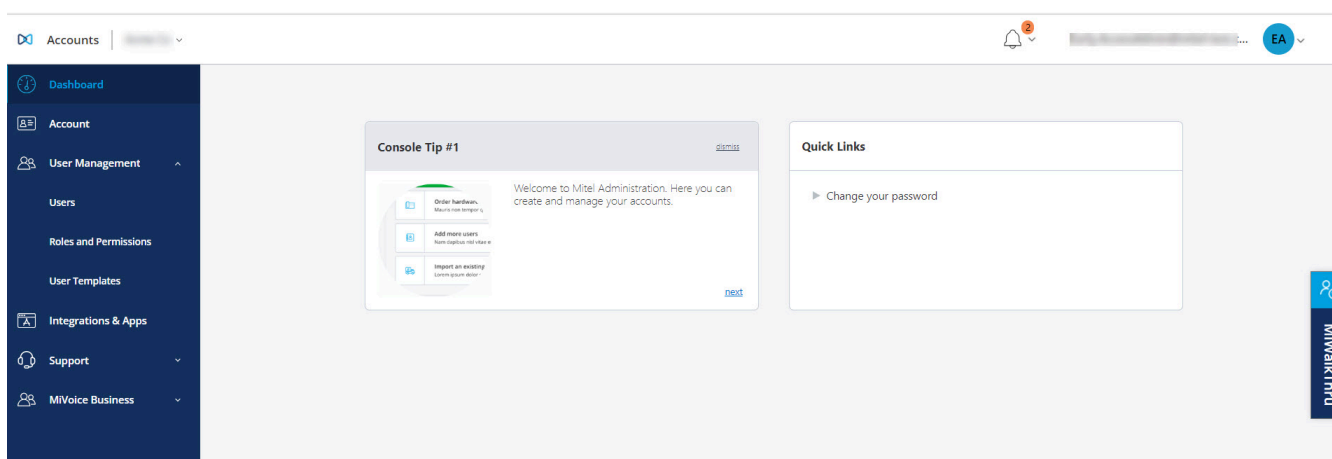
Next

Or sign in with

MiAccess

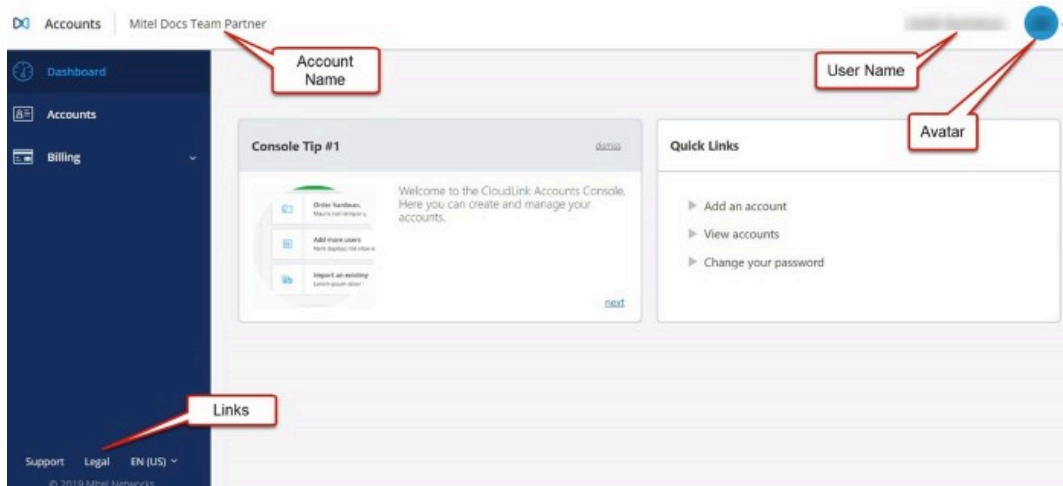
After logging in, an Account Admin of a customer account can [add](#), [edit](#), or [delete](#) users (including other Account Admins) in that account; and [enable or disable administrative rights](#) for these users.

The following image shows an example of the Dashboard when a Customer Admin or Account Admin logs in to Mitel Administration for the first time.

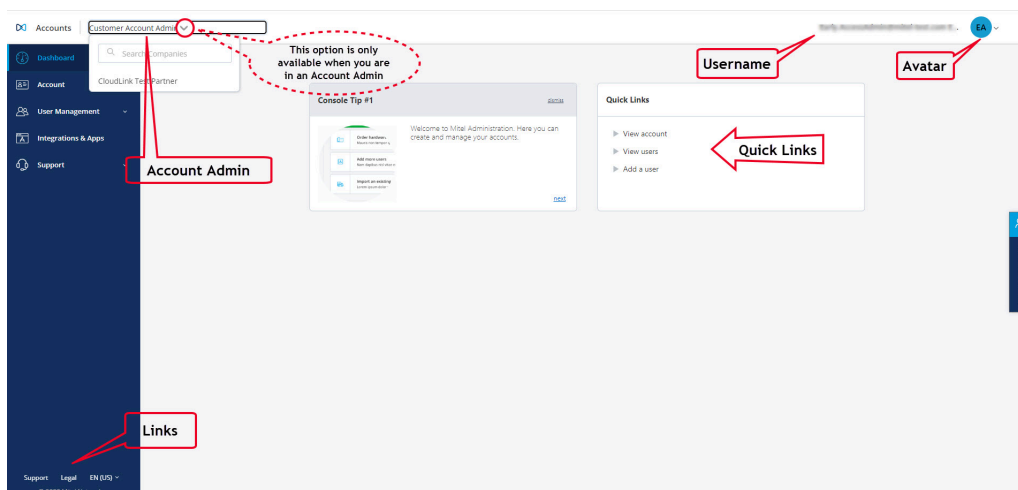


1.3 Mitel Administration Dashboard

The following image shows the Mitel Administration Dashboard when a Mitel Partner logs in.



The following image shows the Mitel Administration Dashboard when an administrative user logs in.



Note:

-  The  option is *only* available to a Partner Admin and Partner Admin assuming the role of an Account Admin. The admin can use this option to search for other customer accounts under this Partner account.
- As a Mitel Partner, you can restrict access to particular end-customer accounts for technicians and service administrators associated with that partner account. This guarantees that not all technicians or service administrators has the ability to view or handle all end customers within the partner account.

The following table describes the user interface elements on these two dashboards.

Dashboard Element	Function
User Name	This is the name of the Mitel Partner or the Account Admin as in Mitel Administration. To change this name, click the user in the Users page, edit the name, and click Save.
Avatar	You can click your avatar, and click Logout to log out of the application.
Account Name	This is the customer account name added by the Mitel Partner.
Links	At the bottom of Mitel Administration are the following links: • Support – Access to the online CloudLink help. • Legal – Access to the CloudLink applications end user license agreement. • Supported Languages – Click the down-arrow to select the supported languages from the list.
Accounts / View Accounts	This option is available only to a Mitel Partner. Use this option to view and manage customer accounts. For more information, see Managing Accounts.
Billing	This option is available only to a Mitel Partner. Use this option to access the Orders section.
Orders	This option is available only to a Mitel Partner. Use this option to view a list of, and to manage all orders the partner has purchased.
Account / View account	This option is available on the Mitel Administration Dashboard to a Partner Admin and an Account Admin. Use this option to view and manage a customer account. This option is available to a Mitel Partner only after they select a customer account.

Dashboard Element	Function
Users / View users	This option is available on the Mitel Administration Dashboard only to an Account Admin. Use this option to view and manage the users in a customer account. For more information, see Managing Users. This option is available to a Mitel Partner only after they select a customer account.
Add a user	This option is available on the Mitel Administration Dashboard only to an Account Admin. Use this option to add a new user to a customer account. This option is available to a Mitel Partner only after they select a customer account.
Change your password	Use this option to change your password used to access Mitel Administration. This option will not be visible to a Mitel Partner logging in to the Accounts Console via MiAccess.

Notifications

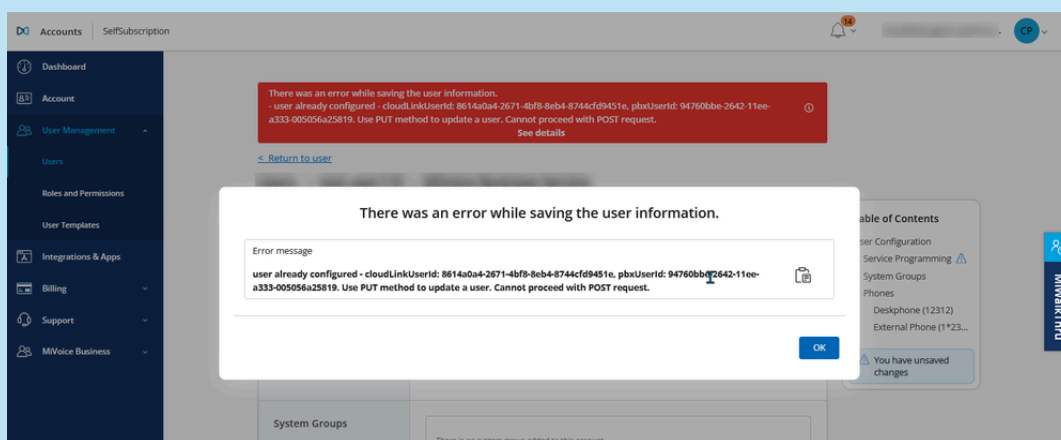
The notification bell icon is displayed alerting the Partner and Account Admin of new activities, updates, or relevant tasks performed by them.

The bell icon displays a small numbered badge in contrasting color to indicate the number of pending

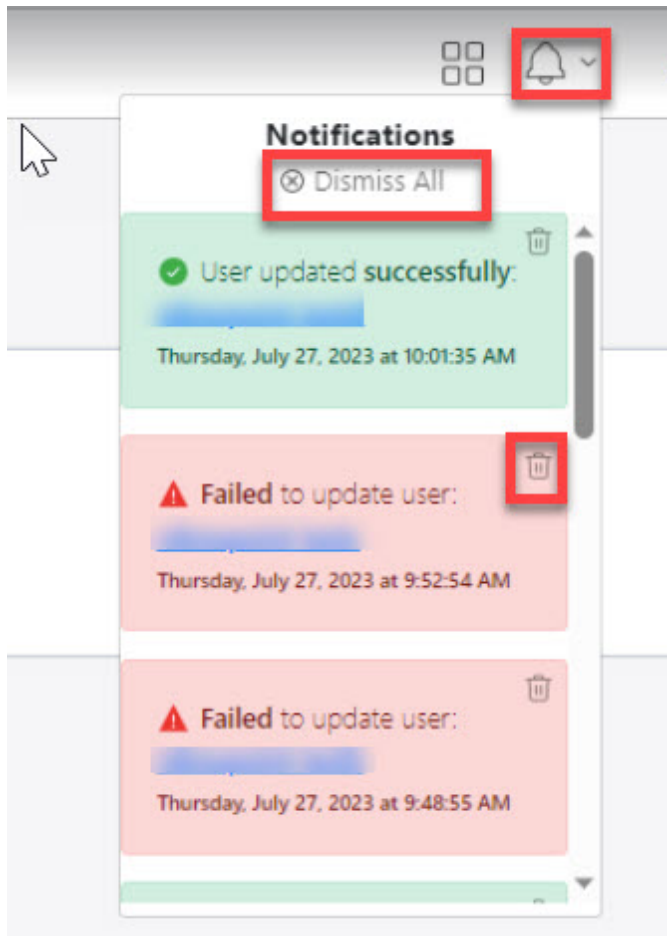
notifications . By clicking the icon, users can quickly access a notification drop-down that lists the latest activities, and its completion status on Mitel Administration.

Note:

To view complete details about an error, access the notification drop-down list, and click the **See details** hyperlink.



Partners or Account Admins have the ability to hide all notifications at once using the **Dismiss All** option or permanently delete the individual notifications using  icon.



Note:

The **Dismiss All** option will remove the notifications from the current view, however, a page refresh, or a new notification will reload all notifications. Use the  icon to permanently delete individual notifications.

Managing Customer Accounts

2

This chapter contains the following sections:

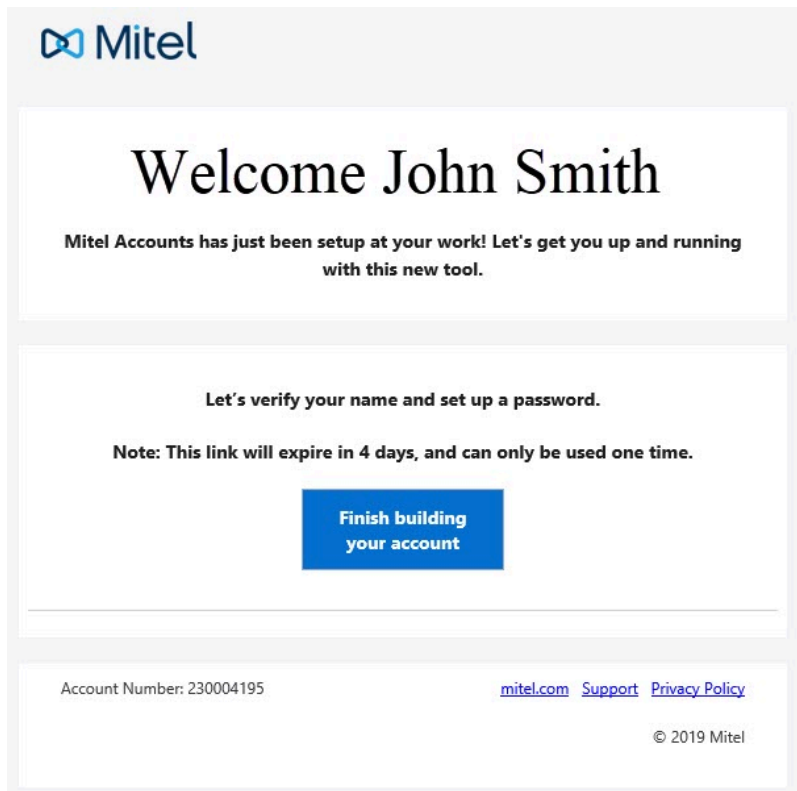
- [Welcome E-Mail](#)
- [Managing Accounts](#)
- [Customer Admin Account Information](#)
- [Managing Users](#)
- [User Roles and Privileges](#)
- [Management Profiles](#)
- [Orders](#)
- [Subscriptions](#)
- [Bulk Import of Users](#)
- [Support Contacts](#)
- [Support Logs](#)
- [Gateway](#)
- [Allow Users to Edit or Delete Chat Messages in CloudLink Applications](#)
- [Support](#)
- [Roles and Permissions](#)
- [Account Managers](#)
- [Event History](#)
- [System Inventory](#)

The topics provide instructions for managing customer accounts and users, assigning support contacts, adding users to a customer account in bulk, and to view and assign the MiTeam Meetings subscription purchased by a Partner to a customer account and users in the account.

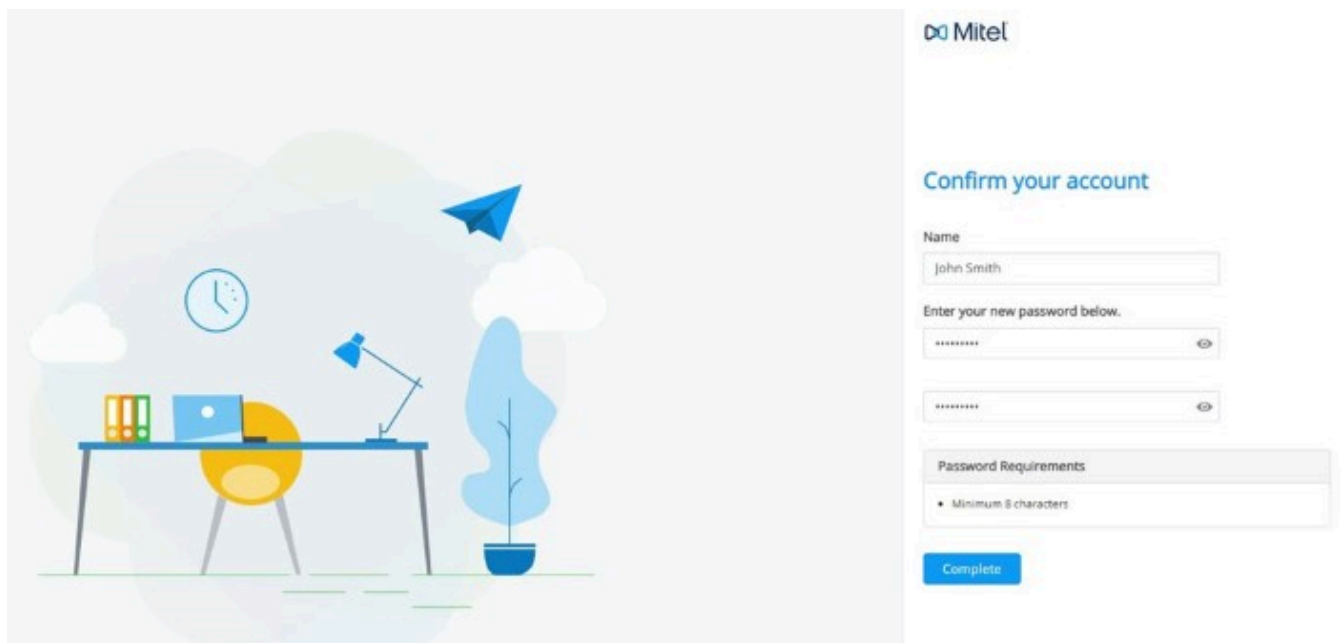
2.1 Welcome E-Mail

After logging in, Mitel Partners must receive a Welcome E-Mail to these accounts. They can confer administrative rights to the users they add to a customer account. Administrative users or Account Admins of a customer account can also add users to the account.

After a Mitel Partner or an Account Admin adds a user to a customer account, the Mitel Administration sends a verification email to the user. Users must complete the registration.



This verification email includes a **Finish building your account** link. Clicking this link takes users to the **Mitel Accounts** sign up page.



Here, users must create a new password for the Mitel Accounts and click **Complete** to complete the registration process.

Note:
The password must contain at least 8 characters.

After the registration is complete, an Account Admin or a regular user can log in to Mitel Administration. For more information about how to log in to Mitel Administration, see [Log in as an Account Admin or a User](#) on page 4.

Note:
A Mitel Partner has administrative rights for all the customer accounts that Partner created in the same Partner Account. An Account Admin has administrative rights only for the customer account to which they belong. For more information about the types of user roles and their privileges, see [User Roles and Privileges](#).

2.2 Managing Accounts

The Accounts page enables a Mitel Partner to view, search for, add, edit, delete, and deactivate all the customer accounts created by that Partner. To access this page, the Partner must click the **Accounts** option from the navigation menu in the left side of the Mitel Administration Dashboard.

Note:
Mitel Partners can view the customer accounts created by other Partners within the same Partner account.

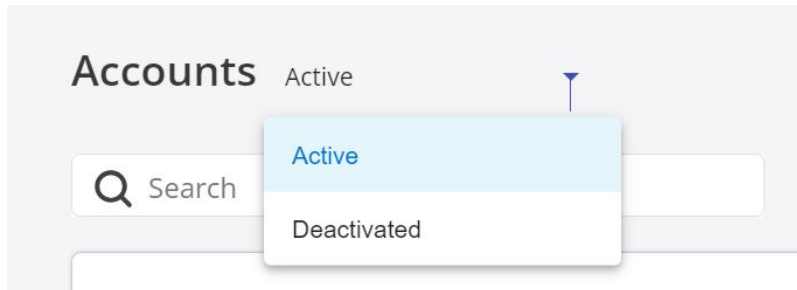
Add an Account

To add a new account, click the **Add Account** button. Enter the **Customer Name**, **Country**, **Address**, **City/Town**, and **Postal/Zip Code** of the customer. Choose the **Default Language** for the account, and assign **Support Contacts**. Click **Save**.

Note:
Every customer account in Mitel Administration is assigned a unique identifier known as the 'Account ID'. To view the Account ID of an account, go to the [Account Information](#) page of that account.

View Accounts

Click the down-arrow above the **Search** bar in the **Accounts** page, and from the drop-down list, select to view a list of active accounts or deactivated accounts by clicking, **Active**, or **Deactivated** respectively.



Search for Accounts

In the **Search** bar, type the name of the account you are searching for. The search field displays a list of matching account names as you type the letters.

Edit an Account

To edit the details of an account, click the account and edit the account details in the **Account Information** page that appears.

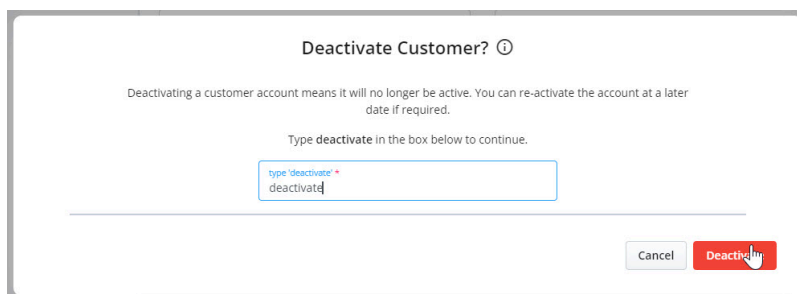
Click the  icon at the bottom right to save the changes.

Note:

This option is also available to an Account Admin of an account.

Deactivate an Account

The Mitel Partner can deactivate an account. Click the **Account** option from the left navigation menu, select the account from the **Accounts** page. Click the **Deactivate** button from the **Account Information** page that opens. A pop-up screen appears. To continue to deactivate the account, type the word “deactivate” in the text box and click **Deactivate**.



When you deactivate an account, the users in that account will no longer be able to sign in to Mitel Administration or use any CloudLink applications.

Delete an Account

i Note:

When you delete an account, the CloudLink Gateway appliance associated with the account will be factory reset. For more information on factory reset, see **System Options** in [Configure Advanced Settings and Options](#).

To delete an account, select the account from the list and click the **Delete** button. A pop-up screen opens. To continue to delete the account, type the word “delete” in the text box that appears and click **Delete**.

Reactivate an Account

The Mitel Partner can reactivate a previously deactivated account. To do so, in the **Accounts** page, select **Deactivated** using the down arrow, see [View Accounts](#) on page 12. Select the deactivated account from list of deactivated accounts in the **Accounts** page. A pop-up screen opens. To continue to reactivate the account, type the word “reactivate” in the text box that appears and click **Reactivate**.

When you reactivate an account, the users in the account will be able to sign in and access all the CloudLink applications and services. Also, the account will be listed in the CloudLink Gateway portal.

2.3 Customer Admin Account Information

The **Account Information** page of a customer admin account enables the Mitel Partner and the Account Admin to view and edit account information, view the Account ID and Cloud location, assign Support contacts, and enable or disable integrations for an account. The Mitel Partner can also delete or deactivate the customer account and view the Subscriptions details for the account.

To access the **Account Information** page of a customer account:

- A Mitel Partner must click that account from the **Accounts** page.

- A Customer Account Admin of that customer account must click the **Account** option from the left navigation menu of the Mitel Administration Dashboard.

For more information, refer [Mitel Administration Dashboard](#).

Customer Information

Customer information panel allows you to view and edit the details of the customer to whom the account belongs to. You can edit the **Customer Name**, **Country**, **Province / State**, **Address**, **City**, and the **Postal / ZIP code** of the customer. You can also view and copy **Account ID** of the customer account, and choose the **Default Language** and the **Business Type** of the customer. The customer information panel also displays the [SAP Customer Number](#) on page 15, the [Cloud location](#), and the **PBX Type** of the customer account.



Note:

The PBX type is available only after the CloudLink Gateway onboarding is completed successfully.

Support Contacts

You must assign Support contacts for a customer account to which all issue reports pertaining to that account are sent. For more information, see [Support Contacts](#).

Integrations

You can integrate customer accounts with other Mitel applications - **CloudLink Gateway**, **MiCC**, **MiCollab**, **Mitel One**, **MiTeam Meetings**, **Mitel Voice Assist**, and **MiVoice Business** by sliding the toggle associated with each of these applications. For more information, see [Integrating Mitel Applications with CloudLink](#). You can also integrate customer accounts with 3rd Party applications - **Single Sign-On**, **Azure AD Sync**, **Microsoft Office 365**, and **Microsoft Teams**.

Privileges

When you integrate a customer account with a Mitel application, the specific Privileges (Delegated Authentication and Allow Guest Access) associated with that application are also enabled for that account. A user can also enable or disable the Privileges separately for an account by using the toggle buttons associated with each of these privileges. For more information, see [Integrating Mitel Applications with CloudLink](#).

Call Services

Bandwidth Optimization

To enable bandwidth optimization for a customer account, slide the **Bandwidth Optimization** toggle button to the right in the **Call Services** section. To learn more about bandwidth optimization, see *Bandwidth Optimization* section in the [System Requirements](#) topic of the CloudLink Platform documentation.

Cloud Location

Cloud Location refers to the physical geographic region where the customer's data is stored and managed within cloud data centers.

SAP Customer Number

SAP Customer Number is a read-only field that displays the SAP ID of customers who have a subscription for a CloudLink service or application, as ordered by their Reseller or Distributor. For a MiCloud Connect account, the name of this field will be **Billing Customer Number**.

Subscriptions

The **Subscriptions** panel displays the list of all the licenses assigned to the customer account. For more information, see [Subscriptions](#) on page 45.



Note:

If your account has an active subscription but the integration is not enabled, the following error message appears:

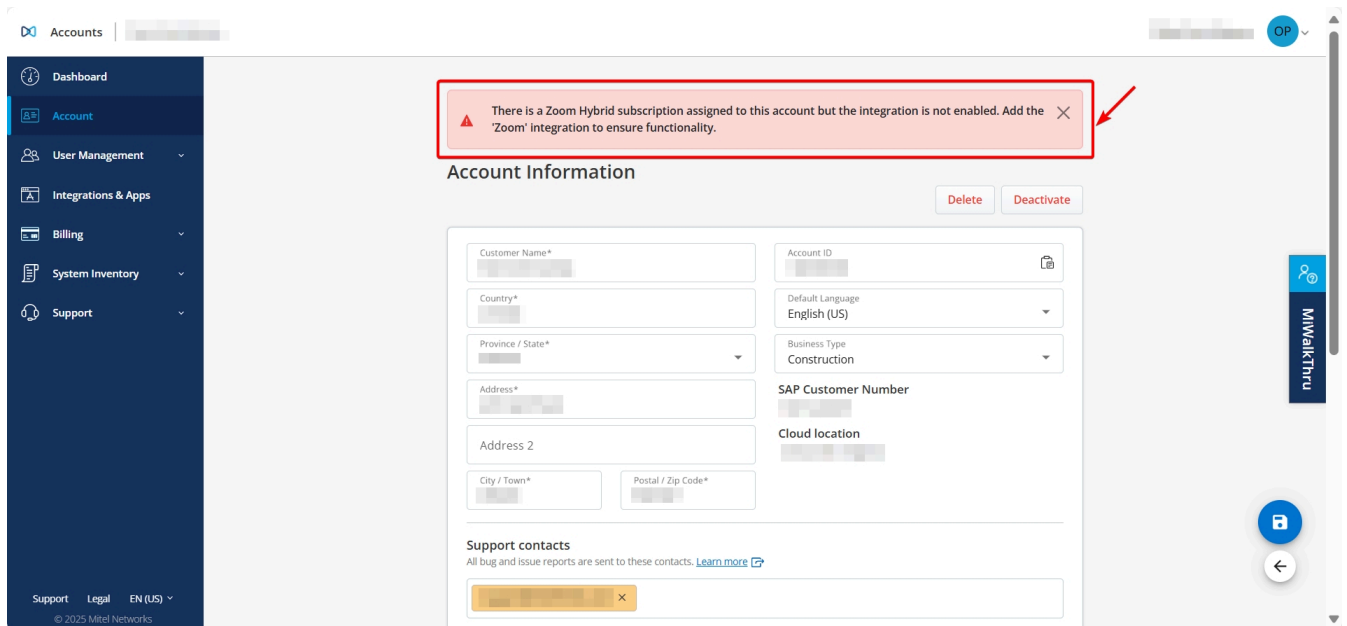
- **"There is a xxxxx subscription assigned to this account but the integration is not enabled. Add the 'xxxxx' integration to ensure functionality."**

Example: Zoom Hybrid Subscription Without Integration

Scenario: You have a **Zoom Hybrid** subscription assigned to your account, but you have not added the **Zoom** integration.

Result: When you attempt to use the subscription features, the following error message appears:

"There is a Zoom Hybrid subscription assigned to this account but the integration is not enabled. Add the 'Zoom' integration to ensure functionality."



Resolution:

1. Go to the **Integrations** section.
2. Select **+ Add new**.
3. Under the **3rd Party** tab, select **Add** next to **Zoom**.
4. Select **Done**.
5. Complete the integration setup.

Once the Zoom integration is enabled, the subscription features will be available.

2.4 Managing Users

The **Users** page of a partner or customer admin account contains a list of all the users in that account. All users in a customer account may interact with each other using various Mitel applications after CloudLink integration is enabled on these applications.

To integrate, enable, and manage MiVoice Business features from the Mitel Administration see [MiVoice Business Integration](#) on page 132 in this guide. For more information, see the *Mitel Administration for MiVoice Business Solution Guide* in the [Mitel Document Center](#).

Users ?							
Search Users		+ Add Filter		Manage all		Add User	
☐	NAME	EMAIL ADDRESS	EXT	MODIFIED ON (BY)	LICENCES	ROLE	LOCATION
☐			2027	2026-05-21 (Solution)	MiVoice Business Service		Buckingham
☐			2018	2026-05-21 (Solution)	MiVoice Business Service		Belleville
☐			2015	2026-05-20 (Solution)	MiVoice Business Service		Beloeil

The **Users** page displays a list of CloudLink users along with their email addresses, extension numbers, and related details such as last modified information, licenses, roles, location and call forwarding.

Note:

Devices learned from the PBX without an email address appear in the portal only if a **LoginID** is configured on the PBX.

Using the **Call Forwarding** column, users can quickly identify whether a user's Prime Phone has any active Call Forwarding rules. The following statuses are available in this column:

- **Enabled:** At least one call forwarding rule is enabled.
- **Disabled:** Call forwarding rules exist, but all of them are disabled.
- **Blank Cell:** Call forwarding rules are not configured.

Note:

For more information about call forwarding, see the [Call Forwarding Management](#) on page 197.

You can hover over the status to view call forwarding rules, including the rule type, destination number, and enabled or disabled status.

Note:

When a user's details are modified, CloudLink Gateway sends the update notification to Admin as a direct result of the user being modified by **Mitel Administration**.

The Users page enables Mitel Partners and Account Admins of a customer account to add, edit, view, and search for a user; enable or disable administrative rights for a user; reset a user's CloudLink password; resend CloudLink welcome email to a user; assign products and licenses to a user; and delete a user from that account.

To access the **Users** page of an account, do the following:

If you are logged in as a **Mitel Partner**:

1. Click **Accounts** from the left navigation menu. The list of users is displayed.
2. Click the **User** to access the account.

If you are logged in as a Customer **Account Admin**, follow these steps:

1. From the left navigation menu, click **User Management** and then click **Users**. The list of users for this account is displayed.

2. Select the preferred **User** to access the account.

Add User

The Customer Account Admin can add users to that account.

To add a new user, follow these steps:

1. Log in to the **Mitel Administration** as an **Account Admin**.
2. From the left navigation menu, click **User Management**, and then click **Users**. The **Users** page is displayed.

Users [🔗](#)

🔍 Search Users [+ Add Filter](#) Manage all Add User ⋮

☐	NAME	EMAIL ADDRESS	EXT	MODIFIED ON (BY)	LICENCES	ROLE	LOCATION	CALL FORWARDING
☐	[REDACTED]	[REDACTED]	2027	2026-05-21 (Solution)	MiVoice Business Service		Buckingham	
☐	[REDACTED]	[REDACTED]	2018	2026-05-21 (Solution)	MiVoice Business Service		Belleville	
☐	[REDACTED]	[REDACTED]	2015	2026-05-20 (Solution)	MiVoice Business Service		Beloeil	

3. Click **Add User**. The **New User** pane is displayed.



New User

Enter user details below

First Name

John

Last Name*

Smith

Email*

john.smith@mitel-test.com

 Mobile Number

Role

User

Location

Choose a Template

Template

*required

Cancel

Create

4. Enter the **First Name**, **Last Name**, and **Email**.

Note:

- The **First Name**, **Last Name**, and **Email** fields are mandatory, while all other fields are optional.
- Enter a valid email address for the user in the **Email** field. Ensure that you do not enter an email address already assigned to an existing user in the customer account.

5. From the **Country Code** drop-down list, select the country code and enter a **Mobile Number** for the user.
6. From the **SMS Number** drop-down list, select the number for the user. You can also click on the **Search** icon to search for a number.

Note:

You have to enable the **Twilio** integration and **User Numbers** option to be able to assign SMS numbers to users. To perform this action, navigate to **Integrations and Apps > Twilio**.

7. From the **Role** drop-down list, select the appropriate role for the account. The available options include **User**, **Account Admin**, and other custom roles granted by the partner. By default, the role is set to **User**.

Note:

- If a user has the Restricted Admin role and is assigned to a Management Profile, the **Role** drop-down list is not displayed. In such cases, all newly created users are automatically assigned the **User** role by default.
- If a user has the Restricted Admin role but is not assigned to a Management Profile, the **Role** drop-down list is displayed. However, any custom role with higher privileges is disabled and cannot be selected, and a badge indicates that the restriction is in place.
- Unrestricted Admins can assign any custom role available to the account.

8. From the **Location** drop-down list, select the preferred location. You can also Search Location using **Search** icon.

Note:

To add a new location, see the [Locations](#) on page 140 section.

9. From the **Choose a Template** drop-down list, select the preferred Template. You can also Search Template using **Search** icon.
10. Click **Create**. The user account will be created, and a CloudLink welcome email will be sent to the user's email address.

Note:

- If you selected a template, the **Select a Home PBX** dialog box is displayed. From the **PBXs** drop-down list, select the preferred PBX for user configuration. If any errors appear, select the error link to view the details, and then resolve all listed errors to proceed
- You can add users in bulk to a customer account in Mitel Administration by using the bulk import option. For more information, see the [Bulk Import of Users](#) on page 48 section.

User Filtering

The user filtering system enables administrators to quickly locate and manage users based on multiple criteria. Enhanced filtering capabilities allow you to create complex queries across different user attributes, products, services, and configurations.

Key Features:

- **Multi-criteria filtering:** Combine multiple filter conditions to narrow user lists.
- **Category-based organization:** Filters are organized into logical categories for easy navigation.
- **Real-time search:** An instant search bar enables quick, text-based filtering.
- **Backend and frontend processing:** Query execution is optimized based on the data source.
- **Permission-aware:** Filter options automatically adjust based on user permissions.
- **Persistent filters:** Active filters remain applied while you navigate the user list.

User Role and Permission Requirements

Access to user filtering features requires appropriate permissions based on your assigned role. Filtering requires the **Users** permission with at least **View** access enabled in your role permissions. Your administrator can configure this in **User Management > Roles and Permissions**.

Roles with full filter access:

- **Account Admins:** Have full access to all filtering capabilities, including advanced filters for user properties, roles, products, and service configurations.
- **Custom Admin Roles:** May have filtering access depending on the specific **Users** permissions configured for the role.

Filtering Performance

Administrators may experience longer wait times when filtering large user data sets.

Filtering Users

You can filter users using one of the following options:

- **Search Users:** The search bar enables quick, text-based filtering to help you find users instantly. As you type, results display in real time and are matched across multiple user properties such as first name, last name, email address, and username (if applicable).

For example, entering “john” displays all users with “john” in their name, email, or username. The results include: John Smith (john.smith@example.com), Johnathan Doe (jdoe@example.com), and Sarah Johnson (sjohnson@example.com).

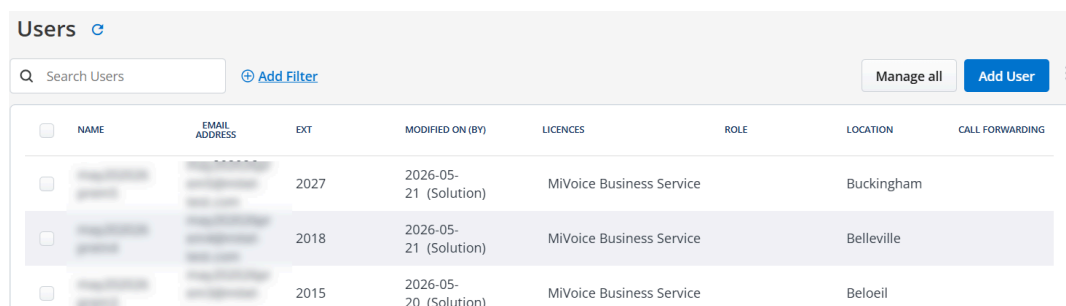
Note:

The search is case-insensitive and does not require any filter expressions, making it easy to locate users by entering any relevant text.

- **Add Filter:** Use this option for advanced filtering.

To filter users using the Add Filter option, follow these steps:

1. Navigate to **User Management > Users**. The **Users List** page is displayed.



	NAME	EMAIL ADDRESS	EXT	MODIFIED ON (BY)	LICENCES	ROLE	LOCATION	CALL FORWARDING
☐			2027	2026-05-21 (Solution)	MiVoice Business Service		Buckingham	
☐			2018	2026-05-21 (Solution)	MiVoice Business Service		Belleville	
☐			2015	2026-05-20 (Solution)	MiVoice Business Service		Beloeil	

2. Click **Add Filter**. The **Create/Edit Filters** page is displayed.

Create/Edit Filters

[+ Add Filter Rule](#)

NO FILTER

Select and apply filters to help find specific users.

Category	Field	Expression
No filter rules		

Clear

CancelApply

3. Click **Add Filter Rule**. A new filter rule is enabled, allowing you to select the category, field, and value with an expression.

Create/Edit Filters

[+ Add Filter Rule](#)

NEW FILTER

Select and apply filters to help find specific users.

Category	Field	Expression
Basic Information	Active	equalstrue

Clear

CancelApply

4. From the **Select category** drop-down list, select the appropriate category.

Note:

The available categories depend on your permissions and account configuration.

5. From the **Select field** drop-down list, select the appropriate field.

Note:

The available fields are displayed based on the selected category.

6. From the **Select value** drop-down list, select the appropriate value.

**Note:**

The available values are displayed based on the selected category and field.

7. Click **Apply** to execute the filter. The filter page closes, and results display on the Users List page.

You can perform the following additional actions:

- To add additional filters, click **Add Filter Rule** again to add more criteria. Multiple filters are combined using **AND** logic, and all conditions must be satisfied.
- To remove a selected filter, click **Remove filter**.
- To remove all filters, click **Clear**.
- To edit or delete a configured filter, click the **Edit** or **Delete** icon on the User List page.

Add Filter Rule Options

To select and apply filters to find specific users, see the following table.

Category	Field	Value
Basic Information: Filters for user account status and source properties	Active: Find enabled or disabled user accounts	True and False
	Registered: Identify users who have verified their email addresses	True and False
	Email: Filter by email address	• assigned: Displays users who have an email address • not assigned: Displays users who do not have an email address
	Source: Distinguish between app-created and PBX-imported users Note: Source cannot be changed after user creation	• App: Users created through the CloudLink web interface or API • PBX: Users imported from a connected PBX system

Category	Field	Value
	Location: Filter users by physical or organizational location Note: Location assignments are managed separately, and users can be associated with only one location at a time	• is: Single location selection • is one of: Multiple location selection
Roles and Permissions: Filters for user roles and access levels	Basic Role: Filter by assigned role Note: Roles determine UI access and permissions. Each user can have only one exclusive role	• Account Admin: Administrative privileges includes Account Admin and Partner Admin • User: Standard end user with minimal administrative rights
Products and Licenses: Filter users with specific product and license combinations	Assignments: Filter by product and license assignments	Product/License combinations. For example, MiVoice Business, Zoom PSI, and MCX Note: Value differ based on account integrations
Service Configuration: Filters for service-specific configurations	Call Forwarding: Find users based on their call forwarding configuration status Note: Call forwarding displays only when: • The account has MiVoice Business integration • The call forwarding feature is enabled • The user has permission to view call configurations	• Defined: Call forwarding is configured (enabled or disabled) • Not Defined: Call forwarding is not configured • Enabled: Call forwarding is configured and active • Disabled: Call forwarding is configured but inactive For example, if the value is "Enabled", users with active call forwarding display

Category	Field	Value
	SMS Number: Find users based on SMS number assignments or specific number patterns The SMS filter option is not available in Service Configuration when search is active The search bar is disabled when the SMS number filter is active Note: SMS Number displays only when: • Twilio integration is enabled • The SMS numbers feature is configured • The user has bulk filter permissions	• Assigned: Any SMS number is assigned to the user • Number pattern: User-entered number prefix (using the starts with expression) For example, if the value is "+1415", users with SMS numbers starting with +1415 display

Using Multiple Filters

You can apply multiple filters to narrow the user list more precisely. Click **Add Filter Rule** to add additional criteria. All filters are combined using **AND** logic, which means only users who meet every selected condition display.

Example:

- Filter 1: Active = True
- Filter 2: Role = Account Admin
- Filter 3: Location = Head Office

Results display only active account admins located at the head office.

Note:

The filter combination rules are:

- All filters must match (AND logic)
- OR logic is not supported
- The order of filters does not affect results
- Frontend filters are applied after backend filters

Filter State Indicators

On the **User List** page, several indicators show the filter state:

- **Badge number (on the Filter button):** Displays the number of active filters.
- **Filter chips (above the user list):** Show the applied filter expressions, such as “Basic Role is User,” “Location is one of: Active equals true.”
- **Search text (in the search bar):** Displays the active text search terms.
- **Result count (user list header):** Shows the number of filtered results.
- **Disabled search bar:** Indicates that the SMS filter is active (search is incompatible with SMS filtering).

Note:

Filters do not persist in the following scenarios:

- Navigating away from the **Users** page
- Refreshing the browser
- Logging out and logging back in
- Closing the browser tab

Import Users

To add users in bulk to a customer account, select the customer account > click **User Management** >

Users. Click  and click **Import Users**. For more information about adding users in bulk to a customer account, see [Bulk Import of Users](#) on page 48.

Note:

A Mitel Partner can add users in bulk to all customer accounts. An Account Admin of a customer account can add users in bulk to that account.

Edit User

To edit a user's details, click the user and update the information in the displayed form.

[< Return to list](#)
Cancel
Save



Test test
 test@imitel-test.com

Name

Test test

First Name

Last Name*

Email*

test@imitel-test.com

Username

 Mobile Number

Extension

Role

User

Location

- None -

[Resend CloudLink welcome email](#)

*required

Products and licences

+ Add Product

No Licences

Delete

Note:

The above image is shown for reference when Restricted Admins are assigned to a Management Profile.

You can edit the required fields and click **Save**.

Note:

- You cannot edit the **Name** and **Extension** fields.
- Unrestricted Admins can assign any custom role available to the account.
- Restricted Admins assigned to a Management Profile cannot edit the **Role**.
- Restricted Admins who are not assigned to a Management Profile can edit the **Role** only if the selected user does not have higher privileges than their own. Otherwise, the field is disabled, and a badge indicates that the restriction is in place. Custom roles with higher privileges are also disabled and cannot be selected in the **Role** drop-down list.

- If a user is created from an external source (such as from SCIM, PBX, or any other source except the Accounts app), some of the fields may be disabled for edit in the Accounts app. If any change is made in the source, the data may be overwritten on the next sync.

Note:

The email field is optional for users created from an external source.

- When you add the MiVoice Business service to the user, the username field is enabled, and can be updated. If the username for the user is updated in the CloudLink account at this initial configuration of MiVoice Business service, the username entered in the Username field is synced to MiCollab and the MiVoice Business PBX. However, if the username is edited later in the CloudLink account, the updated username is not synced to MiCollab and MiVoice Business, or vice versa.

If a user is imported from SCIM, the **User Edit** page displays an **Advance** section, which contains the SCIM data for users as shown below.

Advanced ^

```
scimExternalId : 123456
scimEmails: [abc@test.com, cde@test.com]
scimPhoneNumbers[121212121,34343434,4343434]
scimRoles: [user]
scimAddresses: [1234 that street, this town, this country]
```

Change PBX for an Existing User

You can change the **Home PBX** or **Resilient PBX** for an existing user from the **User Configuration** page.

To change the Home PBX:

1. Navigate to **User Management > Users**.
2. Select the user whose PBX you want to update.
3. In the **Products and licenses** section, locate the **MiVoice Business Service**.
4. Select the **Settings** icon to open the **User Configuration** page.
5. Scroll to the **Phones** section and select the **prime phone**.
6. In the **Home PBX** field:
 - a. Select a new PBX from the list, or
 - b. Select **Not specified** to allow PBX selection during template application.
7. Select **Save**.



Note:

When the Home PBX is changed for the prime phone, the change cascades to all associated phones automatically.

To change the Resilient PBX:

1. In the same **Phones** section, select the **prime phone**.
2. In the **Resilient PBX** field, select the desired PBX.
3. Select **Save**.



Note:

Resilient PBX settings do not cascade automatically in templates. To apply resiliency across phones, use the **User Configuration** interface.

Assign a User as Account Admin

To set the **Account Admin** role:

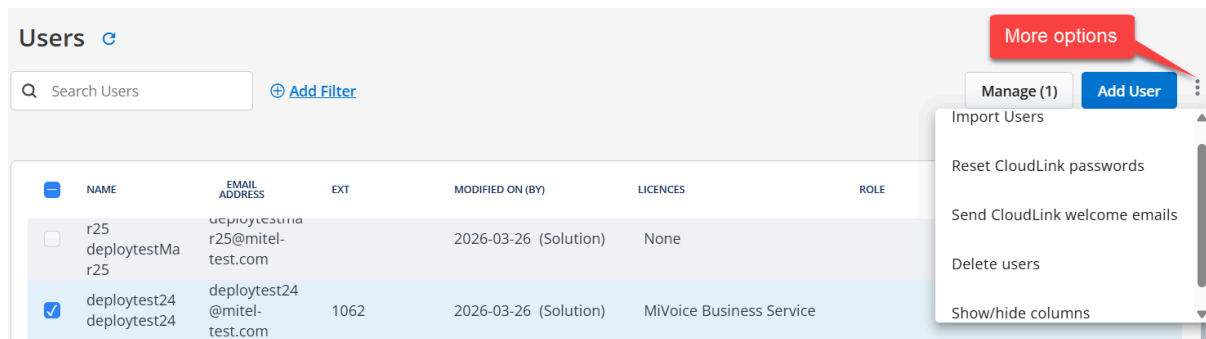
1. From the **Users** page, select the required user.
2. From the **Role** drop-down list, select **Account Admin**.
3. Click **Save** to apply the changes.

Reset CloudLink Passwords

You can reset the CloudLink password for the selected user(s) or all users, based on your preference.

To reset the password:

1. Navigate to **User Management > Users**. The **Users** page is displayed.



2. Select the desired users whose CloudLink passwords you want to reset.
3. From the **More options** menu, select **Reset CloudLink Passwords**. The **Reset CloudLink Passwords** dialog box is displayed.

Wait for some time for the action to complete. You will receive an email containing a password reset link and a confirmation code to reset the password.

Note:

- If you want to reset the CloudLink password to all users, click **Manage All**, and then click the **Reset CloudLink passwords for all** link.
- The Reset CloudLink password email is sent only to users who have registered their details with Mitel and created an account.
- If SSO integration is applied to an account, the **Reset CloudLink Password** function is deferred to the IDP of the customer.

Send CloudLink Welcome Email

You can send a CloudLink welcome email to selected users or to all users.

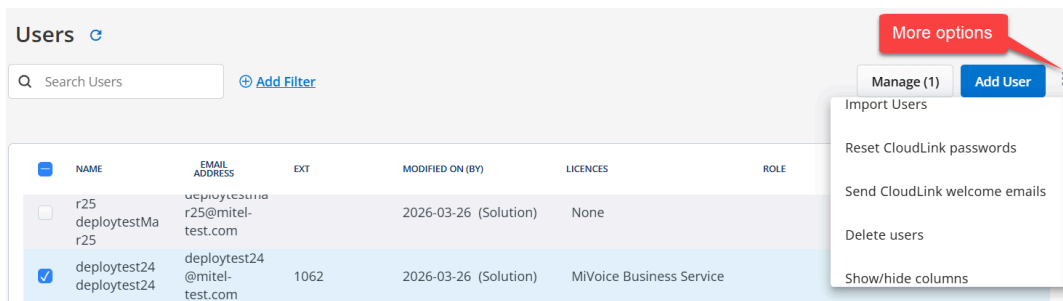


Note:

Devices learned from the PBX without an email address appear in the portal only if a **LoginID** is configured on the PBX.

To send the welcome email:

1. Navigate to **User Management > Users**. The **Users** page is displayed.



2. Select the users to whom you want to send the CloudLink welcome email.
3. From the **More options** menu, select **Send CloudLink welcome emails**. The **Send CloudLink welcome emails** dialog box is displayed.

Wait for the action to complete. You will receive an email containing a **Finish building your account** link to setup accounts for the selected user.

- To send CloudLink welcome emails to all users, click **Manage All**. The **Manage all** page is displayed.

[< Return to list](#)

Manage all

Actions

[Send CloudLink welcome emails to all](#) ⓘ

[Reset CloudLink passwords for all](#) ⓘ

Bulk User Settings



MiVoice Business

Configure PBX user settings including Call Forwarding



- Under **Actions**, select the **Send CloudLink welcome emails to all** link. The **Send CloudLink welcome emails to all users?** confirmation dialog box is displayed, showing the number of users associated with the account.

Send CloudLink welcome emails to all users?

Are you sure you want to continue? This action will send the CloudLink welcome email to all **257 users** in this account.

Cancel
Confirm

- Click **Confirm**. The **Send CloudLink welcome emails** dialog box displays a progress bar.

Send CloudLink welcome emails

This operation will take a long time. Closing the browser window will terminate the operation in progress.

Sending CloudLink welcome email to user 3 of 257...



Cancel

All users receive the welcome email except users with duplicate email addresses or no email address. This includes users synced from external sources such as PBX, SCIM, and IOT_DEVICE. If you cancel the operation before it completes, only some users receive the welcome email.

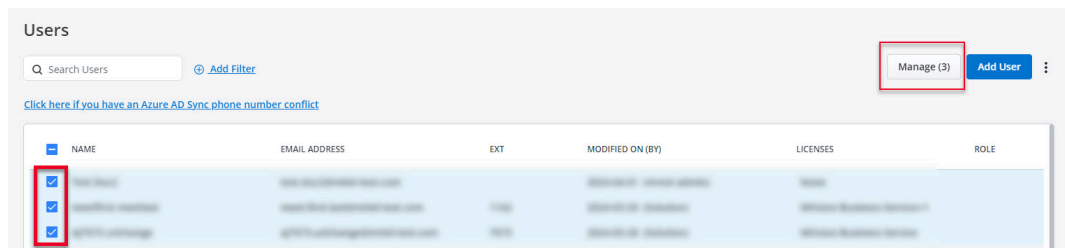
Send MiVoice Business deployment emails

When MiVoice Business Services is applied to a user account, either automatically to existing users or when new users are created, users for the customer account receive two MiVoice Business Service deployment emails. The administrator determines when the emails are sent by selecting specific users or by sending emails to all users with MiVoice Business Services enabled.

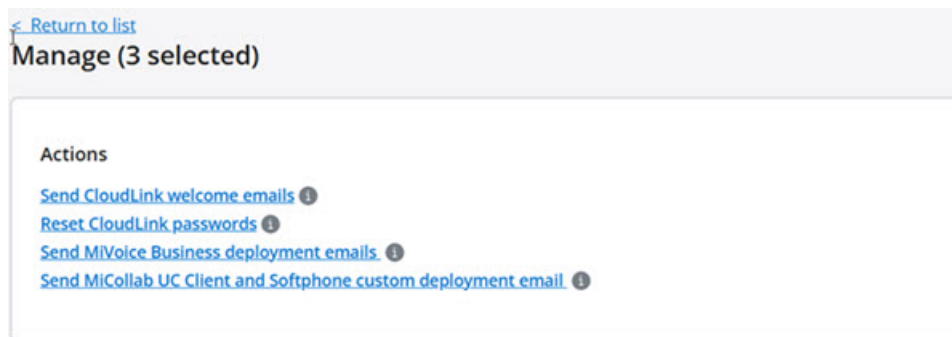
To send MiVoice Business deployment emails to one or more users:

1. Log in to the **Mitel Administration** as an **Account Admin**.
2. Click and expand **User Management** from the left navigation menu.
3. Click **Users**. The Users page opens.
4. Select the user(s) from the **Users** list. Click **Manage (x)**.

If you are selecting specific users, the **Manage (x)** option will reflect the number of users chosen.



5. Click **Send MiVoice Business deployment emails** to send the deployment email the selected users.



6. Click **Close**. The selected end user(s) are sent two **Welcome to MiVB** emails with deployment and password details.

i Note:

- The first email contains User Portal details, Phone details and MiCollab Client details (if applicable). The second email contains passwords/phone pin.
- MiVoice Business deployment emails will not be sent to users with voicemail enabled when the Open Integration Gateway (OIG) is a Network Element in the customer deployment along with MiCollab for Mitel Administration.
- If you attempt to send a deployment email from the user's **MiVoice Business Service Edit** page without a configured email address, the system prevents the action. To receive deployment emails, add an email address on the **Edit User** page.

- To prevent this issue, ensure that the OIG is not included in the deployment cluster for customers who use Mitel Administration for user provisioning of MiVoice Business Solutions.

Manage MiTeam Meetings License

Clicking the **Manage** option in the **Users** page of a customer account opens a panel that displays the number of MiTeam Meetings licenses available for that account and options, to assign MiTeam Meetings license to users, to unassign MiTeam Meetings license of existing users, to send CloudLink welcome emails to all users, and reset the CloudLink password of users.

Note:

MiTeam Meetings licenses details will be displayed only if:

- the account has MiTeam Meetings integration turned on and MiCollab integration turned off.
- the account has at least one MiTeam Meetings subscription/order assigned to it.
- the account is not a Partner Account.

Manage (3 selected)

Assign or unassign licenses

**MiTeam Meetings**
9996 available licenses

2 users available to assign

Assign (2)

1 user already assigned

Unassign (1)

Actions

[Send welcome emails](#)

[Reset passwords](#)

Number of
available
licenses

Number of
users without
a license

Number of users
with a license

- To assign MiTeam Meetings license to all the users in the customer account at once, click the **Manage** option, and click **Assign all** from the panel that opens.
- To unassign MiTeam Meetings license of all the users in the customer account at once, click the **Manage** option, and click **Unassign all** from the panel that opens.
- To assign MiTeam Meetings license to selected users, select the users from the **Users** page, click the **Manage** option, and click **Assign** from the panel that opens.
- To unassign MiTeam Meetings license to selected users, select the users from the **Users** page, click the **Manage** option, and click **Unassign** from the panel that opens.

**Note:**

If licenses are not available for assigning to users, the message **X (number of licenses required) more license(s) are needed to apply to the selected users. Please purchase more or unassign existing licenses and try again** is displayed.

Bulk User Settings

To assign SMS Numbers to a selected number of users in bulk do the following:

1. From the **Users** page, select the check boxes associated with the users you want to assign SMS Numbers.
2. Click **Manage (x)**. The Manage page is displayed.
3. In the **Bulk User Settings** panel, click  next to Twilio SMS Numbers. The Assign SMS Numbers pop-up window is displayed.
4. Click the **Overwrite SMS numbers for selected users** drop down menu and select **Assign all**.

If you want to unassign all SMS numbers to the selected users, click **Unassign all**.

5. Click **Save**.

If the number of users is more than the available SMS numbers, then an error message is displayed and the Assign all option is not available.

Delete User

To delete an active or inactive user(s), perform these steps:

From the **Users** list page

1. Select the check box associated with the user(s) whom you want to delete, and click the  icon.
2. From the panel that opens, click **Delete users**. **Delete Selected User(s)?** dialog box is displayed.
3. Type the word **delete**, and click **Delete**.

From the **Users** details page

1. Select the user from the **Users** page and scroll down to the bottom of the page.
2. Click **Delete**. **Delete User** dialog box is displayed.
3. Type the word **delete**, and click **Delete**. The user will be deleted.

Note:

- You cannot delete a Mitel Partner, or a user synced from MiCloud Connect.
- Deleting a user synced from a PBX will only remove the CloudLink account of the user and will not delete the user from the PBX. After deletion, the user will continue to be listed in the **Users** page of Mitel Administration. To add a CloudLink account to the user again, the Account Admin must send a CloudLink welcome email to the user.
- Deleting the SCIM users synced from Azure Active Directory will only remove the CloudLink account of the user and will not delete the user from Azure Active Directory.

Show or Hide Columns in the Users Page

You can customize the columns displayed in the **Users** page to suit your workflow. This includes the **Contact Center** column and other user-related fields such as email address, extension, role, and license status.

To show or hide columns:

1. Navigate to **User Management > Users**.
2. Click the three vertical dots in the top right corner.
3. Select **Show/hide columns** from the options menu.
4. In the **Show/hide columns** pop-up, do one of the following:
 - a. Select or clear the check boxes for the columns you want to display or hide.
 - b. To display the **Contact Center** column, select the **Contact Center (Mitel CX specific)** checkbox.

Note:

The Contact Center column is available to Partner Admins, Customer Admins, and users listed in Mitel CX.

5. Select **OK** to apply the changes.

**Note:**

For information on managing users in MiVB clusters, see [MiVB Cluster Behavior and User Management Limitations](#).

2.4.1 MiVB Cluster Behavior and User Management Limitations

Mitel Administration (MA) can manage users in MiVoice Business (MiVB) clusters, but only under certain conditions. Whether a user can be managed depends on which MiVB system is connected and where the user is hosted.

Supported User Scenarios

User Setup	Supported?	Explanation
A (Primary Host A)	Yes	The user is hosted on the same MiVB that MA is connected to.
A-B (Primary A, Secondary B)	Yes	The user is hosted on Primary A, and changes sync to Secondary B.
B-A (Primary B, Secondary A)	Partially	The user is hosted on B, but MA is connected to A. Some actions may work, but full management is not guaranteed.
B (Primary Host B only)	No	The user is hosted on B, and MA is not connected to it. The system shows "MiVB not reachable."

**Note:**

MA always assumes the connected MiVB is the user's Primary. It does not switch to the Secondary or Resilient controller.

Template Limitations

- If a user template refers to a MiVB that is not connected to MA, it may import successfully but cannot be used to create users.
- In newer versions, MA may block such templates during import to avoid errors.

Error Message Behavior

If you try to manage a user whose Primary MiVB is not the one MA is connected to, you may see this message: **"MiVB not reachable"**.

This means MA cannot reach the user's actual Primary MiVB, so the user cannot be managed.

CLD-Based Deployments

In CloudLink Daemon (CLD) environments, you can explicitly assign which MiVB controls a user. This makes it easier to manage users correctly, compared to older CloudLink Gateway (CLGW) setups.

2.5 User Roles and Privileges

Mitel Administration assigns a role to each user when they are added to Mitel Administration. The user's role determines the privileges that are granted to the user. See [Roles and Permissions](#) on page 59 for details on how to create Partner, Admin, and User roles; and modifying permissions.

The following user roles and permissions are supported:

Partner

This role is assigned to the Mitel Partner who logs in to Mitel Administration using Mitel MiAccess. After logging in, a Mitel Partner can create, edit, deactivate, or delete customer accounts; add, edit, and delete users; and enable or disable administrative rights for users.

Account Admin

This role is assigned to a user by a Mitel Partner or by an Account Admin. After logging in to a customer account, a user having this role can add, edit, or delete users (including other Account Admins); and enable or disable administrative rights for users in that account.

User

This is the basic user role in Mitel Administration. User privileges for this role are restricted to resetting their login passwords.

Custom

These roles (Partner and Account Admin) are created and assigned by the Partner. Once a custom role is assigned to an account, it can be assigned to any user within that account. For more information, see [Roles and Permissions](#).

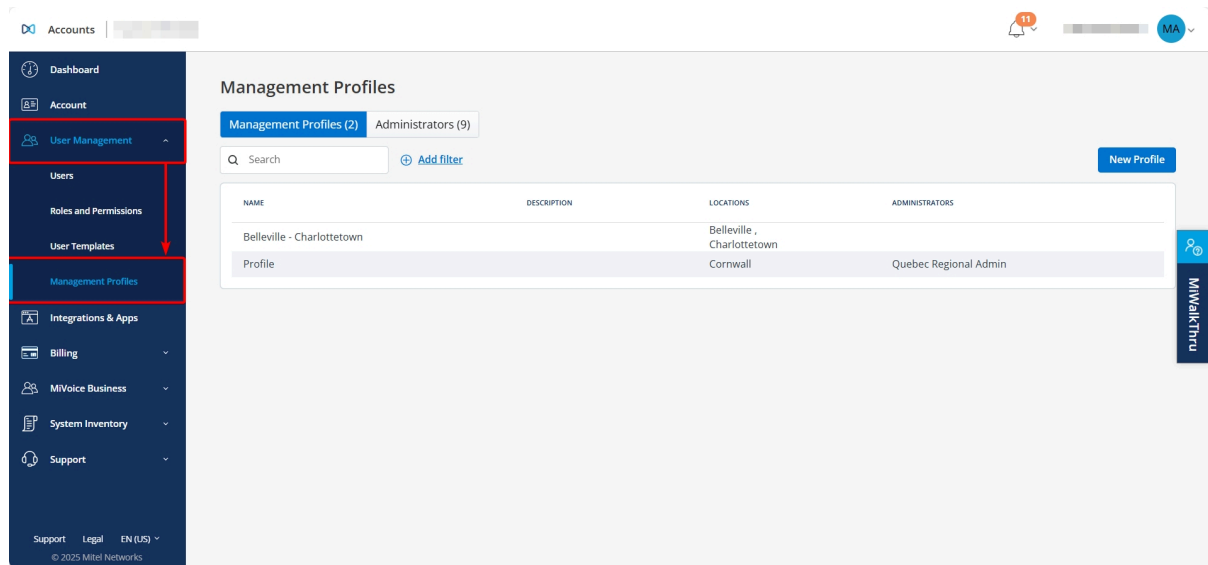
2.6 Management Profiles

A **Management Profiles** is a role-based access control feature that enables customer administrators to delegate user management tasks to peer administrators. Each profile defines a specific scope of access and can be assigned to one or more administrators. This ensures that delegated administrators can only view and manage users within their assigned scope.

Navigating to Management Profiles

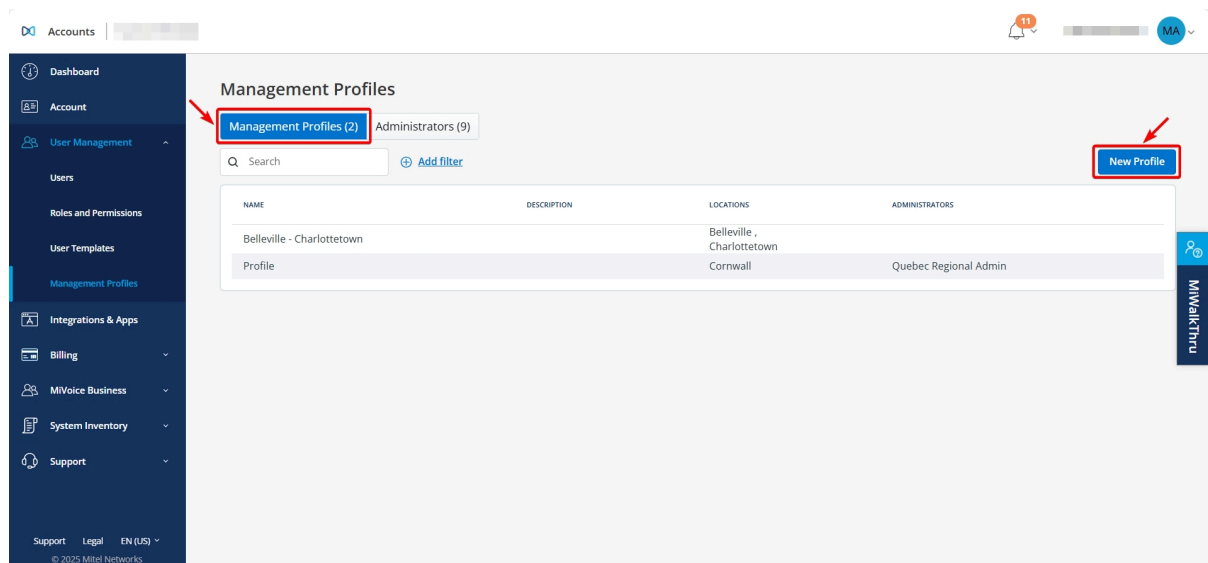
1. Log in to the **Mitel Administration Portal** as a **Customer Administrator**.

2. Go to **User Management > Management Profiles**.



Create a Management Profile

1. On the **Management Profiles** page, select **New Profile**.



2. Enter a **Name** and **Description** for the profile.

Management Profiles > New Profile

Cancel
Save

Name*
Test Profile

Description
Test

Locations

Search
Add filter

At least one location is required

LOCATION

☐ _Barrhaven
☐ _Nepean
☒ Belleville
☐ Charlottetown
☐ Cornwall

Permissions

Account
Restrict the Account Admin's ability to edit the customer account information. [Learn more](#)

Users
Restrict the Account Admin's ability to view users, create new users and edit or delete existing users. [Learn more](#)

User Templates
Restrict the Account Admin's ability to view user templates, create new user templates and edit or delete existing user templates. [Learn more](#)

Subscriptions
Restrict the Account Admin's ability to view details of the list of subscriptions assigned to their customer account. [Learn more](#)

Support
Restrict the Account Admin's ability to view support logs of their customer account. [Learn more](#)

Customer Care
Restrict the Account Admin's ability to access the Customer Care features of their customer account. [Learn more](#)

System Inventory
Restrict the Account Admin's ability to view details of the list of platforms and components from their customer account.

VIEW
ADD
EDIT
ASSIGN
DELETE

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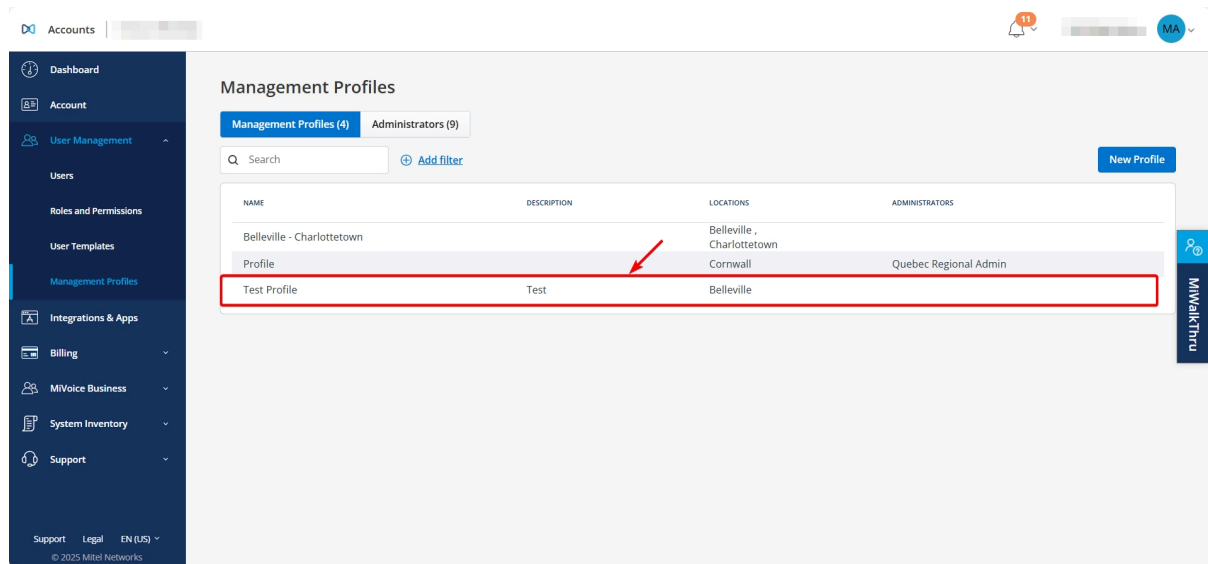
3. Select the location from the list.

Note:
You must select at least one location to continue.

4. Assign a default or custom permissions.

5. Select **Save**.

The management profile is created and added to the list.



Edit a Management Profile

1. On the **Management Profiles** page, select the profile you want to edit.
2. Update the **Name**, **Description**, **Locations** or **Permissions** as needed.
3. Select **Save**.

The changes are saved and applied to the selected profile.

Note:

Changes to a management profile, such as updates to assigned locations, take effect for delegated administrators after they sign out and sign back in. Until then, they might still see and manage previously assigned locations.

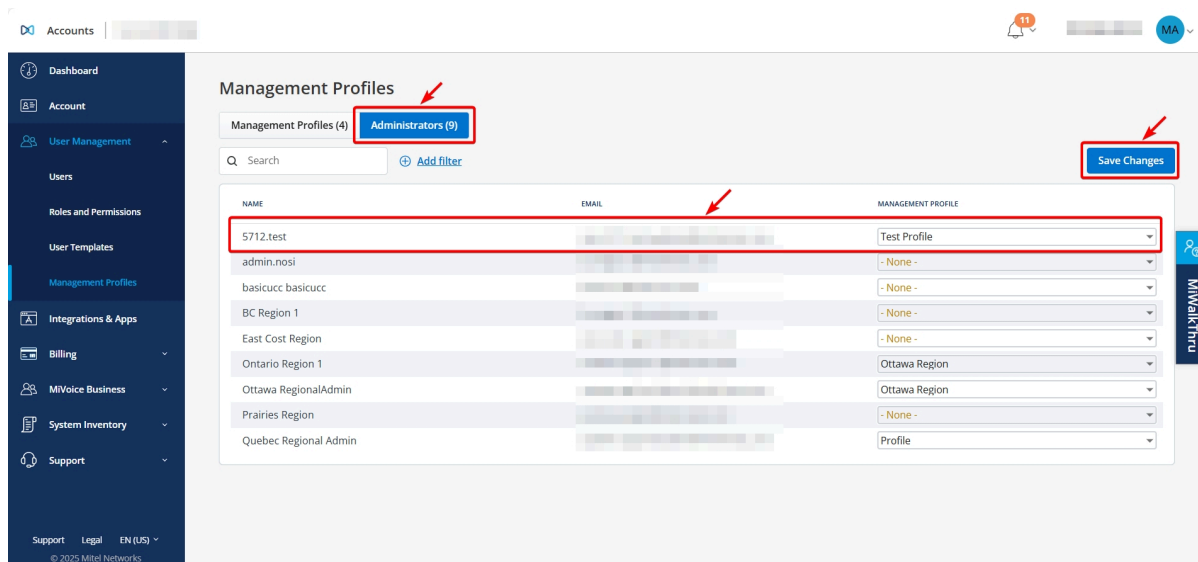
Delete a Management Profile

1. On the **Management Profiles** page, select the profile you want to delete.
2. Scroll down and select **Delete**. The **Delete Management Profile** dialog box opens.
3. In the text box, type **delete**, and then select **Delete**.

The selected profile is deleted and removed from the list.

Assign a Management Profile to an Administrator

1. Go to **User Management > Management Profiles**.



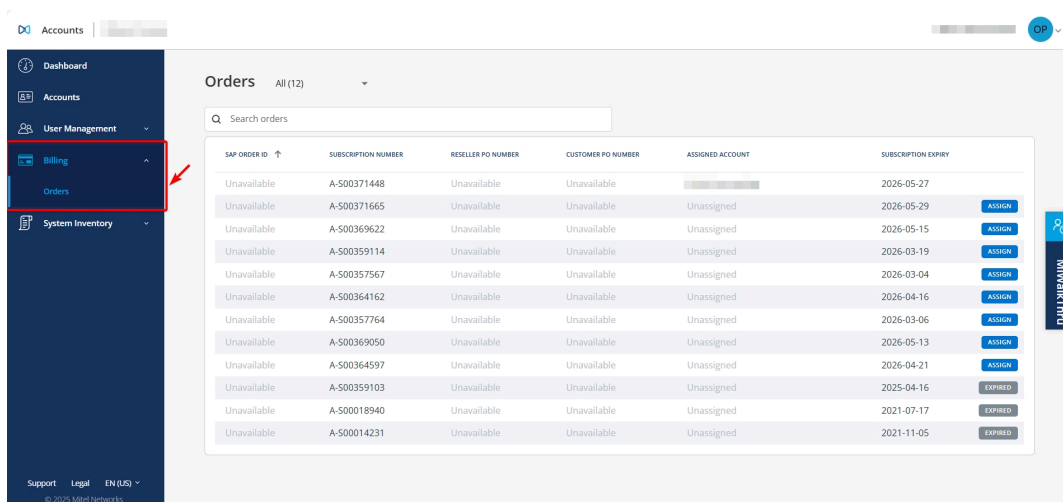
2. Select **Administrators** tab. The list displays the available administrators.
3. Select the administrator(s) you want to assign the profile to.
4. In the **Management Profile** field, choose the appropriate profile.
5. Click **Save Changes**.

The selected profile is assigned to the administrator(s).

Note:

If a management profile is updated after it's assigned—such as changes to locations—the delegated administrator must sign out and sign back in to see the changes.

2.7 Orders



The **Orders** page lists the Mitel One, and the MiTeam Meetings subscriptions purchased by a Mitel Partner. When a Partner purchases a subscription it is automatically listed in this page as an Order. Partners can use this page to view, search for, and assign their orders to customer accounts. They can also view the tracking number of order, the account to which an order is assigned, the purchase date, and the expiry date of orders.

To access the **Orders** page, click the **Billing** option from the navigation menu on the left side of the Accounts Console Dashboard and click the **Orders** option to open the **Orders** page.

View Orders

Click the down arrow beside **Orders**, and from the drop-down list, select to view a list of all orders, unassigned orders or expiring orders by clicking **All**, **Unassigned**, or **Expiring** respectively.

Order Status

The order status indicates the status of the order. You can see the status of the orders in the **Orders** page. Following are the list of order status:

- **ASSIGN:** It indicates that the order must be assigned to an account.
- **EXPIRING SOON:** It indicates that the order will expire soon, and must be assigned to an account.
- **EXPIRED:** It indicates that the order has expired and cannot be assigned to an account anymore.
- **PERPETUAL:** It indicates that the order is a perpetual order.
- **PENDING ACTIVATION:** It indicates that the order is in pending state.

Search for Orders

In the **Search orders** bar, type one of the following; the SAP order id, the reseller PO number, the customer PO number, the account to which an order is assigned, the tracking number, or the expiry date of order you are searching for. The **Orders** page displays a list of matching orders as you type the characters.

Assign Orders

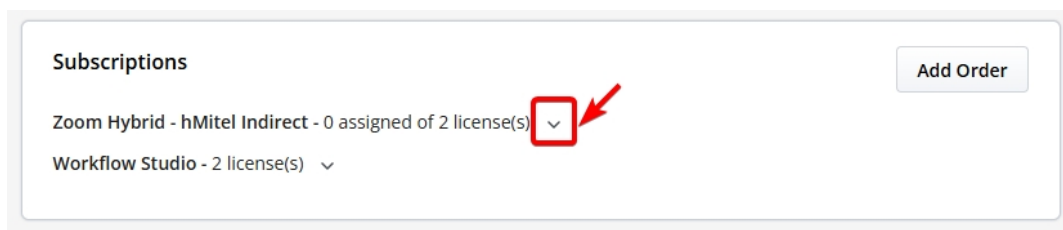
To assign an order to an account, click the **Assign** button adjacent to the order. A panel appears. Click **Company**. In the drop-down list that appears displaying the account names with a Search field, enter the name of the account to which you want to assign the order. The Search field displays a list of matching account names as you type the characters. Select the account and click **Assign**.

Order Details

Click the order to view the details of an order. A panel appears, displaying the tracking number of the order, number of MiTeam Meetings licenses in the order, the account to which the order is assigned, the term, and the purchase date of the order. Click **See additional tracking details** to view the **Reseller PO Number**, **Reseller SAP ID**, **Customer PO Number**, and the **SAP Order ID**. Click **Close** to exit the panel.

2.8 Subscriptions

The **Subscriptions** panel displays the list of all the CloudLink application licenses assigned to a customer account.



In the **Subscription** panel, click ▼ to view the subscription number, details of the subscription, remaining number of licenses available for the account, and the start date of the subscription.

Subscriptions Add Order

Zoom Hybrid - hMitel Indirect - 0 assigned of 2 license(s) ^

SUBSCRIPTION NUMBER	DETAILS	LICENSES	START DATE
A-S00372462	Zoom Hybrid - hMitel Indirect: 54014848 	2	2025-06-04

Workflow Studio - 2 license(s) ^

WorkflowStudio_Premier_Free - 1 license(s) ^

SUBSCRIPTION NUMBER	DETAILS	LICENSES	START DATE
A-S00372462	Workflow Studio: 54019081 	1	2025-06-04

WorkflowStudio_Essential_Free - 1 license(s) ^

SUBSCRIPTION NUMBER	DETAILS	LICENSES	START DATE
A-S00372462	Workflow Studio: 54019078 	1	2025-06-04

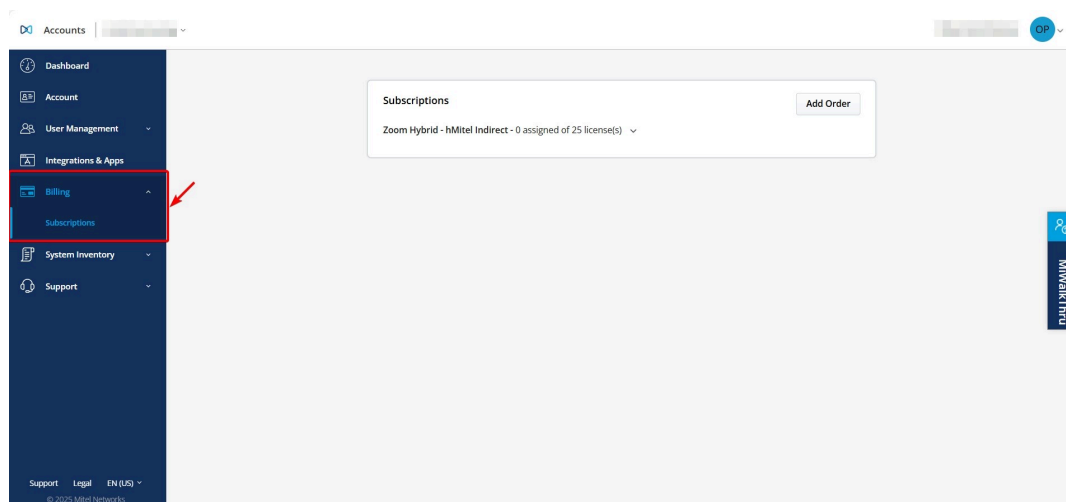
Note: The **Zoom Hybrid Sub User CustSize500 12m-M** tooltip is visible when hovering over the info icon in the first row.

Note:

- The **Subscriptions** panel is not available for Prime Partner accounts.
- The **Subscriptions** panel is not available for a Partner who does not have a billing account.

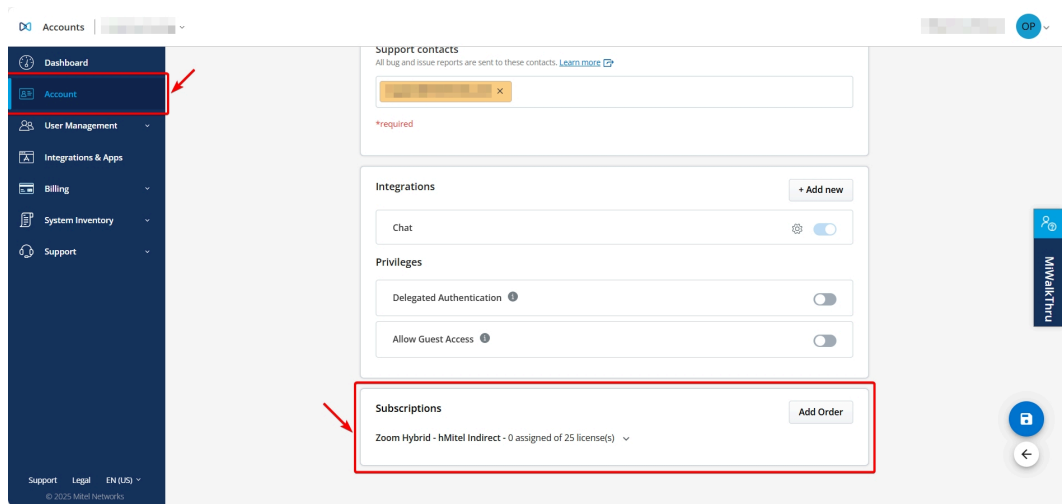
A Mitel Partner or a Customer Account Admin can access the **Subscriptions** panel by doing either of the following:

- Click the **Billing** option from the left navigation menu of the Mitel Administration and click the **Subscriptions** option to open the **Subscriptions** panel.



The screenshot shows the Mitel Administration interface. On the left, the navigation menu is expanded, and 'Billing' and 'Subscriptions' are highlighted with a red box and an arrow. The main content area displays the 'Subscriptions' panel, which includes a table of subscriptions and an 'Add Order' button.

- Navigate to the **Account Information** page of the customer account. The **Subscriptions** panel is displayed at the bottom of the page.



Add Order



Note:

This option is available only to a Mitel Partner who has a billing account.

The **Add Order** option in the **Subscriptions** panel of a customer account allows the Mitel Partner to add an order to the customer account directly from the **Subscriptions** panel. To do this:

1. Click **Add Order**. The **Orders** page opens displaying the list of all **Unassigned** orders.
2. To assign an order to the account, click the **Assign** button adjacent to the order. A panel appears, with the **Company** field displaying the name of the customer account.
3. Click **Assign**. The order will be assigned to the customer account and you will be redirected to the **Subscriptions** panel.

To add an order to a different customer account:

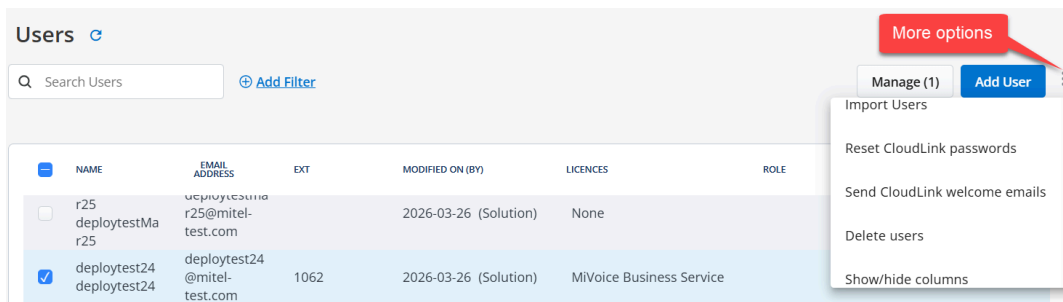
1. Click **Company**. A drop-down list appears displaying account names and a Search field.
2. In the Search field, enter the name of the account to which you want to assign the order. The Search field displays a list of matching account names as you type the characters.
3. Select the account and click **Assign**. The order will be assigned to the customer account; however, you will not be redirected to the **Subscriptions** panel of that account, but will remain in the **Orders** page.

2.9 Bulk Import of Users

A Mitel Partner or a Account Admin can add users in bulk to a customer account in the Mitel Administration by using the bulk import feature. This removes the need for a Partner or Account Admin to add users into the portal one at a time. They only need to enter the details of each user in the spreadsheet template provided, and with the click of a button these users will be added to the customer account.

To add users in bulk to a customer admin account:

1. From the left navigation menu, expand **User Management** and click **Users**. The **Users** page is displayed.



2. Click the **More options** menu and then click **Import Users**. The **Import Users** pane is displayed.

Import Users

1. Download the [spreadsheet template](#) (*.xlsx)
2. Fill the spreadsheet in according the template
3. Upload the spreadsheet below

Upload

You will be able to review or edit your upoad in the next step.

Cancel

3. Click the **spreadsheet template** link. See [Spreadsheet Template](#) for details to fill the spreadsheet.
4. Save the spreadsheet after updating and return to the Mitel Administration.
5. If the **Import Users** pop-up is still open, click **Upload**. Else,
6. Return to the **Users** page of the customer account, click **Upload** from the **Import Users** panel.

Spreadsheet Template

A spreadsheet containing the fields in which user details must be entered is downloaded to the default download location of your system. Using Microsoft Excel, enter the user details in the relevant fields of the spreadsheet.

A spreadsheet containing the fields in which user details must be entered is downloaded to the default download location of your system. Using Microsoft Excel, enter the user details in the relevant fields of the spreadsheet.

The spreadsheet contains the fields **FIRST NAME**, **LAST NAME**, **NAME**, **EMAIL**, and **ROLE**.

- You must enter the details in at least one of the fields among **FIRST NAME**, **LAST NAME**, and **NAME**.
- You must enter a valid email address for the user in the **EMAIL** field. Ensure to not enter:
 - an email address already assigned to an existing user in the customer account
 - the same email address for different users in the spreadsheet
- You must enter a user role for the user in the **ROLE** field. The available user roles are **User** and **Account Admin**. If you do not enter a user role, the default role **User** is assigned to that user.
- Save the spreadsheet.

Return to the **Users** page of the customer account, and click **Upload** from the **Import Users** panel. A window opens. Navigate to the location where the spreadsheet is saved, select the spreadsheet, and click **Open**. A Preview window opens.

The Preview window summarizes the user details you entered. The **STATUS** column for a user will show

an error icon () if there is an error in the details you entered. You can proceed to add users to the customer account by clicking the **Upload** button. However, if you proceed to add users when the STATUS shows the error icon:

- The users without errors in the user details are added to the customer account and will be removed from the Preview window.
- The users with errors in the user details will not be added to the customer account. They will continue to remain in the Preview window until you make the required corrections and add them to the customer account or delete them.

Click the fields that have errors and make the required corrections. If there are no errors in the user details, a label at the top of the Preview window displays **No errors found**.

In the Preview window, you can also:

- change the user role by clicking the down-arrow beside the user role and selecting a user-role from the from the drop-down
- delete a user by clicking the  icon

- add a user by clicking **Add Row** and entering the required user details.

Import Users ×

✓ No errors found.

Make any necessary changes below and select "Upload" when ready. Add Row

STATUS	FIRST NAME	LAST NAME	NAME	EMAIL	ROLE	ACTION
✓	John	Smith	John Smith	John.Smith@test.com	Account Admin	▼
✓	Hokey	Tennis	Hokey Tennis	Hokey.Tennis@sport.com	User	▼
✓	Testing	Import	NAME	Testing.import@test.com	User	▼

Cancel Upload

After making all the necessary corrections and modifications, click **Upload** to add the users to the Accounts Console. The users will now be listed in the **Users** page of the Accounts Console. If you click **Cancel** the bulk import operation is canceled.

After you add users in bulk to a customer account, you must send CloudLink Welcome emails to these users to register and log in to the various CloudLink applications. To send welcome emails, see the [Send CloudLink Welcome Email](#) on page 32 section.



Note:

For information on managing users in MiVB clusters, see [MiVB Cluster Behavior and User Management Limitations](#).

2.10 Support Contacts

The **Support Contacts** field of a customer account lists all the contacts added by a Partner user or an Administrative user of that account to which all issue reports pertaining to that account are sent. These contacts can be an existing Partner or any other e-mail address assigned to be a Support Contact for that account.

When a customer reports an issue with a CloudLink application, an email is sent to the Support Contacts. The **Support Contacts** are responsible for addressing the issues reported by their customers and when needed, contact [Mitel Partner Technical Support](#) via appropriate channels. Mitel will not reach out to the partner or the customer in regards to these reports. For more information, see [CloudLink Applications Partner Support Process](#).

Adding or Editing a Support Contact (Partner User)

A Partner must add Support Contacts while creating an account. The contacts added can include Partner users and explicit email addresses.



Note:

It is mandatory to add at least one Support Contact while creating a new customer account.

To add Support Contacts to the account as a Partner user, use the following procedure:

- To add Partners as Support Contacts:
 1. Navigate to the **Account Information** page of the customer account.
 2. In the **Support Contacts** search field, type the name of the Partner you are searching for. The search field displays a list of Partners whose names or email addresses match the letters that you type.
 3. Click the name to add that Partner as a Support Contact. The name of the Partner is displayed in the **Support Contacts** list.
 4. Click **Save**. The selected Partners are set as Support Contacts for the account.
- To add explicit email addresses as Support Contacts:
 1. Navigate to the **Account Information** page of the customer account.
 2. In the **Support Contacts** search field, type the email address you want to assign as a Support Contact and press ENTER. If the email address you entered is valid, it is displayed as **Support Contacts**. If the email address you entered is not valid, the portal displays the message **Contains an invalid email**.
 3. Click **Save**. The selected email addresses are set as Support Contacts for the account.

A Partner user can also edit the Support Contacts for an existing account by using the following procedure:

1. Click **View Accounts** from the console dashboard. The **Accounts** page opens. Click the account you want to edit. The **Account Information** page for that account opens.
2. In the **Support contacts** field,
 - Click **X** against a Support Contact name or email address to delete that Support Contact.
 - Follow the same procedure as that for adding Support Contacts for a new account to add Support Contacts to the account.
3. Click **Save** to save the changes.

Editing a Support Contact (Administrator User)

An Administrator user can delete or add Support Contacts only for existing accounts, which are created by a Partner.

To edit the Support Contacts for an account as an administrative user, use the following procedure:

1. Click **View Account** from the console dashboard. The Account Information page opens.
2. The **Support contacts** field displays either the names or email addresses of all existing Support Contacts for that the account.
3. Click **X** against an email address to delete that Support Contact.
4. To add more Support Contacts for the account, enter a valid email address in the search bar. The search field displays a list of valid email addresses that match the letters you type.
5. Click the **Add** button beside an email address to add that email address as that of a Support Contact. The email address is displayed in the **Support Contacts**.
- 6.



Click the icon to save the changes.

2.11 Support Logs

The **Support Logs** page of a customer account enables the Mitel Partner or an Account Admin to view or edit the support logs in the customer account. Support logs are created when a user in the customer account reports an issue with a CloudLink application. The Mitel Partner or an Account Admin can click a support log to view or edit the details of that log.

The **Support Logs** page for the selected account opens displaying a list of logs.

PRODUCT NAME	DATE & TIME	REPORTER	LOG TITLE	STATE
Mitel One Web	Aug 19, 2022 12:02 AM	user.08.18.22@mitel-test.com	Support log 4444 - feedback	Reported
Mitel One Web	Aug 19, 2022 12:02 AM	user.08.18.22@mitel-test.com	Support log 333 - feedback	Resolved
Mitel One Web	Aug 19, 2022 12:02 AM	user.08.18.22@mitel-test.com	Support log 22 - feedback	Open
Mitel One Web	Aug 18, 2022 11:59 PM	user.08.18.22@mitel-test.com	Support log 1 - feedback	Resolved

Click the log that you want view from the list of logs.

Search for Logs

You can search for logs based on log titles. In the **Search** bar, type the **LOG TITLE** as the search criteria. A list of matching logs will be displayed.

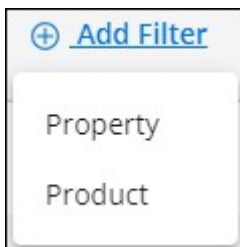


Note:

You cannot search for logs based on a **PRODUCT NAME**, **DATE & TIME** or **REPORTER**.

Add Filter

By default, the **Support Logs** page displays all logs for all applications. You can filter the list of logs by application and by state of logs. To do this, click **Add Filter** and select **Product** or **State** to add the corresponding filter.



The list of products displayed after selecting the **Product** filter, shows all the application issues created in the past 60 days.

View a Log

Click the log that you want to view from the list of logs displayed in the **Support Logs** page. The log details page opens, displaying details of the log. If the customer has attached an image along with the description, the image will be displayed under **Attachment Details**. The following images show examples of the log details page:

- If you have logged in as Mitel Partner

[< Return to List](#)
Export Logs

Support log 22 - feedback

August 19, 2022 12:02 AM

Submission Details

Product: Mitel One Web
Reporter Email: user08.18.22@mitel-test.com
Partner ID: 155119220
Account ID: 2a03091d-6da3-40c7-9c08-af311f490963
User ID: 2e9b3924-b816-4463-8495-0bec7a5d3e86

Attachments:

2a03091d-6da3-40c7-9...txt
[Download](#)

Report Details

Topic: Messages

feed back for two.

Partner Support

Status: Open
Save Notes and Status

Notes: Ticket: #1920
 Open Issue

- If you have logged in as Account Admin

[< Return to List](#)
Export Logs

Support log 22 - feedback

August 18, 2022 2:32 PM

Submission Details

Product: Mitel One Web
Reporter Email: user.08.18.22@mitel-test.com
Partner ID: 155119220
Account ID: 2a03091d-6da3-40c7-9c08-af311f490963
User ID: 2e9b3924-b816-4463-8495-0bec7a5d3e86

Attachments:



2a03091d-6da3-40c7-9...txt

[Download](#)

Report Details

Topic: Messages

feed back for two.

Partner Support

Status Open

Notes

Open issue

To download a log file and its attachments, click **Export Logs** at the top of the page. The log and the attachments are downloaded as a zip file. Unzip the file to view the text file.

Note:

- For Mitel One Mobile logs, if you click **Export Logs** two zip files are downloaded. The zip file with the suffix logs-XXXXXX contains one text file and the report.zip file contains the report in HTML format.
- If the **Log Level** is set to debug, the report.zip file will contain a SIP logs folder and a .txt file.

The **Report Details** box contains a description of the issue written by the customer. For Mitel One Mobile logs, the **Report Details** section displays the following tabs:

- **Report Details**
- **User Details**
- **Device and Apps**
- **Filtered Signal Strength Logs**



Note:

Filtered Signal Strength Logs tab is displayed only for android devices.

- **Error Information**

For Mitel One Web logs, the **Report Details** section displays the following tabs:

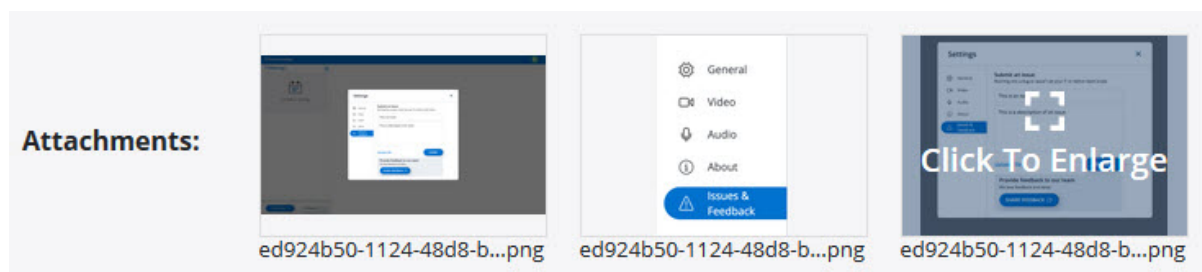
- **Report Details**
- **User Details**
- **Error Information**

Click each tab to view details about the logs of each category.

View Attachment

If the customer has attached an image along with the description, the image will be displayed under

Attachments. To enlarge the image hover over the image and click **Click To Enlarge**. Click the  icon to close the image.



To download an attachment, click **Download**. The attachment will be saved in your system.

Log Status

The log status is helpful for a Mitel Partner in identifying the metrics of logs based on their status. The **Partner Support** section in the Support Logs page displays the status of the logs along with notes.

Following are the three states of logs:

- **Open:** A new issue is created by a CloudLink Application user through the customer account. When the issue is in the open state, a periodic reminder email is sent to the support contact of the partner by CloudLink. The reminder email is to alert that the customer may still be experiencing the issue.
- **Reported:** The issue is reported and is being worked on.

- **Resolved:** The issue is resolved.

Note:

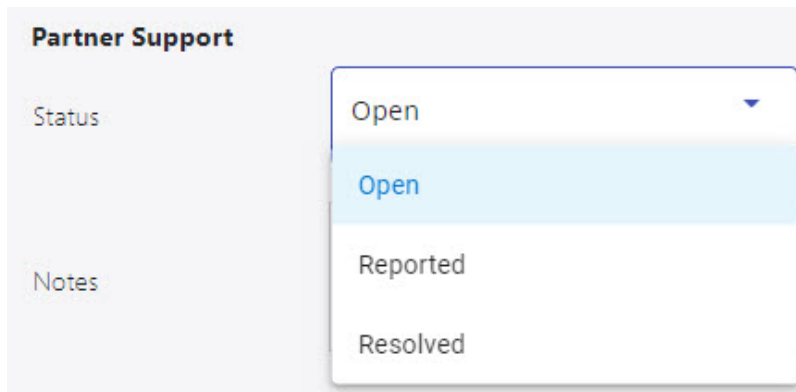
After the Mitel Partner resolves an issue, the status of the issue must be updated from Open to Resolved. It is only when the Mitel Partner is not able to resolve the issue and has escalated the issue to Mitel that the Reported status is used. Once the issue is resolved by Mitel, the Mitel Partner must update the status from Reported to Resolved.

If you have logged in as a Mitel Partner, you can:

- View the log status.
- Change the status of the log.

Perform the following steps to change the status of the log:

1. From the **Status** drop-down list, select the status as **Open**, **Reported**, or **Resolved**.



The screenshot shows a form titled "Partner Support". It has two main sections: "Status" and "Notes". The "Status" dropdown menu is open, showing four options: "Open" (selected), "Open", "Reported", and "Resolved". The "Notes" section is empty.

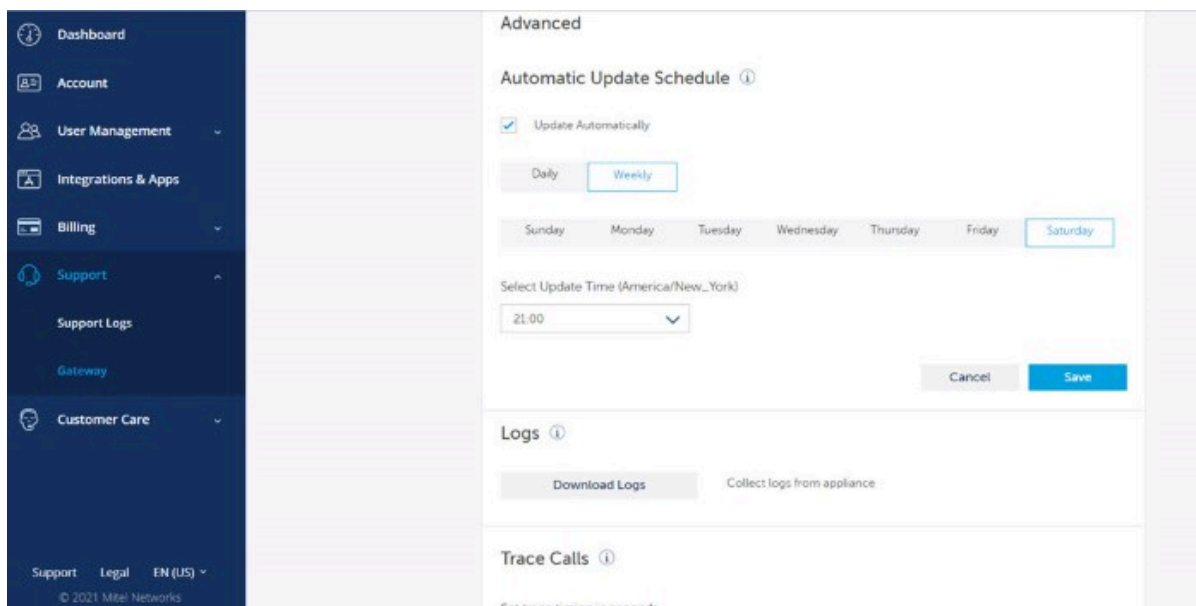
2. You can add a note about the log such as ticket ID or the status of the log.
3. Click **Save Notes and Status** to save the changes.

If you have logged in as an Account Admin, you can view the log status along with the notes but cannot change the status of the logs.

2.12 Gateway

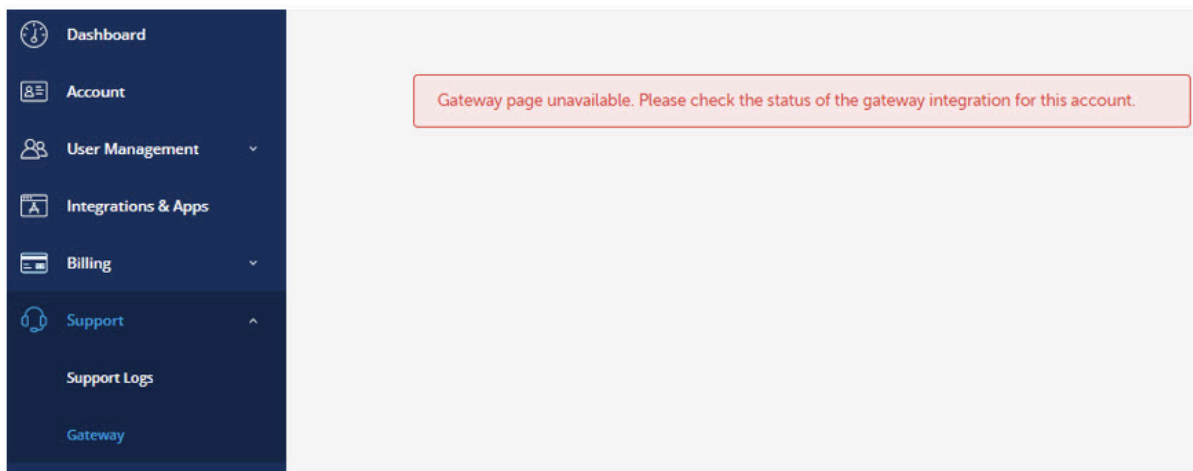
The **Gateway** support page is available for the Mitel Partner and for Account Administrators of customer accounts for which CloudLink Gateway is enabled. The **Gateway** support page provides quick access for the Mitel Partner or the Account Administrator to schedule gateway updates, review specific logs, trace calls, reboot the gateway, and update the system version.

If the CloudLink Gateway is down or not reachable, the **Gateway** support page is not accessible.



To access the **Gateway** support page, click the  icon in the **Support** panel and then click **Gateway**. The partial **Advanced** page is displayed. This page enables selecting advanced settings and options that are useful for troubleshooting issues, especially when working with Mitel Support. For more information about configuring advanced settings and options, see [Configuring Advanced Settings and Options](#).

In some cases, when trying to access this page, the following error message is displayed.



The error message is displayed if:

- the customer account has the CloudLink Gateway Integration added, but onboarding has not progressed beyond the **Gateway** step to connect a gateway to the account.
- there is a connection issue with the gateway of the customer account.

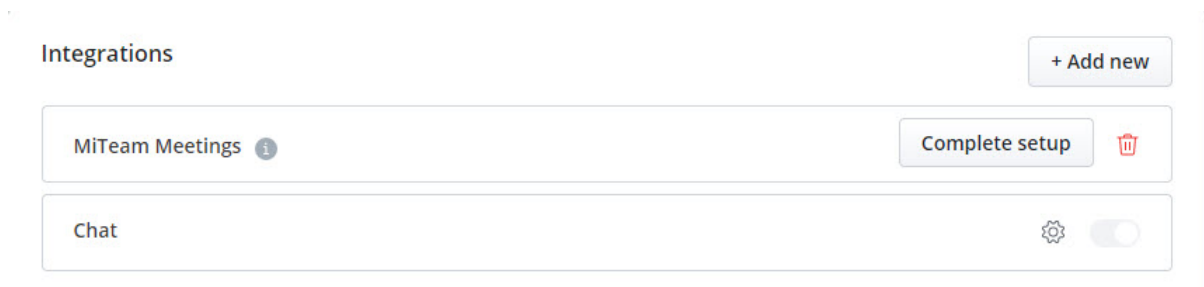
To resolve the status of the CloudLink Gateway Integration, navigate to **Integration & Apps** on the left navigation panel and investigate the issue.

For more information about troubleshooting errors see, [Troubleshoot Errors](#).

2.13 Allow Users to Edit or Delete Chat Messages in CloudLink Applications

The Mitel Partner or the Account Admin of a customer account can enable or disable the functionality for the users in that customer account to edit or delete the chat messages shared in CloudLink applications. To do this a Mitel Partner or the Admin need to perform the following steps:

1. [Log in to the Mitel Administration](#).
2. Click the **Accounts** option from the navigation menu on the left side of the Accounts Console Dashboard.
3. From the list of accounts that is displayed, click the account for which you want to edit or delete the chat messages. An **Account Information** page is displayed when you click the account.
4. From the **Integrations** panel, click the  icon associated with **Chat** integration.



The **Chat Service Settings** dialog box is opens.

5. By default, the **Allow editing and deleting of messages** is enabled for an account. To prevent the users in an account from deleting or editing their chat messages, clear the **Allow editing and deleting of messages** check box and click **Save**.

Chat Service Settings

Chat service is an integration used by the other services from Mitel (e.g. MiCC, MiTeam Meetings, MiCollab, Cloudlink Gateway, MOMA). It controls sending and receiving messages.

☐ Allow editing and deleting of messages

Cancel

Save

2.14 Support

The following section describes how restricting permissions impacts the Support feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can access the **Support** logs page and the **Gateway** logs page if the account has gateway integrations and a PBX onboarded. If the check box associated with **View** is cleared, the Partner or Account Admin is restricted from accessing the **Support** logs and the **Gateway** logs page.
- **Add:** For the Partner and Admin role, the **Add** permission is not applicable.
- **Edit:** For the Partner and Admin role, the **Edit** permission is not applicable.
- **Assign:** For the Partner and Admin role, the **Assign** permission is not applicable.
- **Delete:** For the Partner and Admin role, the **Delete** permission is not applicable.

2.15 Roles and Permissions

As a Mitel Partner you can create a custom role based on the existing Partner or Administrator role and assign these roles to one or more accounts. Once assigned to an account, these roles can be assigned to users in that account.

A role (Partner or Administrator) restricts permissions that exist on the base Partner or Administrator role to view, add, edit, assign, and delete for Mitel Administration application features such as Integrations & Apps, Accounts, and Orders. You can specify permissions that a role allows by selecting or clearing the check boxes corresponding to the respective feature category while creating a role. After creating the custom role, you can assign it to multiple accounts.

Create a Role

To create a role, perform the following steps:

1. [Log in to the Mitel Administration](#) on page 1 as a Mitel Partner.
2. Navigate to **User Management > Roles and Permissions** option from the navigation menu on the left of the Accounts Console Dashboard. The **Roles** page is displayed.
3. Click **New Role**.
4. Enter a name and a description (optional) for the role in the **Role name** and the **Description** fields respectively. Then select the role type under **Choose the base role** section. By default, **Partner** is selected as the role.
5. Expand the **Permissions** sections and select the permissions you want to provide for the role by selecting the check boxes corresponding to the permissions.
6. Click **Save**. A new role is created.

Assign a Role to Account(s)

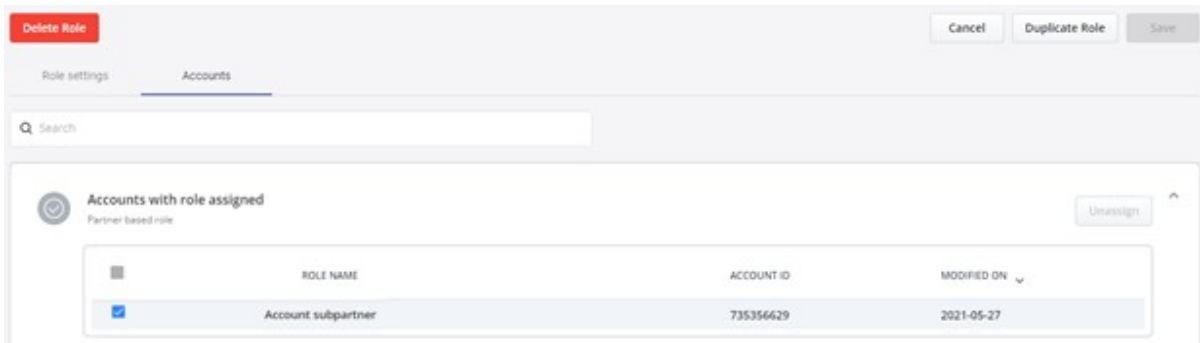
After creating a role, the Mitel Partner must assign the role to one or more accounts. To assign the role to accounts, perform the following steps:

1. Navigate to the **Accounts** tab that is displayed after creating a new role in the **Roles** edit page.
2. Select the accounts to whom you want to assign the role.

**Note:**

Only Account Admin role can be assigned to a customer account.

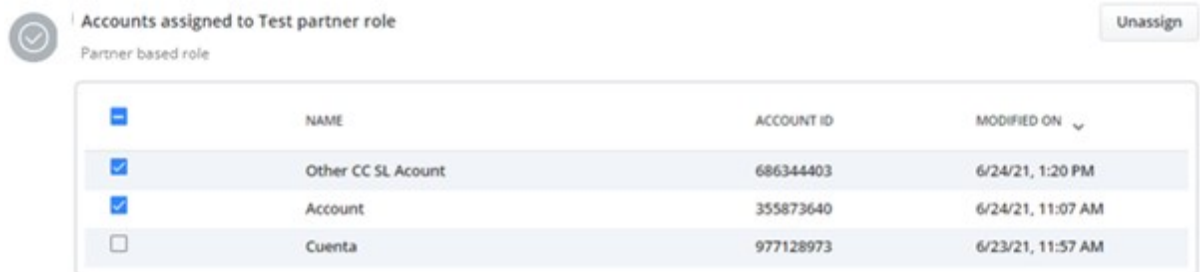
3. Click **Assign**. The role is assigned to the selected accounts.



Unassign a Role from Account(s)

The Mitel Partner can unassign a role that has been assigned to one or more accounts. To unassign a role from accounts, perform the following steps:

1. Navigate to the **User Management > Roles and Permissions** option from the navigation menu on the left side of the Accounts Console Dashboard. The **Roles** page is displayed.
2. From the list of roles, click the role that you want to unassign from accounts.
3. Navigate to the **Accounts** tab.
4. Select the accounts from which you want to unassign the role.
5. Click **Unassign**. The role is unassigned from the selected accounts.

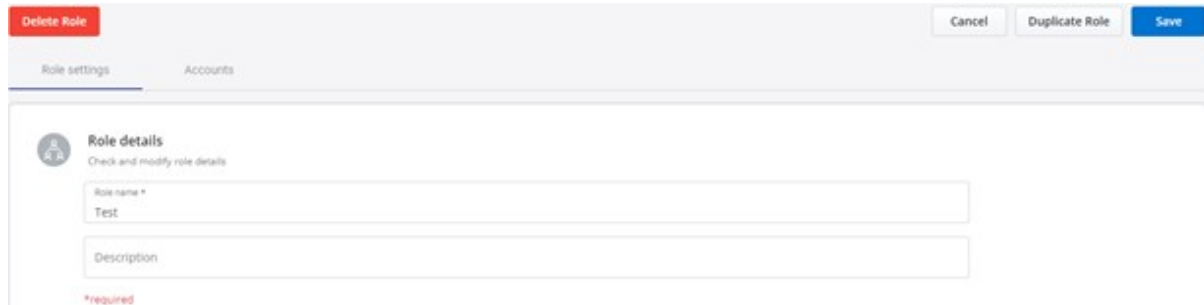


Delete a Role

The Mitel Partner can delete a role by performing the following steps:

1. Navigate to the **User Management > Roles and Permissions** option from the navigation menu on the left side of the Accounts Console Dashboard. The **Roles** page is displayed.

2. Select the role that you want to delete.
3. Click **Delete Role** button.



4. A confirmation dialog box is displayed. Type the word "delete" in the **type 'delete'** field and click **Delete**. The selected role is deleted. Clicking **Cancel** cancels the operation.



Duplicate a Role

The Mitel Partner can duplicate a role. Duplicating a role uses the previously used role template, that is, it creates a role that has all the permissions selected as for the original role. The Mitel Partner does not get the option to choose the role type (Partner or Administrator). The duplicate role will be of the same type as the original role. To duplicate a role, perform the following steps:

1. Navigate to the **User Management > Roles and Permissions** option from the navigation menu on the left side of the Accounts Console Dashboard. The **Roles** page is displayed.
2. Click the role that you want to duplicate.
3. Click **Duplicate Role**. A new role is created using the previous role template. This role will have all the permissions selected as with the original role.
4. Edit the name and permissions as required and click **Save**.

Assigning Permissions

As a Mitel Partner, when you create a new role (Partner or Administrator), you can restrict or grant permissions to view, add, edit, assign, and delete for features such as Integrations & Apps, Accounts, and Orders.

By default, all the permission check boxes are selected, indicating that the role is granted with the standard permissions for the base role. To remove a permission from a role, clear the check box associated with the permission.

Depending on the type of role that you are creating, the following list of features is displayed.

- If you are creating a Partner role, the following table is displayed.

 **Permissions**
Check and modify permissions

PERMISSIONS	VIEW	ADD	EDIT	ASSIGN	DELETE
Accounts Restrict the Partner's ability to create new accounts and change or delete existing accounts. Learn more	☒	☒	☒	☐	☒
Roles and Permissions Restrict the Partner's ability to view the custom roles, create new roles, assign them to other users, and change or delete existing roles. Learn more	☒	☒	☒	☒	☒
Orders Restrict the Partner's ability to view and assign orders to customer accounts. Learn more	☒	☐	☐	☐	☐
Users Restrict the Partner's ability to view users, create new users and edit or delete existing users. Learn more	☒	☒	☒	☐	☒
User Templates Restrict the Partner's ability to view user templates, create new user templates and edit or delete existing user templates. Learn more	☒	☒	☒	☐	☒
Integrations & Apps Restrict the Partner's ability to view a customer account's integrations, add integrations to the account, edit the configuration of an integration or delete integrations from an account. Learn more	☒	☒	☒	☐	☒
Subscriptions Restrict the Partner's ability to view details of the list of subscriptions assigned to a customer account. Learn more	☒	☒	☐	☐	☐
Support Restrict the Partner's ability to view support logs of a customer account. Learn more	☒	☐	☐	☐	☐
MiVoice Business Restrict the Partner's ability to access the MiVoice Business features of a customer account. Learn more	☒	☐	☐	☐	☐

- If you are creating an Administrator (Account Admin) role, the following table is displayed.

 **Permissions**
Check and modify permissions

PERMISSIONS	VIEW	ADD	EDIT	ASSIGN	DELETE
Account Restrict the Account Admin's ability to edit the customer account information. Learn more	☒	☐	☒	☐	☐
Users Restrict the Account Admin's ability to view users, create new users and edit or delete existing users. Learn more	☒	☒	☒	☐	☒
User Templates Restrict the Account Admin's ability to view user templates, create new user templates and edit or delete existing user templates. Learn more	☒	☒	☒	☐	☒
Roles and Permissions Restrict the Account Admin's ability to view the custom roles assigned to their customer account and assign them to users. Learn more	☒	☐	☐	☒	☐
Integrations & Apps Restrict the Account Admin's ability to view their account's integrations, add integrations to their account, edit the configuration of an integration or delete integrations. Learn more	☒	☒	☒	☐	☒
Subscriptions Restrict the Account Admin's ability to view details of the list of subscriptions assigned to their customer account. Learn more	☒	☐	☐	☐	☐
Support Restrict the Account Admin's ability to view support logs of their customer account. Learn more	☒	☐	☐	☐	☐
MiVoice Business Restrict the Account Admin's ability to access the MiVoice Business features of their customer account. Learn more	☒	☐	☐	☐	☐

2.15.1 Account (for Admin)

The following section describes how restricting permissions impacts the Account feature for an Admin.

- View:** The **View** permission is in read-only mode for the Account Admin role. The account admin will always have access to view the information on the Account page.
- Add:** The **Add** permission is not applicable for the Account Admin role.

- **Edit:** If the check box associated with **Edit** permission is selected for an Account Admin role, the Admins can edit their account. If the check box associated with **Edit** permission is cleared, Admins are restricted from editing any accounts.
- **Assign:** The **Assign** permission is not applicable for the Account Admin role.
- **Delete:** The **Delete** permission is not applicable for the Account Admin role.



Note:

The Account Admin must refresh or log out and log back in to see any change(s) that is made by the Mitel Partner.



Note:

To **manage ACD users** in **Mitel CX**, **Account Administrators** must also be assigned a **Supervisor License** with **System Administrator** privileges in **Mitel CX**.

This requirement does **not** apply to **Partner Administrators**.

2.15.2 Account (for Partner)

The following section describes how restricting permissions impacts the Account feature for the Partner.

- **View:** The **View** permission is in read-only mode for Partner role. Partners can always view an account.
- **Add:** If the check box associated with **Add** is selected, the Partner can add a new account. If you clear the check box associated with **Add**, the Partner is restricted from adding a new account.
- **Edit:** If the check box associated with **Edit** permission is selected for a Partner role, the Partner can edit any existing account. If the check box associated with **Edit** permission is cleared, Partners are restricted from editing any accounts.
- **Assign:** The **Assign** permission is not applicable for Partner role.
- **Delete:** If the check box associated with **Delete** is selected, a Partner can delete an existing account. If you clear the check box associated with **Delete**, a Partner is restricted from deleting an account.

2.15.3 Users

The following section describes how restricting permissions impacts the Users feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can view the users in a customer account and details of the users in an account. However, they will not be able to add, edit, or delete a user account. A role must have the **View** permission in order to add, edit or delete any user. If you clear the check box associated with **View**, for a Partner or an Account Admin role, the Partner or Account Admin is restricted from viewing the users for a customer account and will not have access to the users landing list.
- **Add:** If the check box associated with **Add** is selected, the Partner or Account Admin can add new users individually or in bulk, send CloudLink welcome emails, and have access to the **Manage** button

in the Users list page. If you clear the check box associated with **Add**, for a Partner or an Account Admin role, the Partner or Account Admin is restricted from adding new users, and sending CloudLink welcome emails, and will not have access to the **Manage** button in the Users list page.

Note:

The role must have **Add** or **Edit** permission to be able to send CloudLink welcome emails and have access to the **Manage** button in the Users list page.

- **Edit:** If the check box associated with **Edit** permission is selected, the Partner or Account Admin can edit any existing user account, reset CloudLink passwords, change the existing license, and send CloudLink welcome emails. If the check box associated with **Edit** permission is cleared for a Partner or an Account Admin role, the Partner or Account Admin is restricted from editing any existing user account, resetting CloudLink passwords, making changes to the existing licenses, and from sending CloudLink welcome emails.

Note:

The role must have **Add** or **Edit** permission to be able to send CloudLink welcome emails and have access to the **Manage** button in the Users list page.

- **Assign:** The **Assign** permission is not applicable for the Partner or Account Admin role.
- **Delete:** If the check box associated with **Delete** is selected, the Partner or Account Admin can delete an existing user. If you clear the check box associated with **Delete**, the Partner or Account Admin is restricted from deleting a user.

2.15.4 User Templates

The following section describes how restricting permissions impacts the User Templates feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can view the **User Templates** page. If you clear the checkbox associated with **View**, the Partner or Account Admin is restricted from viewing **User Templates** page and accessing the User Templates feature. To add, edit, or delete user templates, the role must have the **View** permission.
- **Add:** If the check box associated with **Add** is selected, the Partner or Account Admin can create new template. If you clear the check box associated with **Add**, the Partner or Account Admin is restricted from adding a new user template.
- **Edit:** If the check box associated with **Edit** permission is selected, the Partner or Account Admin can edit any existing user template. If the check box associated with **Edit** permission is cleared the Partners and Account Admins is restricted from editing any existing user template.
- **Assign:** For the Partner role and the Account Admin role, the **Assign** permission is not applicable.
- **Delete:** If the check box associated with **Delete** is selected the Partner or Account Admin can delete existing user templates. If you clear the check box associated with **Delete**, the Partner or Account Admin is restricted from deleting existing user templates.

2.15.4.1 Manage Template

Importing User Templates

To import user templates:

1. In the left navigation pane, go to **User Management > User Templates**.
2. Click the **More** icon in the top-right corner of the page.
3. Select **Import Templates** from the drop-down menu. The **Import Templates?** dialog box appears.

Note:

- Any existing templates will remain on the account and will not be overridden.
- It is recommended to first remove any templates intended to be replaced by this import.

4. Click **Import** to import the templates.

Importing a User Template by Name

To import a user template by name:

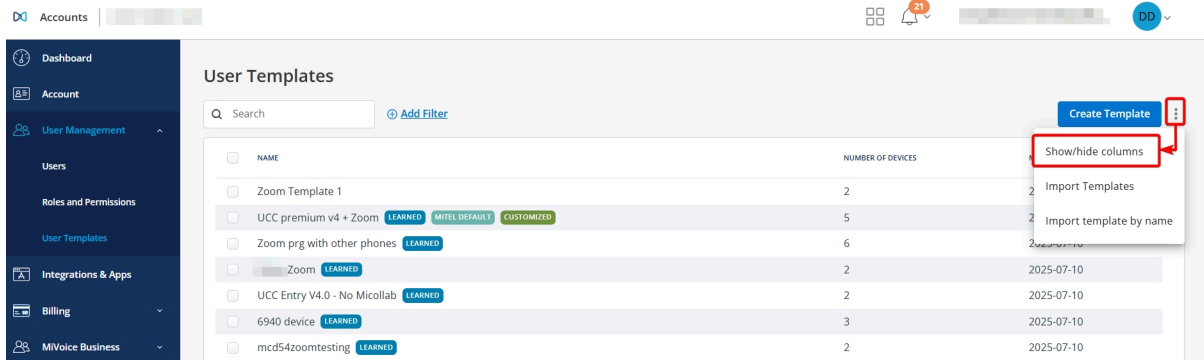
1. In the left navigation pane, go to **User Management > User Templates**.
2. Click the **More** icon in the top-right corner of the page.
3. Select **Import Template by Name** from the drop-down menu. The **Import Template by Name** dialog box appears.
4. In the **Template Name** field, enter the name of the template you want to import.
5. Click **Import** to complete the process.

Managing Home and Resilient PBX Settings in User Templates

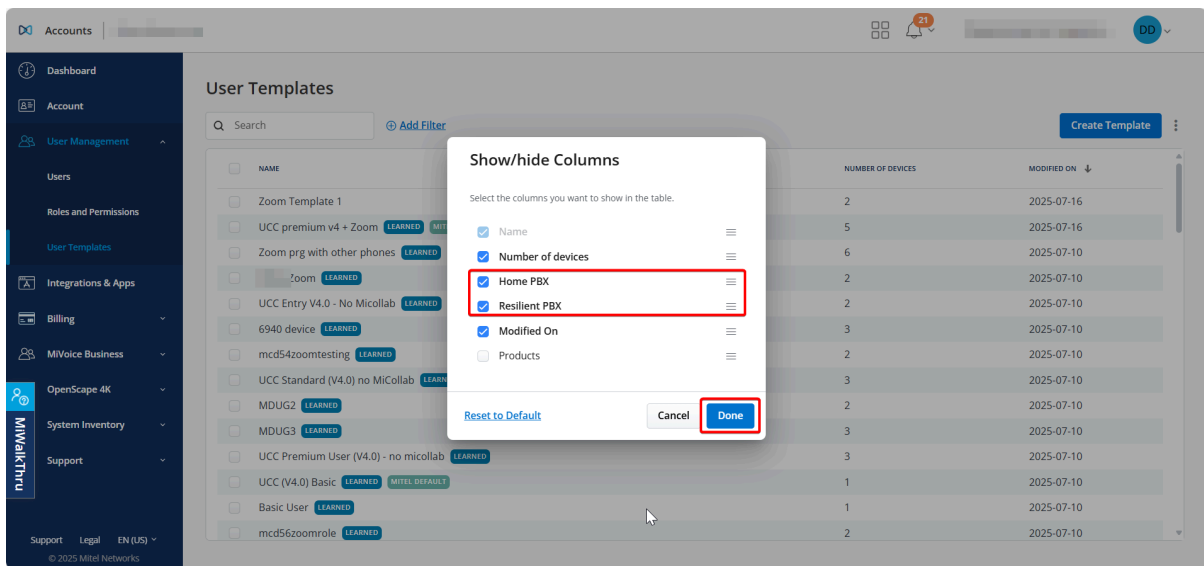
This section describes how to view, filter, and manage **Home PBX** and **Resilient PBX** settings within user templates in CloudLink environment.

Viewing Home PBX and Resilient PBX Columns

1. In the **User Templates** list view, select the **Vertical three-dot** icon in the top-right corner.



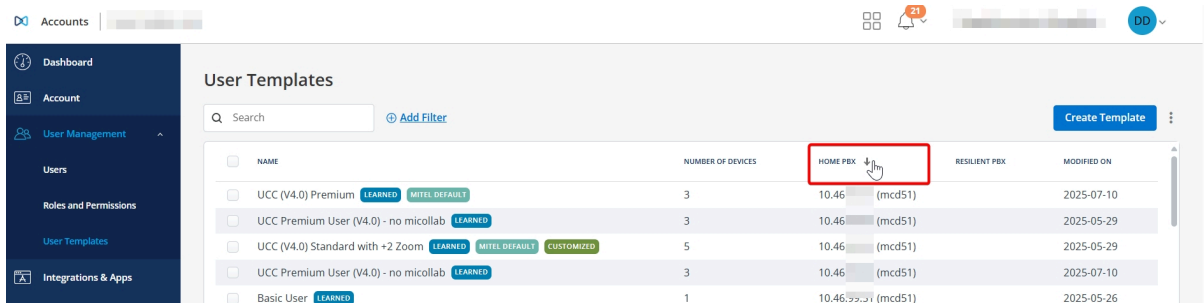
2. Select **Show/hide columns**.
3. Enable the check boxes for **Home PBX** and **Resilient PBX**.



4. Select **Done**.

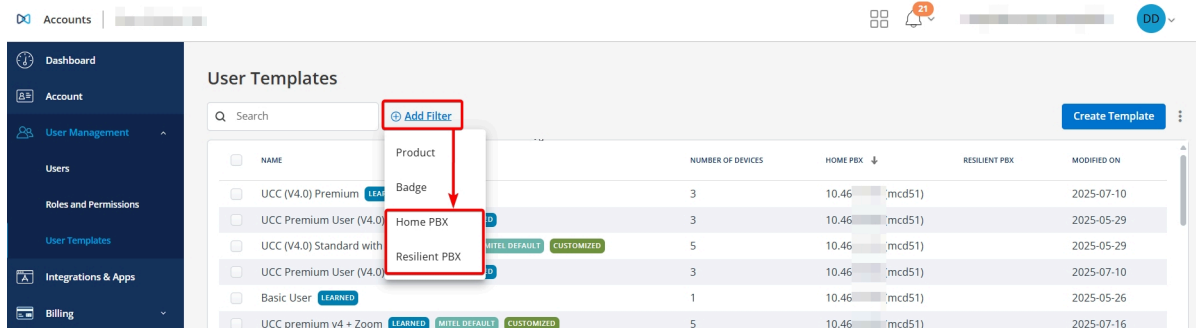
Sorting and Filtering PBX Columns

- To sort by PBX, select the column header (Example: **Home PBX**).



- To filter:

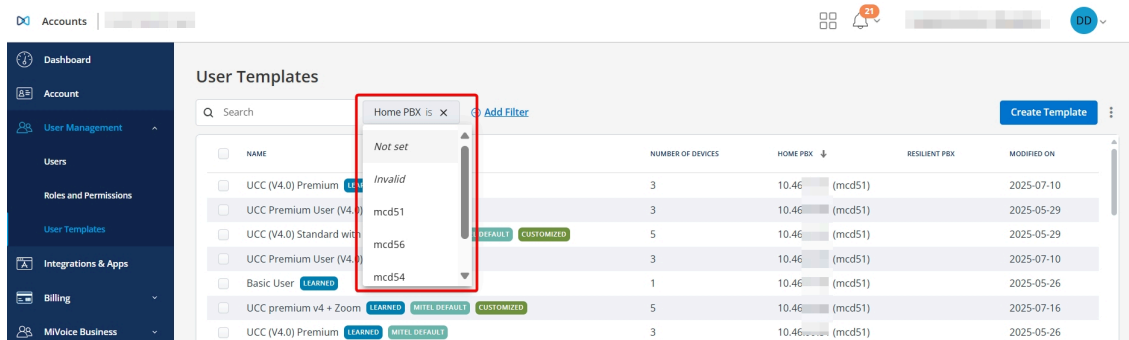
1. Select the **Add filter** icon next to the **Search** box.



2. Choose **Home PBX** or **Resilient PBX**.

3. Select a filter option:

- Not set** – Shows templates without an assigned PBX.
- Invalid** – Shows templates linked to decommissioned PBXs.
- Specific PBX** – Select a PBX name (Example: *mcd51*) to filter by that PBX.



i Note:

Invalid PBXs are indicated with an icon in the

column.



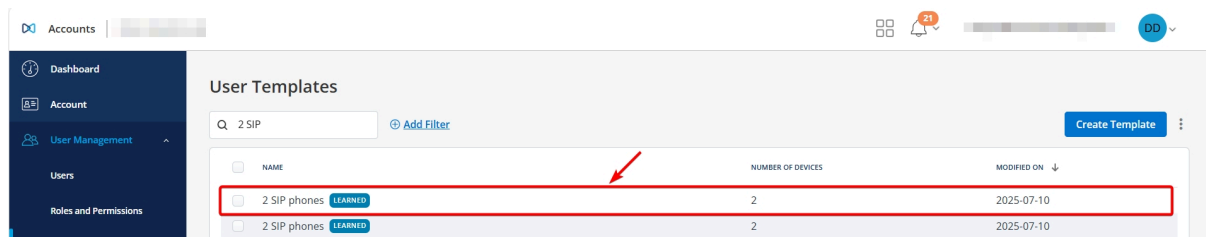
Clearing an Applied Filter

Select the **X** icon next to the filter to remove it.

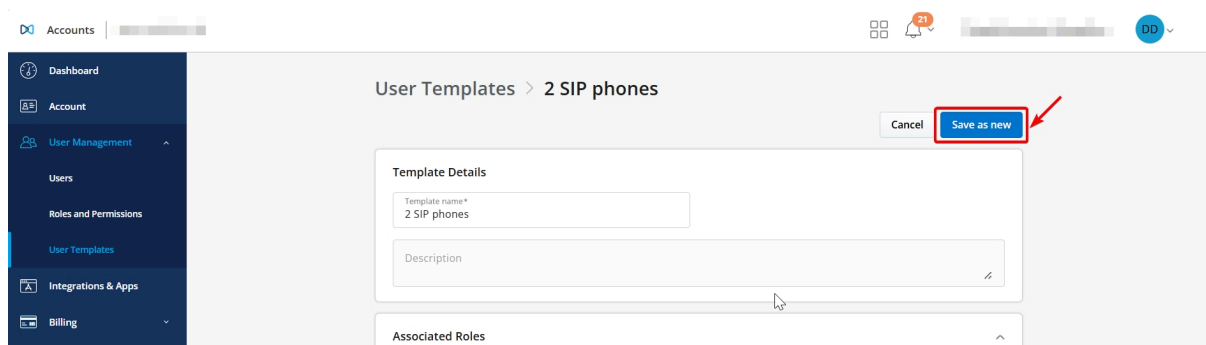


Editing PBX Settings in Templates

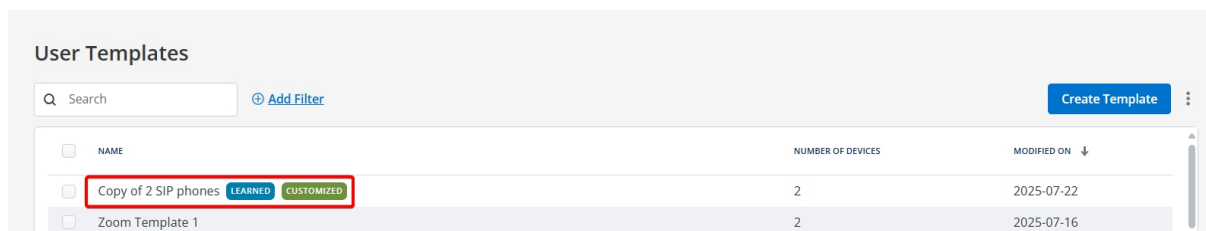
1. Locate a learned template (Example: 2 SIP phones) and select it.



2. Select **Save as new** to create a copy.

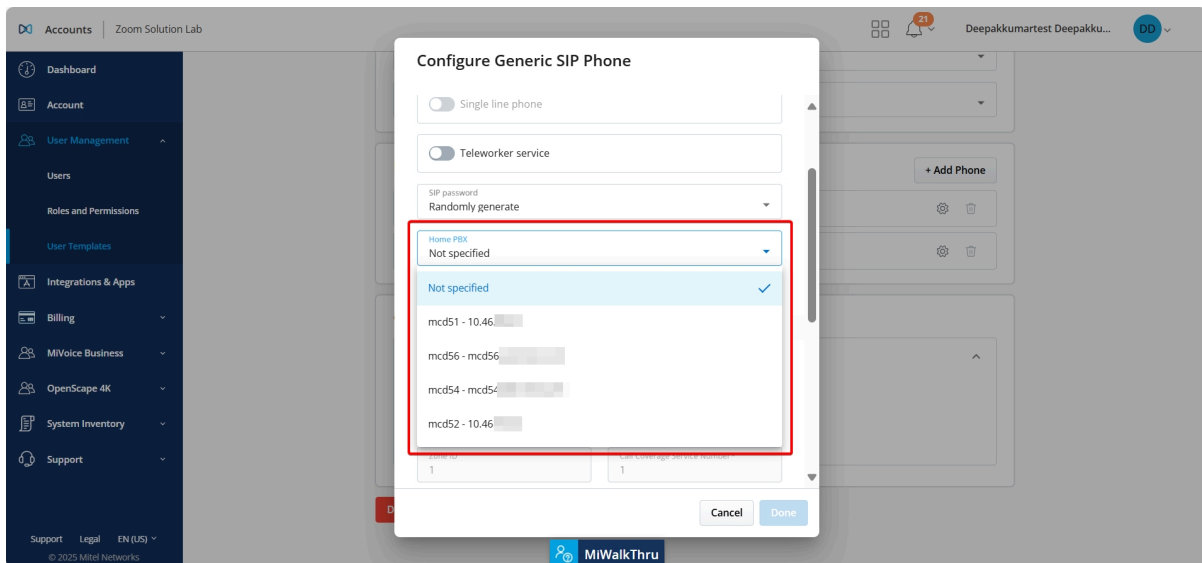


3. Open the copied template (indicated by a **Customized** badge).



4. Click the **gear icon** next to **Phone**.

5. In the **Home PBX** field:



- a. Select a different PBX, or
- b. Select **Not specified** to allow PBX selection when the template is applied.

6. Select **Done**.

7. Select **Save**.

Cascading PBX Settings

- When a **Home PBX** is applied to the **prime phone**, it cascades to all associated phones in the template.
- Changing the Home PBX on the prime phone updates the others automatically.

Managing Resilient PBX Settings

- Resilient PBX settings do not cascade by default in templates.
- To apply resiliency across phones:
 - Use the **User Configuration** interface (not available in templates).
 - Set the **Resilient PBX** for the prime phone.
 - Optionally cascade the setting to other phones during user configuration.

2.15.4.2 Configure a Hot Desk Phone with ACD Agent and MCX Softphone

You can configure a Hot Desk phone with ACD Agent and MCX Softphone functionality and assign it to either new or existing users.

Note:

- Ensure the MCX integration is enabled. To do that, navigate to **Integrations and Apps** and enable the **MCX** integration.
- Ensure the MCX account integration version is 11.0.1.0 or higher.

To create a user template, follow these steps:

1. Navigate to **User Management > User Templates** in the Mitel Administration.
2. Click **Create Template**. The **Create User Template** page appears.
3. Enter a name in the **Template name** field.
4. Enter a **Description** to define the template's purpose.

Note:

This step is optional.

5. Under **Products**, select the following:
 - a. Select **MiContact Center Business**.
 - b. Select **MiVoice Business**.

6. Under **Phones** section, click **Add Phone**. The **Select a Phone** window appears.

Select a phone

Phones*
Hot Desk ▼

Additional options

☒ ACD Agent

☒ MCX Softphone
 ⓘ Requires the Voice media type to be selected in the Contact Center section

☐ External Phone

Cancel Add

7. In the **Phones** drop-down list, select **Hot Desk**.
8. Under **Additional options**, enable **ACD Agent** and **MCX Softphone**.

This designates the user as an Automatic Call Distribution agent, allowing them to receive routed calls.

9. Enable the **ACD Agent** toggle. This allows the user to receive ACD-routed calls.
10. Enable the **MCX Softphone** toggle.

You have to enable the Voice option under MiContact Center Business section. To do that click on the **MiContact Center Business** check box under **Products** and then click on the **Voice** check box under **Contact Center > Media Type**.

If you have enabled the MCX Softphone, the **Teleworker Service** option is available in the Hot Desk configuration window. It remains disabled unless ACD Agent is enabled.

11. Optionally check **External Phone** if calls should be routed to an external number.
12. Click **Add** to save your configuration. The template is now configured with ACD Agent and MCX Softphone capabilities.

**Note:**

Only one ACD device can be created per user.

You can also assign a Hot Desk phone with ACD Agent and MCX Softphone functionality directly to a user.

To do this, navigate to **User Management > Users**, select the desired user, and click  next to MiVoice Business. In the **Phones** section, click **Add Phone**, select **Hot Desk** from the **Phones** drop-down list, and then enable the **ACD Agent** and **MCX Softphone** options.

2.15.5 Roles and Permissions

The following section describes how restricting permissions impacts the Roles and Permissions feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can view the Roles and Permissions feature. User with a role that has **View** permission only, can view the list of roles and permissions that make each role, but cannot perform actions such as add, delete, or assign. If you clear the check box associated with **View**, the Partner or an Account Admin is restricted from having access to the Roles and Permissions feature. A role must have the **View** permission in order to use the functionalities of **Add**, **Edit**, **Assign**, or **Delete** permissions.
- **Add:** For the Partner role, if the check box associated with **Add** is selected, the Partner can add a new role and duplicate an existing role. If the check box associated with **Add** is cleared, the Partner is restricted from creating a new role and from duplicating an existing role. The **Add** permission is not applicable for the Account Admin role.
- **Edit:** If the check box associated with **Edit** is selected, the Partner can edit an existing role and assign or unassign the role from an account. If the check box associated with **Edit** is cleared the Partner is restricted from editing an existing role and assigning the role to or unassigning the role from an account. The **Edit** permission is not applicable for the Account Admin role.
- **Assign:** If the check box associated with **Assign** is selected, the Partner or Account Admin can assign or change a user's role. If the check box associated with **Assign** is cleared a Partner or an Account Admin is restricted from assigning and changing a user's role.
- **Delete:** For the Partner role, if the check box associated with **Delete** is selected, the Partner can delete an existing role. If the check box associated with **Delete** is cleared, the Partner is restricted from deleting an existing role. The **Delete** permission is not applicable for an Account Admin role.

2.15.6 Integrations & Apps

The following section describes how restricting permissions impacts the Integrations and Apps feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can access the details of integrations for an account. If you clear the checkbox associated with **View**, the Partner or Account Admin is restricted from accessing the details of integrations for an account. Without the **View** permission, the **Integrations** panel will not be displayed in the Accounts edit page or under the **Integrations and Apps** menu. A role must have the **View** permission in order to add, edit, or delete an integration in an account.
- **Add:** If the check box associated with **Add** is selected, the Partner or Account Admin can add a new integration to an account and configure the integration setup. The **Privileges** toggle button and the **Add New** buttons are also enabled if the check box associated with **Add** is selected. If you clear the

check box associated with **Add**, the Partner or Account Admin is restricted from adding and configuring new or existing integrations for an account. The **Privileges** toggle button and the **Add New** buttons are disabled if the check box associated with **Add** is cleared.

Note:

Without **Add** or **Edit** permission users with this role cannot configure any existing integrations or access the integration privileges.

- **Edit:** If the check box associated with **Edit** permission is selected, the Partner or Account Admin can change the integration configuration. If the check box associated with **Edit** permission is cleared, the Partner or Account Admins is restricted from changing integration configuration and editing the configuration in an account.

Note:

Without **Add** or **Edit** permission users with this role cannot configure any existing integrations or access the integration privileges.

- **Assign:** The **Assign** permission is not applicable for the Partner and Account Admin role.
- **Delete:** If the check box associated with **Delete** is selected, the Partner or Account Admin can delete integrations from a customer account. If the Partner and Account Admin has both **Add** and **Delete** permissions, the Partner and Account Admin can add and delete integrations from the integrations catalogue. If you clear the check box associated with **Delete**, the Partner and Account Admin are restricted from deleting an integration from a customer account.

2.15.7 Subscriptions

The following section describes how restricting permissions impacts the Subscription feature.

- **View:** If the check box associated with **View** is selected, the Partner or the Account Admin can view the subscriptions assigned to a customer account in Accounts edit page and in the Subscriptions page. If the check box associated with **View** is cleared, the Partner or Account Admin is restricted from viewing the subscriptions assigned to a customer account.
- **Add:** For the Partner role, if the check box associated with **Add** is selected, the Partner can add subscriptions and **Add Order** button is displayed in the **Subscriptions** section which allows the Partner to add orders in an account. If you clear the check box associated with **Add**, a Partner is restricted from adding subscription and the **Add Order** button is not displayed in the **Subscriptions** section.

Note:

The Partner role must have the **View** permission selected in order to access the functionalities of **Add** permission.

The **Add** permission is not applicable for the Account Admin role.

- **Edit:** The **Edit** permission is not applicable for the Account Admin role.
- **Assign:** The **Edit** permission is not applicable for the Account Admin role.

- **Delete:** The **Edit** permission is not applicable for the Account Admin role.

2.15.8 Support

The following section describes how restricting permissions impacts the Support feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can access the **Support** logs page and the **Gateway** logs page if the account has gateway integrations and a PBX onboarded. If the check box associated with **View** is cleared, the Partner or Account Admin is restricted from accessing the **Support** logs and the **Gateway** logs page.
- **Add:** For the Partner and Admin role, the **Add** permission is not applicable.
- **Edit:** For the Partner and Admin role, the **Edit** permission is not applicable.
- **Assign:** For the Partner and Admin role, the **Assign** permission is not applicable.
- **Delete:** For the Partner and Admin role, the **Delete** permission is not applicable.

2.15.9 MiVoice Business

The following section describes how restricting permissions impacts the MiVoice Business feature.



Note:

The MiVoice Business permission is applicable **only** when MiVoice Business is integrated.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can access MiVoice Business features of their customer account. If the check box associated with **View** is cleared, the Partner or Account Admin is restricted from accessing **MiVoice Business features** of their customer account.
- **Add:** The **Add** permission is not applicable.
- **Edit:** The **Edit** permission is not applicable.
- **Assign:** The **Assign** permission is not applicable.
- **Delete:** The **Delete** permission is not applicable.

2.15.10 Customer Care

The following section describes how restricting permissions impacts the Customer Care feature.

- **View:** If the check box associated with **View** is selected, the Partner or Account Admin can access the Customer Care feature. If the check box associated with **View** is cleared, the Partner or Account Admin is restricted from accessing the Customer Care feature.
- **Add:** The **Add** permission is not applicable for Partner and Account Admin role.
- **Edit:** The **Edit** permission is not applicable for Partner and Account Admin role.
- **Assign:** The **Assign** permission is not applicable for Partner and Account Admin role.
- **Delete:** The **Delete** permission is not applicable for Partner and Account Admin role.

2.15.11 Developer

The following section describes how restricting permissions impacts the Developer feature.

Note:

The **Developer** permission is applicable only for the Partner role.

- **View:** If the check box associated with **View** is selected, the Partner can access the **Developer** page, register new applications, and assign them to customer accounts. If the check box associated with **View** is cleared, the Partner is restricted from accessing the **Developer** page, registering new applications, and assigning them to customer accounts.
- **Add:** The **Add** permission is not applicable.
- **Edit:** The **Edit** permission is not applicable.
- **Assign:** The **Assign** permission is not applicable.
- **Delete:** The **Delete** permission is not applicable.

2.15.12 Orders

The following section describes how restricting permissions impacts the Orders feature.

Note:

The Order permission is applicable only for the Partner role.

- **View:** If the check box associated with **View** is selected, the Partner can access the **Order** page and assign orders to accounts. If the check box associated with **View** is cleared, the Partner is restricted from accessing the **Orders** page and assigning orders to accounts.
- **Add:** The **Add** permission is not applicable.
- **Edit:** The **Edit** permission is not applicable.
- **Assign:** The **Assign** permission is not applicable.
- **Delete:** The **Delete** permission is not applicable.

2.16 Account Managers

The Account Managers page displays a comprehensive list of the **Account Managers** and **Administrators** within the Partner account.

Note:

This feature is not available to Partners assuming the role of an Account Admin.

Account Managers

Account Managers

Account Managers (4) Administrators (12)

Search Users

Manage Selected (0)

List of Administrators converted to Account Managers

NAME	EMAIL ADDRESS	MODIFIED ON (BY)	MANAGED ACCOUNTS
CloudTalk Support	cloudtalk.support@mitel.com	2023-08-28 CloudTalk Support	0
James Robinson	james.robinson@mitel.com	2023-08-28 James Robinson	2
John Doe	john.doe@mitel.com	2023-08-27 John Doe	0
Chris Smith	chris.smith@mitel.com	2023-08-16 Chris Smith	3

Number of customer accounts assigned to the Account Manager

Administrators

Account Managers

Account Managers (4) Administrators (12)

Search Users

Convert Selected (0)

Administrators available to convert to Account Manager

NAME	EMAIL ADDRESS	MODIFIED ON (BY)
John Doe	john.doe@mitel.com	2023-08-28 John Doe
John Taylor	john.taylor@mitel.com	2023-08-28 John Taylor
John Lee	john.lee@mitel.com	2023-08-28 John Lee
John Brown	john.brown@mitel.com	2023-08-28 John Brown
John Green	john.green@mitel.com	2023-08-28 John Green
John White	john.white@mitel.com	2023-08-27 John White
John Black	john.black@mitel.com	2023-08-26 John Black
John Gray	john.gray@mitel.com	2023-08-25 John Gray
John Gold	john.gold@mitel.com	2023-08-24 John Gold
John Silver	john.silver@mitel.com	2023-08-23 John Silver
John Copper	john.copper@mitel.com	2023-08-22 John Copper
John Iron	john.iron@mitel.com	2023-08-21 John Iron
John Steel	john.steel@mitel.com	2023-08-20 John Steel
John Tin	john.tin@mitel.com	2023-08-19 John Tin
John Lead	john.lead@mitel.com	2023-08-18 John Lead
John Zinc	john.zinc@mitel.com	2023-08-17 John Zinc
John Nickel	john.nickel@mitel.com	2023-08-16 John Nickel
John Cobalt	john.cobalt@mitel.com	2023-08-15 John Cobalt
John Manganese	john.manganese@mitel.com	2023-08-14 John Manganese
John Silicon	john.silicon@mitel.com	2023-08-13 John Silicon
John Germanium	john.germanium@mitel.com	2023-08-12 John Germanium
John Arsenic	john.arsenic@mitel.com	2023-08-11 John Arsenic
John Selenium	john.selenium@mitel.com	2023-08-10 John Selenium
John Tellurium	john.tellurium@mitel.com	2023-08-09 John Tellurium
John Polonium	john.polonium@mitel.com	2023-08-08 John Polonium
John Astatine	john.astatine@mitel.com	2023-08-07 John Astatine
John Francium	john.francium@mitel.com	2023-08-06 John Francium
John Radium	john.radium@mitel.com	2023-08-05 John Radium
John Actinium	john.actinium@mitel.com	2023-08-04 John Actinium
John Thorium	john.thorium@mitel.com	2023-08-03 John Thorium
John Protactinium	john.protactinium@mitel.com	2023-08-02 John Protactinium
John Uranium	john.uranium@mitel.com	2023-08-01 John Uranium
John Neptunium	john.neptunium@mitel.com	2023-07-31 John Neptunium
John Plutonium	john.plutonium@mitel.com	2023-07-30 John Plutonium
John Americium	john.amerium@mitel.com	2023-07-29 John Americium
John Curium	john.curium@mitel.com	2023-07-28 John Curium
John Berkelium	john.berkelium@mitel.com	2023-07-27 John Berkelium
John Californium	john.californium@mitel.com	2023-07-26 John Californium
John Einsteinium	john.einsteinium@mitel.com	2023-07-25 John Einsteinium
John Fermium	john.fermium@mitel.com	2023-07-24 John Fermium
John Mendelevium	john.mendelevium@mitel.com	2023-07-23 John Mendelevium
John Nobelium	john.nobelium@mitel.com	2023-07-22 John Nobelium
John Lawrencium	john.lawrencium@mitel.com	2023-07-21 John Lawrencium
John Rutherfordium	john.rutherfordium@mitel.com	2023-07-20 John Rutherfordium
John Dubnium	john.dubnium@mitel.com	2023-07-19 John Dubnium
John Seaborgium	john.seaborgium@mitel.com	2023-07-18 John Seaborgium
John Bohrium	john.bohrium@mitel.com	2023-07-17 John Bohrium
John Hassium	john.hassium@mitel.com	2023-07-16 John Hassium
John Meitnerium	john.meitnerium@mitel.com	2023-07-15 John Meitnerium
John Darmstadtium	john.darmstadtium@mitel.com	2023-07-14 John Darmstadtium
John Roentgenium	john.roentgenium@mitel.com	2023-07-13 John Roentgenium
John Copernicium	john.copernicium@mitel.com	2023-07-12 John Copernicium
John Nihonium	john.nihonium@mitel.com	2023-07-11 John Nihonium
John Flerovium	john.flerovium@mitel.com	2023-07-10 John Flerovium
John Livermorium	john.livermorium@mitel.com	2023-07-09 John Livermorium
John Tennessine	john.tennessine@mitel.com	2023-07-08 John Tennessine
John Oganesson	john.oganesson@mitel.com	2023-07-07 John Oganesson

The Mitel Administration portal now allows unrestricted Partner Administrators to assign Customer Accounts to one or more Administrators within their Partner Account. These administrators are called **Account Managers**.

As a Partner, you can do the following:

- [Convert an Administrator to Account Manager](#)
 - [Assign Account\(s\) to an Account Manager](#)
 - [Unassign Account\(s\) from an Account Manager](#)
- [Upgrade an Account Manager to an Administrator](#)

2.16.1 Delegating Partner Account Management

The Mitel Administration portal is enhanced to restrict access to specific Customer Accounts. Previously, the configuration listed all customer accounts managed by the partner admin, which were visible to all account admins within that account.



Note:

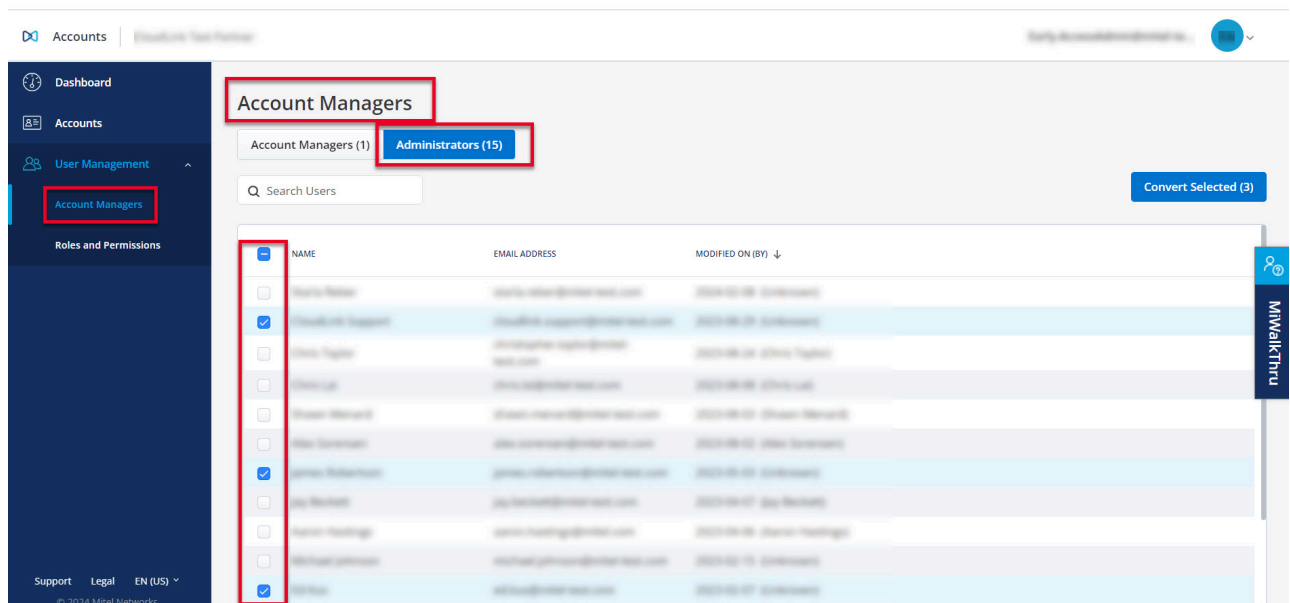
The Partner Admin who is already logged in cannot manage their own account within the **Account Managers** or the **Administrator** tab.

Converting an Administrator to Account Manager

You need to convert an administrator to an **Account Manager** to restrict access to specific Customer Accounts.

Complete the following steps to convert the admin to an Account Manager from a Partner account:

1. Click **User Management > Account Manager** from the left menu. The **Account Managers** page opens.
2. Click and open the **Administrators** tab. The complete list of Partner Admins in the Partner account are displayed.
3. Choose the Admin(s) to be converted to Account Manager(s) by selecting the checkbox next to their name(s).



4. Click **Convert Selected**. The confirmation dialog is displayed.
5. Confirm that the information is correct, and click **OK** to proceed. The progress bar **Convert to Account Managers** is visible, showing the progress. Click **Close** when the conversion is completed.

Click **Cancel** to cancel the operation.

The newly converted **Account Managers** are displayed are now displayed in the Account Managers tab.

Assigning Account(s) to an Account Manager

As a Partner Administrator, you can assign specific customer accounts to an Account Manager individually, or to multiple Account Managers simultaneously.

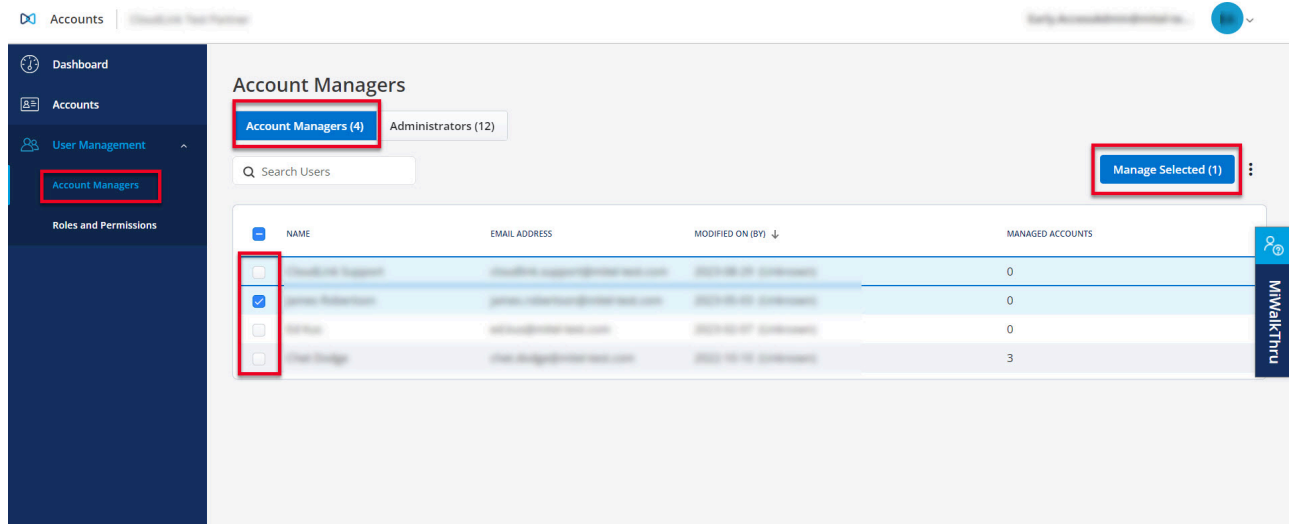
Complete the following steps to assign specific customer accounts to an Account Manager individually:

1. Click **User Management > Account Managers**.
2. Select the **Account Manager** from the list under the **Account Managers** tab by selecting the checkbox next to their name.



Note:

You can also manage an individual Account Manager by clicking their name in the list.



3. Click **Manage Selected**. The following tabs are displayed.

- **Accounts assigned** - This tab displays the accounts already assigned to the Account Manager.
- **Accounts not assigned** - This tab displays accounts that are available to be assigned to the Account Manager.

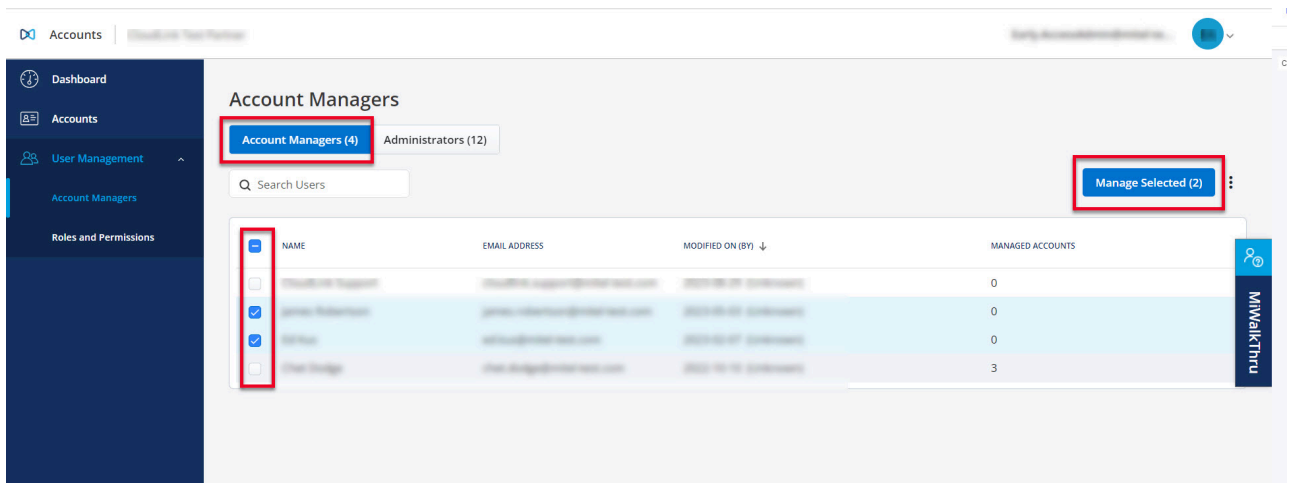
4. Click the **Accounts not assigned** tab, then select the accounts you want to assign to the selected **Account Manager** using the checkbox.
5. Click **Assign**. The confirmation dialog is displayed.
6. Confirm that the information is correct, and click **Assign** to proceed. The progress bar **Assign Account(s)** is visible, showing the progress. Click **Close** when the task is completed successfully.

Click **Cancel** to cancel the operation.

The **Accounts assigned** tab will now display the newly assigned accounts to the selected Account Manager.

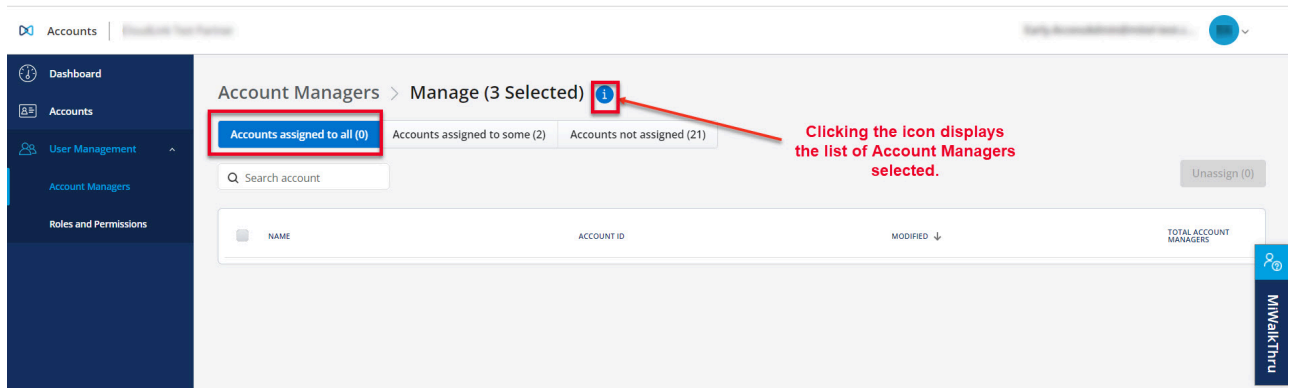
Complete the following steps to assign specific customer accounts to multiple Account Managers simultaneously:

1. Click **User Management > Account Managers**.
2. Select the **Account Managers** from the list under the **Account Managers** tab by selecting the checkbox next to their names.



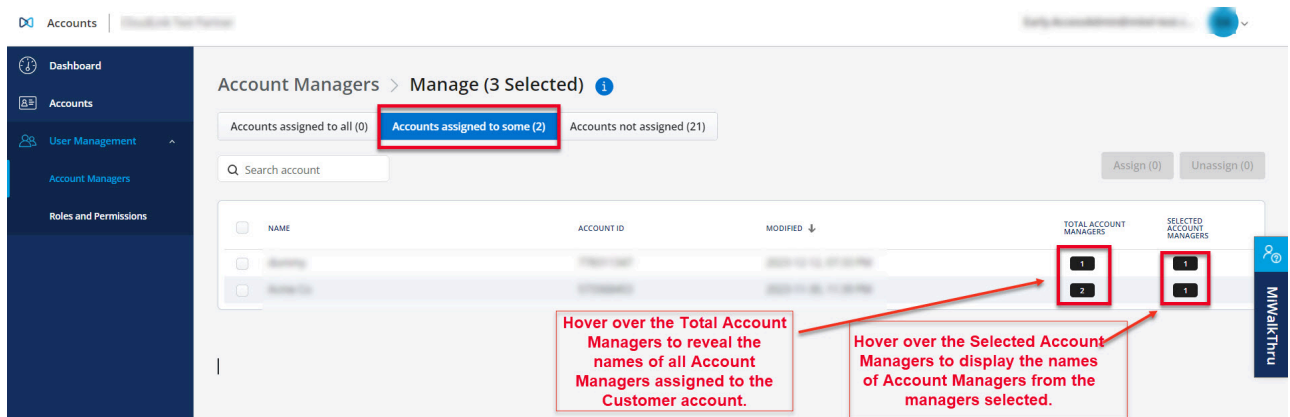
3. Click **Manage Selected**. The following tabs are displayed.

a. **Accounts assigned to all** - This list displays accounts that are assigned to all the selected account managers.



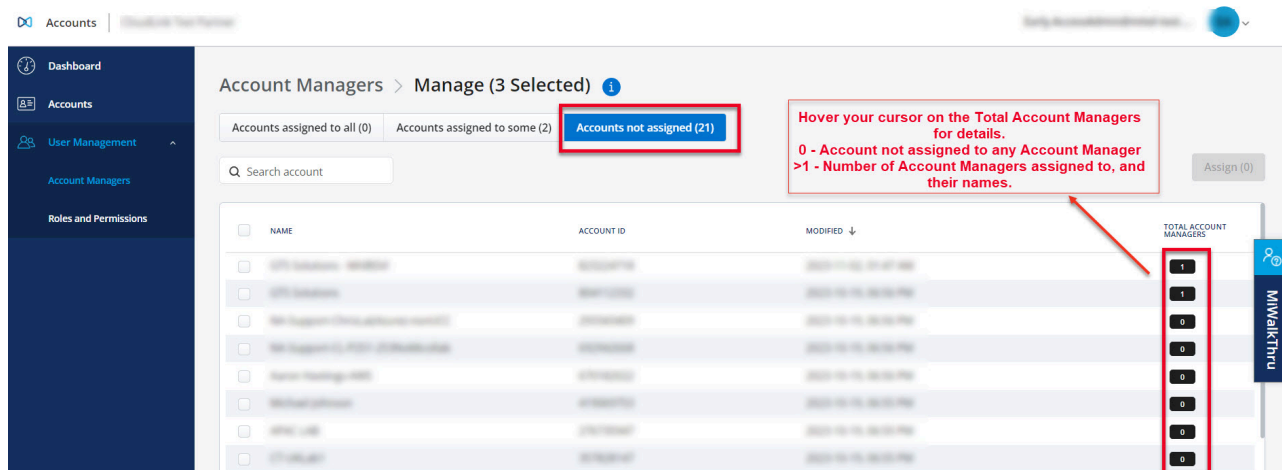
You have the option to select the checkbox and unassign the account from the selected managers.

b. **Accounts assigned to some** - This list displays accounts that are assigned to one or more of the selected account managers.



You have the option to select the checkbox and either assign the account to the selected managers or unassign it from the selected managers.

c. **Accounts not assigned** - This list displays accounts that are not assigned to any of the selected account managers.



You have the option to select the checkbox and assign the account to the selected managers.

The **Accounts assigned** tab will now display the newly assigned accounts to the selected Account Managers.

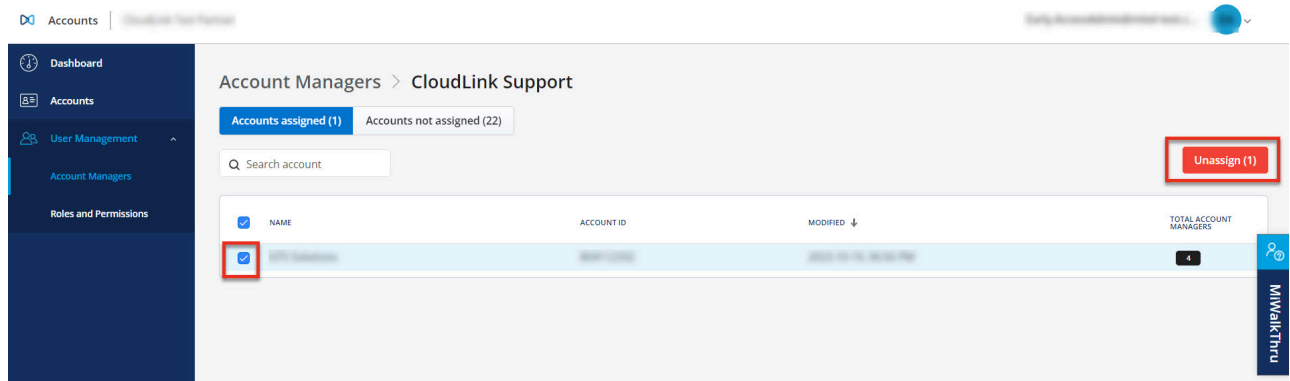
Unassigning Account(s) from an Account Manager

As a Partner Administrator, you can unassign specific customer accounts from an Account Manager individually, or from multiple Account Managers simultaneously.

Unassign Individual Account Manager

1. Go to **User Management > Account Managers**.
2. From the list of **Account Managers**, choose the manager whose account(s) you wish to unassign by selecting the checkbox next to their name.
3. Click **Manage Selected**. The following tabs are displayed.
4. From the **Account assigned** list, choose the account you want to unassign by selecting the checkbox next to it.

5. Click **Unassign**.



Confirm by clicking **Unassign** again in the confirmation dialog that opens. The progress bar for unassigning account is visible, showing the progress. Click **Close** when the account is unassigned successfully.

Click **Cancel** to cancel the operation.

The **Accounts assigned** tab will now have removed the unassigned accounts from the selected Account Manager.

Unassign multiple Account Managers

1. Go to **User Management > Account Managers**.
2. From the list of **Account Managers**, choose the managers whose accounts you wish to unassign by selecting the checkbox next to their names.
3. Click **Manage Selected**. The following tabs are displayed.
 - *Accounts assigned to all* - Select the account(s) checkbox next to it and click **Unassign** to remove the account from the selected managers.
 - *Accounts assigned to some* - Select the account(s) checkbox next to it and click **Unassign** to remove the account from the selected managers.
4. Confirm by clicking **Unassign** again in the Confirmation dialog. The progress bar for unassigning accounts is visible, showing the progress. Click **Close** when the account is unassigned successfully.

Click **Cancel** to cancel the operation.

The **Accounts assigned** tab will now have removed the unassigned accounts from the selected Account Managers.

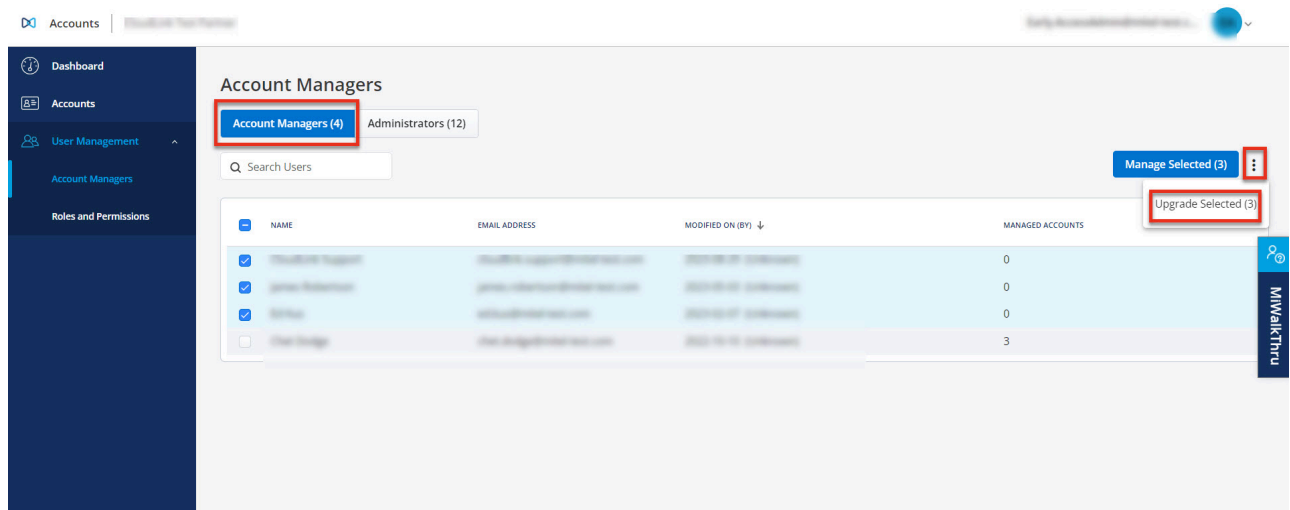
Note:

If the account manager is **upgraded** to an administrator, there are no restrictions, and all accounts can be managed as an administrator.

Upgrading an Account Manager to an Administrator

An Administrator has unrestricted access to the customer accounts, an Account Manager can be upgraded to an Administrator. Complete the following steps to do so:

1. Click **User Management > Account Manager** from the left menu. The **Account Managers** page opens.
2. In the **Account Managers** tab select the manager(s) you wish to upgrade to an **Administrator**.
3. Click , and click **Upgrade Selected**.



The **Confirm Upgrade To Administrator(s)?** confirmation dialog is displayed.

4. Click **Confirm** to upgrade the selected Account Managers to Administrators. The progress bar for upgrade is visible, showing the progress. Click **Close** after the selected managers are upgraded to Administrators successfully.

Click **Cancel** to cancel the operation.

The list of **Administrators** in the Administrators tab will now include the upgraded Account Managers.

2.17 Event History

The Event History provides insight to Mitel Partners and Account Admins regarding events that occurred within an account. With filtering and exporting capabilities, this feature allows for targeted analysis of events to help with troubleshooting and change management.

The feature is available for the following accounts:

- Accounts with the MiVoice Business integration enabled and the **Administration** feature toggled ON.
- Accounts with the Zoom integration enabled.

Accessing Event History

To access Event History and view changes, do the following:

1. [Log in to the Mitel Administration](#) on page 1 as a Mitel Partner or Account Administrator.
2. This step is applicable to Mitel Partners only, if you are an Account Administrator, proceed to Step 3. Navigate to **Accounts** and select the desired account.
3. Navigate to **Support > Event History**.

It might take around 15 seconds to load the Event History page.

Note:

- Spinners are displayed while retrieving data.
- It can take up to 24 hours for new events to appear.

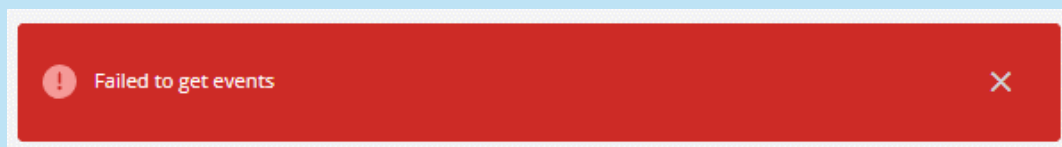
Event History
 ⚠ It can take up to 24 hours for new events to appear

[Add Filter](#)

	ACTOR NAME	ACTION	ASSET	EVENT DATE ↓	PROPERTIES CHANGED	CORE DETAILS
○		Delete	Phone	2024-08-14, 17:16:57		{ "primeextensio
○		Edit	Account	2024-08-14, 16:47:51	["policy"]	{ "accountnumbr
○		Edit	Account	2024-08-14, 16:47:16	["policy"]	{ "accountnumbr
○		Edit	Account	2024-08-14, 16:46:53	["policy"]	{ "accountnumbr
○		Edit	Account	2024-08-14, 16:46:41	["modifiedBy"]	{ "accountnumbr
○		Edit	Phone	2024-08-14, 12:00:26		{ "primeextensio
○		Edit	Phone	2024-08-14, 12:00:26		{ "primeextensio
○		Edit	PBX User Profile	2024-08-14, 12:00:26		{ "fullname": "43
○		Create	Phone	2024-08-14, 11:29:46		{ "primeextensio
○		Create	Phone	2024-08-14, 11:29:46		{ "primeextensio
○		Create	PBX User Profile	2024-08-14, 11:29:46		{ "fullname": "43
○		Delete	PBX User Profile	2024-08-14, 11:23:57		{ "fullname": "Na
○		Delete	Phone	2024-08-14, 11:23:57		{ "primeextensio
○		Create	Group Membership	2024-08-14, 11:21:39		{ "groupype": "a
○		Create	Phone	2024-08-14, 11:14:40		{ "primeextensio
○		Create	PBX User Profile	2024-08-14, 11:14:40		{ "fullname": "44
○		Delete	Group Membership	2024-08-14, 10:20:12		{ "groupype": "r
○		Create	Group Membership	2024-08-14, 10:19:14		{ "groupype": "r

Note:

If an error occurs while retrieving data, the following banner will be displayed. Refresh the page to attempt to reload the data.



Note:

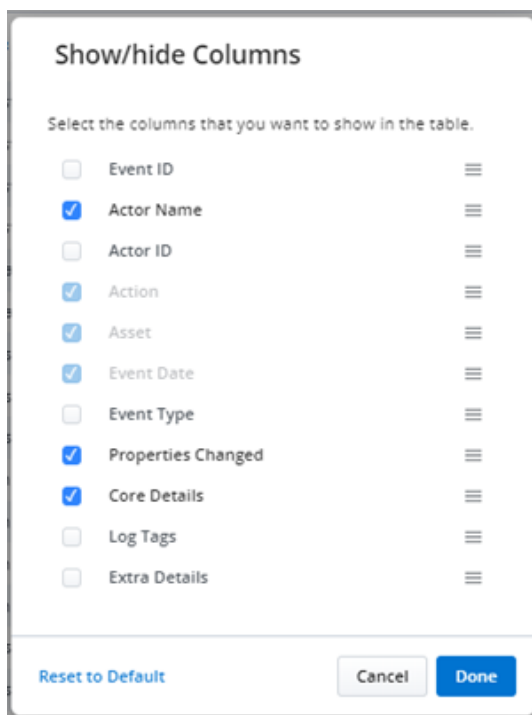
By scrolling down in the table, more events will be retrieved until all available events are displayed. At that point, the following banner will be displayed



Event History table

The Event History table has the following features:

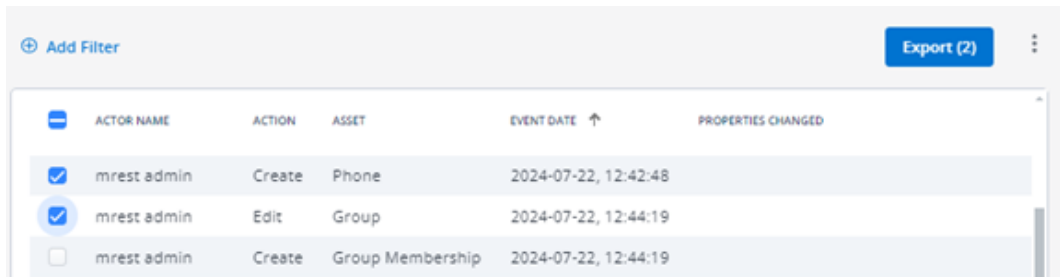
1. The data can be sorted by Event Date by clicking the column header.
2. The columns displayed can be customized:
 - Click the  icon, select **Show/hide columns**.
 - In the pop-up, select the checkbox(es) of interest.
 - Rearrange the columns by dragging the  icon up or down as desired.



Batch Exporting

1. In the event table, select the checkbox(es) of the desired events.

The Export button appears showing the number of events selected.



2. Click **Export** to export the data of the selected events to a .csv file.

Event Details

The Event History table has the following fields:

Name	Description
EVENT ID	The ID of the event.
ACTOR NAME	The name of the user or entity that triggered the action (for example, User ABC, System, Solution, SCIM, Unknown) 'Unknown' will appear if a name can no longer be found (for example, the user who triggered the event has been deleted)
ACTOR ID	The CloudLink ID or System ID of the entity that triggered the event.
ACTION	The event action (for example, Create, Edit, Delete).
EVENT TYPE	The event type or category (for example, Admin, MiVoice Business, Service Delivery).
ASSET	The object that was acted upon (for example, Phone, Account, User License).

Name	Description
EVENT DATE	The date and time the event occurred.
PROPERTIES CHANGED	A list of properties that changed for the asset during the event. For example, if a phone's macAddress is edited -> ["macAddress"]
CORE DETAILS	Detailed information about the event.
EXTRA DETAILS	Extra details about the event, if available.
LOG TAGS	Special tags are appended to each event to facilitate search functionality.

After clicking on an event in the Event History table, the Event Details window will be displayed.

The screenshot shows the 'Event Details' window. At the top, it displays the 'Event Id' as 'a2cf220b-90d8-4241-b838-9c6efbd62afd'. Below this, it shows 'Actor Name' as 'mrest admin' and 'Actor Id' as '0c08218e-3f93-4edc-9e71-fa3823e66646'. A table below these fields shows 'Action' as 'Delete', 'Type' as 'MIVB', 'Asset' as 'Phone', and 'Event Date' as '7/10/2024, 3:56:30 PM'. There are four tabs: 'Core Details' (selected), 'Properties Changed', 'Extra Details', and 'Log Tags'. The 'Core Details' tab shows a JSON object: { "changestatus": "SUCCESS" }. At the bottom right, there are 'Export' and 'OK' buttons.

The Event Details window has the following features:

- **Copy:** to place the selected tab's data on your clipboard.
- **Export:** to export all data from all tabs for that event to a .csv file.

Filtering Event Data

To search for particular events, you can add filters to the table by clicking the **Add Filter**  button. Multiple filters can be applied to significantly narrow down event data.

The available filter options may vary depending on the integrations enabled for a Cloudlink account. For example, accounts with the MiVoice Business integration enabled and the Administration feature toggled ON will have a unique set of filter options compared to accounts with the Zoom integration enabled. While some filter options may overlap, others will be specific to each integration. Accounts with both integrations enabled will have access to a combined set of filter options, providing a superset of both.

Table 1: Filter options

Filter name	Options	Description	Available with the MiVB integration	Available with the Zoom integration
Asset	Account	The customer account for this CloudLink integration.	X	X
	DID	Direct Inward Dialing numbers.	X	
	DN Range	Directory Numbers, or extensions, that are reserved for user assignment.	X	
	Group	A MiVoice Business system group is based on the following types: • ACD Skills • Pickup • Ring • Page • Hunt groups (voice and emergency)	X	
	Group Membership	User's Directory Numbers added to the MiVoice Business system groups.	X	

Filter name	Options	Description	Available with the MiVB integration	Available with the Zoom integration
	PBX User Profile	The base description of a user in the PBX, contains information like first name, last name, etc.	X	
	Phone	A device that is associated with a user.	X	
	Templated Services	UCC applications deployed for the user based on the definitions in the User Templates learned from the solution.	X	
	User License	The license assigned to a user on Zoom.		X
	Tenant	The Account ID associated with the customer's Zoom account.		X
Action	Create	Events where the asset was created.	X	X
	Delete	Events where the asset was deleted.	X	X
	Edit	Events where the asset was edited.	X	X
	License Assignment	Events where the asset (such as User License) was assigned.		X
	License Configuration Update	Events where the asset (such as User License) was updated.		X
	License Removal	Events where the asset (such as User License) was removed.		X
Event Type	Admin	Events of type Admin are related to the CloudLink configuration.	X	

Filter name	Options	Description	Available with the MiVB integration	Available with the Zoom integration
	MiVB	Events of type MiVB are related to Mitel Administration actions for MiVoice Business solutions.	X	
	Service Delivery	Events of type Service Delivery are related to Mitel Administration actions specific to the Zoom integration.		X
Actor ID	Enter the desired Actor ID	The CloudLink ID or System ID of the entity that triggered the event.	X	X
Event Date	Use the calendar to select a date and time range. You can select: • just a start date • just an end date • both a start date and an end date Custom start and end times can also be specified.	The date and time range within which the events must have occurred.	X	X

When both integrations are enabled for an account, you can search for events related to a specific integration by selecting filter options that are only available for that integration.

For example, to filter events related to the Zoom integration, you can do one or more of the following:

- From the **Event Type** drop-down list, select **Service Delivery**
- From the **Asset** drop-down list, select **User License** or **Tenant**
- From the **Action** drop-down list, select **License Assignment**, **License Configuration Update** or **License Removal**.

The filter feature is a smart filter, therefore the options will change depending on the filters that have already been applied/selected.

For example, if you select **Phone** as the **Asset**, the only available **Event Type** option will be **MiVB**, as all phone-related events are categorized under **MiVB** (for example, the **Admin** Event Type will not be applicable).

Create/Edit Filters

Active Filter

Select and apply filters to help find specific events.

Asset	Action
Phone	Select...
Event Type	Actor ID
MiVB	
Event Date	
Select...	

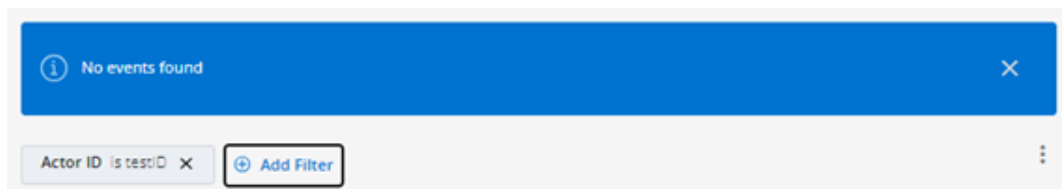
Clear

Cancel

OK

After selecting all the desired filter options, click **OK**. The Event History table will update to show events that match the selected filters.

If no events are found, the following banner is displayed:



Editing the active filter

To edit the active filter, do the following:

1. Click  in the **Active Filter Details** section.

The **Create/Edit Filters** page opens.

2. Update the desired information.
3. Click **OK** or **Apply**.

The filter details are updated, and the Event History table refreshes to show events that match the updated filters.

Deleting the active filter

To delete the active filter, click  in the **Active Filter Details** section.

The Event History table refreshes and shows all available events for the account.

2.18 System Inventory

System inventory tracks on-premise software and hardware assets, providing Partner and Customer Administrators with a comprehensive view of their deployments.

Accessing System Inventory

1. Log in to the [Mitel Administration](#) on page 1 as a Mitel Partner or Account Administrator.
2. Navigate to **Accounts** and select the account of interest.
3. Navigate to **System Inventory**.



Note:

System Inventory is dependent on CloudLink Daemon (which is available to configure in MSL11.0.110 and 12.1 or higher). For more information on CloudLink Daemon, refer [CloudLink Daemon Solution Guide](#).

4. Select [Platforms](#) or [Applications](#) to view the inventory details.

System Inventory has two views, **Partner** view and **Customer** view. Both the views are available for **Platforms** and **Applications**.

Partner view

The Partner view displays inventory for all customers associated with the partner. It includes an Accounts drop-down list for filtering the displayed accounts.

HOST	PLATFORM TYPE	PLATFORM NAME	APPLICATION TYPES	VERSION
mbg124	msl	MBG-Justin-Insight	cloudlink-daemon , mitel-border-gateway	11.0.110.0
insightsmicc-b1	windows	insightsmicc-b1	cloudlink-daemon , micc-business	10.0.17763 Build 17763
mivb122	msl	Justin MVB 1	mivoice-business , cloudlink-daemon , cloudlink-gateway	11.0.110.0
mas123	msl	Insights	cloudlink-daemon , microlab , mitel-border-gateway	11.0.110.0
mivb125	msl	Justin-Insights-MVB	mivoice-business , cloudlink-daemon , cloudlink-gateway	11.0.110.0

Customer View

The Customer view presents the inventory specific to the selected customer without the necessity to filter by accounts. This view can be accessed by logging in with either Customer Admin or Partner Admin credentials.

Note:

System Inventory features such as platform visibility, application access, and remote management are fully supported only for customer accounts using the CloudLink Daemon.

For more information, see the [CloudLink Daemon Solution Guide](#).

PLATFORM	APPLICATION TYPE
mbg124	cloudlink-daemon
mbg124	mitel-border-gateway
insightsmicc-b1	cloudlink-daemon
insightsmicc-b1	micc-business
mivb122	mivoice-business
mivb122	cloudlink-daemon
mivb122	cloudlink-gateway
mas123	cloudlink-daemon
mas123	micollab
mas123	mitel-border-gateway
mivb125	mivoice-business
mivb125	cloudlink-daemon
mivb125	cloudlink-gateway

2.18.1 Platforms

The Platforms component displays inventory across all of the Partner's customers.

When **Platforms** component is selected, it might take around 10 seconds to load Platforms page.

HOST	PLATFORM TYPE	PLATFORM NAME	APPLICATION TYPES	VERSION	LICENSE	DATA STATUS	PORTAL
mbg124	msl	MBG-Justin-Insight	cloudlink-daemon, mitel-border-gateway	11.0.110.0	51316006	2030-01-01	Launch
insightsmicc-b1	windows	insightsmicc-b1	cloudlink-daemon, micc-business, mivoice-business	10.0.17763 Build 17763	51316044	2030-01-01	Launch
mivb122	msl	Justin MVB 1	cloudlink-daemon, cloudlink-gateway	11.0.110.0	7640830	2030-01-01	Launch
mas123	msl	Insights	micollab, mitel-border-gateway	11.0.110.0	40255097	2030-01-01	Launch
mivb125	msl	Justin-Insights-MVB	mivoice-business, cloudlink-daemon, cloudlink-gateway	11.0.110.0	51316030	2030-01-01	Launch

Platforms Details

Platforms table has the following features:

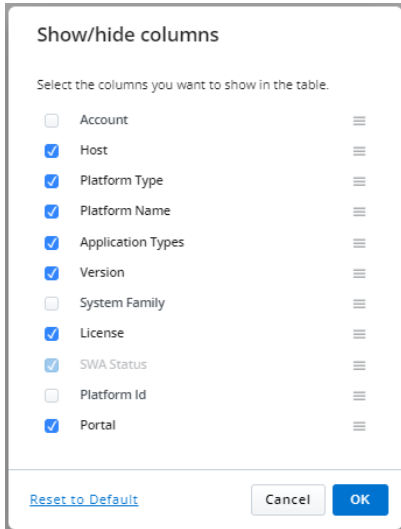
Name	Description
ACCOUNT	Name of the account.

Name	Description
HOST	Hostname of the platform
PLATFORM TYPE	The platform type or category (for example, MSL, MiVoice Business).
PLATFORM NAME	Name of the platform.
APPLICATION TYPES	Type of application (for example: mivoice-business, cloudlink-daemon, cloudlink gateway, mitel-border-gateway).
SYSTEM FAMILY	Operating system type (for example: linux and windows).
LICENCE	License number of the platform.
VERSION	Version of the platform.
SWA STATUS	SWA status of a platform.
PLATFORM ID	ID of a platform.
PORTAL	The Launch  Launch button is displayed to connect to the platform.

Platform Table

1. The columns displayed can be customized:

- Click the  icon, select **Show/hide columns**.
- In the pop-up, select the checkbox(es) of interest. **SWA Status** is grayed out as it's a fixed column.



Show/hide columns

Select the columns you want to show in the table.

- ☐ Account
- ☒ Host
- ☒ Platform Type
- ☒ Platform Name
- ☒ Application Types
- ☒ Version
- ☐ System Family
- ☒ License
- ☒ SWA Status
- ☐ Platform Id
- ☒ Portal

[Reset to Default](#) Cancel OK

- Rearrange the columns by dragging the  icon as desired.

2. Filtering Data

To search for particular platform, add filters to the table by using the **Add Filter**  [Add Filter](#) button.

Filter name	Options	Description
Platform Type	msl	Mitel Standard Linux platform type
	windows	Windows platform type
System Family	Linux	Linux (Operating System)
	Windows	Windows (Operating System)
Application Types	mivoice-business	MiVoice Business application
	cloudlink-gateway	CloudLink Gateway Portal application
	mitel-border-gateway	Mitel Border Gateway application

Filter name	Options	Description
	micollab	MiCollab application
License Type	Unlicensed	If the license ID is not found.
	Subscription	Monthly subscription license
	Perpetual	CapEx license
SWA Status	Not Indicated	License without expiration date
	Active	Active subscription or perpetual license with more than 90 days until expiration
	Inactive	Subscription license that has exceeded its expiration date
	Expiring soon	Perpetual license with an expiration date within 90 days
	Expired	Perpetual license that has expired

SMBC Platform behavior in System Inventory

Each SMBC child platform now appears as an individual entry in the **System Inventory**. This enhancement improves visibility and enables administrators to review SMBC components independently instead of as a single unified record.

Overview

An SMBC deployment consists of a parent platform and one or more child platforms. In this release, the **System Inventory** lists each SMBC child platform as a separate entry. In some deployments, only one child platform is available; in those cases, the table displays a single entry.

The parent SMBC platform no longer appears as a distinct row in the **Platforms** table.

The screenshot shows the 'Platforms' table in the CloudLink Daemon interface. The table has columns: HOST, PLATFORM TYPE, PLATFORM NAME, APPLICATION TYPES, VERSION, LICENSE, SWA STATUS, and PORTAL. A red box highlights the row for 'mitel-networks-server' with platform type 'msl-smbc'. A red arrow points to the 'Launch' button in the PORTAL column for this row.

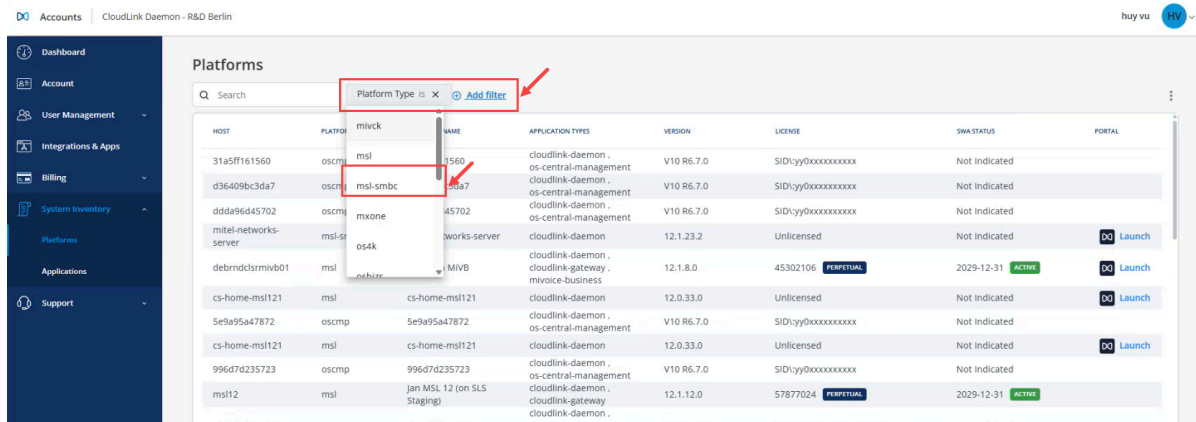
HOST	PLATFORM TYPE	PLATFORM NAME	APPLICATION TYPES	VERSION	LICENSE	SWA STATUS	PORTAL
31a5ff161560	oscmp	31a5ff161560	cloudlink-daemon , os-central-management	V10 R6.7.0	SI01yy0xxxxxxxxx	Not Indicated	
d36409bc3da7	oscmp	d36409bc3da7	cloudlink-daemon , os-central-management	V10 R6.7.0	SI01yy0xxxxxxxxx	Not Indicated	
ddd96d45702	oscmp	ddd96d45702	cloudlink-daemon , os-central-management	V10 R6.7.0	SI01yy0xxxxxxxxx	Not Indicated	
mitel-networks-server	msl-smbc	mitel-networks-server	cloudlink-daemon	12.1.23.2	Unlicensed	Not Indicated	Launch
debrndcsrmivb01	msl	Christian MIVB	cloudlink-daemon , cloudlink-gateway , mivoice-business	12.1.8.0	45302106 PERPETUAL	2029-12-31 ACTIVE	Launch
cs-home-msl121	msl	cs-home-msl121	cloudlink-daemon	12.0.33.0	Unlicensed	Not Indicated	Launch
5e9a95a47872	oscmp	5e9a95a47872	cloudlink-daemon , os-central-management	V10 R6.7.0	SI01yy0xxxxxxxxx	Not Indicated	
cs-home-msl121	msl	cs-home-msl121	cloudlink-daemon	12.0.33.0	Unlicensed	Not Indicated	Launch
996d7d235723	oscmp	996d7d235723	cloudlink-daemon , os-central-management	V10 R6.7.0	SI01yy0xxxxxxxxx	Not Indicated	
msl12	msl	Jan MSL 12 (on SLS Staging)	cloudlink-daemon , cloudlink-gateway	12.1.12.0	57877024 PERPETUAL	2029-12-31 ACTIVE	
cloudlinktestn2	osv	cloudlinktestn2	cloudlink-daemon , cloudlink-gateway , os-voice	V10R3.33.0	*R3ADCTMYTV:7QAE#UUY5XQ	Not Indicated	

Display in the Platforms Table

Each SMBC child platform entry includes the standard platform information fields, such as host name, platform name, version, and license.

Field	Description
Platform Type	Displays a combination of the “child”-smbc platform type (for example, <i>msl-smbc</i>). Other variations may appear depending on the deployment configuration.
Host, Platform Name, Version, and License	Show information for the SMBC child platform.
SWA Status	Indicates the current Software Assurance status.
Launch	Opens the corresponding administration console for the child platform (for example, msl). The Launch button does not provide direct access to the SMBC parent platform.

Filtering



To display only SMBC-related entries:

1. Go to **System Inventory > Platforms**.
2. From the **Platform Type** filter list, choose an option following the “child”-smbc format, such as *msl-smbc*.
3. The table updates to show only SMBC child platforms.

Administrator Views:

Both Customer Administrators and Partner Administrators can view SMBC systems.

View	Description
Customer Administrator View	Displays SMBC child platforms for the selected customer.
Partner Administrator View	Displays SMBC child platforms across all managed customers.

Accessing the SMBC Child Platform Edit Page

To view detailed information for an SMBC child platform:

1. Go to **System Inventory > Platforms**.
2. Locate a platform whose **Platform Type** follows the “child”-smbc format, such as *msl-smbc*.
3. Click the **platform name** to open the **Child Platform Edit** page.

The **Child Platform Edit** page displays information for both the SMBC parent and its child platform.

Note:

On the Child Platform Edit page, two Launch buttons may appear (if applicable):

- The **top Launch button** opens the administration console for the **child platform**.
- The **Launch button under the Parent Platform section** opens the administration console for the **SMBC parent platform**.

Child platform:

The screenshot shows the 'Child platform' edit page for 'mitel-networks-server'. The breadcrumb 'Platforms > mitel-networks-server' is highlighted with a red box and an arrow. In the top right corner, a 'Launch' button with a 'DQ' icon is also highlighted with a red box and an arrow. The page contains two main sections: 'Account' and 'Properties'.

Account

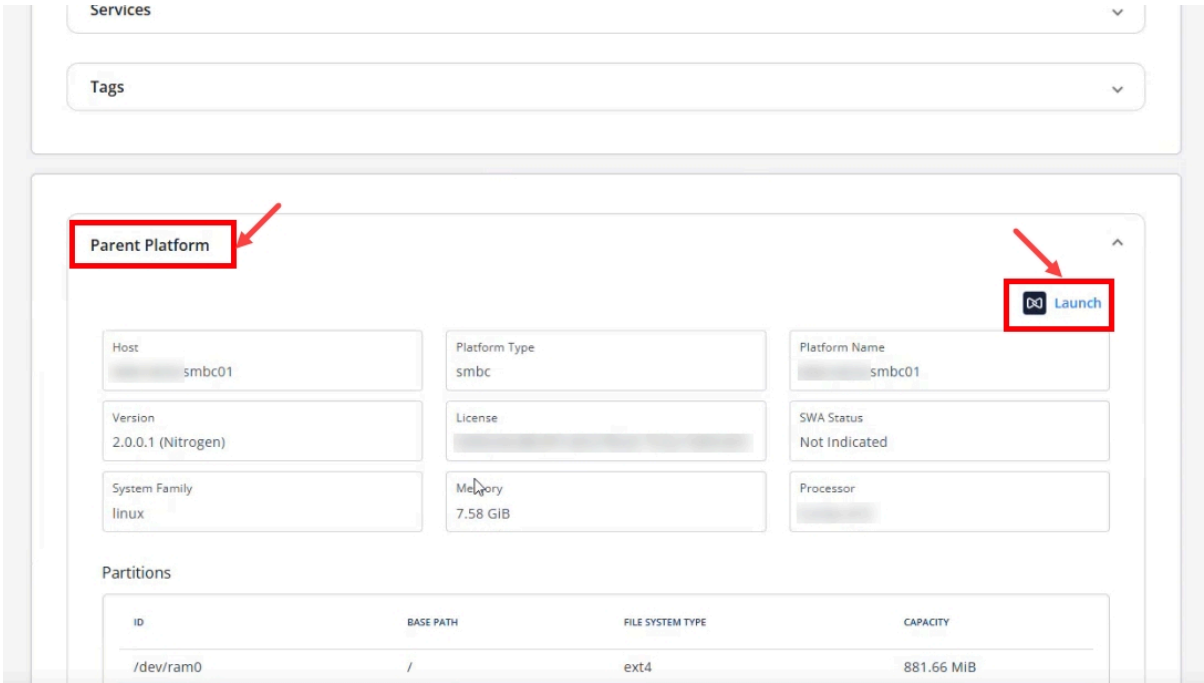
Account Name CloudLink Daemon - R&D Berlin	Account Number 852735222
---	-----------------------------

Properties

Host mitel-networks-server	Platform Type msl	Platform Name mitel-networks-server
Version 12.1.23.2	License Unlicensed	SWA Status Not Indicated
System Family linux	Memory 7.58 GiB	Processor Cortex-A72

Partitions

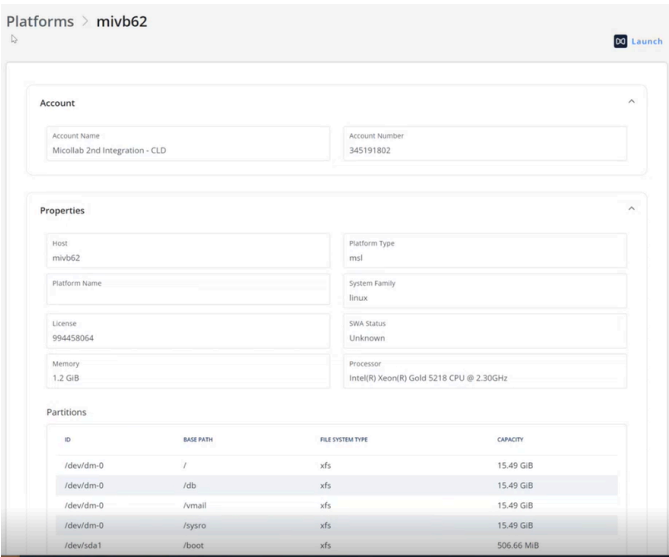
Parent platform:



Individual platform details

Click a row on the Platforms table, the details of the selected platform is displayed. The **Launch** button is displayed based on the selected platform.

The Launch button seamlessly presents the administration console of the Platform (example: MSL Server Manager). Clicking the Launch button generates a URL with a unique, secure connection to either platform or application for each use.



When multiple application types are associated with an account, select one to view its details. The selected application type details are displayed in a table format. To access further information, click on the application type once more, and a detailed view is displayed. An example screenshot is shown below:

The screenshot illustrates the navigation from the **Platforms** component to the **Applications** component. In the **Platforms** table, the **mitel-border-gateway** application is highlighted. A red arrow indicates the transition to the **Applications** component, which displays a detailed view of the **mitel-border-gateway** application. The **Applications** view includes fields for **Account**, **Platform**, **Properties**, **Services**, and **Type**.

2.18.2 Applications

The Applications component offers a customer view of inventory, similar to the Platforms component. However, it presents a more streamlined set of information, focusing on customer-specific details and omitting broader data that is available in the Platforms view.

The screenshot shows the **Applications** component with a table of applications. The table has columns for **Platform**, **Application Type**, **Version**, and **Portal**. The applications listed include **mtg124**, **insights-mcc-b1**, **miv0122**, and **miv0125**. A red arrow points from the **Launch** button in the Applications table to the Applications component, which shows a detailed view of the **mitel-border-gateway** application.

Platform	Application Type	Version	Portal
mtg124	cloudlink-daemon	1.7.8-52	
mtg124	mitel-border-gateway	11.5.0.89	Launch
insights-mcc-b1	cloudlink-daemon	1.7.8-develop-870	
insights-mcc-b1	micc-business	10.2.09104.1	
miv0122	mivoice-business	10.0.1.18	Launch
miv0122	cloudlink-daemon	1.7.8-52	
miv0122	cloudlink-gateway	2.4.6-05	
miv0123	cloudlink-daemon	1.7.8-52	
miv0123	micollab	9.8.2.6-01	Launch
miv0123	mitel-border-gateway	11.5.2.35	Launch
miv0125	mivoice-business	9.4.1.17	Launch
miv0125	cloudlink-daemon	1.7.8-52	
miv0125	cloudlink-gateway	2.4.6-05	

The Launch button seamlessly presents the administration console of the Application (example: MiVoice Business System Administration portal). Clicking the Launch button generates a URL with a unique, secure connection to either platform or application for each use.

Within the Applications component, the **Add filter** feature includes the *Application Type* option, allowing users to refine their search based on the types of applications available.

Note:

Application inventory visibility and remote launch access are enabled when the **CloudLink Daemon** is deployed as part of the customer's solution.

Customer solutions that enable the *clgwapi tunnel service* on a MiVoice Business platform will also display the **Manage (gear)** icon for applications of type *cloudlink-gateway*. This is particularly important for customers who wish to enable **scaling support** for MiVoice Business integration with Mitel Administration.

PLATFORM	APPLICATION TYPE	VERSION	PORTAL
mivb62	mivoice-business	10.3.0.15	Launch
mivb62	cloudlink-daemon	1.8.39+102	
mivb62	cloudlink-gateway	2.4.13-10	Manage
mbg2ndint79	cloudlink-daemon	1.8.39+102	
mbg2ndint79	mitel-border-gateway	12.2.0.67	Launch
micollab2ndint	micollab-awv	10.1.0.4	Launch
micollab2ndint	micollab-nupoint	21.1.0.7	Launch
micollab2ndint	micollab	10.1.0.8-01.x86_64	Launch
micollab2ndint	cloudlink-daemon	1.8.39+102	
micollab2ndint	mitel-border-gateway	12.2.0.72	Launch
mivb64	cloudlink-gateway	2.4.13-10	Manage
mivb64	mivoice-business	10.3.0.16	Launch
mivb64	cloudlink-daemon	1.8.39+102	
mbg2ndint	cloudlink-daemon	1.8.39+102	

For more information, see the **CloudLink Daemon Solution Guide** and the **Mitel Administration for MiVoice Business Solutions Guide**.

2.18.2.1 Sync MiVoice Business PBX data to CloudLink

In a MiVoice Business solution where the **CloudLink Daemon** is enabled and the **CloudLink Gateway** is deployed on all MiVoice Business nodes acting as primary user controllers, secondary failover user controllers, or those with a CloudLink SIP trunk, PBX data is automatically synchronized to CloudLink once the following tunnels are started:

- CloudLink Gateway CLGW REST Interface
- MiVoice Business CLGW REST Interface

These tunnels are automatically started upon the successful completion of the CloudLink Gateway deployment. Afterward, Account Administrators can initiate a synchronization process at any time to ensure that user, group, and contact information in CloudLink accurately reflects the configuration of the connected PBX systems (MiVoice Business nodes).

When the synchronization starts, the system performs preparatory checks to verify the status of the PBX systems and retrieve key data such as users, groups, and contacts.

- If critical issues are detected—indicating problems accessing a PBX system or CloudLink—the synchronization pauses.
- If non-critical issues are detected, Account Administrators have the option to proceed with a partial synchronization.
- If no issues are detected, Account Administrators can proceed with the synchronization seamlessly.

Throughout the process, the Mitel Administration interface provides clear indicators of success or failure, helping Account Administrators easily monitor and manage the synchronization.

Before starting the synchronization process, ensure the following conditions are met:

- **CloudLink Gateway Deployment:** The CloudLink Gateway must be deployed, and the CloudLink Daemon must be enabled on all MiVoice Business nodes that serve as primary user controllers, secondary resilient failover user controllers, or those with a CloudLink SIP trunk.
- **MiVoice Business nodes accessible:** The MiVoice Business nodes you wish to sync must be properly configured and accessible. The synchronization will only work if these PBX systems are available and online.
- **Account Administrator Permissions:** Only Account Administrators can initiate synchronization. Ensure that you have the necessary permissions to access the **Sync the system** option.

To sync the system, perform the following steps:

1. Click **System Inventory > Applications** in the left navigation pane.
2. Click  and select **Sync the system**.

The **System Sync – Data Retrieval** window appears, displaying a table that lists CloudLink and all PBXs linked to the customer account (essentially, all applications in **System Inventory > Applications** with the `mivoice-business` application type).

The table includes the following columns:

Name	Description
SOURCE	Displays either CloudLink or the IP of a PBX linked to the customer account.
STATUS	Indicates the status of the source (e.g., online, offline).
USERS	Indicates whether user information has been successfully retrieved.
GROUPS	Indicates whether group information has been successfully retrieved.
CONTACT	Indicates whether contact information has been successfully retrieved.

3. Wait for the data retrieval process to complete.

As the system retrieves data, the table is updated with visual indicators reflecting the status of each check.

Initially, the system checks the status of CloudLink and each PBX (for example, online or offline):

-  **Online:** If the status is online, the system proceeds to retrieve data from the source.
-  **Offline:** If the status indicates offline, data retrieval does not proceed from that source. This is considered a critical issue, and synchronization cannot proceed.

Once the source's status is confirmed as **Online**, the system will attempt to retrieve the following data in this order:

- **Users:** Information about users in the source.
- **Groups:** Information about groups associated with users in the source.
- **Contacts:** Contact data from the source.

If data retrieval fails for any category (users, groups, or contacts), an error icon will appear, indicating which data type could not be retrieved. If user data retrieval fails, group data retrieval for that source will also be marked as failed, and no further attempts will be made to retrieve group data. However, the system will still attempt to retrieve contact data for the source.

Visual indicators in the table show:

-  Successful retrieval
-  Failed retrieval.

4. Review the data retrieval results.

An overall data retrieval status icon and message below the table indicate whether synchronization can proceed. If issues are encountered, additional links will appear, providing more detailed information.

Data retrieval status icons represent whether synchronization can proceed:

-  **Successful:** Data retrieval was successful, and synchronization can proceed.
-  **Warnings:** Some issues were encountered, but partial synchronization can still proceed.
-  **Failure:** Critical issues were detected, and synchronization cannot proceed.

The images below illustrate the different data retrieval scenarios:

System Sync - Data Retrieval

Data retrieval is in progress to determine if syncing is possible.

SOURCE	STATUS	USERS	GROUPS	CONTACTS
CloudLink				
10.46.21.105				
10.46.21.108				

 Data retrieval was successful. Press **Continue** to begin the sync process.

Cancel
Continue

Figure 1: **Successful:** Data retrieval was successful, and synchronization can proceed

System Sync - Data Retrieval

Data retrieval is in progress to determine if syncing is possible.

SOURCE	STATUS	USERS	GROUPS	CONTACTS
CloudLink	●	✓	✓	✓
10.46.21.132	●	✓	✓	✗
10.46.21.133	●	✓	✓	✗

 Failures occurred during data retrieval. ([see details](#)). Syncing can only be attempted for **Users** and **Groups**. Do you want to proceed with a **partial** sync?

☐ Any desired information has been copied or downloaded.

[Download Problem Report](#) [Cancel](#) [Continue](#)

Figure 2: **Warnings:** Some issues were encountered, but partial synchronization can still proceed

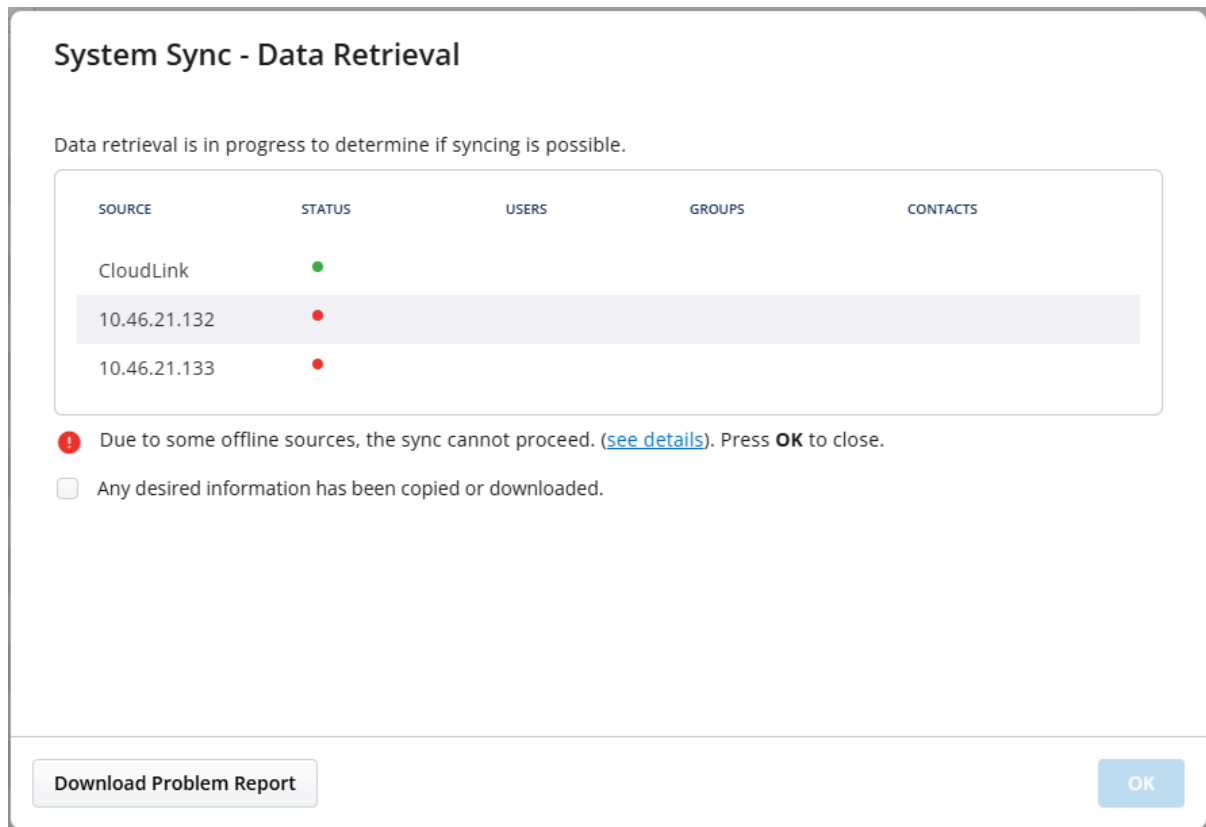


Figure 3: **Failure:** Critical issues were detected, and synchronization cannot proceed

Source status **Offline**, which appears in the above example, is considered a critical issue; therefore, the synchronization cannot proceed.

5. If issues, critical or not, are detected:

a. (Optional) Click **Download Problem Report** to download the problem report as an Excel file.

Note:

You cannot return to this page to download the report at a later time. You can always start the **Sync the system** process again, but this will result in a new report being generated.

b. After reviewing or downloading the report, select the **Any desired information has been copied or downloaded** checkbox.

6. If the synchronization cannot proceed, click **OK** to close the dialog.

7. If synchronization—whether full or partial—can proceed and you want to sync data to CloudLink, click **Continue**.

8. Wait for the synchronization process to complete.

Once synchronization is complete, the **System Sync – Results Summary** window appears, displaying a summary of the synchronization results for each entity involved in the synchronization process: Users, Groups, Contacts. Each entity has its section in the summary with an icon indicating if the sync was

completed with warnings, failures, or neither. If no data was synced for an entity, a message indicating "Skipped" will appear.

System Sync - Results Summary

Expand sections to view details.

Users 

Groups 

Contacts (skipped)

☐ Any desired information has been copied or downloaded.

Download Summary Report

Done

Figure 4: **System Sync - Results Summary** - Users sync completed with failures, groups sync completed successfully, and contacts sync was skipped

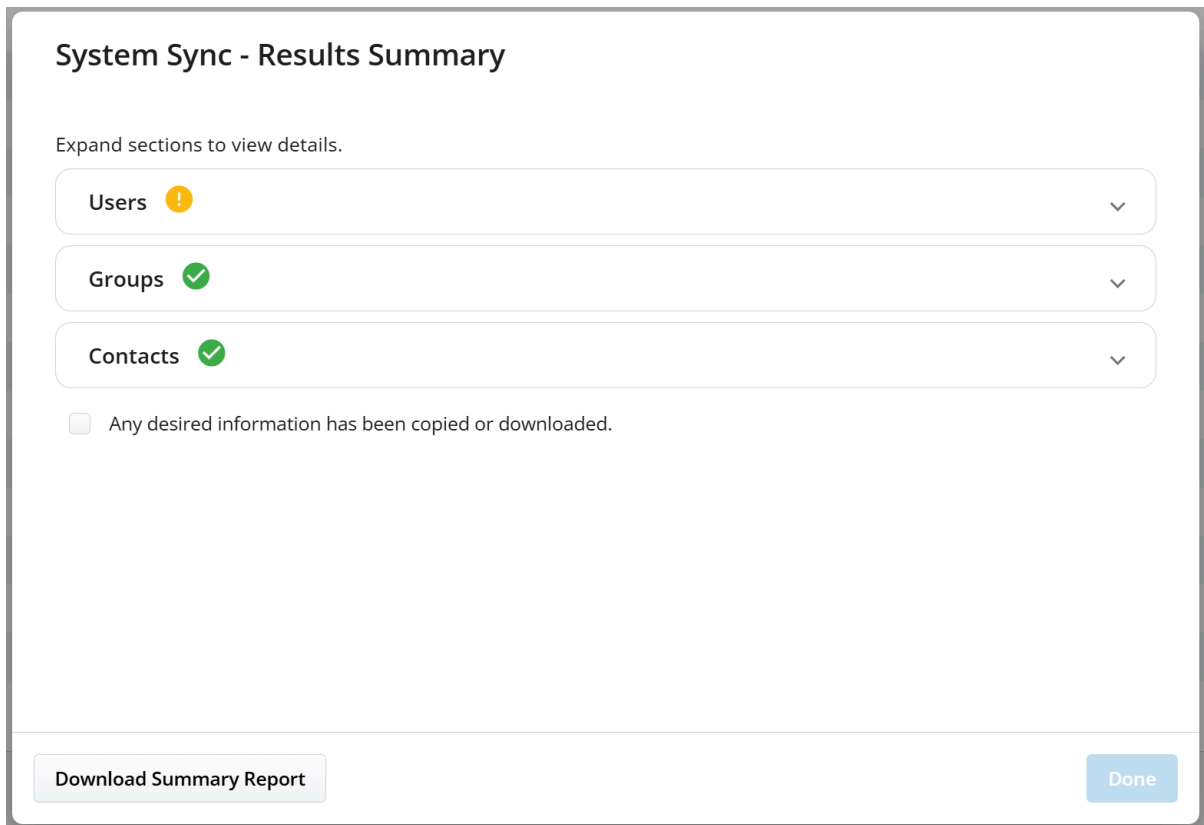


Figure 5: **System Sync - Results Summary** - Users sync completed with warnings, while groups and contacts sync completed successfully

a. Click on a section to expand it and view detailed information, including:

- Number of users/groups/contacts found on PBXs, and a link to view them.
- Final users/groups/contacts count in CloudLink and a link to view them.
- Failures and a link to details if failures exist.

Example: Email address not unique in account.

- Warnings and a link to details if warnings exist.

Example: Users with duplicated email addresses.

System Sync - Results Summary

Expand sections to view details.

Users 

- Users found on PBXs: [58](#)
- Final user count in CloudLink: [93](#)
- Failures:
 - Some sync operations failed ([see details](#))
- Warnings:
 - Some emails are not unique ([see details](#))

Groups 

Contacts 

☐ Any desired information has been copied or downloaded.

Download Summary Report

Done

Figure 6: **System Sync - Results Summary** - Users sync completed with failures, while groups and contacts sync completed successfully. The Users section has been expanded.

b. Click any link within a section to view more detailed information. Once you have reviewed the details, click **Return to Summary** to go back.

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Users Sync - Failures				
The following failures occurred while attempting to sync users.				
SOURCE	EMAIL	EXTENSION	ACTION	ERROR
10.46.31.64	[REDACTED]	1	Add	There are multiple users with extension 1

[Return to Summary](#)

Figure 7: Users Sync - Failures

- c. To collapse an expanded section, simply click on its header.
- 9. (Optional) Click **Download Summary Report** to download the sync results as separate Excel files for users, groups, and contacts. These files contain detailed information on all entities synced and any issues encountered.

**Note:**

You cannot return to this page to download the report at a later time. You can always start the **Sync the system** process again, but this will result in a new report being generated.

- 10. After reviewing the results and downloading any required data, select the **Any desired information has been copied or downloaded** checkbox, then click **Done** to close the dialog.

2.18.2.2 Manage the CloudLink Gateway application for MiVoice Business

You can manage the CloudLink Gateway application for MiVoice Business.

The **Manage** button is currently available only under the following conditions:

For MiVoice Business solutions where the CloudLink Gateway is deployed and the CloudLink Daemon is enabled on the required MiVoice Business nodes.

For applications of type cloudlink-gateway

For Account Admins only.

1. Click System **Inventory > Applications** in the left navigation pane.
2. Click **Manage** next to the application.
3. In the **PBX** area, you can view the following information about the PBX:
 - PBX Name
 - PBX Type
 - IP Address
 - Number of users
4. In the **Automatic Update Schedule** area, you can schedule for the gateway to automatically receive the latest software updates.
 - a. Check the **Update Automatically** checkbox.
 - b. Click on the **Daily** or **Weekly** option.
 - c. Click on one of the week days you want to perform the update.
 - d. Click on the **Select Update Time** and select an hour from the drop down list.
 - e. Click **Save**.

When the gateway installs an update, a short service interruption may occur, potentially affecting users' ability to place calls through the gateway.

Updates are periodic and there may be instances where no update is required at the scheduled checkpoint.

5. In the **Logs** area, click **Download Logs** to collect diagnostic logs from the gateway.
6. In the **System Options** area, you can click **Restart** to restart the gateway.

Use this option if the gateway is not working properly.
7. In the **System Version** area, check if there are any available updates. Click **Update All Software** to initiate an update, in case of available updates.

You can also view the version of the Cloud Software and the CloudLink Gateway.

Mitel Administration Integrations

3

This chapter contains the following sections:

- [Integrating Mitel Applications with Mitel Administration](#)
- [Integrating Third Party Applications with Mitel Administration](#)

CloudLink supports integration with other Mitel and third-party applications to enable provisioning of users into the CloudLink database and to enable communication between on-premises solutions and feature-rich cloud-based applications.

Note:

- By default, **Chat** integration is always enabled for a customer account.
- If an account has a subscription assigned for an application and the application is not integrated with CloudLink, a warning message is displayed.

Adding an integration to a customer account

To add integrations to a customer account:

1. Access the **Integrations** page by doing either of the following:

- From the **Account Information** page:

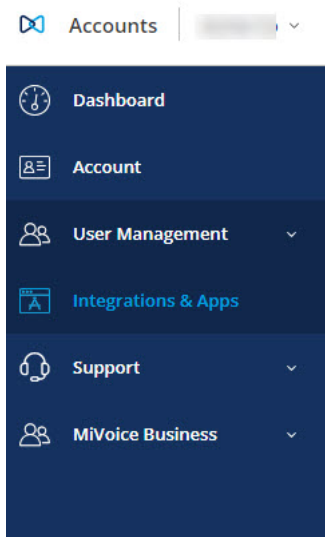
Access the **Account Information** page of the customer account by doing the following.

- a. A Mitel Partner must click the account from the **Accounts** page.
- b. An Account Admin of the account must click the **Account** option from the navigation menu on the left side of the Accounts Console **Dashboard**.

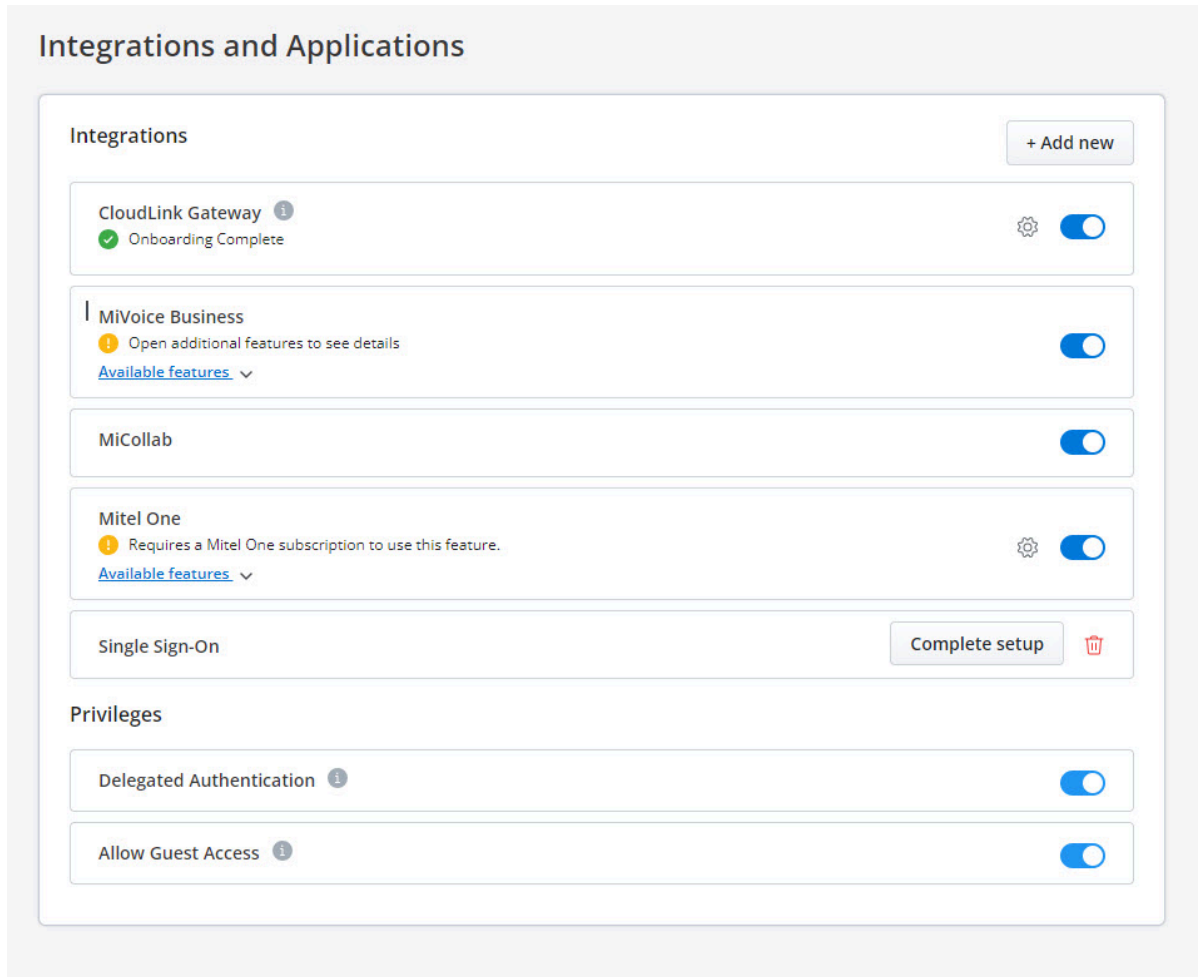
The **Account Information** page opens, and the **Integrations** panel is displayed in the bottom half of the page.

- From the **Integration & Apps** option:

Click the **Integration & Apps** option from the navigation menu on the left side of the Accounts Console Dashboard.



2. In the **Integrations** panel, click **+ Add new**. A pop-up screen displays the available integrations.



Note:

A Mitel Partner cannot enable integrations in the Partner Account because integration is not supported for Partner Accounts. To integrate CloudLink with other applications, a Partner must create a new customer account and enable integrations in that account. Mitel recommends that you disable any existing integrations in the Partner Account to experience the full functionality of the features. For more information about Partner Accounts, see Log in as a Mitel Partner.

3. Choose the type of integration you want to add by clicking the corresponding tab, **Mitel** or **3rd party**:

- The **Mitel** tab displays all the supported Mitel integrations.
- The **3rd party** tab displays a list of supported third-party integrations.

4. Click the **Add** button associated with the integration and click **Done**.

Integrations

Search integrations

Mitel

3rd party



MiCC
Transform Customer Journey into omnichannel experiences.

Add



MiCollab
Everything your organization needs to connect, communicate and collaborate.

✓ Added



CloudLink Gateway
Enable communications between Mitel on-premise PBXs and CloudLink based applications.

✓ Added



Mitel One

✓ Added



Mitel Voice Assist
Enable Mitel's Voice Assist feature.

Add

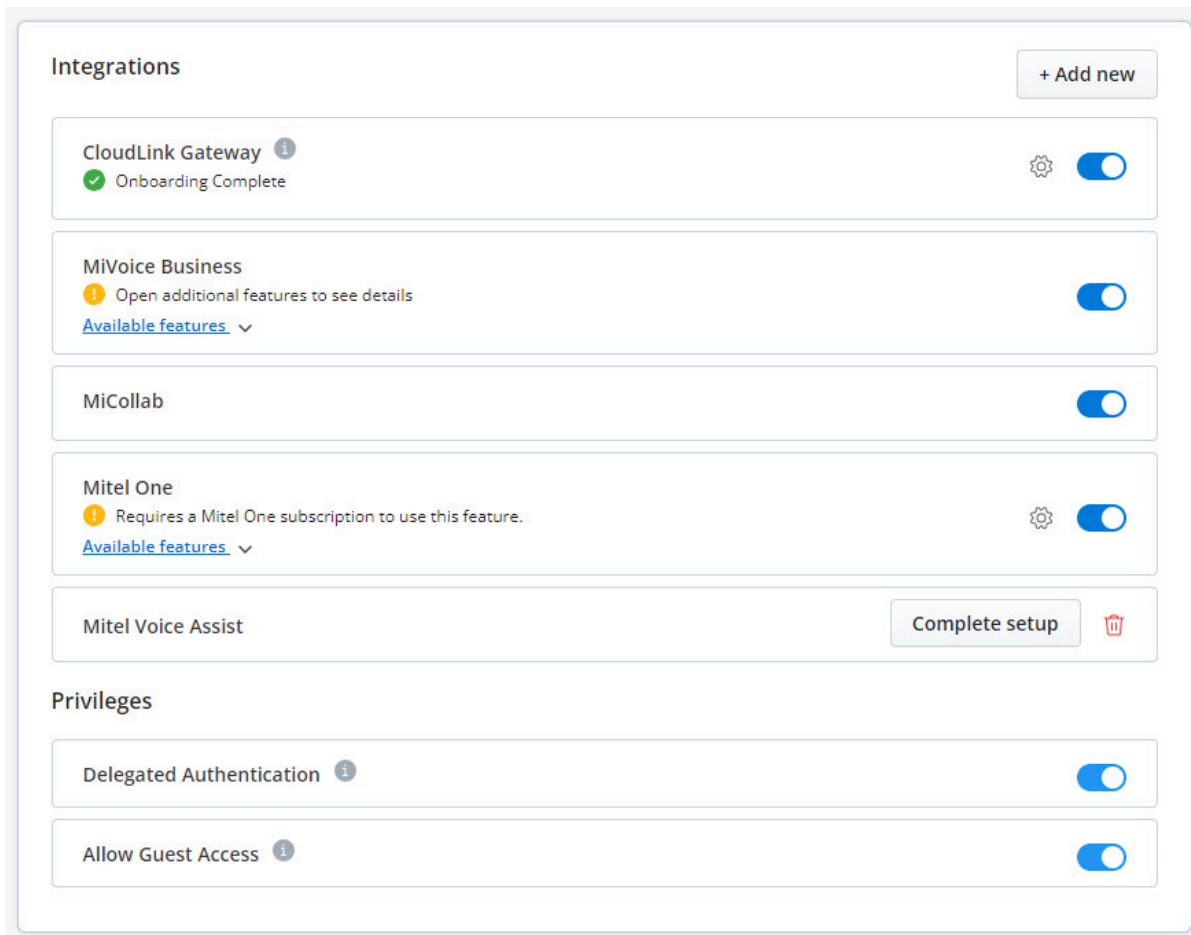


MiVoice Business
A purpose-built communications solution built on a leading public cloud platform that improves business productivity.

✓ Added

Done

The integration is added to the customer account and is added to the **Integrations** panel.



Removing an integration from a customer account

To remove an existing integration from a customer account:

1. Access the **Integrations** page by following the instructions mentioned in Step 1 of [Adding an integration to a customer account](#) on page 114.
2. From the **Integrations** panel that opens, remove the integration using one of the following methods:
 - Disable the toggle button associated with the integration in the **Integrations** panel.
 - In the Integrations panel, hover over the **Added** button associated with the integration and click **Remove**.

The following topics provide information on how to integrate a CloudLink account with the various Mitel applications, and third-party applications.

3.1 Integrating Mitel Applications with Mitel Administration

CloudLink supports integration with Mitel applications such as Mitel One, CloudLink Gateway, MiTeam Meetings, MiCollab, and Mitel CX to enable communication between on-premises solutions and feature-rich cloud-based applications.

Mitel One Integration

Adding Mitel One integration to a customer account allows the users in the account to access the Mitel One application. The Mitel Partner or the Account Admin can manage the Mitel One features for each user in the account. For more information, see [Mitel One Integration](#).

Mitel One Workgroups Integration

Adding Mitel One Workgroups integration to a customer account allows the Mitel Partner or an Account Admin to access Workgroups portal. After the integration is added, the **Customer Care** option is displayed on left navigation menu of Account console. For more information see, [Mitel One Workgroups Integration](#).

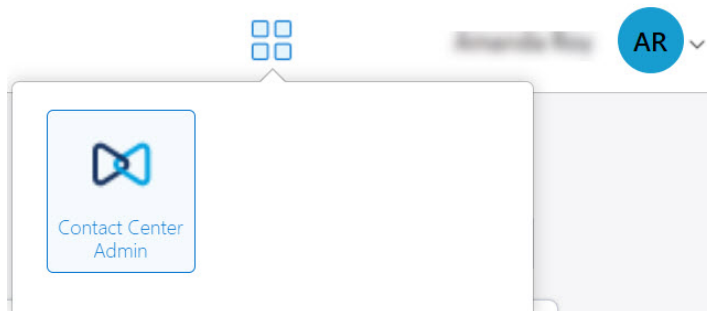
CloudLink Gateway Integration

Adding CloudLink Gateway integration to a customer account allows the Mitel Partner or Account Admin to associate the gateway with the customer account, configure and connect a PBX, and to deploy a CloudLink application for all the users in the account. For more information, see [Integrating CloudLink Gateway with Mitel Administration](#) on page 121.

MiCC Integration

Adding MiCC integration to a customer account allows the Mitel Partner or the Account Administrator to access the Contact Center Admin Portal. After the integration is added, the **Contact Center Admin** icon appears at the upper-right corner of the **Account Information** page. Select the icon, and in the dialog box that opens, select **Contact Center Admin**. The **Chat Overlays** page opens, where you can create new chats.

For more information about creating chats, see [Section 2.2.1, “Chat Overlays”] in the *Integration of Mitel CX and Google Contact Center AI* guide.



MiTeam Meetings Integration

Adding MiTeam Meetings integration to a customer account allows all the users in the account having a valid MiTeam Meetings subscription to access the MiTeam Meetings application. For more information, see [MiTeam Meetings Integration](#) on page 224.

MiCollab Integration

Adding MiCollab integration to a customer account enables CloudLink Chat in the MiCollab application of all the users in the account if the MiCollab Administrator has enabled CloudLink Chat on the MiCollab Server. For more information about enabling CloudLink Chat on MiCollab Server, see [MiCollab CloudLink Solution Document](#).

Unify Phone Integration

Adding Unify Phone Integration to a customer account supports two primary use cases:

- When **Unify Phone** is already configured to work with an **OpenScape PBX**, it enables CloudLink Chat within the Unify Phone application.
- When a **MiVoice PBX** is linked to the CloudLink customer account, it allows users who exist in both the PBX and the CloudLink account to access the Unify Phone application and use both telephony and CloudLink Chat features offered through the application.

For more information, see [Unify Phone Integration](#) on page 239.

Privileges Associated with Integration

When an integration is added to a customer account, the specific privileges associated with that integration are also enabled for that account. A Mitel Partner or Account Admin can also enable or disable these privileges for the users in an account without adding integrations separately by using the toggle buttons associated with each of these privileges in the **Privileges** section. When an integration is removed for an account, the corresponding privileges will also be disabled if there is no other integration that shares those privileges.

The following table describes the privileges that are enabled when a Partner or Account Admin enables the integration toggle button for each integration for an account.

Integration	Function
Mitel One	Mitel One has Allow Guest Access as the privilege associated with it by default. Therefore, when the Mitel One toggle button is enabled, this privilege is automatically enabled and added to the account.
MiCC	MiCC has Delegated Authentication and Allow Guest Access as the privileges associated with it by default. Therefore, when the MiCC toggle button is enabled, these two privileges are automatically enabled and added to the account.
MiTeam Meetings	MiTeam Meetings has Allow Guest Access as the privilege associated with it by default. Therefore, when the MiTeam Meetings toggle button is enabled, this privilege is automatically enabled and added to the account.
MiCollab	MiCollab has Delegated Authentication as the privilege associated with it by default. Therefore, when the MiCollab toggle button is enabled, this privilege is automatically enabled and added to the account.

Privileges

Delegated Authentication

Delegated Authentication allows authorized clients in the account to request user tokens on behalf of the users in the account. This allows any server managing the account, such as the MiCollab or MiContact Center server, to use CloudLink features such as Chat service.

Allow Guest Access

When the Allow Guest Access privilege is enabled on an account, it will allow guest-level access to the account for anonymous users who do not actually exist in the account. This allows features such as Guest chat to function; that is anonymous external users can chat with verified users in the account.

Note:

For an integration associated with an account, even if all the privileges for the account are disabled, the integration continues to be associated with that account. However, the integration might not work correctly.

The following topics provide information on how to integrate a CloudLink account with the various Mitel applications.

3.1.1 Integrating CloudLink Gateway with Mitel Administration

After creating a customer account in the Accounts console, you can begin the deployment of the CloudLink Gateway to associate the Gateway with the customer account, configure and connect a PBX, and to deploy a CloudLink application for all the users.

The CloudLink Gateway is required to connect the MiVoice Business with the CloudLink Platform.

Note:

Microsoft Teams bi-directional presence is not supported when using a standalone MBG-hosted CloudLink Gateway. In this configuration, presence updates from CloudLink to MiCollab will fail.

For deployments requiring bi-directional presence, use the distributed CloudLink Gateway deployment model.

Onboarding the Gateway

To properly associate a gateway with a new customer account on the CloudLink platform, the Mitel Partner or the Account Admin must access the Mitel Administration for the first time as indicated below:

- For **standalone** platforms, which have an external gateway, access Mitel Administration:
 - by entering the IP address of the gateway appliance in a supported browser.
 - by connecting a supported browser to the gateway at <http://cloudlink.local/>.

**Note:**

mDNS must be supported in your system in order to access the gateway using <http://cloudlink.local/>.

You must do this from a computing device located on the same LAN subnet as the CloudLink Gateway. Refer to the *CloudLink Gateway User Guide* for more information. After successful login, the gateway will redirect you to Mitel Administration.

- For **SMBC** platforms, which have an embedded gateway, access the Mitel Administration from the SMB Controller Manager. Log into MSL Server on the SMBC. Select **Blades > Install** > follow the steps. Refer to the *CloudLink Gateway User Guide* for more information. After successful login, the gateway will redirect you to the Mitel Administration.

The gateway (on a standalone platform or SMBC platform) will be properly associated with the customer account when you complete Step 2 in [Onboarding the CloudLink Gateway](#).

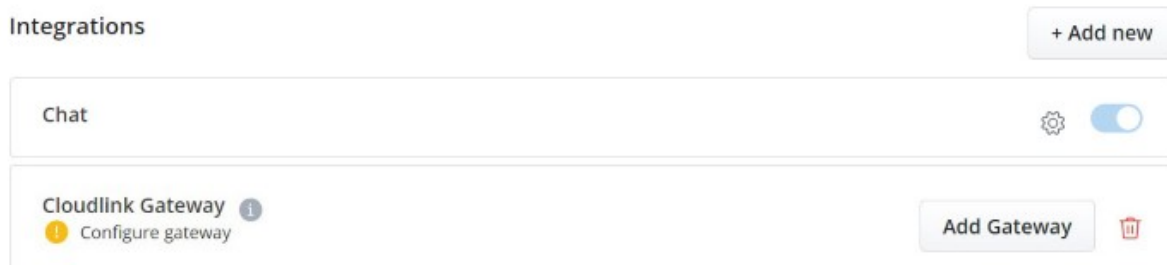
Accessing the Mitel Administration

After you have associated an account with a gateway, you can access the Mitel Administration to manage customers in the following different ways:

- By connecting to the gateway at <http://cloudlink.local/> from a computing device located on the same LAN subnet as the CloudLink Gateway. (for standalone platforms only)
- By entering the IP address of the gateway appliance in a supported browser from a computing device located on the same LAN subnet as the CloudLink Gateway. (for standalone platforms only)
- By accessing the Application configuration link in the SMB Controller Manager (for SMBC platforms only)
- By accessing Mitel MiAccess at <https://connect.mitel.com/>, and then clicking **Mitel Administration** from the left navigation panel.
- By accessing the Mitel Administration directly at <https://accounts.mitel.io/>.

Adding CloudLink Gateway Integration

After you have added CloudLink Gateway integration to the customer account, **CloudLink Gateway** will be listed in the **Integrations** panel and a status message **Configure Gateway** will appear indicating that you need to configure the gateway to continue with the integration process.



Note:

The status message that appears beneath CloudLink Gateway might indicate the following:

- the subsequent step that needs to be done to configure the gateway.
- an error message, warning that there is an issue with the gateway.
- an alert message, notifying that there is a software update available.



Status Messages

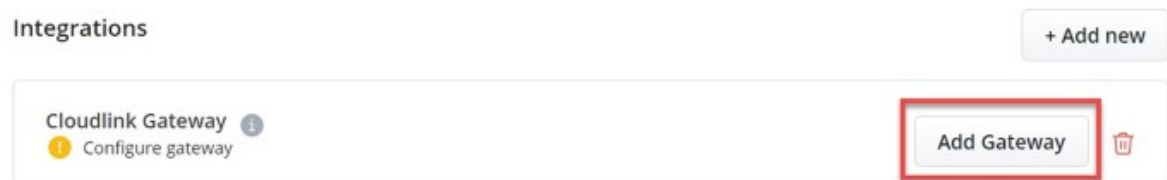
The following are the common status messages that indicate the next step to be completed for configuring the CloudLink Gateway.

- No gateway detected
- Configure gateway
- Add PBX (for standalone platforms) or Sync PBX (for SMBC platforms)
- Connect the PBX
- Deployment

Onboarding the CloudLink Gateway

After enabling the CloudLink Gateway integration in Mitel Administration, you must add a gateway to the customer account, configure that gateway, and sync a PBX to the account to deploy CloudLink applications to the users in the account. To do this, complete the following steps:

1. From the **Integrations** section of the **Account Information** page, click **Add Gateway**.



The **Gateway** page opens.

**Note:**

Any time during the configuration process, click the **Return to XXXX** (Account Name) option to return to the previous page (**Integrations & Applications** page or **Account Information** page).

2. In the **Gateway** page, within the **Gateway Information** dialog, enter the site name, the complete address for the physical location of the PBX if it is different from your business address (populated by

default), and configure the Ethernet ports on the external Gateway appliance or on the virtual machine. For more information about entering these details, see [Configure the Customer Site](#).

After entering these details, click **Next** to configure and register the gateway.

The screenshot shows the 'Gateway Information' and 'Appliance Ethernet Configuration' sections of the Mitel Accounts console. The 'Gateway Information' section includes fields for Site Name (Ballad Industries), Address (2301 Express Avenue), City (Ottawa), Country (Canada), Province / State (Ontario), and Postal / Zip Code (K0A 2G0). The 'Appliance Ethernet Configuration' section includes a Port 1 configuration with DHCP and Static tabs, and fields for IP Address, Subnet Mask, Default Gateway, and DNS Servers (8.8.8.8). A 'Next' button is highlighted with a red box.

< Return to Account

Gateway PBX Connect Deployment Advanced Overview

Gateway Information ⓘ

Prerequisite checklist

Site Name*
Ballad Industries

Address
2301 Express Avenue

City*
Ottawa

Country*
Canada

Province / State*
Ontario

Postal / Zip Code*
K0A 2G0

Appliance Ethernet Configuration ⓘ

Port 1

DHCP Static

IP Address* ⓘ

Subnet Mask* ⓘ

Default Gateway* ⓘ

DNS Servers* ⓘ

8.8.8.8 x
Add DNS

*required

Cancel Next

The Accounts console tries to establish a connection with the CloudLink Gateway. When a successful connection is established, the CloudLink Gateway is linked to the customer account, a pop-up message

Successfully updated site is displayed, and the following page opens depending upon the platform in which you are deploying the gateway.

- For standalone platforms, the **PBX** page opens displaying the **Configure PBX** dialog. Proceed to Step 3 to provide the PBX details.

< Return to Account

Successfully updated site

Gateway PBX Connect Deployment Advanced Overview

Configure PBX

Prerequisite checklist

PBX Type* ⓘ

PBX Name* ⓘ

IP Address* ⓘ

Port* ⓘ

CloudLink System Username* ⓘ

- For SMBC platforms, the **Sync** page opens displaying the **Sync PBX Data** dialog. Skip Step 3 and proceed to Step 4 to continue the onboarding process.

Gateway Sync Deployment Advanced Overview

Sync PBX Data

Start syncing PBX users to the cloud

Sync

3. To add and configure the PBX for your account, enter the information specific to your PBX in the fields provided. For more information about entering the PBX details, see [Enter PBX Information](#). After entering all the necessary details, click **Next**.

< Return to Account

Successfully updated site

Gateway PBX Connect Deployment Advanced Overview

Configure PBX

[Prerequisite checklist](#)

PBX Type* ⓘ

PBX Name* ⓘ

IP Address* ⓘ

Port* ⓘ

CloudLink System Username* ⓘ

CloudLink System Password* ⓘ

*required

Cancel Next

When the configuration is successful, a pop-up message **Successfully created PBX Link** is displayed, and the **Connect** page opens displaying the **Start PBX Connection** dialog.

< Return to Account

Successfully created PBX Link

Gateway PBX Connect Deployment Advanced Overview

Start PBX Connection

Verify and start your connection to the PBX

Connect

4. To connect or sync the PBX with the customer account, click **Connect**. The Accounts console tries to establish a connection with the PBX. When a successful connection is established, the **PBX**

Connected dialog is displayed, along with the **Connection successful** message. For more details, see [Connect or Sync the PBX](#).

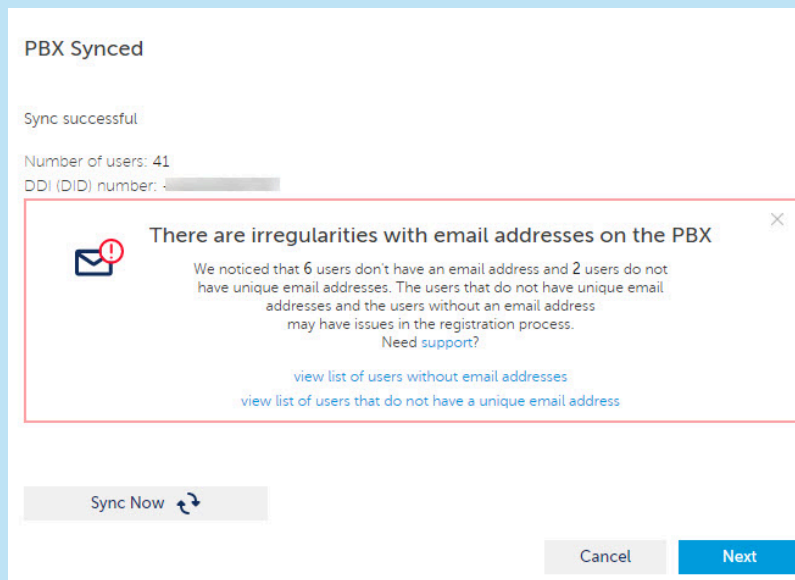
The screenshot shows a progress bar at the top with six steps: Gateway (checked), PBX (checked), Connect (active), Deployment, Advanced, and Overview. Below the progress bar, the main content area is titled "PBX Connected". It displays "Connection successful", "Number of users: 1244", and "DDI (DID) number: [redacted]". A red-bordered warning box is overlaid on the content, titled "There are irregularities with email addresses on the PBX". The warning text states: "We noticed that 4 users don't have an email address and 1094 users do not have unique email addresses. The users that do not have unique email addresses and the users without an email address may have issues in the registration process. Need support?". Below the warning, there are two links: "view list of users without email addresses" and "view list of users that do not have a unique email address". At the bottom of the dialog, there is a "PBX Sync Schedule (in minutes)" field with the value "20", a "Sync Now" button with a refresh icon, and "Cancel" and "Next" buttons.

By default, the synchronization occurs every 20 minutes. You can modify the sync interval by entering the number of minutes in the **PBX Sync Schedule** field.

Note:

- For deployments with more than 2500 users and up to 5000 users, allow the initial PBX synchronization to complete before triggering manual Sync Now actions. This avoids extended provisioning times when importing a large number of users and devices.

- For SMBC platforms, you can not modify the sync interval. Following **PBX Synced** dialog box is displayed.



- Do not click **Sync Now** immediately after you have connected the PBX. By default, automatic synchronization is initiated.

If there is a warning regarding missing email addresses of users, make all the necessary corrections and modifications on the PBX. Then click **Sync Now** to manually trigger the synchronization without waiting for the next scheduled run. Once the warning messages are resolved, click **Next**. The **Deployment** page opens.

5. (Optional) You can use the **Deployment** page if you want to deploy the CloudLink application associated with your PBX by sending deployment emails to the imported users so they can register their account and receive introductory information about the application.

Sending deployment emails can be done any time from the **Users** page in the Mitel Administration. To navigate to the **Users** page, select the **Select the check box to go to the Users List page after you press the Complete button** check box and click **Complete**.

If you click **Complete** without selecting the check box, you will be taken to the previous page in Mitel Administration. You can then access the **Users** page by clicking the **Users** option displayed in the navigation menu in the left side of the Accounts Console.

In the **Users** page:

- To send deployment email to all the users in the customer account at once, click the **Manage** option and click **Send Mitel Office deployment emails to all** (for MiVoice Office 400).
 - To send deployment email to selected users, select the users from the **Users** page, click the **Manage** option, and click **Send Mitel Office deployment emails** (for MiVoice Office 400).
6. After successful configuration of the gateway, **CloudLink Gateway** will be listed in the **Integrations** panel as shown below.



If an error message is displayed, see [Troubleshoot Errors](#) for information about resolving errors. Click the icon to view or modify the configuration.

Deleting an Existing Integration

Use the following steps to delete the CloudLink Gateway integration for a customer account.

1. Depending on the stage of integration do either of the following:

- For incomplete integration click the Delete icon () associated with **CloudLink Gateway** from the **Integrations** section of the **Account Information** page.
- For complete integration disable the toggle button associated with **CloudLink Gateway** from the **Integrations** section of the **Account Information** page.

From the **Integrations** section of the **Account Information** page, click the Delete icon () associated with **CloudLink Gateway**. A **Revert To Factory Default?** panel opens.

Revert To Factory Default?

Customer name:

IP address:

Type **revert** in the box below to continue.

Cancel

Confirm

Note:

This panel is displayed only if you are deleting the integration in a customer account that has a physical gateway appliance onboarded. This panel will not be displayed if you onboard a virtual gateway appliance.

2. Type **revert** in the field provided and click **Confirm**. The CloudLink Gateway integration is deleted from the customer account and the gateway will be reset.

Note:

A CloudLink Gateway that is added to a customer account (for which integration is enabled and the gateway is connected) will reset if the customer account is deleted by a Partner.

3.1.2 MiVoice Business Integration

Mitel Partners and Account Admins can now integrate, enable, and manage MiVoice Business features from the Mitel Administration. It provides a seamless day-to-day user management experience. It allows the Mitel Partner and Administrators to manage the MiVoice Business solution from the Mitel Administration. You can manage features such as templates, telephony services, and call handling rules for a user.

Following are the instructions for integrating MiVoice Business with CloudLink Platform.

Prerequisites

Ensure that you have the following before you proceed to integrate MiVoice Business with CloudLink:

- **Gateway integration enabled:**

For more information about enabling and configuring Gateway, see [Integrating CloudLink Gateway with Mitel Administration](#) on page 121.

- **Scaling Customer Deployments**

To enable scaling for customer deployments previously implemented using the traditional CloudLink Gateway, customers must migrate to the new deployment model.

- **Requirement:**

Scaling is not supported in legacy CloudLink Gateway deployments. Customers must migrate to the new architecture that supports CloudLink Daemon and scalable system inventory and user provisioning.

- **Key Prerequisites:**

- **CloudLink Daemon Deployment:** CloudLink Daemon must be installed on a supported platform and linked to the same CloudLink account as the existing CloudLink Gateway. For more information, see the *CloudLink Daemon Solution Guide*.
- **CloudLink Account Consistency:** Ensure both CloudLink Gateway and CloudLink Daemon are associated with the same CloudLink account.
- **Time Synchronization:** The host system must be synchronized with a valid NTP server. Time drift can prevent secure tunnels from initializing, impacting provisioning.
- **Software Assurance (SWA):** Active SWA is required for CloudLink enablement and access to CloudLink APIs.
- **PBX Configuration:** MiVoice Business must be fully licensed and configured with valid user data (email, extension, name) for successful onboarding.

Integrating MiVoice Business with CloudLink Account

To integrate MiVoice Business in a customer account, perform the following steps:

1. [Log in to the Mitel Administration](#) on page 1.
2. Access the **Integrations** panel from the **Account Information** page or from **Integrations & Apps** option. For more information about accessing the **Integrations** panel and adding integration to a customer account, see [Adding an integration to a customer account](#) on page 114.
3. In the **Integrations** panel, click **+Add new**. A pop-up screen displays the available integrations.
4. Click the **Add** button associated with **MiVoice Business**. Expand to display the features available under **MiVoice Business**. Enable **Customer Admin Portal**.
5. Click **Done**. MiVoice Business is integrated with the customer account.

After MiVoice Business integration is added to an account, **MiVoice Business** appears in the **Integrations** panel in the left navigation pane.

Removing MiVoice Business Integration

To remove MiVoice Business integration from a customer account, perform the following steps:

1. Access the **Integrations** panel from the **Account Information** page or the **Integrations & Apps** from the left navigation menu. For more information about accessing the **Integrations** panel and adding integration to a customer account, see [Adding an integration to a customer account](#) on page 114.
2. From the **Integrations and Applications** page, in the **Integrations** panel, slide the toggle button associated with **MiVoice Business** to the left. The **Remove MiVoice Business Integration** dialog box appears.
3. Click **Remove integration**. The MiVoice Business integration is removed from the customer account.

For more information about managing MiVoice Business features from the Mitel Administration see, [Managing MiVoice Business Features](#).

CloudLink Daemon for MiVoice Business Integration

Introduction

The CloudLink page enables the CloudLink Daemon, a software component designed for integration with various call servers and platforms. Acting as a user interface, the CloudLink Daemon connects Mitel CloudLink services with on-premises systems like Private Branch Exchanges (PBXs). This integration ensures smooth communication between cloud-based services and traditional on-site telephony infrastructure, enhancing both the functionality and flexibility of communication systems. CloudLink Daemon is available in Mitel Standard Linux (MSL) by default, and the version supported in MSL is 11.0.110 and higher for MiVoice Business Release 10.2

Enabling CloudLink Daemon

To enable CloudLink Daemon, perform the following:

1. Log in to the Server Manager.
2. Under **Configuration**, click **CloudLink**.

3. In the **CloudLink** page that opens, click **Enable CloudLink Integration**.

Note:

You will see a progress screen. The latest version of the CloudLink Daemon is installed. You can now see the CloudLink Daemon dashboard, where the version details of the installed CloudLink Daemon is mentioned.

Linking CloudLink Daemon to CloudLink

To link CloudLink Daemon to CloudLink, perform the following:

Note:

Linking your system to CloudLink allows you to easily manage Cloud applications at the edge. To activate, you will need a CloudLink account with administrator rights.

1. After Cloudlink Daemon is enabled, in the CloudLink Daemon page or dashboard that opens, click **Link to CloudLink**.
2. After the enabled CloudLink Daemon is linked to the CloudLink platform, the CloudLink Daemon dashboard displays the following details:
 - About
 - CloudLink Registration
 - Inventory Report Submission
 - CloudLink Daemon Update
 - Tunnels

Note:

For the details on each of these functionalities, see to the *CloudLink Daemon Solution Guide*.

Enabling the Tunnel

Perform the following to connect the CloudLink Daemon for each component or to enable the tunnel:

1. In the standard view of the CloudLink Daemon dashboard, under **Tunnels**, select a component to connect or link to, and then click **Start**.

CloudLink Daemon

Standard view [Switch to debug view](#)

About

Version

1.7.7+51

[Mitel Cloud Services Terms and Conditions](#)
[Licenses](#)

CloudLink Registration

Account

Account ID

[Mitel Administration](#)
BiDirectional-CA
149041391
[Disconnect from CloudLink](#)

Inventory Report Submission

Last

Next

Tue, 24 Sep 2024 05:15:02 EDT -0400
Tue, 24 Sep 2024 06:15:00 EDT -0400

CloudLink Daemon Update

Schedule

Last update

Last check

Next check

Every day ▾ 01:17 ▾ [Reschedule](#)
Tue, 24 Sep 2024 01:17:00 EDT -0400
Tue, 24 Sep 2024 01:17:25 EDT -0400
Wed, 25 Sep 2024 01:17:00 EDT -0400 [Pause](#)

Tunnels

Component	Tunnel	Status	Control	Description
MSL	Server Manager	started	Stop	Remote access via Mitel Administration
	MSL REST interface		Start	Remote access via Mitel Administration
MiVoice Business	administration web interface	started	Stop	Remote access via Mitel Administration
	REST interface		Start	Remote access via Mitel Administration

[Start all tunnels](#) [Stop all tunnels](#)

Figure 8: Enabling the tunnel

2. Click **Yes**.

3. Log in to Mitel Administration and navigate to **System Inventory > Platforms**. The list of Platforms and Applications that are connected from the Tunnel in Server Manager are now populated under Mitel Administration System Inventory page.

HOST	PLATFORM TYPE	PLATFORM NAME	APPLICATION TYPES	LICENSE	SWA STATUS	PORTAL
insightsmlv99	msl			81645876	Not indicated	
clgwus	msl	US Bidirectional Sync	cloudlink-daemon , cloudlink-gateway , mitel-border-gateway	57877076	Not indicated	Launch
e2eus-mivb2	msl	mivb-170	cloudlink-daemon , mivoice-business , mitel-border-gateway , cloudlink-daemon	59095730	Not indicated	Launch
micollab	msl	vMicollab	cloudlink-daemon , micollab	59095729	Not indicated	Launch
e2eus-mivb1	msl	mivb-e2eus	mivoice-business , cloudlink-daemon	57877078	Not indicated	Launch

Figure 9: System Inventory > Platforms

4. Using the **Launch** button, you can remotely access the CloudLink Daemon for the respective platforms and applications. To use the remote management feature, you need to start the following tunnels:

- MSL Server Manager
- MiVoice Business

Note:

The System Inventory and Remote Management features will be enabled soon in the CloudLink on Mitel Administration.

CLGW blade behavior after MiVB upgrade

If the MiVoice Business (MiVB) system includes a CloudLink Gateway (CLGW) blade and you upgrade it by deploying a new OVA and restoring the database from a backup, the CLGW blade isn't restored automatically.

You must manually install the blade after the upgrade to ensure that Mitel Administration functions correctly.

Note:

This behavior is expected. The CLGW blade isn't included in the MiVB OVA, and the MSL platform doesn't automatically reinstall blades that aren't part of the OVA package.

Overview of MiVoice Business Submodules

The left navigation pane under **MiVoice Business** includes distinct configuration sections. Sub menu items appear in the following order, regardless of availability:

- Numbers
- Locations
- Groups
- Queues
- Emergency Services (*visible if Zoom integration is enabled*)
- Voice Gateway
- Tools

Numbers

The **Numbers** submodule helps you manage extension ranges and assign Direct Inward Dialing (DID) numbers. You can use this section to configure number blocks, assign extensions to users or devices, and ensure accurate routing of incoming calls within the MiVoice Business system.

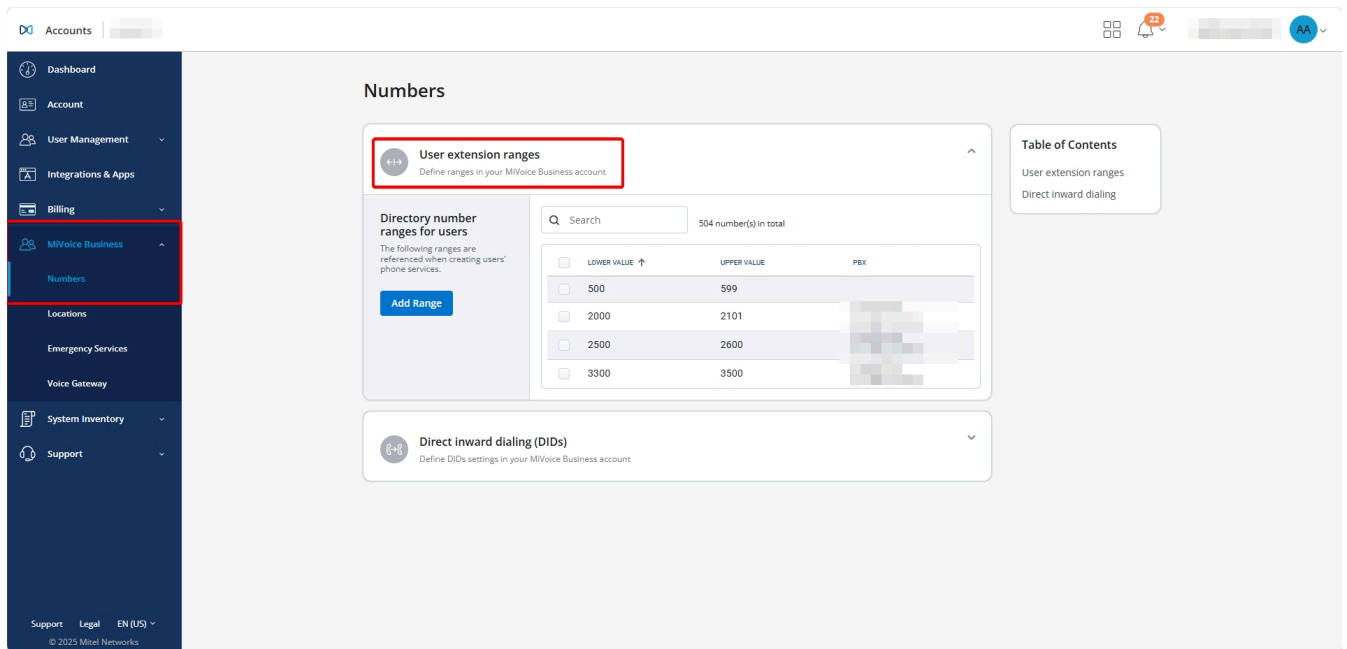
This submodule allows Mitel Partners or Account Administrators to add, edit, and delete user extension ranges and DID numbers. These ranges define the safe directory number (DN) blocks that can be used for user phone services.

Note:

The user extension ranges displayed here are defined by the Partner or the Customer Administrator as safe ranges to be used for the Users' phone services Directory Numbers (DNs). Do not overlap ranges for other purposes such as system groups, and so on. The next available DNs will be offered up, from these defined ranges, in the MiVoice Business Service edit when creating new Phone Services for a user.

User Extension Ranges

This section facilitates the ability of selecting the next available number when adding a directory number.



To add a user extension range, perform the following steps:

1. On the left navigation panel, click **MiVoice Business** and then click **Numbers**. The **MiVoice Business Settings** page is displayed.
2. In the **User extension ranges** section, click **Add Range**. The **Add Range** dialog box is displayed.
3. Enter a start and end number for the user extension range and click **Add**. The entered range will be displayed in the **User extension ranges** list.

To edit an existing user extension range, perform the following steps:

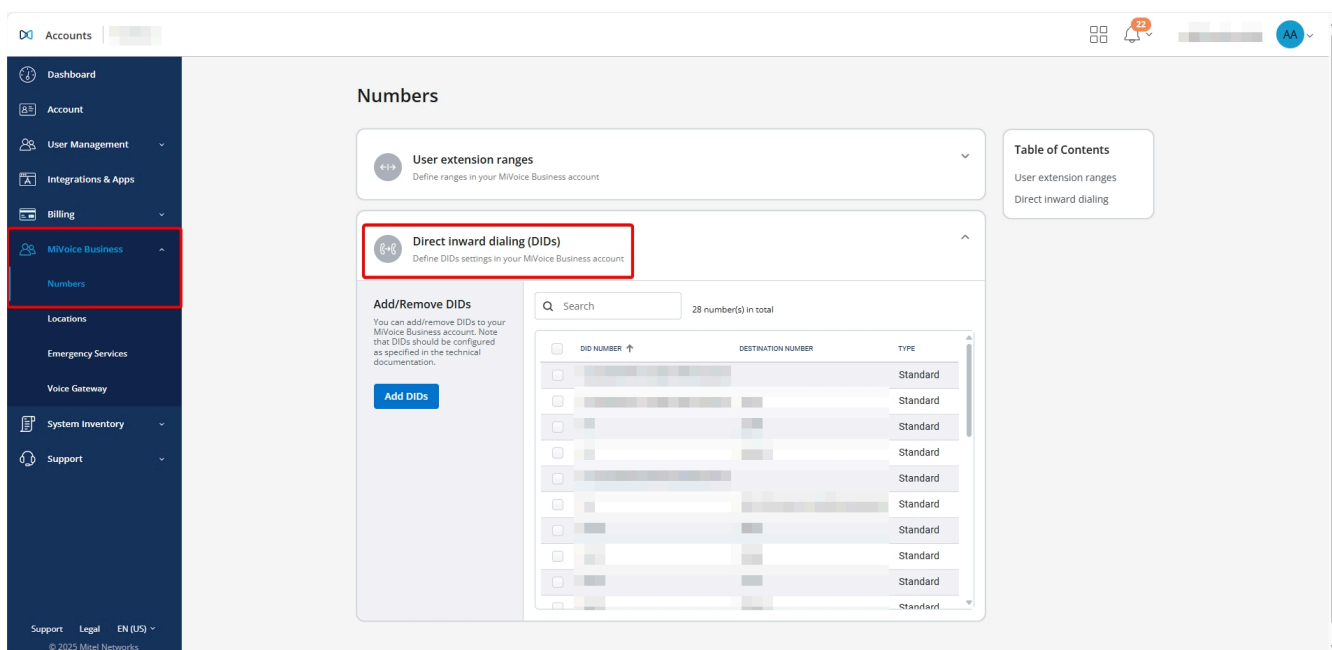
1. From the **User extension ranges** list, click the user extension range that you want to edit. The **Edit Range** dialog box is displayed.
2. Edit the user extension range and click **Save**. The modified extension range will be displayed in the **User extension ranges** list.

To delete user extension range(s), perform the following steps:

1. Select the check box(es) associated with the user extension(s) that you want to delete. The **Delete selected numbers** dialog box is displayed.
2. Click **Delete** to delete the selected user extension range(s). Clicking **Cancel** cancels the operation. The selected user extension range(s) will be deleted.

Direct Inward Dialing (DIDs)

This panel displays a pool of external DID numbers mapped to their destination numbers (that is, internal directory numbers or other answer points on the system) in your MiVoice Business.



To add a DID number or a DIDs range, perform the following steps:

1. On the left navigation panel, click **MiVoice Business** and then click **Numbers**.
2. In the **Direct Inward Dialing (DIDs)** section, click  to expand DIDs.
3. Click **Add DIDs**. The **Add DID Number or Range** dialog box is displayed.
4. Enter a single DID number or enter a DIDs range in the **Range start** and **Range end** fields.
5. Click **Add** to save the DID number or DIDs range, or click **Cancel** to cancel the operation. The entered DID number or DIDs range will be displayed in the Direct Inward Dialing (DIDs) list.

To edit a DID number or DIDs range, perform the following steps:

1. From the **Direct Inward Dialing (DIDs)** list, click the DID number or the DIDs range you want to edit. The **Edit Direct Inward Dialing (DID) Number** dialog box is displayed.
2. Edit the DID number or DIDs range and click **Save**, or click **Cancel** to cancel the operation.

The modified DID number or DIDs range will be displayed in the **Direct Inward Dialing (DIDs)** list.

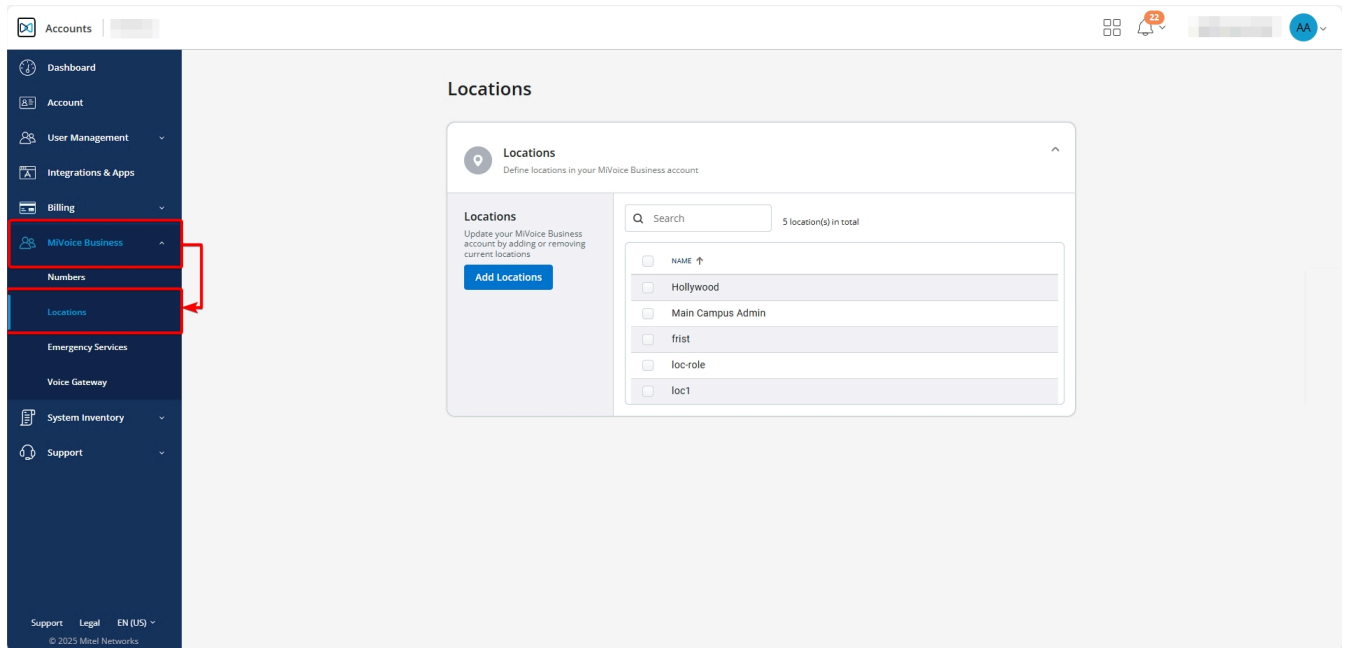
To delete DID number(s) or DIDs range(s), perform the following steps:

1. Select the check box(es) associated with the DID number(s) or DIDs range(s) you want to delete. The **Delete Selected** button appears.
2. Click **Delete Selected** to delete the selected DID number(s) or DIDs range(s). The **Delete selected number(s)** dialog box is displayed. Click **Delete** to complete deletion, or click **Cancel** cancel the deletion.

The selected DID number(s) or DIDs range(s) will be deleted.

Locations

The **Locations** submodule helps you add or remove locations in your MiVoice Business account.



Navigating to the Locations submodule:

1. In the left navigation panel, select **MiVoice Business**.
2. Click **Locations**.

Adding a Location:

1. In the **Locations** section, click **Add Locations**. The **Add Locations** dialog box appears.
2. Enter the name of the new location.



Note:

Press **Enter** after each location name to add multiple entries.

3. Click **Save**. A confirmation message appears when the location is added successfully.

Note:

If the action fails, a message appears explaining what went wrong.

Deleting a Location:

Note:

A location cannot be deleted if it is currently in use elsewhere in the system.

1. In the **Locations** section, select the checkbox located before the location name.

Note:

The **Delete Selected** button appears only when at least one location is selected.

2. Click **Delete Selected**. The **Delete Locations** dialog box appears.
3. Click **Delete** to confirm. A confirmation message appears when the location is deleted successfully.

Note:

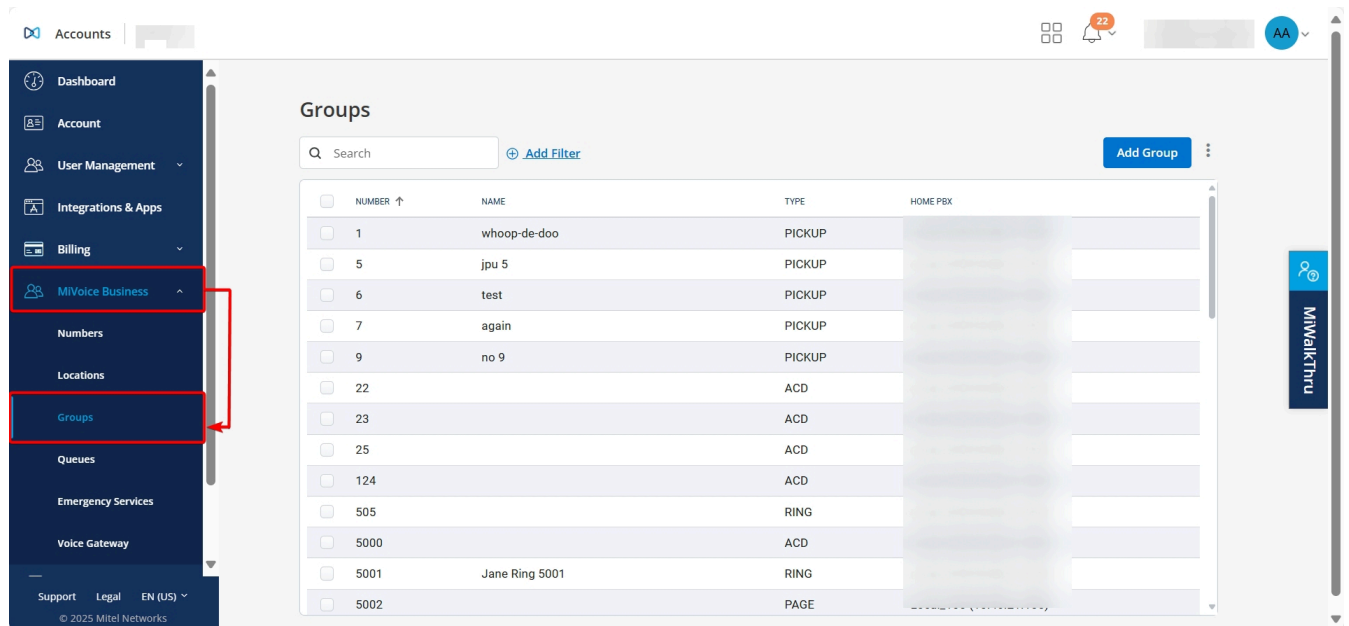
If a location is in use—for example, assigned to a user through the MiVB license service—an error message appears when you try to delete it:

"The location name specified is being referenced. Delete all references before attempting to delete this location."

To delete the location, remove all references and try again.

Groups

The **Groups** submodule in MiVoice Business allows you to create and manage different types of user groups within MiVoice Business.



Navigating to the Groups Submodule:

To access the Groups submodule:

1. In the left navigation panel, select **MiVoice Business**.
2. Select **Groups**.

The Groups page displays all configured groups across your cluster. Groups are automatically imported and listed. No manual setup is required.

Search for a Group:

In the **Search** bar, type the group name, group number, or group type you are searching for. The search field displays a list of matching groups as you type the letters.

Sort and Filter Groups:

- To sort the list of groups, click the column header (Example: **Group Name** or **Group Type**). The list is sorted based on the selected column.
- To filter:
 - Click the **+ Add Filter** icon next to the **Search** box.
 - Choose a filter category (**Group Type**).
 - Select a filter option:
 - **Specific Group Type** – Select a group type (Example: *ACD*, *Ring*, *Pickup*) to filter accordingly.

Clear Applied Filter:

To remove a filter, click the **X** icon next to the applied filter.

Create a Group:

To create a group:

1. Select **Add Group**.
2. On the **Create Group** page, under **Group Profile**, select a **Group Type** from the drop-down list.
3. Configure the following sections based on the selected group type:
 - **Group Programming**
 - **Group Members**
 - **Advanced Settings**
4. Select **Save**.



Note:

Configuration options vary depending on the selected group type.

Supported Group Types

Depending on the selected **Group Type**, configuration steps will differ. Use the links below to jump to the appropriate section:

- [Configure a Hunt Group](#)
- [Configure an ACD Group](#)
- [Configure a Page Group](#)
- [Configure a Pickup Group](#)
- [Configure a Ring Group](#)

Configure a Hunt Group:

1. In the **Group Profile** section:
 - Select **Hunt**.
 - Select **Hunt Group Type**.

Note:
Supported **Hunt Group Types** include **Voice** and **Emergency**.

- Enter the **Group Number** and **Group Name**.
- (Optional) Select **Local Only Extension**.

2. In the **Group Programming** section:

- Select **Home PBX** and **Resilient PBX** from the drop-down lists.

Note:
The Home and Resilient PBX must be different.

- Enter the **Priority** (1–64) and **Zone ID**.

3. In the **Group Members** section:

Note:
(Optional) Select **Hunt Group Mode** from the drop-down list.

a. To add a member:

Note:
Before adding a member, ensure that the member already exists on the MiVoice Business system.

- Select **Add Member**. The **Add Member** dialog box opens.
- Enter the **Number**.
- Select the **Present** checkbox if the member is present.

Note:

To reorder a member, click and hold the **Drag icon** (displayed as four horizontal lines) in the member row, then drag the member to the desired position.

- Select **Save** or **Save & Continue**.

Note:

- Select **Save** to save and close.
- Select **Save & Continue** to save and add another member.

b. To delete a member:

- Select the checkbox beside the member.
- Select **Delete Selected**. The **Delete Member** dialog box opens.
- Select **Delete**.

4. In the **Advanced Settings** section:

- Enter the **Class of Service** for **Day**, **Night 1**, and **Night 2**.

Configure an ACD Group:

You can configure an Automatic Call Distribution (ACD) Group in the Mitel Administration Portal. The steps you follow depend on how your system is integrated.

There are **two setup scenarios**:

- Scenario 1: MiVB-Only Integration
- Scenario 2: MiVB + MCX Integration

Scenario 1: MiVB-Only Integration

Follow this procedure if your system is integrated only with MiVoice Business (MiVB).

1. In the **Group Profile** section:

- Select **ACD**.
- Enter the **Group Number** and **Group Name**.
- (Optional) Select **Local Only Extension**.

2. In the **Group Programming** section:

- Select **Home PBX** and **Resilient PBX** from the drop-down lists.

Note:
The Home and Resilient PBX must be different.

- Enter the **Reporting Number**.

3. In the **Group Members** section:

Note:
(Optional) Select **Use Skill Levels**.

a. To add a member:

Note:
Before adding a member, ensure that the member already exists on the MiVoice Business system.

- Select **Add Member**. The **Add Member** dialog box opens.
- Enter the **Number** and **Skill Level**.

Note:
The **Skill Level** field is available only when the **Use Skill Levels** checkbox is selected, located below the **Add Member** button.

- (Optional) Select the **Present** checkbox if the member is present.

Note:

To reorder a member, click and hold the **Drag icon** (displayed as four horizontal lines) in the member row, then drag the member to the desired position.

- Select **Save**.
- b. To delete a member:
 - Select the checkbox beside the member.
 - Select **Delete Selected**. The **Delete Member** dialog box opens.
 - Select **Delete**.
- 4. In the **Advanced Settings** section:
 - Enter the **First Status Threshold** and **Second Status Threshold** in MM:SS format.
 - Enter the **Alert Device Extension**.
 - (Optional) Select the following checkboxes:
 - Group Real Time Events Enabled.
 - Queue Callers to Group When No Local Agents Are Logged In and Present.

Scenario 2: MiVB + MCX Integration

Follow this procedure if your system is integrated with both MiVoice Business (MiVB) and Mitel Customer Experience (MCX).

1. In the **Group Profile** section:
 - Select **ACD**.
 - Enter the **Group Number** and **Group Name**.
 - (Optional) Select **Local Only Extension**.
2. In the **Group Programming** section:
 - Select **Home PBX** and **Resilient PBX** from the drop-down lists.

Note:

The Home and Resilient PBX must be different.

- Enter the **Reporting Number**.
- (Optional) Select **Disable real-time monitoring and data collection on this device**.
- Select one or more **Media Type** based on your requirements:
 - **Voice**
 - **Chat**
 - **Email**
 - **Open Media**
 - **SMS**

Note:

Selecting at least one media type is mandatory.

3. In the Group Members section:

Note:

(Optional) Select **Use Skill Levels**.

a. To add a member:

Note:

The name appears only if the member exists in the MCX system.

- Select **Add Member**. The **Add Member** dialog box opens.
- Enter the member name in the search box and select the appropriate result.
- Enter the **Skill Level**.

Note:

The **Skill Level** field is available only when the **Use Skill Levels** checkbox is selected, located below the **Add Member** button.

- (Optional) Select the member's status from the drop-down.
 - **Present**
 - **Absent**
 - **Last Known**

Note:

- To reorder a member, click and hold the **Drag icon** (displayed as four horizontal lines) in the member row, then drag the member to the desired position.
- To delete a member, hover over the member row and select the **Delete** icon that appears.

- Select **Save**.

b. To delete a member:

- Select the checkbox beside the member.
- Select **Delete Selected**. The **Delete Member** dialog box opens.
- Select **Delete**.

4. In the **Advanced Settings** section:

- Enter the **First Status Threshold** and **Second Status Threshold** in MM:SS format.
- Enter the **Alert Device Extension**.
- (Optional) Select the following checkboxes:
 - Group Real Time Events Enabled.
 - Queue Callers to Group When No Local Agents Are Logged In and Present.

Configure a Page Group:

1. In the **Group Profile** section:

- Select **Page**.
- Enter the **Group Number** and **Group Name**.
- (Optional) Select **Local Only Extension**.

2. In the **Group Programming** section:

- Select **Home PBX** and **Resilient PBX** from the drop-down lists.

Note:
The Home and Resilient PBX must be different.

3. In the **Group Members** section:

a. To add a member:

Note:
Before adding a member, ensure that the member already exists on the MiVoice Business system.

- Select **Add Member**. The **Add Member** dialog box opens.
- Enter the **Number**.
- (Optional) Select the **Default** checkbox if the member is default.

Note:
To reorder a member, click and hold the **Drag icon** (displayed as four horizontal lines) in the member row, then drag the member to the desired position.

- Select **Save** or **Save & Continue**.

 Note:

- Select **Save** to save and close.
- Select **Save & Continue** to save and add another member.

b. To delete a member:

- Select the checkbox beside the member.
- Select **Delete Selected**. The **Delete Member** dialog box opens.
- Select **Delete**.

Configure a Pickup Group:

1. In the **Group Profile** section:

- Select **Pickup**.
- Enter the **Group Number** and **Group Name**.

2. In the **Group Programming** section:

- Select **Home PBX**.

3. In the **Group Members** section:

a. To add a member:

 Note:

Before adding a member, ensure that the member already exists on the MiVoice Business system.

- Select **Add Member**. The **Add Member** dialog box opens.
- Enter the **Number**.

Note:

To reorder a member, click and hold the **Drag icon** (displayed as four horizontal lines) in the member row, then drag the member to the desired position.

- Select **Save** or **Save & Continue**.

Note:

- Select **Save** to save and close.
- Select **Save & Continue** to save and add another member.

b. To delete a member:

- Select the checkbox beside the member.
- Select **Delete Selected**. The **Delete Member** dialog box opens.
- Select **Delete**.

4. In the **Advanced Settings** section:

- (Optional) Select **Auto Pick** and **Cluster Enabled**.

Configure a Ring Group:

1. In the **Group Profile** section:

- Select **Ring**.
- Enter the **Group Number** and **Group Name**.
- (Optional) Select **Local Only Extension**.

2. In the **Group Programming** section:

- Select **Home PBX** and **Resilient PBX**.

Note:

The Home and Resilient PBX must be different.

- Enter the **Zone ID**.

3. In the **Group Members** section:

i Note:

(Optional) Select **Member Ring Mode** from the drop-down list.

a. To add a member:

i Note:

Before adding a member, ensure that the member already exists on the MiVoice Business system.

- Select **Add Member**. The **Add Member** dialog box opens.
- Enter the **Number**.
- (Optional) Select the **Present** checkbox if the member is present.

i Note:

To reorder a member, click and hold the **Drag icon** (displayed as four horizontal lines) in the member row, then drag the member to the desired position.

- Select **Save** or **Save & Continue**.

i Note:

- Select **Save** to save and close.
- Select **Save & Continue** to save and add another member.

b. To delete a member:

- Select the checkbox beside the member.
- Select **Delete Selected**. The **Delete Member** dialog box opens.
- Select **Delete**.

4. In the **Advanced Settings** section:

- Enter the following:
 - **Overflow Point**
 - **Call Queued Timer** (MM:SS)
 - **Call Ringing Timer** (SSS)
 - **Class of Service** (Day, Night 1, Night 2)
 - **Call Coverage Service Number**
 - **Cascade Ring Timer** (SSS)
 - **Predictive Overflow Average Call Duration** (MM:SS)
 - **Caller Callback Time** (MMM)
 - **Wait for Member Time** (SSS)

Delete a Group:

To delete a group:

1. Select the checkbox beside the group.
2. Select the **More Options** (three vertical dots) icon.
3. Select **Delete**. The **Delete Group** dialog box opens.
4. Select **Delete**.

A confirmation message appears once the group is deleted successfully.

Queues

Use the Queues submodule to add and manage call queues based on your system integration—either with MiVoice Business (MiVB) alone or with both MiVB and Mitel Customer Experience (MCX).

The screenshot displays the Mitel Administration Integrations web interface. On the left, a dark blue sidebar contains navigation links. A red rectangular box highlights the 'MiVoice Business' link, and another red box highlights the 'Queues' link, with a red arrow pointing from the 'Queues' link to the main content area. The main content area is titled 'Queues' and features a search bar and an 'Add Queue' button. Below these is a table with the following columns: NUMBER, NAME, REPORTING NUMBER, and HOME PBX. The table contains 19 rows of queue data.

NUMBER	NAME	REPORTING NUMBER	HOME PBX
3001		301	
7689	Jane path 108	869	
8003		803	
8003		803	
8004		804	
8005		805	
8010	Jane's default path	10	
8011	Jane path 11 change	11	
8012	Jane's Queue 812	812	
8013	test	13	
8014	test2	14	
8015	test3	15	
8016	test 4	16	
8018		18	
8019		19	

Navigating to the Queues submodule:

1. In the left navigation panel, select **MiVoice Business**.
2. Click **Queues**.

Create a Queue:

You can create queues in the Mitel Administration Portal based on your system integration. There are **two scenarios**:

- Scenario 1: MiVB-Only Integration
- Scenario 2: MiVB + MCX Integration

Scenario 1: MiVB-Only Integration

Follow this procedure if your system is integrated only with MiVoice Business (MiVB).

1. Select **Add Queue**.

The **Create Queue** screen opens.

2. Input the Queue Profile.

- Enter the **Queue Number** and **Queue Name**.
- (Optional) Select the **Local Only Extension**.

3. Input the Queue Programming Details.

- From the drop-down list, select the **Home PBX**.
- Enter the **Reporting Number**.
- Enter the **Priority** (1–64) and **Zone ID**.

4. Configure the Skill Groups.

- Under **Primary Skill Group**:
 - Select the **Primary Skill Group ID**.
 - Expand **Primary Skill Group Options** and enter:
 - **Overflow Timer** and **Predictive Overflow Average Call Duration** in **MM:SS**.
 - **Remote Agent Skill Group Priority** and **Remote Agent Blocking Timer**.
- Configure **Overflow 1 Group**, **Overflow 2 Group**, and **Overflow 3 Group** using the same steps as the Primary Skill Group.

5. Set Up Audio Settings.

- Under **Recording 1 Options**:
 - Enter the **RAD Directory Number**.
 - Enter the **Delay to Start Time** in **MM:SS**.
 - Enter the **Path Interflow Dialing List**.
 - Select the **Release Digit Receiver After Recording** checkbox if required.
- Configure **Recording 2**, **Recording 3**, and **Recording 4 Options** using the same steps as **Recording 1 Options**.

6. Input the Advanced Settings.

- Enter the **Class of Service** for **Day**, **Night 1**, and **Night 2**.
- Select the **Interflow Enabled** checkbox if required.

Note:

If the **Interflow Enabled** checkbox is selected, enter the **Interflow Timeout** in **MM:SS**.

- Enter the **Interflow Point Directory Number**.
- Select the **Allow Overflow to Interflow Before Timeout** checkbox if required.
- Enter the **Queue Unavailable Answer Point Directory Number**.
- Select the following checkboxes as needed:

a. Queue Real Time Event Enabled.

b. Interflow to This Queue Uses This Queue Priority.

- From the drop-down list, select the **DTMF Unavailable Action**.

Note:

If **Divert** is selected, enter the **DTMF Receiver Unavailable Answer Point Directory Number**.

7. After completing all required sections, select **Save**.

The queue is created successfully.

Scenario 2: MiVB + MCX Integration

Follow this procedure if your system is integrated with both MiVoice Business (MiVB) and Mitel Customer Experience (MCX).

You can create queues for the following media types:

- **Voice**
- **Email**
- **Chat**
- **Open Media**
- **SMS**

Create a Voice Queue:

1. Select **Add Queue**. The **Create Queue** screen opens.

2. Input the **Queue Profile** section:

- Select **Queue Type** as **Voice**.
- Enter the **Queue Number** and **Queue Name**.
- (Optional) Select **Local Only Extension**.
- (Optional) Select **Add to Contact Center**.

Note:

If selected, the MCX section becomes available for configuration.

3. Input the **Queue Programming** section:

- From the drop-down list, select the **Home PBX**.
- Enter the **Reporting Number**.
- Enter the **Priority** (1–64) and **Zone ID**.

4. Configure the **Skill Groups** section:

- Select **Configure**. The **Skill Groups** screen opens.

Note:

Ensure the group already exists in the MCX system.

- Enter the **Group Name** in the search box and select the appropriate result.

Note:

- To reorder a group, click and hold the **Drag** icon (four horizontal lines), then move the group to the desired position.
- To delete a group, click the **Delete** icon in the respective row.

- Enter the following values:
 - **Overflow Timer**
 - **Predictive Overflow Average Call Duration**
 - **Remote Agent Blocking Timer**
 - **Remote Agent Skill Group Priority**
- Select **Save**.

5. Configure the **MCX** section:

Note:

This section is available only if **Add to Contact Center** is selected in the **Skill Groups** section.

- Select the **Abandon callback queue** and **Abandon callback workflow** from the drop-down lists.
- (Optional) Select **Enable Interactive Contact Center queue control**.

Note:

If selected, the **Interactive Contact Center queue control schedule** is enabled.

- Select the following from the drop-down lists:
 - **Agent workflow**
 - **In queue workflow**
 - **HPiQ workflow**
- (Optional) Click the **Delete** icon next to any field to remove its selection.

Note:

The delete icon appears only if a field is selected.

- Select the **Business-hour schedule**.
- (Optional) Select **Generate statistics only within business hours**.
- (Optional) Select **Use Queue Work Timer**.
 - If selected:
 - Enter the **Queue Work Timer** (hh:mm:ss).
 - (Optional) Select:
 - **Cancel Queue Work Time After code is entered**
 - **Include Queue Work Timer in handling time**
- (Optional) Select:
 - **Force entry of a Classification Code**
 - **Agent auto answer**
- Enter the following metrics:
 - **Service Level goal** (percentage)
 - **Service Level time** (hh:mm:ss)
 - **Short handle less than** (hh:mm:ss)
 - **Short abandon less than** (hh:mm:ss)

6. Setup Audio Settings:

- Under **Recording 1 Options**:
 - Enter the **RAD Directory Number**.
 - Enter the **Delay to Start Time** (MM:SS).
 - Select the **Between RADs Audio Source** from the drop-down list.
 - If **Embedded** is selected, enter the **Embedded music source**.
 - If **External** is selected, enter the **Alternative Recording Device**.
 - Enter the **Path interflow dialing list**.
 - (Optional) Select **Release digit receiver after recording**.
- Repeat the same steps for **Recording 2**, **Recording 3**, and **Recording 4 Options**.
- (Optional) Select **Repeat last recording**.
- Enter the **Repeat last recording interval** (MM:SS).

7. Input the **Advanced Settings**:

- Enter the **Class of Service** for **Day**, **Night 1**, and **Night 2**.
- (Optional) Select **Interflow Enabled**.
 - If selected:
 - Enter the **Interflow Time Out** (MM:SS).
 - Enter the **Interflow Point Directory Number**.
 - (Optional) Select **Allow Overflow to Interflow before Time Out**.
- Enter the **Queue Unavailable Answer Point Directory Number**.
- (Optional) Select the following checkboxes:
 - **Queue Real Time Event Enabled**
 - **Interflow to this queue uses this queue priority**
- From the drop-down list, select the **DTMF Unavailable Action**.
 - If **Divert** is selected, enter the **DTMF Receiver Unavailable Answer Point Directory Number**.

8. Save the Queue.

- After completing all required sections, select **Save**.
- The **Voice Queue** is created successfully.

Create an Email Queue:

1. Select **Add Queue**. The **Create Queue** screen opens.

2. Input the **Queue Profile**:

- Select **Queue Type** as **Email**.
- Enter the **Queue Number**.

3. Configure the Skill Groups:

- **Select a template** from the drop-down list.
- Select **Configure**. The **Skill Groups** screen opens.

i Note:

Ensure the group already exists in the MCX system.

- Enter the **Group Name** in the search box and select the appropriate result.
- Select the following options as needed:
 - **Allow Overflow**
 - **Overflow on Logged Out**
 - **Push to Agent**
- Enter the following timing values:
 - **Interflow Time**
 - **Overflow Time**

i Note:

- To reorder a group, click and hold the **Drag** icon (four horizontal lines), then move the group to the desired position.
- To delete a group, click the **Delete** icon in the respective row.

- Select **Save**.

4. Configure the **MCX** section:

- Enter the following:
 - **Reporting Number**
 - **Email address**
 - **Hold requeue time** (hh:mm)
- (Optional) Select the following checkboxes as needed:
 - **Requeue on logout**
 - **Allow pick from address**
 - **Use mail server from address when queue address is not defined**
- Enter the **Priority**.
- Select the **Business-hour schedule** from the drop-down list.
- (Optional) Select **Generate statistics only within business hours**.
- (Optional) Select **Use Queue Work Timer**.
 - If selected:
 - Enter the **Queue Work Timer** (hh:mm:ss).
 - (Optional) Select:
 - **Include Queue Work Timer in handling time**
- (Optional) Select:
 - **Force entry of a Classification Code**
 - **Agent auto answer**
- Enter the following metrics:
 - **Service Level goal** (percentage)
 - **Service Level time** (hh:mm:ss)
 - **Short handle less than** (hh:mm:ss)

5. Save the Queue.

- After completing all required sections, select **Save**.
- The **Email Queue** is created successfully.

Create a Chat Queue:

1. Select **Add Queue**. The **Create Queue** screen opens.
2. Input the Queue Profile:
 - Select **Queue Type** as **Chat**.
 - Enter the **Queue Name**.
3. Configure the Skill Groups:
 - **Select a template** from the drop-down list.
 - Select **Configure**. The **Skill Groups** screen opens.

i Note:

Ensure the group already exists in the MCX system.

- Enter the **Group Name** in the search box and select the appropriate result.
- Select the following options as needed:
 - **Allow Overflow**
 - **Overflow on Logged Out**
 - **Push to Agent**
- Enter the following timing values:
 - **Interflow Time**
 - **Overflow Time**

i Note:

- To reorder a group, click and hold the **Drag** icon (four horizontal lines), then move the group to the desired position.
- To delete a group, click the **Delete** icon in the respective row.

- Select **Save**.

4. Configure the **MCX** section:

- Enter the following:
 - **Reporting Number**
 - **User name**
 - **Hold requeue time** (hh:mm)
- (Optional) Select **Email Chat Transcript**.
 - If selected, enter the **Email Address**.
- Enter the **Priority**.
- Select the **Business-hour schedule** from the drop-down list.
- (Optional) Select **Generate statistics only within business hours**.
- (Optional) Select **Use Queue Work Timer**.
 - If selected:
 - Enter the **Queue Work Timer** (hh:mm:ss).
 - (Optional) Select:
 - **Include Queue Work Timer in handling time**
- (Optional) Select:
 - **Force entry of a Classification Code**
 - **Agent auto answer**
- Enter the following metrics:
 - **Service Level goal** (percentage)
 - **Service Level time** (hh:mm:ss)
 - **Short handle less than** (hh:mm:ss)
 - **Short abandon less than** (hh:mm:ss)

5. Save the Queue.

- After completing all required sections, select **Save**.
- The **Chat Queue** is created successfully.

Create an Open Media Queue:

1. Select **Add Queue**. The **Create Queue** screen opens.
2. Input the Queue Profile:
 - Select **Queue Type** as **Open Media**.
 - Enter the **Queue Name**.
3. Configure the Skill Groups:
 - **Select a template** from the drop-down list.
 - Select **Configure**. The **Skill Groups** screen opens.

i Note:

Ensure the group already exists in the MCX system.

- Enter the **Group Name** in the search box and select the appropriate result.
- Select the following options as needed:
 - **Allow Overflow**
 - **Overflow on Logged Out**
 - **Push to Agent**
- Enter the following timing values:
 - **Interflow Time**
 - **Overflow Time**

i Note:

- To reorder a group, click and hold the **Drag** icon (four horizontal lines), then move the group to the desired position.
- To delete a group, click the **Delete** icon in the respective row.

- Select **Save**.

4. Configure the **MCX** section:

- Enter the following:
 - **Reporting Number**
 - **User name**
 - **Hold requeue time** (hh:mm)
- (Optional) Select **Email Chat Transcript**.
 - If selected, enter the **Email Address**.
- Enter the **Priority**.
- Select the **Business-hour schedule** from the drop-down list.
- (Optional) Select **Generate statistics only within business hours**.
- (Optional) Select **Use Queue Work Timer**.
 - If selected:
 - Enter the **Queue Work Timer** (hh:mm:ss).
 - (Optional) Select:
 - **Include Queue Work Timer in handling time**
- (Optional) Select:
 - **Force entry of a Classification Code**
 - **Agent auto answer**
- Enter the following metrics:
 - **Service Level goal** (percentage)
 - **Service Level time** (hh:mm:ss)
 - **Short handle less than** (hh:mm:ss)
 - **Short abandon less than** (hh:mm:ss)

5. Save the Queue.

- After completing all required sections, select **Save**.
- The **Open Media Queue** is created successfully.

Create an SMS Queue:

1. Select **Add Queue**. The **Create Queue** screen opens.
2. Input the Queue Profile:
 - Select **Queue Type** as **SMS**.
 - Enter the **Queue Name**.
3. Configure the Skill Groups:
 - **Select a template** from the drop-down list.
 - Select **Configure**. The **Skill Groups** screen opens.

i Note:

Ensure the group already exists in the MCX system.

- Enter the **Group Name** in the search box and select the appropriate result.
- Select the following options as needed:
 - **Allow Overflow**
 - **Overflow on Logged Out**
 - **Push to Agent**
- Enter the following timing values:
 - **Interflow Time**
 - **Overflow Time**

i Note:

- To reorder a group, click and hold the **Drag** icon (four horizontal lines), then move the group to the desired position.
- To delete a group, click the **Delete** icon in the respective row.

- Select **Save**.

4. Configure the **MCX** section:

- Enter the following:
 - **Reporting Number**
 - **Phone number**
 - **Hold requeue time** (hh:mm)
- Enter the **Priority**.
- Select the **Business-hour schedule** from the drop-down list.
- (Optional) Select **Generate statistics only within business hours**.
- (Optional) Select **Use Queue Work Timer**.
 - If selected:
 - Enter the **Queue Work Timer** (hh:mm:ss).
 - (Optional) Select:
 - **Include Queue Work Timer in handling time**
- (Optional) Select:
 - **Force entry of a Classification Code**
 - **Agent auto answer**
- Enter the following metrics:
 - **Service Level goal** (percentage)
 - **Service Level time** (hh:mm:ss)
 - **Short handle less than** (hh:mm:ss)
 - **Short abandon less than** (hh:mm:ss)

5. Save the Queue.

- After completing all required sections, select **Save**.
- The **SMS Queue** is created successfully.

Update a Queue:

1. Click to select the queue you want to edit or update.
2. Update the required sections as needed.
3. After updating, click **Save**.

The **Queue** is updated successfully.

Delete a Queue:

1. Select the checkbox before the **Number**.
2. Select the **More Options** (vertical three dots) icon next to the **Add Queue** button.
3. Select **Delete**.

The **Delete Queue** dialog box opens.

4. Select **Delete** to confirm.

A confirmation message appears when the queue is deleted successfully.

Emergency Services

Emergency Services involves setting up fallback emergency numbers and dynamic location providers to ensure a reliable and secure connection during emergency calls.



Note:

The Emergency Configuration settings are applicable and visible only if the account has both Zoom and MiVoice Business integrations added.

The screenshot shows the Mitel Administration console interface. On the left, a dark blue navigation sidebar contains various menu items. 'MiVoice Business' and 'Emergency Services' are highlighted with red rectangular boxes, and red arrows point from these boxes towards the main content area. The main content area is titled 'Emergency Services' and contains a configuration form. The form has a 'Cancel' button and a 'Save' button in the top right corner. The form is divided into several sections: 'Emergency Configuration', 'Emergency Numbers' (with a 'Dialables' list containing '45' and '4567'), 'Dynamic Location Provider' (with fields for Name, Type, Primary Server, Secondary Server, Customer ID, and Secret), and 'Extra Headers'.

Navigating to the Emergency Services submodule:

1. On the left navigation panel, click **MiVoice Business**.
2. Click **Emergency Services**.

Configuring Fallback Emergency Numbers:

Configuring fallback emergency numbers involves adding, editing, and deleting emergency contact numbers to ensure reliable communication during emergencies.

Adding an Emergency Number:

1. Click **Dialables**.
2. Start typing a number for emergency calls, e.g., 911, 112.
3. Press **Enter**, **Space**, or add a **comma (,)** to add the number.

Editing an Emergency Number:

Double-click on the number to edit it as needed.

Deleting an Emergency Number:

Click the **X** icon next to the number to remove it, if necessary.

Configuring a Dynamic Location Provider for Emergency Calls:

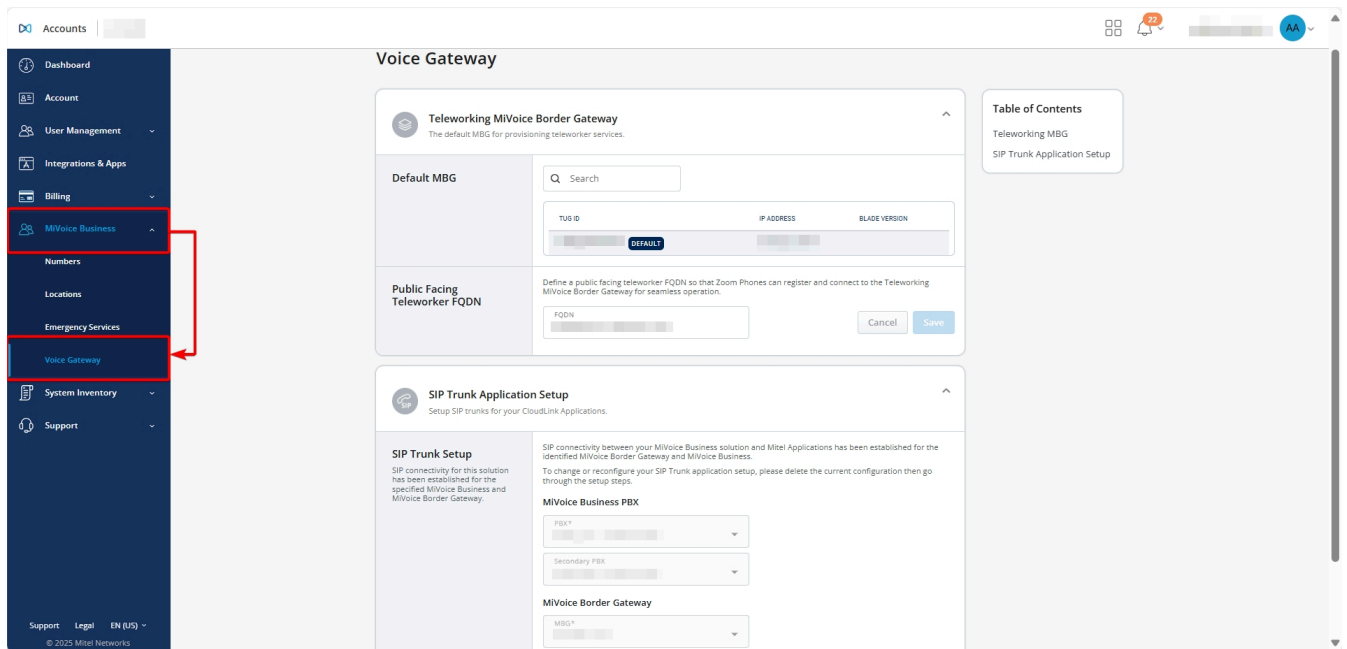
1. Enter the following information in the **Dynamic Location Provider** area:
 - **Name**
 - **Type**
 - **Primary Server**
 - **Secondary Server**
 - **Customer ID:** The unique identifier assigned to your organization by the service provider.
 - **Secret:** The private key or token issued by the service provider to secure communication between the Zoom client and the service. This acts as a password and should be treated with high confidentiality.
 - **Extra Headers:** Additional HTTP headers required by the service provider for platform communication. These headers might include custom authentication schemes, API version, or specific configuration options required by the provider. Input must be added in JSON format.
2. Click **Save**.

Voice Gateway

(MDUG) information is synced from the MiVoice Business to the MiCollab. If a sync is required outside of the daily update, perform the following steps:

1. Click **Sync** next to each PBX to update user information from MiVoice Business to MiCollab.
2. Alternatively, you can select multiple PBXs by clicking on the checkbox next to the PBX name and then click **Sync Selected**.

The Voice Gateway submodule helps you set up MBG and SIP trunks for CloudLink services.



Navigating to Voice Gateway submodule:

1. On the left navigation panel, click **MiVoice Business**.
2. Click **Voice Gateway**.

Configure Teleworking MiVoice Border Gateway:

1. Expand the **Teleworking MiVoice Border Gateway** section
2. If multiple MBGs are part of the MiVoice Business solution, set the default MBG:
 - a. Select **Set Default**.
 - b. In the **Set Default MBG** pop-up, choose the default MBG from the drop-down list.
 - c. Select **Save**.

Note:

The option to set a default MBG is available only when the **CloudLink Gateway** is deployed and the **CloudLink Daemon** is enabled on the relevant MiVoice Business nodes. This option is not available if the CloudLink Gateway is deployed separately from the MiVoice Business nodes.

3. If **Zoom integration** is enabled and teleworker resiliency for Zoom Phones is required:

- a. In the **FQDN** field, enter the public-facing Fully Qualified Domain Name (FQDN) that Zoom Clients use to connect to the Teleworker MiVoice Border Gateway (MBG) cluster.
- b. Select **Save**.

Note:

This FQDN must also be added to the **Allowed URL Names** list in the MBG settings. If it is not added, Zoom Client registration will fail.

This configuration ensures that Zoom Phones can register and connect to the MBG for seamless and resilient operation.

Configure SIP Trunk Application Setup:

Note:

- In traditional CloudLink Gateway deployments, SIP trunk setup was performed automatically. With the transition to CloudLink Daemon, you must manually configure the SIP trunk.
- In migration scenarios, it automatically detects and retrieves the existing SIP trunk configuration.
- If a trunk configuration already exists, it must be deleted before a new one can be added.

1. From the drop-down list, select your **Primary** and **Secondary MiVoice Business PBX**.
2. From the drop-down list, select your **MiVoice Border Gateway**.
3. Select **Save**. A success message appears when the SIP trunk is configured successfully.

Note:

This setup creates:

- A SIP trunk between the selected **MiVoice Border Gateway** and the **CloudLink Platform**.
- A SIP trunk between the **MiVoice Business** and the same **MiVoice Border Gateway**.

**Note:**

This option is **only** available if your deployment has MiCollab.

SIP Trunk Application Setup

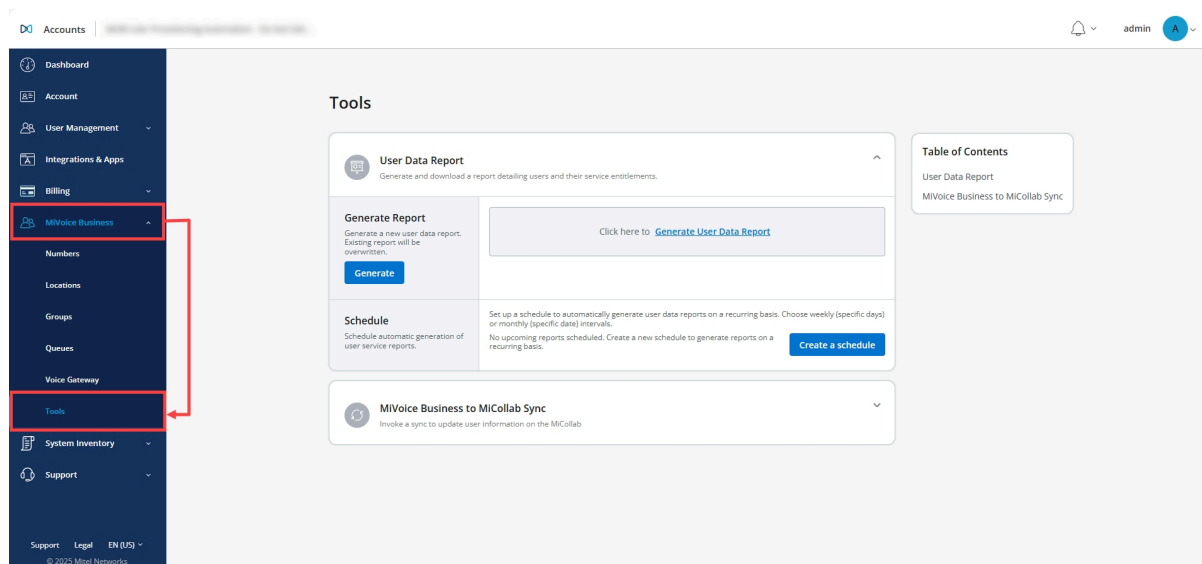
You can configure SIP trunks for your CloudLink Applications.

1. In **Choose your MiVoice Business PBX** section, click on the **PBX** and select a PBX from the dropdown menu. Click on the **Secondary PBX** if you want to add
2. In the **Choose your MiVoice Boarder Gateway** section, click on the **MBG** and select a gateway from the dropdown list.
3. Click **Save**.

To change or reconfigure your SIP Trunk application setup, you have to delete the current configuration and then go through the setup steps.

Tools

The Tools submodule provides access to utilities such as generating User Data Reports, and triggering a resynchronization between MiCollab and MiVoice Business.



Navigating to Tools submodule:

1. On the left navigation panel, click **MiVoice Business**.
2. Click **Tools**.

User Data Report

The **User Data Report** feature allows Customer Administrators to generate, download, and schedule reports containing detailed information about users within a customer account. These reports are helpful for internal business functions such as billing, auditing, and user management.

Tools

User Data Report
Generate and download a report detailing users and their service entitlements.

Generate Report
Generate a new user data report. Existing report will be overwritten.
Generate

Click here to [Generate User Data Report](#)

Schedule
Schedule automatic generation of user service reports.
Set up a schedule to automatically generate user data reports on a recurring basis. Choose weekly (specific days) or monthly (specific date) intervals.
No upcoming reports scheduled. Create a new schedule to generate reports on a recurring basis.
Create a schedule

Generate a User Data Report

1. On the left navigation panel, click **MiVoice Business**. > **Tools** > **User Data Report**.
2. Click **Generate**.
3. Wait while the system processes the report.
 - Processing time depends on the size of the dataset.
 - If a report already exists, it is replaced by the new one.
4. After generation, the report appears with the following details:
 - Generation date and time
 - File size

Download a User Data Report

i Note:

The generated report will be displayed in the **User Data Report** section.

1. Download the Report

- Click the **Download** button next to the report.
- The report will be downloaded in **.json format**.

Report Format and Data Structure:

The User Data Report is generated in JSON format. It includes detailed information for each user in the account and is structured for integration with business systems such as billing, auditing, or user provisioning platforms.

Each user entry in the JSON file includes the following categories of data:

- **User identity**

Contains user-specific fields such as:

- cloudLinkUserId
- pbxUserId
- extension
- firstName, lastName
- email

- **Roles and templates**

Includes information about user roles and templates:

- cloudLinkUserRole
- pbxRole (ID and name)
- userTemplate (ID and name)

- **Organizational context**

Provides organizational grouping details:

- location (ID and name)
- department (ID and name)

- **Services**

Lists services assigned to the user, with attributes such as:

- serviceAlias
- serviceLabel
- hostedUserServiceTypeName
- hostedUserServiceClassName

- **Phone configuration**

Each phone object includes:

- Device type and number
- Call handling settings
- Network elements (networkElement and secondaryElement)
- SIP capabilities
- Hot desk settings
- Voicemail settings
- Group membership
- Prime and privacy flags

- **Voicemail**

If voicemail is enabled, configuration includes:

- mailboxNumber
- voicemailDeleteMessageTime
- maximumVoicemailMessages
- Email forwarding options
- Embedded unified messaging (if applicable)

This structured format allows the report to be used by downstream systems for automation, mapping, or integration purposes.

Example JSON Output

Below is a simplified example of the User Data Report in JSON format:

```
[
  {
    "accountId": "1b23d3a7-xxxx-xxxx-xxxx-06641d67a9fc",
    "cloudLinkUserId": "4ec1517d-xxxx-xxxx-xxxx-92f2e2c67f6f",
    "cloudLinkUserRole": "USER",
    "pbxUserId": "4196bbe7-xxxx-xxxx-xxxx-005056a26367",
    "firstName": "John",
    "lastName": "Doe",
    "email": "john.doe@example.com",
    "extension": "4198",
    "pbxRole": {
      "id": "24b6bdd0-xxxx-xxxx-xxxx-444c8ad73309",
      "name": "MiVB Entry (Ed. 2)"
    },
    "userTemplate": {
      "id": "ac04ec6a-xxxx-xxxx-xxxx-31d1969b5116",
      "name": "Default User Template"
    },
    "location": {
      "id": "a7f2c4d8-xxxx-xxxx-xxxx-15a8b7e6d9c3",
      "name": "New York Office"
    },
    "department": {
      "id": "85f1ab08-xxxx-xxxx-xxxx-0050569636d8",
      "name": "Engineering"
    },
    "services": [
```



```
{
  "serviceAlias": "4198",
  "hostedUserServiceTypeName": "Multiline Set",
  "hostedUserServiceClassName": "Phone Service",
  "serviceLabel": "Deskphone"
},
{
  "serviceAlias": "4198",
  "hostedUserServiceTypeName": "Acd Enabled",
  "hostedUserServiceClassName": "NuPoint Voicemail",
  "serviceLabel": "Unified Messaging"
}
],
"phones": [
  {
    "deviceType": "genericSipPhone",
    "number": "4198",
    "macAddress": "",
    "prime": true,
    "callHandling": {
      "callHandlingDay": 1,
      "callHandlingNight": 1
    },
    "voicemail": {
      "active": false,
      "mailboxNumber": "4198",
      "voicemailMailboxType": "Extension"
    }
  }
]
}
```

Create a Schedule

1. Click **Create a schedule**.

- When no schedule exists, the “Create Schedule” button is visible.

2. Configure schedule options:

- Interval: choose every 1 week, 2 weeks, 3 weeks, 4 weeks, or a custom number (e.g. every 12 weeks = quarterly).
- Change interval unit: weeks or months.
- If months are selected, you may either use the default “last day of the month” or specify any date you prefer.

3. Set day(s) or date:

- For weekly schedules: pick one or more weekdays.
- For monthly schedules: pick a specific date (or let “last day of month” apply).

4. Save the schedule:

- Click **Save**.

Edit a Schedule

1. Make changes to the schedule:

- Change the frequency (interval) — e.g. from every 1 month to every 2 months.
- Change the day(s) of week or the specific date for monthly schedules.

2. Save the updated schedule:

- Click **Save**.

Delete a Schedule

1. Click the **Delete** button.

- This removes the existing schedule.

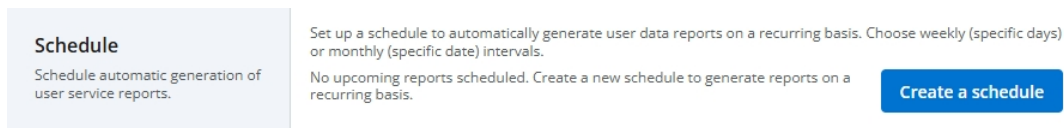
2. After deletion:

- The schedule view reverts to the initial state: no schedule exists.
- The “Create a schedule” button is shown.
- User can create a new schedule if desired.

Example: Schedule a User Data Report (Monthly on Last Day of Month)

1. Click **Create a schedule**:

- If no schedule exists, the **Create Schedule** button will be visible.
- Click **Create Schedule**.



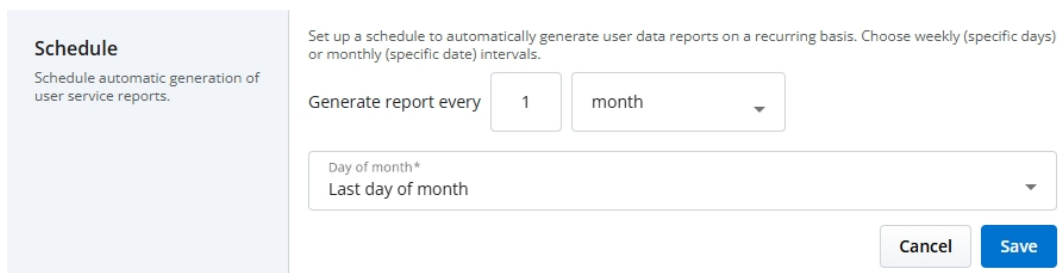
Schedule
Schedule automatic generation of user service reports.

Set up a schedule to automatically generate user data reports on a recurring basis. Choose weekly (specific days) or monthly (specific date) intervals.
No upcoming reports scheduled. Create a new schedule to generate reports on a recurring basis.

Create a schedule

2. Set the Interval:

- Under **Interval**, select **Every 1**.
- From the **interval unit dropdown**, choose **Month**.



Schedule
Schedule automatic generation of user service reports.

Set up a schedule to automatically generate user data reports on a recurring basis. Choose weekly (specific days) or monthly (specific date) intervals.

Generate report every

Day of month*
Last day of month

Cancel **Save**

3. Set the Date:

- When **Month** is selected, the system will automatically default to the **Last day of the month** (If it's not selected by default, choose **Last day of the month** manually).

4. Save the Schedule:

- Click **Save** to apply the scheduling configuration.

5. Delete the Schedule (if needed):

Schedule

Schedule automatic generation of user service reports.

Set up a schedule to automatically generate user data reports on a recurring basis. Choose weekly (specific days) or monthly (specific date) intervals.

Generate report every

Day of month*
Last day of month

A new report will be generated on Tuesday, September 30, 2025

- Click the **Delete** button next to the active schedule.
- After deletion:
 - The scheduling panel will reset to its initial state.
 - The **Create Schedule** button will be shown again.
- You can create a new schedule at any time.

Sync MiVoice Business to MiCollab:

You can manually trigger a sync to update user information—such as Personal Ring Group (PRG) and Multi-device User Group (MDUG) details—from MiVoice Business to MiCollab.

Note: PRG and MDUG information is automatically synced daily. Use manual sync only when an immediate update is required.

Note: This operation is resource intensive. Use it sparingly.

To sync individual items:

- Select the **Sync** button next to the item you want to update.

To sync multiple items:

- Select the checkbox before each **Name** you want to sync.
- Select **Sync Selected**.

The selected user information is synced from MiVoice Business to MiCollab.

3.1.2.1 Managing MiVoice Business Features

After MiVoice Business is integrated on a customer account, you can manage the MiVoice Business features for users in that customer account. The Mitel Partner or Account Administrator can select the service category and set the various user configuration settings.

To access the MiVoice Business features, perform the following:

1. In the **Accounts** console, navigate to **User Management > Users** from the left navigation menu. The list of **Users** is displayed.
2. From the list of users, select the user for whom you want to manage the MiVoice Business features.
3. Scroll to the **Products and licenses** section, click **+ Add Product** button. Click the **Add** option next to **MiVoice Business Service** and click **Done** to save the changes.

MiVoice Business features list is displayed. You must complete setup to select the service category for a user.

MiVoice Business Service

The Mitel Partner can select the type of service category for a user. The service category is the grouping or classification of specific features and services offered to users.

Complete the following steps to select the service category for a user:

1. Go to the **Products and licenses** section of the user, click the **Complete setup** button next to **MiVoice Business (no service assigned)**.
2. Click **Choose service category** to select the service type or click **Change** to change or update the existing service type for the user.
3. Click **Select** associated with the service category that you want to choose, and click **Apply**.
4. Additionally, define **Directory Number** and **Direct Inward Dials** settings, under **MiVoice Business > System Settings** in the left navigation menu. Refer to [Integrating MiVoice Business with CloudLink Account](#) on page 133.

3.1.2.2 User Templates for MiVB

User Templates enable administrators to quickly create users using predefined configurations, helping to standardize user setup, reduce manual effort, and ensure consistency across the system.

Creating User Templates

To create a user template, follow these steps:

1. Go to **User Management > User Templates**. The **User Templates** page is displayed.

User Templates

Q Search [Add Filter](#) [Create Template](#)

☐	NAME	NUMBER OF DEVICES	MODIFIED ON ↓	PRODUCTS
☐	UCC Entry V4.0 - No Micollab LEARN IT	2	2026-01-16	
☐	6940 device LEARN IT	3	2026-01-16	
☐	mcd54zoomtesting LEARN IT	2	2026-01-16	
☐	UCC Standard (V4.0) no MiCollab LEARN IT	3	2026-01-16	

2. Click **Create Template**. The **Create User Template** page is displayed.

User Templates > Create User Template

[Cancel](#) [Save](#)

Template Details

Template name
Test

Description
This template is created for test purposes only

Products

☐ MiContact Center Business ☒ MiVoice Business

Service Programming

Group
None

Extension Number
Auto-select next available extension

User Pin
Randomly generate

DDI
None

Department

Location

Phones [+ Add Phone](#)

Desk Phone [PRIME PHONE](#)

3. Enter the **Template name**.
4. Enter a **Description** for the template.
5. In the **Products** section, enable **MiVoice Business**.
6. In the **Service Programming** section, configure the required fields. For more information about service programming, see the [Service Programming](#) on page 185.

7. In the **Phones** section, click **Add Phone**. The **Select a phone** window is displayed.

Select a phone

Phones*
Desk Phone

Cancel

Add

8. From the **Phones** drop-down list, select the available phones.
9. Click **Add**. The selected phone is added to the user template.



Note:

Call forwarding rules can be configured under the **Phones** section during user template creation. For more information, see the [Call Forwarding Management](#) on page 197.

10. Click **Save**. The new user template is created for MiVoice Business service.



Note:

To create a new template from an existing template, select the template you want to duplicate, make the required changes, enter a new template name, and then click **Save as New**.

Editing User Templates

To edit a user template, follow these steps:

1. Go to **User Management > User Templates**. The **User Templates** page is displayed.

2. Click the desired user template that you want to edit. The **Specific User Templates** page is displayed.

User Templates > Test_CF

Cancel Save as new Save

Template Details

Template name
Test_CF

Description
Creating user template for testing purpose.

Products

☐ MiContact Center Business ☒ MiVoice Business

Service Programming

Group
None

Extension Number
Auto-select next available extension

User Pin
Randomly generate

DDI
None

Department

Location

Phones + Add Phone

Desk Phone PRIME PHONE

Delete

3. Edit the required fields.
4. Click **Save** to save the changes.

Note:
To edit or remove call forwarding on phones associated with the template, see the [Edit Call Forwarding](#) or [Remove Call Forwarding](#).

Deleting User Templates

To delete a user template, follow these steps:

1. Go to **User Management > User Templates**. The **User Templates** page is displayed.

- Click the desired user template that you want to delete. The **Specific User Templates** page is displayed.

User Templates > Test_CF

Cancel Save as new Save

Template Details

Template name
Test_CF

Description
Creating user template for testing purpose.

Products

☐ MiContact Center Business ☒ MiVoice Business

Service Programming

Group
None

Extension Number
Auto-select next available extension

User Pin
Randomly generate

DDI
None

Department

Location

Phones + Add Phone

Desk Phone PRIME PHONE

Delete

- Click **Delete**. The **Delete Template?** dialog box is displayed.

Delete Template?

Deleting a template cannot be reversed.

Type **delete** in the box below to continue.

type 'delete'*
delete

Cancel Delete

- Enter **delete** in the **Type delete** text box, and then click **Delete**. The selected user template is deleted.

Note:

To delete multiple user templates, select the required templates, click the **More options**  icon, and then click **Delete**. When the **Delete Templates?** dialog box appears, type **delete** and click **Delete** to confirm.

3.1.2.3 User Configuration

From the **User Configuration** section, the Mitel Partner can set the service programming, add phones, configure the selected phones, such as enabling Voicemail, setting advanced configurations, and so on.

3.1.2.3.1 Service Programming

From the **Service Programming** section, the Mitel Partner can select group, department, set user pin, and location. These fields are *optional*.

- **Group:** The **Group** is set as per the template chosen for the user. For more information about groups see, *Ring Groups- Personal and Multi-device User Group* in *System Administration Tool Help*. This field can be edited with Groups selected if configured on the PBX.
- **User pin:** A user pin is populated, by default. Click the  icon or anywhere in the user pin field to edit the pin. You can choose to set a user pin that meets the **Password Requirements** or click **Auto-generate**. The system creates a new user pin if **Auto-generate** is selected.

Click **Continue** to resume the process of setting service programming.

- **Location:** The location is set as per the template chosen for the user. This field can be edited with Groups selected if configured on the PBX.
- **Department:** The department is set as per the template chosen for the user. This field can be edited with Groups selected if configured on the PBX.

3.1.2.3.2 Phones

From the **Phones** section, the Mitel Partner can add phones, and then configure the phone. To add a phone for a user, complete the following steps:

1. Click **+ Add Phone**, **Select a phone** dialog box is displayed.
2. From the drop-down list under **Phones**, select the type of phone.
3. Depending on the type of phone you select, do either of the following:
 - a. If you select **Desk Phone** or **Generic SIP Phone**, click **Add** to proceed.

Note:

Alternatively, to select Desk Phone, you can click on the drop-down list to add DN, and select phone type as Desk Phone.

- b. If you select **Hot Desk**, **Additional options** section is displayed. Options such as **ACD Agent** and **External Phone** are displayed. You can choose to select the additional options or choose to skip to add the additional options. Click **Add** to proceed. For more information about ACD Agent see, *ACD Agent Hot Desking- Programming in System Administrative Tools Help*.
- c. **Include this device in the prime ring group**: Select this check box to include the phone in the user's Prime ring group.

Note:

A phone cannot be a member of a Prime ring group and a Non-prime ring group simultaneously.

- **Prime Ring Group**: A group (Personal Ring Group, Multi-Device User Group, or Multi-Device Extension) where the prime phone of the user is the group's pilot number.
- **Non-Prime Ring Group**: A group (Personal Ring Group, Multi-Device User Group, or Multi-Device Extension) where the pilot number of the group is not the user's prime phone extension.

If the phone is currently assigned to a Non-prime ring group, this check box is disabled and an alert is displayed. To enable this option, you must remove the phone from the Non-prime ring group.

- 4. Click **Save** to apply changes.

Note:

You can modify **User Phone Keys**, see [Programming User Phone Keys](#) on page 189 for more details.

The phone is added in the **Phones** section.

Note:

If the phone configuration is not successful, an error is displayed. Click the notification icon to view and fix the error.

To navigate to the location of the error, you can either

- click the error message in the **Table of Contents**
- or the error message at the bottom of the page

- or click on the  icon associated with the phone

Adding MiVoice Business Telephony Services for a User Without a MiVoice Business License

To assign MiVoice Business telephony services to a user who does not yet have a MiVoice Business license, follow these steps:

1. In the left navigation pane, go to **User Management > Users**.
2. Select the user to whom you want to assign the MiVoice Business telephony service.
3. Select **+ Add Product**.
4. In the **Products and licenses** dialog box, select **Add** next to **MiVoice Business Service**.
5. Select **Done**.
6. Select **Complete setup**.
7. From the list of available templates, select the desired template.
8. Select **Apply Changes**.
9. In the **Select a Home PBX** dialog box, choose a PBX from the drop-down list.
10. Select **Continue**.



Note:

If errors appear, select the error link to view the details, and then resolve all listed errors.

11. Select **Save**.

Updating MiVoice Business Telephony Services for a User

To update MiVoice Business telephony services for a user:

1. In the left navigation pane, go to **User Management > Users**.
2. Select the user whose MiVoice Business configuration you want to update.
3. In the **Products and licenses** section, click the **Settings** icon next to **MiVoice Business Service**.
4. Under the **Phones** section, select the phone service you want to update.
5. Make the necessary changes to the configuration (For example: phone type, voicemail settings, programmable keys).
6. Click **Save** to apply the changes.

Deleting a MiVoice Business Telephony Service for a User

To remove the MiVoice Business telephony service from a user:

1. In the left navigation pane, go to **User Management > Users**.
2. Select the user from whom you want to remove the MiVoice Business telephony service.
3. In the **Products and licenses** section, click the **Settings** icon next to **MiVoice Business Service** license.
4. Expand the phone service you want to remove.

5. Scroll down and click **Remove**.
6. Click **Save** to confirm and apply the changes.

Applying a Basic MiVoice Business License Type to a User

Note:

Ensure the user has been assigned the **MiVoice Business Service** product before proceeding.

To apply a basic MiVoice Business license by selecting a service category, follow these steps:

1. In the left navigation pane, go to **User Management > Users**.
2. Select the user to whom you want to apply the license.
3. In the **Products and licenses** section, click **Complete setup** next to **MiVoice Business (no service assigned)**.
4. In the **Choose service category** dialog box, click **Choose service category**.
5. Click **Select** next to the basic service category, and then click **Apply**.
6. From the list of available templates, select the appropriate template.
7. Click **Apply Changes**.
8. In the **Select a Home PBX** dialog box, choose a PBX from the drop-down list.
9. Click **Continue**.

Note:

If errors appear, select the error link to view the details, and then resolve all listed errors.

10. Click **Save**.

Upgrading a MiVoice Business License Type for a User

To upgrade the license type by selecting a new service category for a user, follow these steps:

1. In the left navigation pane, go to **User Management > Users**.
2. Select the user whose license you want to upgrade.
3. In the **Products and licenses** section, click the **Settings** icon next to **MiVoice Business Service**.
4. Click **Choose service category**. The **Choose service category** dialog box appears.
5. Click **Select** next to the premium service category, and then click **Apply**.
6. Click **Choose service tier**. The **Choose service tier** dialog box appears.
7. Click **Select** next to the desired service tier, and then click **Apply**.
8. From the list of available templates, select the appropriate template.
9. Click **Apply Changes**.
10. In the **Select a Home PBX** dialog box, choose the appropriate PBX from the drop-down list.
11. Click **Continue**.



Note:

If errors appear, select the error link to view the details, and then resolve all listed errors.

12. Click **Save**.

3.1.2.3.2.1 Programming User Phone Keys

Programmable keys act as convenient shortcuts for tasks that would otherwise require pressing two or three phone buttons to achieve the same result. As a Partner or Customer Administrator, you have the ability to create and assign these shortcuts after a user is created by programming the user's phone service keys.



Note:

If a user is created based on **Role**, then the phone keys for that user will be configured initially during that process.

The option to edit **Phone keys** can be accessed after adding phones to the user's configuration.

Assigning a Phone Key

To assign a function using the phone service keys, do the following:

1. Click **User Management > Users**, list of users is displayed.
2. Click the **User** from the list whose phone keys you wish to program.

- Under the **Products and licenses** section, click the **Settings** icon for MiVoice Business Service.



testvm2 testvm2
testvm2@mitel-test.com

Synced from PBX
Any changes to the data below may be overwritten on the next sync.

Name

testvm2 testvm2

First Name

testvm2

Last Name

testvm2

Email*

testvm2@mitel-test.com

Username



Mobile Number

Extension

1008

Role

User

Location

- None -

[Resend CloudLink welcome email](#)
*required

Products and licences

+ Add Product

MiVoice Business Service 

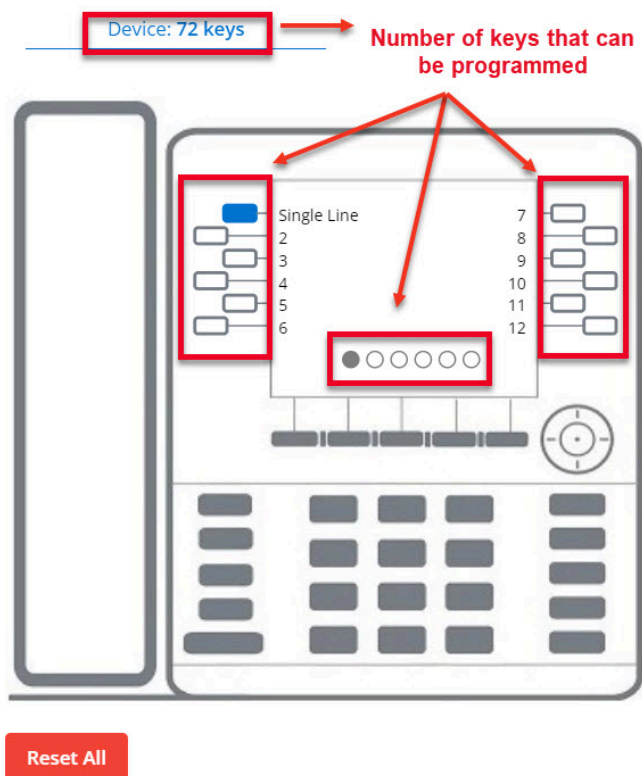
MiVoice Business (UC User (**Build your own))

[MiVoice Business Service Details](#)


- Scroll down to the **Phones** section in the **User Configuration** page, click the **Phone Service** you wish to program.

Note:
As an example for this procedure, **6930 IP phone** is used.

5. Scroll down and expand the **Programmable Keys** section. The total number of keys available for customizing is displayed for the selected **Phone Type**.



6. Click on the **Key/Button** to assign a function. The **Edit key** dialog is displayed.

Edit key for button number: 3

Function
Not Assigned

Label

Ring Type
None

Extension

Ring type cannot be defined

Extension cannot be defined

Reset Cancel Done

7. Assign a function for the phone key from the **Function** dropdown list.

Edit key for button number: 3

Function
Not Assigned

Q Select a key function

Not Assigned

Account Code NonVerified

Account Code Verified

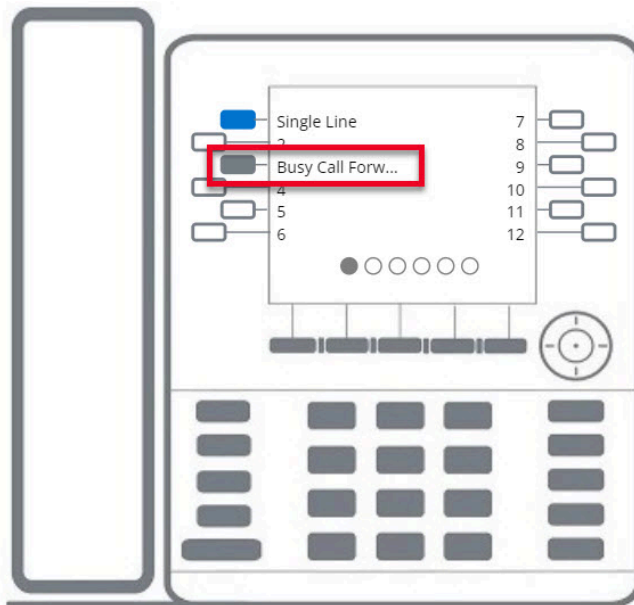
ACD Not compatible with this device

Analog Line Not compatible with this device

8. In the **Label** field, enter a name to display on the phone.

Note:
The **Ring Type** and **Extension** are optional fields that rely on the programmed Key type.

9. Click **Done** to save changes.
10. Click **Save** in the User Configuration page to send the changes to MiVoice Business and the newly programmed key will be displayed on the user's phone.

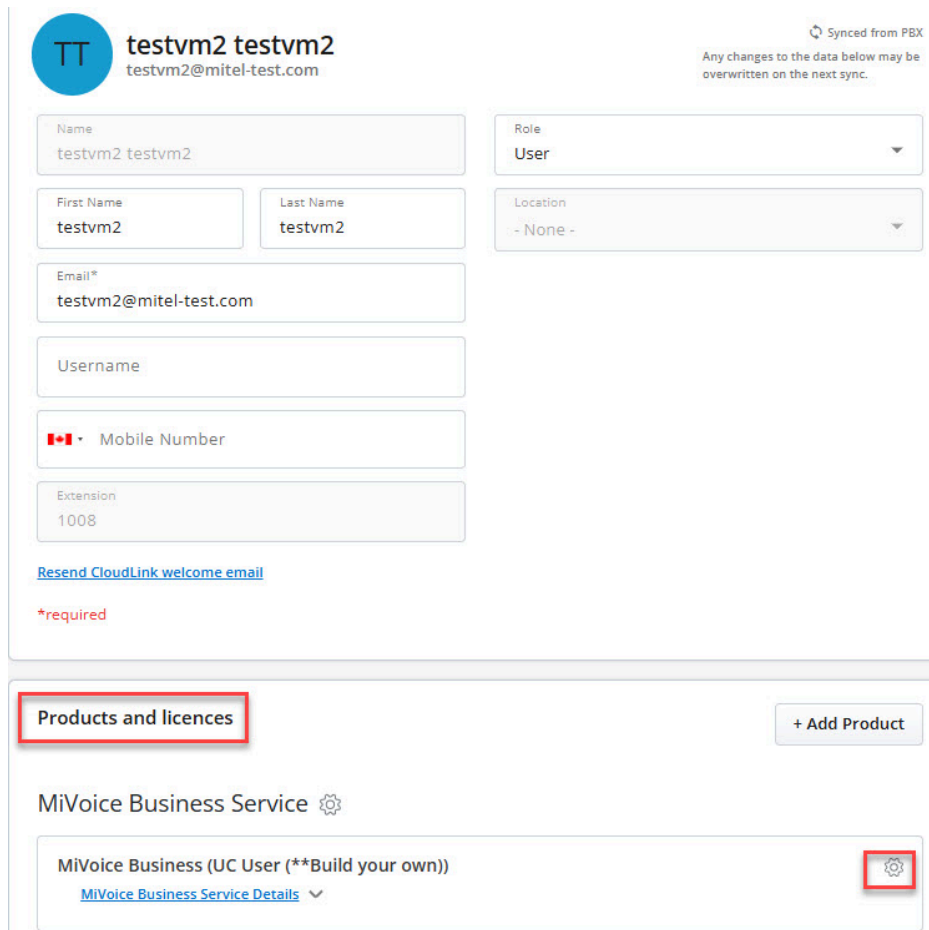


Click **Reset** to restart the form or click **Cancel** to abort the task.

Editing a Phone Key

To edit or modify an assigned phone key, do the following:

1. Click **User Management > Users**, list of users is displayed.
2. Click the **User** from the list whose phone keys you wish to edit.
3. Under the **Products and licenses** section, click the **Settings** icon for MiVoice Business Service.



testvm2 testvm2
testvm2@mitel-test.com

Synced from PBX
Any changes to the data below may be overwritten on the next sync.

Name: testvm2 testvm2

Role: User

First Name: testvm2

Last Name: testvm2

Location: - None -

Email*: testvm2@mitel-test.com

Username:

Mobile Number: +1 - Mobile Number

Extension: 1008

[Resend CloudLink welcome email](#)

*required

Products and licences [+ Add Product](#)

MiVoice Business Service ⚙️

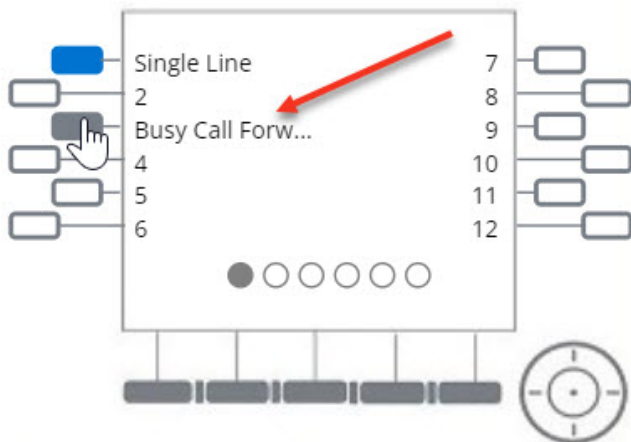
MiVoice Business (UC User (**Build your own)) [MiVoice Business Service Details](#) ⚙️

4. Scroll down to the **Phones** section in the **User Configuration** page, click the **Phone Service** you wish to edit.

Note:
As an example for this procedure, **6930 IP phone** is used.

5. From the **User Configuration** page, scroll down to the **Phones** section.

6. Click the key that you wish to edit.



The **Edit Key** dialog is displayed.

7. Modify the details in the dialog as needed, and click **Done** to save the changes.

Edit key for button number: 3

Function

Call Forward Busy External

Label

Busy Call Forward

Ring Type

None

Ring type cannot be defined

Extension

Extension cannot be defined

Reset

Cancel

Done

Phone Key Functions

The **Functions** dropdown menu provides a selection of features for programming the shortcut key. These **Feature Keys** enable you to activate features without dialing feature access codes.

i Note:

Features that are not available for programming to a key may still be used by dialing feature access codes.

Refer to the *MiVB System Administrator Online Help* for comprehensive information. Listed below are descriptions of some common functions:

- **Account Code Verified** - refers to verified account codes that enable access to features typically unavailable at a station. These codes are entered before making a call, allowing changes to Class of Service (COS) and Class of Restriction (COR) settings at any station. Upon hanging up, the station returns to its normal state.
- **Account Code NonVerified** - refers to non-verified account codes that allow users to input codes on the Station Message Detail Recording (SMDR) record for billing or call management purposes. These codes can be entered multiple times during a call as needed.
- **Auto Answer** - picks up incoming calls automatically without the need for the user to manually accept the call.
- **Call Forward Always** - forwards all incoming calls to a designated phone number or extension regardless of the user's phone state.

3.1.2.3.2.2 Programming Float Keys

The **Float Keys** display unanswered ringing lines directly on the designated keys, ensuring they are readily visible without needing to navigate through different application pages on the phone. You can program up to six multi-function keys for one-touch feature access as Float Keys. These float keys are positioned in the upper-right row across all supported sets.

Float Keys are supported on the The 5340, 5360, 6930, and 6940 IP Phones, the 6970 IP Conference Phone and the 5560 IPT.

Refer to *Float Keys* in the *MiVoice Business System Admin Help* for more details.

Assigning a Float Key

To assign a float key, do the following:

1. Click **User Management > Users**, list of users is displayed.
2. Click the **User** you wish to configure Float key for.
3. Click **Products and licenses > Settings**. The **User Configuration** page is displayed.
4. Scroll down to **Phones**, and click the **Phone Service** you wish to program.



Note:

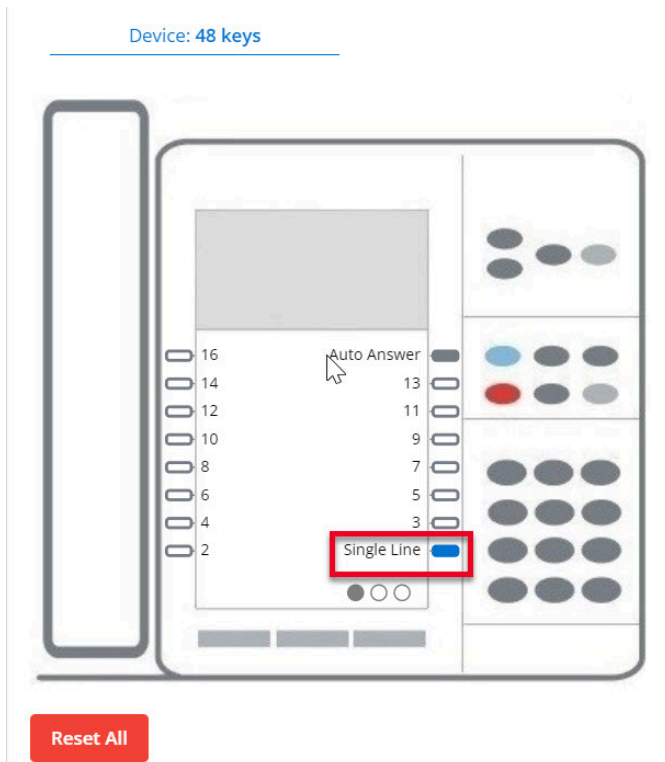
Float Keys are supported on the 5340, 5340e, 5360, 5560, 6930/6930L/6930w, 6940/6940w IP phones, the 6970 IP Conference Phone, and for Single, Key system, and Multicall types.

Note:

As an example for this procedure, **5340 IP** is used.

5. Scroll down to expand the **Programmable Keys** section.

6. Select the **SINGLE_LINE** or **KEY_SYSTEM** or **MULTICALL** key to program from the Phone silhouette.



7. Select the **Float** check box.

Edit key for button number: 1

Function: Single Line

Label:

Ring Type: Ring

Extension: 1900

Float: ☒

Reset Cancel Done

8. Click **Done** to save Key.

9. Save **User**. After the save, verify the float value is saved successfully.

3.1.2.3.2.3 Call Forwarding Management

Call Forwarding allows incoming calls to be automatically redirected to a predefined destination number. This feature ensures continuous connectivity when users are unavailable, busy, or working remotely, helping organizations maintain seamless communication and avoid missed calls. By default, call forwarding is disabled.

Note:

Call forwarding rule sets configured and enabled during user creation in Mitel Administration are disabled when the user logs in to the MiCollab client for the first time.

Configuring Call Forwarding Settings

To enable call forwarding, follow these steps:

1. Click **User Management > Users**. The list of users is displayed.
2. Select the user whose phone requires call forwarding.
3. Under **Products and licenses** section, click the **Settings** icon for MiVoice Business Service.

The screenshot displays the user profile for 'testvm2 testvm2' (testvm2@mitel-test.com). The profile includes fields for Name, First Name, Last Name, Email, Username, Mobile Number, and Extension. A note indicates the user is 'Synced from PBX' and that changes may be overwritten on the next sync.

Below the profile details is the 'Products and licences' section, which is highlighted with a red box. It contains a '+ Add Product' button and a list of services. The 'MiVoice Business Service' is listed with a gear icon (Settings) next to it, which is also highlighted with a red box. The service is labeled 'MiVoice Business (UC User (**Build your own))' and has a link to 'MiVoice Business Service Details'.

- On the **User Configuration** page, scroll to the **Phones** section and expand the **Phone** for which you want to enable call forwarding.

Phones

+ Add Phone

☐ Make this device resilient

DDI

☐ Use DDI as outgoing DDI

☒ Include this device in the prime ring group

Voice mail

☒

Call Forwarding ⓘ

Programmable keys

Advanced

- Expand the Call Forwarding and click **Add**.

Call Forwarding ⓘ

⊕

Add

⋮ ^

☐ Type	Number	Enabled
No call forwarding rules configured.		

6. From the **Select type** drop-down list, select the call forwarding type. The available options are:

- **Always:** Forwards all incoming calls directly to the configured destination number.
- **Busy Internal:** Forwards internal calls to the destination number when the user is already on another call.
- **Busy External:** Forwards external calls to the destination number when the user is already on another call.
- **No Answer Internal:** Forwards an unanswered internal call to the configured destination number.
- **No Answer External:** Forwards an unanswered external call to the configured destination number.

Type	Number	Enabled
☐ Always	1234	☐
☐ Busy Internal	5678	☐

Note:

- You can select only one of each call forwarding type for your phone. For example, you cannot select the **Always** forwarding type more than once with different destination numbers.
- Click **Add** again to add more call forwarding types.
- The **Add** button will no longer be displayed after all five types have been added.

7. Enter the destination **Number** where the call will be transferred.

Note:

You can enter digits from 0 to 9. The supported special characters are * and #.

8. Turn the toggle **on** to enable the call forwarding setting.

9. Click **Save** to save the configuration. Call forwarding is enabled on the phone.

Enable or Disable Multiple Call Forwarding Types

To enable or disable all call forwarding types, follow these steps:

1. Click **User Management > Users**. The list of users is displayed.
2. Select the user whose phone call forwarding you want to enable or disable.
3. Under **Products and licenses** section, click the **Settings** icon for MiVoice Business Service.
4. On the **User Configuration** page, scroll to the **Phones** section and expand the **Phone** for which you want to enable or disable call forwarding types.

5. Select the required call forwarding type(s).
6. Click the **More options** icon and select **Enable All**. The selected type(s) are enabled on the phone.
Similarly, to disable all selected types, select **Disable All**, which disables the selected types on the phone.

Note:

If you do not select **All**, the **Enable Selected** and **Disable Selected** options are displayed under **More options** instead of **Enable All** and **Disable All**.

Edit Call Forwarding

To edit call forwarding, follow these steps:

1. Click **User Management > Users**. The list of users is displayed.
2. Select the user whose phone call forwarding you want to edit.
3. Under **Products and licenses** section, click the **Settings** icon for MiVoice Business Service.
4. On the **User Configuration** page, scroll to the **Phones** section and expand the **Phone** for which you want to edit call forwarding.
5. Expand the **Call Forwarding** and select the required call forwarding type.

6. Modify the destination Number.
7. Enable or disable the selected call forwarding type.
8. Click **Save** to apply the changes.

Note:

- In Multi-device User Group (MDUG) and Multi-device External Twin (MDET), call forwarding rules are shared among all members and can be edited only on the group's prime member.
- When a user's group is changed from MDUG to PRG, the existing call forwarding rules on the prime phone are cleared. Reconfigure the call forwarding rules after changing the group type.

Remove Call Forwarding

To remove call forwarding from a phone, follow these steps:

1. Click **User Management > Users**. The list of users is displayed.
2. Select the user whose phone call forwarding you want to remove.
3. Under **Products and licenses** section, click the **Settings** icon for MiVoice Business Service.
4. On the **User Configuration** page, scroll to the **Phones** section and expand the **Phone** for which you want to remove call forwarding.
5. Expand the **Call Forwarding** and select the required call forwarding type.

Note:

The **Remove** button is enabled only after you select a call forwarding type.

The screenshot displays the 'Call Forwarding' configuration panel. At the top, there is a title 'Call Forwarding' with an information icon, followed by an 'Add' button (blue with a plus icon) and a 'Remove' button (red). To the right of these buttons are three vertical dots and an upward arrow. Below this is a table with three columns: 'Type', 'Number', and 'Enabled'. The 'Type' column has a blue minus icon to its left. The first row shows 'Always' selected with a blue checkmark, the number '1234', and an enabled toggle switch. The second row shows 'Busy Internal' with an unchecked checkbox, the number '5678', and a disabled toggle switch.

Type	Number	Enabled
☒ Always	1234	☒
☐ Busy Internal	5678	☐

6. Click **Remove**.
7. Click **Save** to apply the changes. The selected call forwarding type(s) are removed from the phone.

Bulk User Settings - Call Forwarding

Users can update call forwarding settings in bulk for multiple MiVoice Business users, instead of updating each user individually.



Note:

Bulk edit applies only to the prime phone of MiVB users. In bulk mode, you cannot view the current call forwarding status of individual users.

To edit call forwarding settings in bulk, follow these steps:

1. On the **Users** page, select the users whose call forwarding settings you want to update.
2. Click **Manage**. The **Manage** page is displayed.

[< Return to list](#)

Manage (2 selected)

Actions

- [Send CloudLink welcome emails](#) ⓘ
- [Reset CloudLink passwords](#) ⓘ
- [Send MiVoice Business deployment emails](#) ⓘ
- [Send MiCollab UC Client and Softphone custom deployment email](#) ⓘ

Bulk User Settings

MiVoice Business

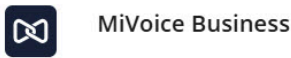
Configure PBX user settings including Call Forwarding



Note:

You can edit a maximum of 10 users at a time.

3. In **Bulk User Settings**, click the **Settings** icon associated with MiVoice Business. The **MiVoice Business** window is displayed.



Call Forwarding

Configure call forwarding settings for multiple users simultaneously. Changes will be applied to the **Prime Phone** only. Current per-user states are not shown in bulk mode.

Apply Selected Rule Settings to All Other Rules

TYPE	DESTINATION	STATUS
☐ Always	Enter destination	Unchanged
☐ Busy Internal	Enter destination	Unchanged
☐ Busy External	Enter destination	Unchanged
☐ No Answer Internal	Enter destination	Unchanged
☐ No Answer External	Enter destination	Unchanged

No changes made

[Reset](#)

CancelSave

4. Select the required **Type**.
5. Enter the **Destination** number.

Note:
You can enter digits from 0 to 9. The supported special characters are * and #.

6. Click **Status** to update your preferred status. The available statuses are **Unchanged**, **Enabled**, and **Disabled**.

Note:
For more information about the status and its associated type and destination, see [Sample Configuration](#).

7. Review all changes.

8. Select the **I have reviewed the changes to the call forwarding rules and would like to proceed** check box.
9. Click **Save** to apply the changes. The **Configure Call Forwarding Rules** dialog displays the updated rules.

Note:

- To delete a selected call forwarding type, click the **Delete** icon. After deletion, you cannot configure that type.
- To configure a deleted type again, click the **Redo** icon.
- To apply the same settings to all call forwarding types, configure one type and then click **Apply Selected Rule Settings to All Other Rules**.
- Click **Reset** to revert all changes made in the current bulk edit session and restore the previously configured call forwarding rules for the selected users.

Sample Configuration

The following figure shows a sample configuration for all call forwarding rule scenarios.

Call Forwarding

Configure call forwarding settings for multiple users simultaneously. Changes will be applied to the **Prime Phone** only. Current per-user states are not shown in bulk mode.

Apply Selected Rule Settings to All Other Rules

TYPE	DESTINATION	STATUS	
☐ Always	5555	Unchanged	
☒ Busy Internal	Enter destination	Enabled	
☐ Busy-External			
☐ No Answer Internal	5555	Enabled	
☐ No Answer External	5555	Disabled	

Please review all changes below before saving

Always : For prime phones that already have this rule, update only the destination value

Busy Internal : For prime phones that already have this rule, change the status to Enabled

Busy External : Delete this rule if it exists on the prime phone

No Answer Internal : Add or update this rule on the prime phone to have the specified destination value and be Enabled

No Answer External : Add or update this rule on the prime phone to have the specified destination value and be Disabled

☒ I have reviewed the changes to the call forwarding rules and would like to proceed

[Reset](#)

CancelSave

The following table shows sample call forwarding configurations for multiple users simultaneously.

Type	Destination	Status	Rules Information
Always	5555	Unchanged	For prime phones that already have this rule, update only the destination value
Busy Internal	No Value	Enabled	For prime phones that already have this rule, change the status to Enabled
Busy External	N/A	N/A	Delete this rule if it exists on the prime phone

Type	Destination	Status	Rules Information
No Answer Internal	5555	Enabled	Add or update this rule on the prime phone to have the specified destination value and be Enabled
No Answer External	5555	Disabled	Add or update this rule on the prime phone to have the specified destination value and be Disabled

3.1.2.3.2.4 Advanced

The **Advanced** section in phone settings lets you control how a phone behaves within the system. It includes options to define zone assignment, calling permissions, and how calls are handled under different conditions.

These settings help administrators manage access, enforce call restrictions, and customize call routing based on service modes such as Day, Night, and alternative scenarios.



Note:

This section is optional.

To configure advanced options for a phone:

1. Go to **User Management > Users**. The list of users is displayed.
2. Select the user for whom you want to configure advanced settings.
3. Go to **Products and licenses > Settings**. The **User Configuration** page is displayed.
4. Select and expand **Phone**.

- Expand the **Advanced** section, and then configure the following options using the respective drop-down lists or fields:

Advanced ^

Zone Assignment Method*
Default ▼

Zone ID*
1 ▼

CESID

Service Level*
Multi-device ▼

i Locked for group type

Call Coverage Service Number
1 ▼

Class of service

Day*
1 ▼

Night*
1 ▼

Night 2*
1 ▼

Class of restriction

Day*
1

Night*
1

Night 2*
1

Call Handling Rules

During the day
1 ▼

At night
1 ▼

Alternative night
1 ▼

Do not disturb*
All ▼

First alternative
1 ▼

Second alternative
1 ▼

Remove

- Zone Assignment Method:** Specifies how the system assigns a zone to the phone. The default method automatically applies a predefined zone configuration (for example, based on system or group settings), while other options may allow manual or rule-based assignment.

- **Class of service:** A system-generated, protected field that specifies the Class of Service (COS) number you want to edit or clear. The system supports up to 110 COS values. Reserve COS 100 for use by ARS when routing calls over Direct IP Routes.
 - **Class of restriction:** Controls a station's access to specific numbers. A station can have up to three COR assignments based on service mode: **Day**, **Night**, and **Night2**. You can also change the COR by using a Verified Account Code (VAC). A Verified Account Code temporarily grants access to features that are not normally available at a station. Enter the VAC before placing a call to override the station's COR and Class of Service (COS). When the call ends, the station returns to its normal settings.
 - **Call Handling Rules:** Defines how incoming calls are processed under different conditions (for example, during the day, at night, or when Do Not Disturb is active). Each setting determines the routing or treatment of calls, such as ringing, forwarding, or applying alternative handling paths.
6. Click **Save** to apply the advanced configuration.

3.1.3 Mitel CX

CloudLink is Mitel's next-generation CPaaS (Communications Platform as a Service) product that enables communication between on-premises and feature-rich cloud-based applications.

To enable Mitel CX for the users in a customer account, the Mitel Partner or the Account Admin must add **Mitel CX** integration to the customer account. To do this, you must perform the following steps:

1. [Log in to the Mitel Administration](#).
2. Add Mitel CX to the customer account. For information about adding Mitel CX integration, see [Adding an integration to a customer account](#) on page 114.

After you have added **Mitel CX** integration to the customer account, **Mitel CX** will be listed in the **Integrations** panel.

3.1.3.1 Prerequisites for Provisioning Devices via Mitel Admin Portal

To configure and provision MCX employees, agent groups, and queues through the Mitel Admin Portal, the following prerequisites must be met:

1. CloudLink Daemon Must Be Running:

The **CloudLink Daemon** must be installed and actively running on the MCX server. This service is required to enable communication between the Mitel Admin Portal and the MCX environment.

2. Supported Admin Types:

The following types of administrators can provision MCX devices:

- **Customer Admin:**
 - Must have an **active CloudLink account**.
 - The **email address** in CloudLink must **match** the email address in MCX.
 - The Customer Admin must be **defined in MCX** to enable proper linking and provisioning.

Note:**No MCX User Required for Partner Admin:**

Partner Admins can configure MCX devices and settings directly through the Mitel Admin Portal without requiring a user record in MCX.

3.1.3.2 Managing Mitel CX Features

After Mitel CX is integrated to a customer account, you can manage the Mitel CX features for the users in that customer account. The Mitel Partner or Account Administrator can select the service category and set the various user configuration settings.

To access the Mitel CX features, perform the following:

1. In the **Accounts** console, navigate to **User Management > Users** from the left navigation menu. The list of **Users** is displayed.
2. From the list of users, select the user for whom you want to manage the Mitel CX features.

Scroll to the **Products and licenses** section and click **+ Add Product** button. Click the **Add** option next to **Mitel CX** and click **Done** to save the changes.

Note:

If the account is integrated with MiVoice Business, MiVoice Business Service will be displayed as the product and when it is added to the user, Mitel CX options can be assigned as well.

Mitel CX features list is displayed. You must click **Complete setup** to select the service category for a user.

Mitel CX Service

The Mitel Partner can select the type of service category for a user. The service category is the grouping or classification of specific features and services offered to users.

Complete the following steps to select the service category for a user:

Note:

Steps number 2 and 3 are applicable only if the account has MiVoice Business.

1. Navigate to **Products and licenses** section of the user details page and click the **Complete setup** button associated with **Mitel CX**. If the account is integrated with MiVoice Business, click the **Complete setup** button associated with **MiVoice Business (no service assigned)**.
2. Click **Choose service category** to select the service type or click **Upgrade Service** to change or update the existing service type for the user.
3. Click **Select** associated with the service category that you want to choose, and click **Apply**.
4. From the **Template** drop down list, select a user template. **Filter templates by category and tier selection** check box is selected by default.
5. Click **Apply Changes**. For information about user templates, see [Mitel CX User Templates](#).

Prerequisite: Supervisor License Requirement

To manage **Mitel CX** (Contact Center) employees and configure **ACD user settings** from **Mitel Administration**, a **Customer Administrator** must have:

- An **active account** in **YSE**.
- A **Supervisor License** with **System Administrator** privileges in **Mitel CX**.

Without this license, **Contact Center user data cannot be viewed, synced, or managed**.

Possible Errors:

If the logged-in administrator does **not** have this license, the following messages may appear:

- Failed to load Mitel CX information. Please contact your system administrator to verify the connection to your Mitel CX system.
- The connection to Mitel CX is currently unavailable.



Note:

Partner Administrators are **not required** to have this license.

3.1.3.3 Mitel CX User Templates

Templates serve as a mechanism for defining the roles that a user will encompass. It helps you specify the roles assigned to a user.



Note:

No pre-defined templates for Contact Center are available for import.

Prerequisites

To be able to create/edit/view user templates that contain the Mitel CX product, the following are required:

- A user logging into Mitel Admin must have a matching email address in Mitel CX. However, a partner logging in does not need to be configured in Mitel CX, as they will automatically receive higher permissions to create, edit, and view data from Mitel CX.
- The logged in user must have a security role defined in Mitel CX with read or higher access for Device Configuration.
- The CloudLink Daemon service must be configured and running on the Mitel CX server.

Viewing User Templates

To view User Templates, in the left navigation panel navigate to **User Management > User Templates**. In the **User Templates** page a list is displayed with existing user templates. The **PRODUCTS** column will indicate which products are supported by the template, based on the displayed icon(s).

Creating, Editing, and Deleting User Templates

To create a User Template, perform the following steps:

1. In the **User Templates** page, click **Create Template**. An empty template form is displayed.
2. Enter the template name in the **Template name** field.
3. Enter a description for the template in the **Description** field.
4. Select the check box associated with **Mitel CX**.

Note:

- The **Mitel CX** check box is only visible for accounts integrated with MiVoice Business. To enable the template for MiVoice Business options, select the check box associated with **MiVoice Business**.
- The **Mitel CX** check box will be disabled on accounts integrated with MiVoice Business when the logged on user does not have appropriate permission in Mitel CX, or the connection to Mitel CX is disabled. Hovering over the checkbox will display a tooltip indicating why it is disabled.

5. Click **Save** to save the template.

Note:

The **Save** button will be disabled until after the template is defined. All required fields must be entered.

To edit an existing User Template, select a template from the template list. Edit the template as needed and click **Save**. To maintain the original template and create a new template with the edited values, click **Save as new**.

Note:

If the logged in user has a read-only security role in Mitel CX, all of the Contact Center properties will be displayed as read-only and cannot be modified.

To delete a User Template, perform the following steps:

1. Select the user template(s) from the template list.
2. Click the icon and click **Delete**. **Delete Template?** dialog box is displayed.
3. Type 'delete' in the **type 'delete'** field.
4. Click **Delete**.

The user template will be deleted.

For more information about viewing, creating, editing, and deleting a user template see, [User Template](#).

3.1.3.4 User Configuration

From the **User Configuration** section, the Mitel Partner or the Account Admin can set the service programming, add phones, configure the selected phones, and also configure contact center settings for the user, such as enabling Chat, Email SMS and Open media.

For information about Service Programming and Phones see, [Service Programming](#) and [Phones](#).

3.1.3.4.1 Contact Center

The **Contact Center** section displays Mitel CX configuration settings for the user. This section allows the Mitel Partner or Account Admin to modify contact center settings including the assigned site, security role, supported media types, and licenses.

1. From the drop down list of **Site**, select the site.
2. Select the **Security Role** that you want to assign to the user.
3. Select the check box(es) associated with **Media Types** that you want to assign to the user.

Note:

- If a Media Server is not configured in Mitel CX for the media type, the check box will be disabled.
- Employees/User - Only one voice agent can be configured per employee. If the employee is an ACD Agent, clicking the Voice checkbox in the Contact Center template will automatically fill in the Agent Reporting and Agent Login.

4. From the **Workload Descriptor** drop down list, select workload descriptor.
5. From the feature options, **Print reports to desktop**, **Distribute reports from employee**, and **May see all queues** select the associated check box(s) that you want to assign.
6. Enter the network printer ID in the **Network Printer** field.
7. Under the **Licensing** section, from the **Supervisor License** drop down list, select the license that you want to assign to user.

Important: License Requirement for Managing Contact Center Users

To configure or edit **Contact Center Service Details** for **Mitel CX** employees, the logged-in **Customer Administrator** must be assigned a **Supervisor License** with **System Administrator** privileges in **Mitel CX**.

Without this license:

- **Contact Center properties** will be **read-only**.
- Certain **Mitel CX features** will be **inaccessible**.
- The following error message may appear: **"The connection to Mitel CX is currently unavailable."**

Note:

Partner Administrators are **not subject** to this license requirement.

8. Select the check box(s) associated with the license(s).

Note:

The check boxes for **Multimedia Contact Center License** and **Contact Center Voice License** are disabled. They will be automatically selected based on the Media types assigned to the user.

9. Select the type of phone from the **Phone Type License** drop down list.

The **Save** button will be disabled, if any of the required fields are not entered, or have invalid entries.

If any field has an error, an error message will be displayed at the bottom of the page.

The **Save and Deploy** button will save the user settings and send a deployment email to the user. Selecting just **Deploy** when no changes are made will send a deployment email to the user with the current configured settings.

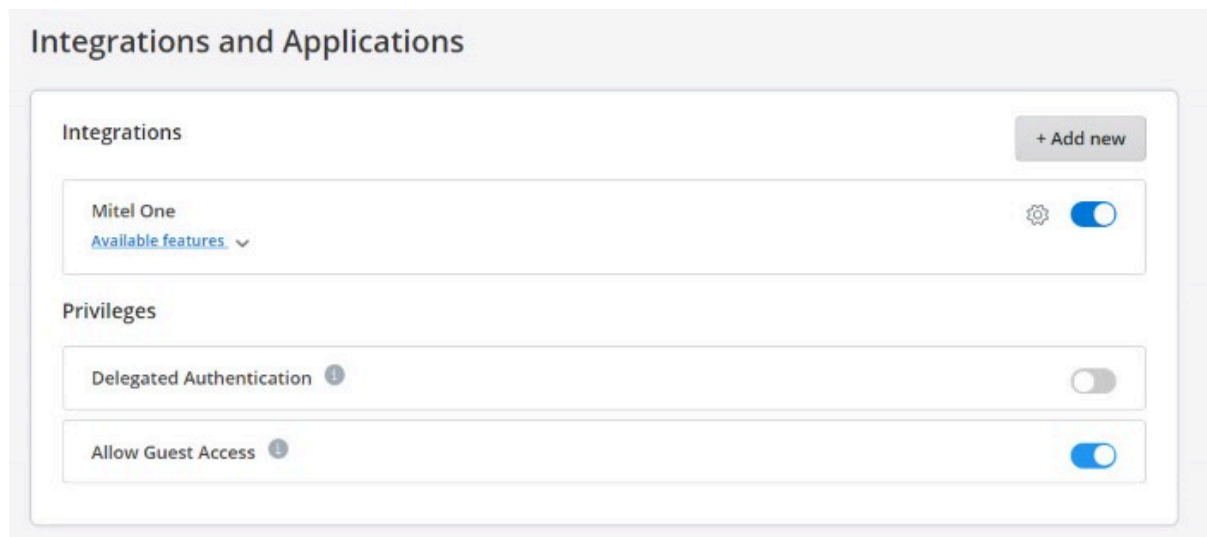
3.1.4 Mitel One Integration

Mitel One application is a next-generation collaboration application that provides advanced communication features and integrates with your enterprise's call manager (Cloud and on-premise) to improve work efficiency and enhance workplace communication. It provides seamless transitions between voice, video, and chat capabilities for a complete collaboration experience. You can find and connect with individuals and groups through calls and chats, answer and maneuver multiple calls in real-time, and attend multi-party video conferencing with your contacts from your PC and Mac devices.

To enable Mitel One application for the users in a customer account, the Mitel Partner or the Account Admin must add **Mitel One** integration to the customer account. To do this, you must perform the following steps:

1. [Log in to the Mitel Administration](#).
2. Add Mitel One integration to the customer account. For information about adding Mitel One integration, see [Adding an integration to a customer account](#) on page 114.

After you have added Mitel One integration to the customer account, **Mitel One** will be listed in the **Integrations** panel.



Managing Mitel One Features

After adding Mitel One integration to a customer account, you can manage the Mitel One features for users in that customer account.

- To enable or disable users from changing their avatar in the Mitel One application:

By default, the users in a customer account can change their avatar in the Mitel One application. To disable this feature:

1. Click the  icon associated with Mitel One. The **Mitel One Settings** page opens.

Mitel One Settings

☒ Allow users to change their avatar

 Remove

Cancel

Save

2. Clear the **Allow users to change their avatar** check box.
 3. Click **Save** to save the settings. Clicking **Cancel** cancels the operation.
- To enable or disable the **Chat** feature in Mitel One application:

The Chat feature in the Mitel One web application allows users to connect in real-time to any other Mitel One contact or group of contacts through messages. To disable this feature:

1. Click the **Available features** drop-down list under **Mitel One** in the **Integrations** panel.

Integrations
+ Add new

Mitel One Available features ^	 
Chat	 
MiTeam Meetings ⓘ	 
Telephony	

2. Slide the **Chat** toggle button to the left.

Note:

- The  gear icon associated with **Chat** allows you to enable or disable the functionality for the users in the customer account to edit or delete chat messages shared in CloudLink applications. For more information, see [Allow Users to Edit or Delete Chat Messages in CloudLink Applications](#).
- Chat integration is enabled by default for all customer accounts, and is displayed in the **Integrations** panel. After enabling Mitel One integration, the Chat integration will no longer be displayed as a standalone integration option in the **Integrations** panel. It will be displayed as an option in the **Available features** drop-down list associated with **Mitel One**.

- To enable or disable **MiTeam Meetings** in the Mitel One application:

By default, the MiTeam Meetings feature is enabled. To disable this feature:

1. Click the **Available features** drop-down list under the **Mitel One** integration.
2. Slide the **MiTeam Meetings** toggle button to the left.

Note:

- The  gear icon associated with **MiTeam Meetings** allows you to enable or disable functionality for the users in the customer account to specify, while scheduling a meeting, whether the waiting room will be available to guests who want to join the meeting using the MiTeam Meetings application. For information about managing MiTeam Meetings feature, see [Allow Users to Manage Waiting Room in MiTeam Meetings](#).
- If you have already enabled **MiTeam Meetings** integration, after enabling **Mitel One** integration, **MiTeam Meetings** integration will no longer be displayed as a standalone integration option in the **Integrations** panel. It will be displayed as a feature in the **Available features** drop-down list associated with **Mitel One**.

- To enable or disable the **Telephony** feature in Mitel One application:

By default, the Telephony feature is enabled. To disable this feature:

1. Click the **Available features** drop-down list under **Mitel One** integration.
2. Slide the **Telephony** toggle button to the left.

Removing Mitel One Integration

To remove Mitel One integration for a user in a customer account perform either of the following:

- From **Mitel One Settings** dialog box:

1.

Click the  icon associated with Mitel One. The **Mitel One Settings** page opens.

2. Click **Remove** to remove Mitel One integration.

- From the **Integrations** panel:

Slide the toggle button associated with **Mitel One** to the left. For more information about removing an integration from a customer account, see [Removing an integration from a customer account](#) on page 118.

3.1.4.1 Assigning Mitel One Licenses to Users

When a Mitel Partner purchases a user bundle for a customer, for example, MiVoice Office 400 UCC bundle (Entry, Premier, or Elite), the Mitel One subscription (which includes Mitel One Softphone, and Chat licenses) in the bundle is delivered to the CloudLink Platform and will be displayed in the [Orders](#) page of the Partner account.

The Mitel Partner then must assign these Mitel One subscriptions to the customer accounts. These subscriptions have licenses which must then be assigned to the users in these customer accounts by Account Administrator. Users require these licenses to be able to use Mitel One.

To assign Mitel One licenses to a user(s) do the following procedure:

1. [Log in to the Mitel Administration](#).

2. Click the **User Management** and then click **Users** from the navigation menu on the left side of the Accounts Console Dashboard. The **Users** page is displayed.

3. The Account Administrator can assign Mitel One license to an individual user or to a selected number of users in bulk.

- **To assign Mitel One license to an individual user do the following:**

- a. From the **Users** page, click the user for whom you want to assign the license. The details of the users are displayed.

- b. Click **+Add Product**. The **Product and licenses** dialog box is displayed.

Products and licenses

+ Add Product

No Licenses

- c. Click the **Add** button associated with **Mitel One** and then click **Done**.

Products and licenses

Search products and licenses

MiTeam Meetings
 Real-time video conferencing for businesses across time zones and geography

Use MiCollab to assign a license to the user.

Mitel One

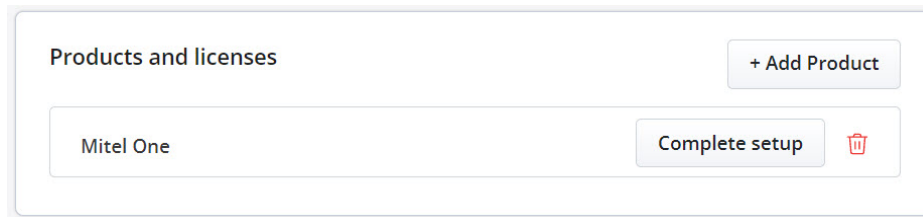
Add

Done

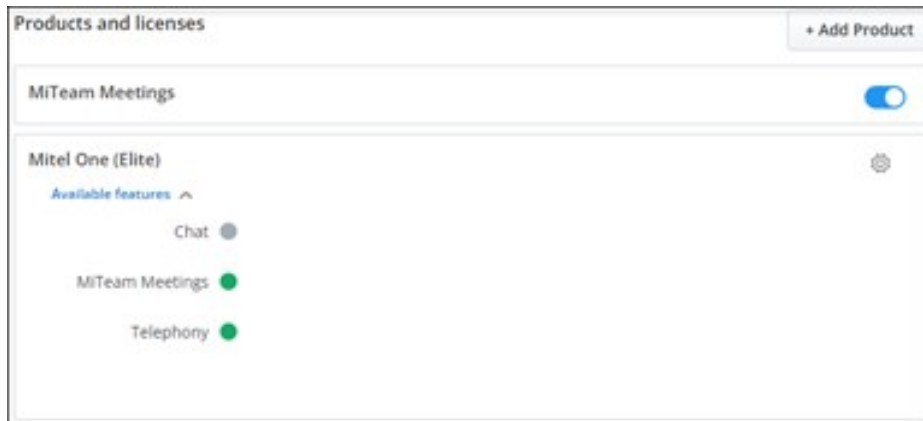
Mitel One is added to the user's profile.

After Mitel One is added to the user, then you must assign a license to the user. This can be Essential, Premier, or Elite.

- d. To assign a license tier, click the **Complete setup** button associated with **Mitel One**. The product and licenses page is displayed.



- e. From the drop-down list, select the tier which you want to assign to the user. Click **Save** to complete the process of assigning Mitel One license to the user. Clicking **Cancel** cancels the operation. Clicking **Remove** removes Mitel One for the users.



Mitel One license is assigned to the user and Mitel One Configuration page shown in the following screenshot is displayed.

Users > John Smith > Mitel One (Elite) Back

Mitel One Configuration
Please select a tier

Tier
Elite

Save

Chat

Chat ☒

MiTeam Meetings

MiTeam Meetings ☒

Telephony

Telephony ☒

Remove Cancel Save

Table of Content
Mitel One (Elite)
Chat
MiTeam Meetings
Telephony

Use this page to manage Mitel One licenses and features for a user. For more information about managing existing licenses and features for a user see, [Manage Mitel One License and Features](#) on page 223.

The Account Administrator can view a summary of the features that are enabled and disabled for a user from the **Users** page. In the **Products and licenses** panel, click the drop-down list under **Available feature** to view the list of enabled and disabled features.

Products and licenses + Add Product

MiTeam Meetings ☒

Mitel One (Elite) ⚙️

Available features ⌵

Chat ●

MiTeam Meetings ●

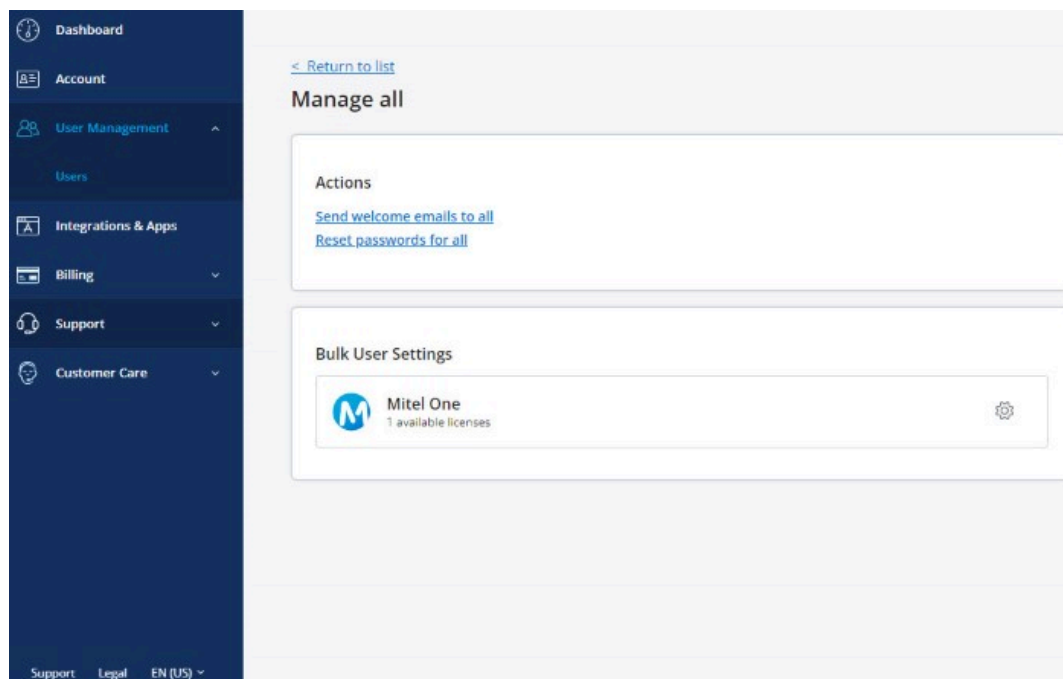
Telephony ●

- To assign license to a selected number of users in bulk do the following:

Note:

If you click **Manage** without selecting the users, then the changes made will be applicable to all the users in the account.

- a. From the **Users** page, select the check boxes associated with the users for whom you want to assign the license.
- b. Click **Manage**. The **Manage** page is displayed.



- c. In the **Bulk User Settings** panel, click the  icon associated with **Mitel One**. The **Mitel One** dialog box is displayed.



Mitel One
Mitel One is all-in-one collaboration app that consolidates voice, messaging and video communication into a single interface.

Mitel One licenses
Decide which tier do you want to enable for selected users?
Settings will be overwritten for all of them

i
Available licenses: (227): Elite (69), Premier (58), Essential (100)
Selected licenses: (0): Elite (0), Premier (0), Essential (0)

Overwrite licenses for selected users
Leave unchanged ▼

Mitel One features
Decide which features you want to enable for selected users.
Settings will be overwritten for all of them

Chat
Leave unchanged ▼

MiTeam Meetings
Leave unchanged ▼

Telephony
Leave unchanged ▼

Cancel Save

- d. From the **Overwrite licenses for selected users** drop-down list, select the license tier that you want to assign to the users. Selecting **Leave unchanged** will retain the existing licenses and selecting **Unassign all** unassigns all existing Mitel One licenses for all the selected users.

Note:

The number of selected users must be equal or lesser than the sum of the number of available licenses and the number of licenses consumed by those selected users. If not, the console will not display the license tier in the Overwrite licenses for selected users drop-down list.

- e. You can enable or disable the corresponding features for the selected users from the **Chat**, **MiTeam Meetings**, and **Telephony** drop-down lists.

Note:

An Account Administrator can choose to enable or disable Chat, MiTeam Meetings and Telephony features from the respective drop-downs under **Mitel One features**. However, those feature changes will be applied, only for those users who have a license that supports those features.

f. Click **Save** to assign the license to the selected users. Clicking **Cancel** will cancel the operation.

Mitel One license is assigned to the users.

Manage Mitel One License and Features

The Account Administrator can change the existing license tiers and features for individual or multiple users in an account by using the following procedures:

Note:

The number of selected users must be equal or lesser than the sum of the number of available licenses and the number of licenses consumed by those selected users. If not, the console will not display the license tier in the **Overwrite licenses for selected users** drop-down list.

The Account Administrator can navigate through the Mitel One Configuration page using the Table of Content.

- **To manage license for an individual user do the following:**
 1. From the **Users** page, click the user for whom you want to change the existing license tier or feature. The user details page is displayed.
 2. Click the  icon associated with **Mitel One** in the **Product and licenses** panel. The **Mitel One Configuration** page is displayed.

IMAGE

 3. From the **Tier** drop-down list, select the tier you want to assign to the user and click **Save**. To enable or disable chat, MiTeam Meetings, or the telephony feature in Mitel One for the user, slide the toggle button associated with the respective feature to the right or left respectively.

After making the necessary changes, click **Save** to save the settings. Clicking **Cancel** cancels the changes. Clicking **Remove** removes Mitel One license for the user.
- **To manage licenses for all or selected number of users in bulk, do the following:**

Note:

If you click **Manage** without selecting the users, then the changes made will be applicable to all the users in the account.

1. From the **Users** page select the checkboxes associated with the users for whom you want to change the existing license tier.
2. Click **Manage** and from the page that opens, click the  icon associated with **Mitel One** in **Bulk User Settings**. The **Mitel One** dialog box opens displaying the Mitel One license summary for the account and selected users.
3. From the drop-down list under **Overwrite licenses for selected users** select the license tier you want to assign to the users.

Note:

An Account Administrator can choose to enable or disable Chat, MiTeam Meetings and Telephony features from the respective drop-downs under **Mitel One features**. However, those feature changes will be applied, only for those users who have a license that supports those features.

4. Click **Save**. The selected license tier is assigned to all the users or to the selected number of users.

3.1.5 MiTeam Meetings Integration

MiTeam Meetings is a multi-party video solution designed for users who want to improve work efficiency and enhance workplace communication with seamless transitions between voice, video, and chat capabilities for a complete collaboration experience. It enables users to access features such as:

- **Collaborate:** Perform audio, video, and web sharing
- **Chat:** Hold chat sessions and receive chat notifications within a meeting
- **File Sharing:** Store and share files

To enable MiTeam Meetings application for the users in a customer account, the Mitel Partner or the Account Admin must add **MiTeam Meetings** integration to the customer account. To do this, you must perform the following steps:

1. [Log in to the Mitel Administration](#).
2. Add MiTeam Meetings integration to the customer account. For information about adding MiTeam Meetings integration, see [Adding an integration to a customer account](#) on page 114.

- After you have added **MiTeam Meetings** integration to the customer account, **MiTeam Meetings** will be listed in the **Integrations** panel.



After adding **MiTeam Meetings** integration to a customer account, see the following topics to assign MiTeam Meetings licenses to individual users in the customer account; and enable or disable a functionality for the users in the customer account to specify whether the waiting room will be available to guests who want to join the meeting using the MiTeam Meetings application.

3.1.5.1 Assigning MiTeam Meetings License to Users

A Mitel Partner must purchase MiTeam Meetings licenses and assign them to customer accounts. These licenses must then be assigned to the users in these customer accounts. Users require these licenses to be able to use MiTeam Meetings.

The licenses purchased by a Partner can be viewed in the [Orders](#) page of the Mitel Administration. The Partner can assign these licenses to the customer accounts using the following steps:

1. [Log in to the Mitel Administration.](#)
2. To open the **Orders** page, click the **Billing** option from the navigation menu on the left side of the Accounts Console Dashboard and click the **Orders** option.
3. Click the **Assign** button adjacent to the Order you purchased. A panel opens.
4. From the drop-down list, choose the **Company** name (customer account) to which you want to assign the Order. Click **Assign**. All the licenses in that Order are assigned to the customer account. See **Orders** section of the **Account Information Page** to view the license details.

Managing Licenses when MiTeam Meetings is cross launched from MiCollab

The users in a customer account can cross launch MiTeam Meetings from MiCollab if MiCollab integration is enabled for that account. For more information about how to enable MiCollab integration for an account, see [Integrating Mitel Applications with CloudLink](#) and [MiTeam Meetings Solution Document for MiCollab](#). After the integration is complete, the MiCollab server controls the MiTeam Meetings licensing, and hence the licenses cannot be individually managed in the Mitel Administration.

The following scenarios explain what happens in the Mitel Administration when you assign MiTeam Meetings licenses to a user in a customer account for which MiCollab integration is enabled.

- If MiTeam Meetings integration is disabled for an account, all the existing MiTeam Meetings licenses assigned to the users will continue to remain active.
- If MiTeam Meetings Integrations is enabled for a customer account, and if the users in the account have MiTeam Meetings licenses assigned to them, then the **Products and licenses** section in the user

information page of these users will display the MiTeam Meetings license with the associated toggle button enabled, but the toggle button will be read-only.

- If MiTeam Meetings Integrations is enabled for a customer account, and if the users in the account do not have MiTeam Meetings licenses assigned to them, then the **Products and licenses** section will display “No Licenses”.

If you disable MiTeam Meetings integration after disabling MiCollab integration for an account, then Mitel Administration will disable all existing MiTeam Meetings licenses for the users in that account. However, if you disable MiCollab integration after disabling MiTeam Meetings integration for an account, all the existing MiTeam Meetings licenses assigned to the users will continue to remain active.

Managing Licenses for MiTeam Meetings — When used as a Standalone Tool

To use MiTeam Meetings as a standalone tool the Mitel Partner or the Account Admin of a customer account must assign MiTeam Meetings licenses to individual users in that customer account. To assign licenses to a user:

- MiCollab integration must be turned off for the customer account in which the user is registered.
- MiTeam Meetings licenses must be assigned to the customer account.
- The user must be added in the customer account and MiTeam Meetings Integration must be enabled for that account.

The following steps describe how a Partner or Admin user can assign MiTeam Meetings licenses to a user in a customer account.

1. [Log in to the Mitel Administration](#).
2. To assign licenses to individual users, access the **Users** page of a customer account:
 - Mitel Partner: Click the account from the **Accounts** page. The **Account Information** page opens and the **Users** option will be displayed in the navigation menu in the left side of the page. Click the **Users** option.
 - Account Admin: Click the **Users** option from the navigation menu in the left side of the Accounts Console Dashboard.
3. The **Users** page opens. Click the user to whom you want to assign the license. The user details form opens. In the **Products and licenses** section of this form, enable the **MiTeam Meetings** toggle button to assign the MiTeam Meetings license for that user.

The following scenarios explain what happens in the Mitel Administration when you try to assign MiTeam Meetings licenses to a user, but do not have valid license or MiTeam Meetings integration enabled.

- If MiTeam Meetings integration is enabled for an account but MiTeam Meetings licenses are not available to be assigned to users, then the **Products and licenses** section in the user information page will display the MiTeam Meetings license, but the associated toggle button will be disabled and the message “Licenses not available” will be displayed.
- If MiTeam Meetings Integration is not enabled for an account, then irrespective of users and availability of licenses in an account, the **Products and licenses** section in the user information page will display “No Licenses”.

3.1.5.2 Allow Users to Manage Waiting Room in MiTeam Meetings

After enabling MiTeam Meetings integration for a customer account, the Mitel Partner or the Account Admin of the customer account can enable or disable a functionality for the users in that customer account to specify, while scheduling a meeting, whether the waiting room will be available to guests who want to join the meeting using the MiTeam Meetings application. To do this, the Mitel Partner or the Account Admin must perform the following procedure:

1.

From the **Integrations** panel, click the  icon associated with **MiTeam Meetings** integration.



The **MiTeam Meetings** panel opens.

MiTeam Meetings



2. Enable or disable the option for users:

- To enable the option, slide the **Optional Waiting Room** toggle button to the right.



- To disable the option, slide the **Optional Waiting Room** toggle button to the left.



3. Type the word "confirm" in the text box that appears and click **Save**. Clicking **Cancel** will cancel the operation.

MiTeam Meetings

Optional Waiting Room
☒

By enabling optional waiting room you will provide users with ability to enable/disable waiting room for guest users while they try to enter the meeting room.

Type **confirm** in the box below to continue.

type 'confirm'

Remove

Cancel

Save

Note:
Clicking **Remove** will remove the MiTeam Meetings integration from the customer account.

3.1.6 Mitel Voice Assist Integration

Mitel Voice Assist serves as an auto-attendant for all PBXs that are CloudLink enabled. Utilizing the modern capabilities developed on CloudLink for use in the Mitel Voice Assist package, it presents a completely flexible voice IVR / Auto-attendant solution that can augment any voice platform connected to CloudLink. It includes features such as, Text-to-Speech (TTS), Automatic Speech Recognition (ASR), and Directory.

Prerequisites

To integrate Mitel Voice Assist with a CloudLink customer account, a Mitel Partner or an Account Admin must have CloudLink Gateway integration enabled for users in that account.

For information about deploying supported PBXs see, [Deployment Guide with MiVoice 5000](#), [Deployment Guide with MiVoice MX-ONE](#), [CloudLink Integration with MiVoice Office 400](#), and [Deployment Guide with MiVoice Business](#).

Procedure

To enable the Mitel Voice Assist application for the customers in a customer account, the Mitel Partner or the Account Admin must add Mitel Voice Assist integration to the customer account. To do this, perform the following steps:

1. [Log in to the Mitel Administration](#) on page 1.
2. Access the **Integrations** panel from the **Accounts Information** page or from **Integrations & Apps** option. For more information about accessing **Integrations** panel and adding integration to a customer account see, [Adding an integration to a customer account](#) on page 114.
3. In the **Integrations** panel, click **+Add new**. A pop-up screen displays the available integrations.

After you have added Mitel Voice Assist integration to the customer account, **Mitel Voice Assist** will be listed in the **Integrations** panel.



The screenshot shows the 'Integrations' panel with a '+ Add new' button in the top right. Below the header, there are three integration cards. The first card is 'Chat' with a settings gear icon and a toggle switch that is turned on. The second card is 'Cloudlink Gateway' with a settings gear icon and a toggle switch that is turned on. The third card is 'Mitel Voice Assist' with a 'Complete setup' button and a trash can icon.

4. Click the **Complete setup** button to complete the integration. The **Voice Assist Settings** dialog box is displayed.

Voice Assist Settings

Configure your Mitel Voice Assist flow using the following settings:

Enter number:

Choose timezone:

Choose recipe:

Mitel Voice Assist - Basic

Cancel

Save

5. In the **Enter number** field, enter the number that will be used to reach your selected Mitel Voice Assist recipe.



Note:

The entered number is a pilot number (voice assist number) that is sent from PBX to CloudLink.

6. From the **Choose timezone** drop-down list, select the timezone. The selected timezone is used by the recipe to determine the opening and closing hours.
7. From the **Choose recipe** drop-down list, select the recipe.
8. Click **Save** to save the settings.

The **Integrations** panel indicates that **Mitel Voice Assist** has been successfully integrated as shown in the following screen capture.

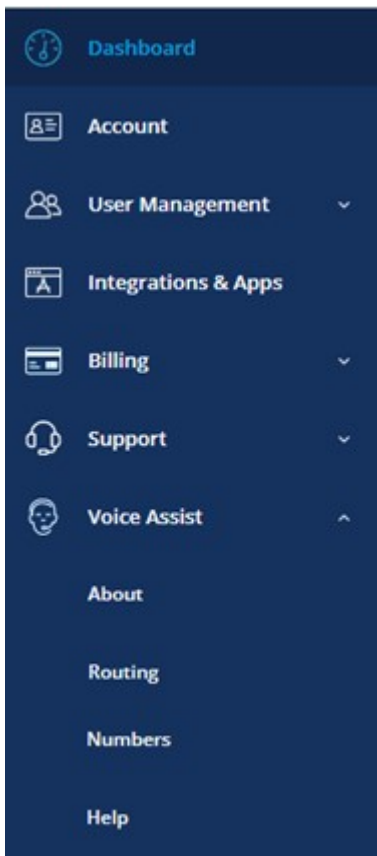


After successful integration of Mitel Voice Assist you can integrate the following PBXs:

- [Mitel Voice Assist Integration for MiVoice Business](#)
- [Mitel Voice Assist Integration for MX-ONE](#)
- [Mitel Voice Assist for MiV5000](#)
- [Mitel Voice Assist Integration for MiVoice Office 400](#)

Voice Assist

When Mitel Voice Assist is integrated with a customer account, the **Voice Assist** option is displayed on the left navigation menu of the Accounts console.



Clicking **Voice Assist** displays the following options:

- About
- Routing
- Numbers
- Help

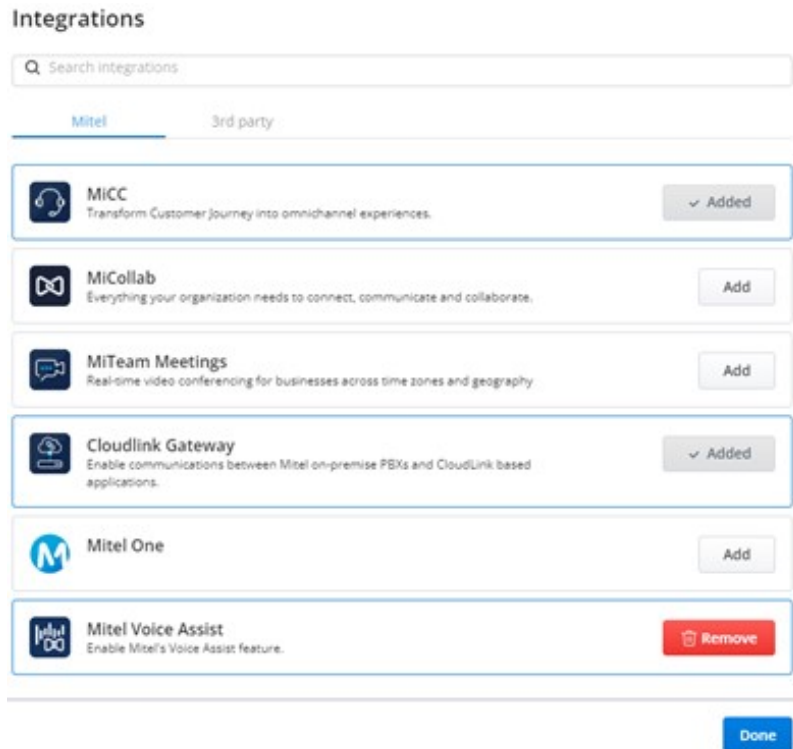
Removing Mitel Voice Assist

To remove Mitel Voice Assist integration for a user in a customer account perform either of the following:

- From the **Integrations** panel:
 1. Slide the toggle button associated with **Mitel Voice Assist** to the left. The **Remove Mitel Voice Assist Integration** dialog box is displayed.
 2. Click **Remove integration**. The Mitel Voice Assist integration is removed from the customer account.

- From the **Integrations and Applications** list:

1. Click the **+ Add new** button and hover over the **Added** button associated with **Mitel Voice Assist**. The **Remove** button is displayed.



2. Click **Remove** and then click **Done**. **Remove Mitel Voice Assist Integration** dialog box is displayed.
3. Click **Remove integration** to remove Mitel Voice Assist integration. Click **Cancel** to cancel the operation.

For more information about removing an integration from a customer account see, [Removing an integration from a customer account](#) on page 118.

3.1.6.1 Mitel Voice Assist Integration for MiVoice 5000

After integrating Mitel Voice Assist with a CloudLink customer account a Mitel Partner or an Account Admin can integrate Mitel Voice Assist for MiVoice 5000. To do this, you must create a Trunk, and set the characteristics.

To create a trunk in MiVoice Office 5000 portal, navigate to **Telephony services > Network and links > Network > Trunk Groups > Names (4.2.1.1)**.



To set the characteristics of the trunk, perform the following steps:

1. Navigate to **Telephony services > Network and links > Network > Trunk groups > Characteristics** (4.2.1.2).
2. Select the **Subtype** as **CLOUDLINK** and click **Characteristics** button.



3. Provide port other than 5070 and select **Proxy checking** as **IP Address**.



After successfully creating Trunk and setting the characteristics, navigate to **Dialing plan > User dialing plan > Access to directions > Access to CLINK** and add the **Access code** and **Length of next number** to access the code for CloudLink.

Web Admin home
Subscribers
System
Dialing plan
User dialing plan
Access to directions
Access to CLINK
Network and links
Reception
Voice mail and tones
Fast links

Access to CLINK
Telephony service>Dialing plan>User dialing plan>Access to directions (3.2.4)

Access restriction, belongs to AREA A
Access code 82
Tone after access code NO
Password request NO
Length of next number 4
Direction obtained on time-out NO
Specific numbers 1

To create routes, navigate to **Telephony service > Network and links > Network > Routes (4.2.2)**.

Route selection
Telephony service>Network and links>Network>Routes (4.2.2)

For routing code CODE 0
To direction VASSIST
Via route type DIRECT 0
On trunk group V-ASSIST
Advanced characteristics ...

Note:

After successful Trunk configuration and subsequent changes to the setup, ensure that you perform resync from MiVoice 5000 in CloudLink Gateway menu

For more information about how to configure SIP Trunks see, [Mitel 5000 Server - Operating Manual](#) and for information about DID Numbers see, [Managing DID Numbers](#).

3.1.6.2 Mitel Voice Assist Integration for MiVoice Business

After integrating Mitel Voice Assist with a CloudLink customer account a Mitel Partner or an Account Admin can integrate Mitel Voice Assist for MiVoice Business.

To do this, you must create ARS Route, and add ARS Digits Dialed for CloudLink.

To create ARS Route, perform the following steps:

1. In the MiVoice Business System Administration Tool, navigate to **Call Routing > Automatic Route Selection (ARS) > ARS Routes**.

ARS Routes

Route Number	14
Routing Medium	SIP Trunk
Trunk Group Number	
SIP Peer Profile	Cloudlink
PBX Number / Cluster Element ID	
COR Group Number	1
Digit Modification Number	1
Digits Before Outpulsing	
Route Type	
Compression	Off

2. From the drop-down list under **Routing Medium** select **SIP Trunk**.
3. From the drop-down list under **SIP Peer Profile** select **CloudLink**.

Note:
CloudLink was created as SIP Peer Profile as a part of gateway onboarding process.

4. Click **Save**. For more information about creating ARS Routes see, ARS Routes in *MiVoice Business System Administration Tool Help*.

To add ARS Digits Dialed, perform the following steps:

1. In the MiVoice Business System Administration Tool, navigate to **Call Routing > Automatic Route Selection (ARS) > ARS Digits Dialed**.

ARS Digits Dialed			
Digits Dialed	Number of Digits to Follow	Termination Type	Termination Number
	0	Route	14

2. Click **Add** to add the entry for CloudLink.

The Mitel Partner or an Account Admin can make a PSTN call flow into CloudLink. To do so, the caller can dial the pilot number (voice assist number) that was entered while integrating [Mitel Voice Assist Integration](#) (Step number 4, under *Procedure*).

For internal calls to the Voice Assist Route, Mitel Partner or an Account Admin can create a System Speed Calls Numbers that is mapped to the Workflow Pilot Number. To do so, navigate to **System Properties >**

System Feature Settings > System Speed Calls. For more information about System Speed Calls see, System Speed Calls in *MiVoice Business System Administration Tool Help*.

System Speed Calls				
Speed Call Number	Actual Number	Overrides Toll Control	Type	Comment
99999		No	S/C	

3.1.6.3 Mitel Voice Assist Integration for MX-ONE

After integrating Mitel Voice Assist with a CloudLink customer account, a Mitel Partner or an Account Admin can integrate Mitel Voice Assist for MX-ONE. To do this, you must create a SIP route between MX-ONE and CloudLink Gateway and destination code must be assigned to it for routing of calls to Mitel Voice Assist.

Destination code is usually the same as the Pilot number of Mitel Voice Assist and must be part of the Direct In Dialling (DID) number range to be able to reach Mitel Voice Assist from the Public PSTN Network.

To create a SIP route, perform the following steps:

1. In the MX-ONE Service Node Manager navigate to **Telephony > External Lines > Route**.
2. Set the **Type of Signalling** to **SIP** and **Profile Name** to **CloudLink Gateway**.
3. Chose a suitable Route name and select an available route number.
4. Equip the route with trunk individuals for the server that connects to the CloudLink Gateway, i.e., Server 1 1-10. This would allocate 10 SIP channels to the route.
5. Enter the specific CloudLink Gateway information such as CloudLink Authentication username, CloudLink Authentication username password, and Remote Proxy IP of CloudLink Gateway and click **Apply**. The SIP route is created. For more information about deploying CloudLink with MX-ONE see, [CloudLink Deployment Guide with MX-ONE](#).

Note:

For release MiVoice MX-ONE 7.5 SP0, configured SIP route must be modified using `mml sip_route` command to remove the "+" sign from `-uristring0` (`sip_route -set -route X -uristring0 sip:?@<clgw-ip>`).

To assign Destination Code to the created SIP route, perform the following steps:

1. In the MX-ONE Service Node Manager navigate to **Telephony > External Lines > Destination**.
2. Add a new **Destination Code**.
3. Select the **Start Position for Digit Transmission** from the drop-down list to send digits matching the Pilot Number only.
4. Click **Apply** to save.

3.1.6.4 Mitel Voice Assist Integration for MiVoice Office 400

After integrating Mitel Voice Assist with a CloudLink customer account, a Mitel Partner or an Account Admin can integrate Mitel Voice Assist for MiVoice Office 400. To do this you must configure PISN Users.

A PISN user refers to an internal directory number within a Private Integrated Services Network (PISN) that is used to route calls across the private network to a remote endpoint located on another SIP server, PBX or cloud-based service provider such as CloudLink.

To configure PISN User, perform the following steps:

1. Log in to MiVoice Office 400.
2. On the left navigation panel, navigate to **Configuration > Private networking > PISN User**.

The screenshot shows the 'PISN user' configuration page in the Mitel MiVoice Office 400 interface. The left navigation panel has 'PISN user' highlighted. The main area shows configuration options for PISN users, including a table of existing users.

Name (6)	Call number	Route	External call number
Biel-MiCC	45XX	10 - Biel MiCC Business	
Acme MIVB	6404	8 - Acme-MIVB	
MX-One	25XXX	11 - MX-One SIP	86825XXX

3. Click **New**. PISN user page is displayed.
4. Enter a unique **Call number**.

PISN user

Call number: New valid call number

☐ Create user block

Name:

Route: [Go to route](#)

External call number:

CLIP selection:

Fax device:

Suppress immediate CFNR: ☐



Note:

Ensure that you enter the same number manually, both in Voice Assist and in the PBX.

- From the **Route** drop-down list, select **CloudLink(213)**.

The screenshot shows the 'PISN user' configuration page. At the top, there are 'Apply' and 'Reload' buttons, followed by a dropdown menu with a checkmark and several icons. Below this, the 'PISN user' section contains several fields: 'Call number' (4302), 'Name', 'Route' (CloudLink (213)), 'External call number', 'CLIP selection', 'Fax device', and 'Suppress immediate CFNR'. The 'Route' dropdown menu is open, showing a list of routes. 'CloudLink (213)' is highlighted in blue. A red rectangle highlights the dropdown menu and the 'CloudLink (213)' option. To the right of the dropdown menu, there is a 'Go to route' link.

Note:
The route is displayed in the **Route** drop down list only if the CloudLink Gateway is deployed successfully.

- Enter an **External call number**. Once configured, the number is used for routing the call in **Voice Assist**, it can be a DDI/DID or a Toll Free Number etc. but it must match an entry in the **Number Table**. This number is also sent externally or to the MiVoice Office 400 depending on the workflow to help identify the callers origin or destination.
- Click **Apply** to save the configuration.

Note:
After successful configuration of a PISN user, it can either be dialed internally or used as a routing destination for external calls. When dialed, it will direct the call to the Voice Assist call flow associated with that number and follow the configured flow.

3.1.7 Unify Phone Integration

Unify Phone is a communication application that was originally designed as a telephony client but has since been extended to offer additional collaboration features. Initially focused on voice calling, it now includes CloudLink Chat, providing businesses with a more comprehensive communication solution. Unify Phone integrates seamlessly with existing PBX systems, such as Mitel OpenScape PBXs and Mitel MiVoice PBXs, and is available on both desktop and mobile platforms, allowing users to stay connected from anywhere.

Adding Unify Phone Integration to a customer account supports two primary use cases:

- When **Unify Phone** is already configured to work with an **OpenScape PBX**, it enables CloudLink Chat within the Unify Phone application.
- When a **MiVoice PBX** is linked to the CloudLink customer account, it allows users who exist in both the PBX and the CloudLink account to access the Unify Phone application and use both telephony and CloudLink Chat features offered through the application.

The integration is currently supported with the following PBXs:

- **OpenScape PBXs**: OpenScape Business
- **MiVoice PBXs**: MiVoice 5000.

3.1.7.1 Adding the Unify Phone integration to a customer account

To add the Unify Phone integration to a customer account, perform the following steps:

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. In the **Integrations** panel, click **+ Add new**.
The **Integrations** pop-up window opens.
3. Click **Add** next to the **Unify Phone** integration, then click **Done**.
The Unify Phone integration is added to the customer account and it is displayed in the **Integrations** section of the **Account Information** page.
4. Make sure that the **Delegated Authentication** toggle button under the **Privileges** section is enabled (switched to ON).

**Note:**

By default, Delegated Authentication is enabled when the Unify Phone integration is added. If it is not already enabled, manually switch the **Delegated Authentication** toggle button to ON.

i Note:

Mitel Partners cannot enable integrations in the Partner Account as the integration with other applications is not supported for Partner Accounts. To integrate CloudLink with other applications, a Partner must create a customer account and enable integrations in that account. For more information about Partner Accounts, see [Log in as a Mitel Partner](#).

3.1.7.2 Enabling the Unify Phone integration in a customer account

After adding the Unify Phone integration to a customer account, you need to provide the necessary details to enable the integration. You can either enter the details of an existing Unify Phone tenant or the information required to create a new tenant. Regardless of the option selected, the tenant will be linked to the customer's CloudLink account at the end of the process.

- Link a pre-existing Unify Phone tenant if Unify Phone is already configured to work with an OpenScape PBX (such as OpenScape Business), and you want to enable CloudLink Chat within the Unify Phone application.
- Create a new Unify Phone tenant if the customer uses a MiVoice PBX (such as MiVoice 5000), and you want users in the CloudLink account to be able to access the Unify Phone application.

Perform the following steps to enable the integration:

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. Click **Complete Setup** next to the **Unify Phone** integration.
The **Unify Phone Configuration** page opens.

3. If you are on-boarding a pre-existing tenant:

- a. Select the **Are you onboarding a pre-existing tenant?** checkbox.

Unify Phone Configuration

Please enter the information below to establish SIP connectivity between your solution and Unify Phone Platform.

☒ Are you onboarding a pre-existing tenant?

API Key*

Tenant Name

First Name

Last Name

Email

🇨🇦 Phone Number

 Remove

Cancel

Done

The **API Key*** field appears, and all other input fields are disabled.

- b. Enter the API key that you can find in the **Telephony connector** tab of the Unify Phone administration app.

The API key is a unique identifier used to authenticate a client or an application when making API (Application Programming Interface) requests. It is required to enable access to the existing Unify Phone tenant through the Unify Phone Administration and Admin REST API.

- c. Click **Done** to link the existing tenant to the customer's CloudLink account.

4. If you are creating a new Unify Phone tenant:

- a. Make sure the **Are you onboarding a pre-existing tenant?** checkbox is not selected.

Unify Phone Configuration

Please enter the information below to establish SIP connectivity between your solution and Unify Phone Platform.

☐ Are you onboarding a pre-existing tenant?

Tenant Name

First Name

Last Name

Email

 Phone Number

 Remove

Cancel

Done

- b. Enter a **Tenant name**. Although not required, it is highly recommended to enter a tenant name. The tenant name must be unique across all accounts.
- c. Enter the following main contact details for the Unify Phone tenant. Leaving these fields empty will result in the tenant inheriting values from the Account Administrator:
 - **First name**
 - **Last name**
 - **Email**
 - **Country Code**
 - **Phone number**
- d. Click **Done** to create and link the new tenant to the customer account.

Note:

Once the Unify Phone integration is enabled, the tenant details—whether pre-existing or new—cannot be edited. If you need to update the tenant details, you must first remove the integration, then add it back and enable the integration again by providing the correct information.

3.1.7.3 Configuring SIP connectivity

After enabling the Unify Phone integration, the next step is to configure SIP connectivity. This process establishes a secure communication path between the Unify Phone service and the customer's PBX system.

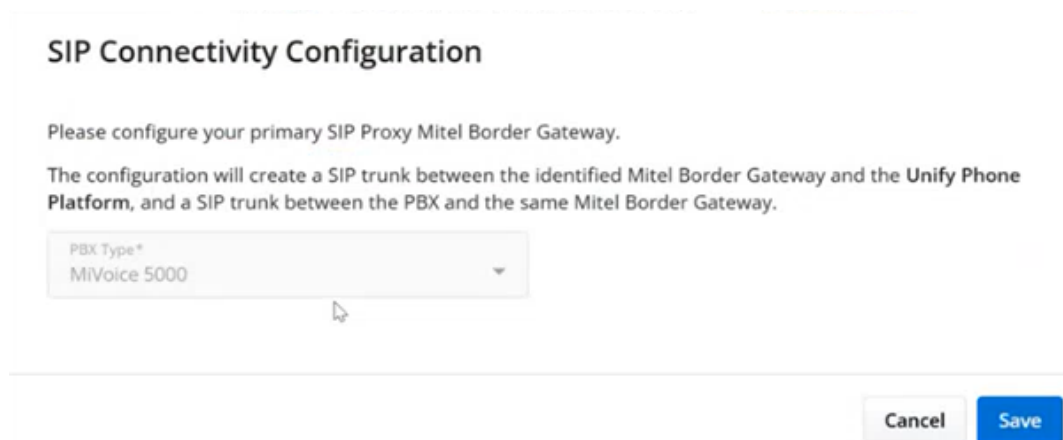
Note:

SIP connectivity configuration is currently applicable only for CloudLink accounts integrated with MiVoice 5000—meaning the account's system inventory must include a MiVoice 5000 system.

Starting the SIP connectivity configuration

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. Click the **Available features** drop-down list under the **Unify Phone** integration.
3. Click **Complete Setup** next to **SIP Connectivity**.

The **SIP Connectivity Configuration** page opens.



SIP Connectivity Configuration

Please configure your primary SIP Proxy Mitel Border Gateway.

The configuration will create a SIP trunk between the identified Mitel Border Gateway and the Unify Phone Platform, and a SIP trunk between the PBX and the same Mitel Border Gateway.

PBX Type*
MiVoice 5000

Cancel Save

4. Select the appropriate **PBX Type** from the drop-down list.

If only one PBX type is available, it will be preselected and the field will be disabled.

5. Click **Save**.

Important:

Once saved, the PBX type selection cannot be changed. To modify it, you have to remove the Unify Phone integration, re-add it to the account, and repeat the setup steps.

Adding and managing SIP trunks

After completing the initial SIP connectivity configuration, you can add SIP trunks to establish communication between Unify Phone and the customer's PBX system. You can also edit, delete, sort, and search for trunks as needed.

1. To add the first SIP trunk:

On the **SIP Connectivity Configuration** page, a form to add SIP trunk appears.

SIP Connectivity Configuration

Please configure your primary SIP Proxy Mitel Border Gateway.

The configuration will create a SIP trunk between the identified Mitel Border Gateway and the **Unify Phone Platform**, and a SIP trunk between the PBX and the same Mitel Border Gateway.

PBX Type*

MiVoice 5000

PBX*

FQDN/IP Address*

Trunk Name*

TLS Port*

Add Trunk

No SIP trunks found for this account

Done

- a. Select a **PBX** from the drop-down list of available PBXs.
- b. In the **FQDN/IP Address** field, enter the Fully Qualified Domain Name (FQDN) or IP address of the selected PBX.

Note:

This field is auto-populated based on the selected PBX but can be manually overridden if needed.

- c. In the **Trunk Name** field, enter the name of the SIP trunk.
- d. In the **TLS Port** field, enter the port number on which the SIP trunk listens for incoming requests that use the TLS protocol.
- e. Click **Add Trunk**.

The added SIP trunk appears in a table displaying the following details:

Name	Description
TRUNK NAME	The name of the SIP trunk
TLS PORT	The port number used for TLS-based incoming SIP requests
PBX	The PBX type followed by its IP address
FQDN/IP ADDRESS	The Fully Qualified Domain Name (FQDN) or IP address of the PBX

SIP Connectivity Configuration

Please configure your primary SIP Proxy Mitel Border Gateway.

The configuration will create a SIP trunk between the identified Mitel Border Gateway and the **Unify Phone Platform**, and a SIP trunk between the PBX and the same Mitel Border Gateway.

PBX Type*

MiVoice 5000

Q

Search

☐	TRUNK NAME	TLS PORT	PBX	FQDN/IP ADDRESS
☐	mbg1SipTrunk	5060	mbg1.gtsca.mitel.com	mbg1.gtsca.mitel.com

[+ Add SIP Trunk](#)

Done

2. To add another SIP trunk:

- a. Click **+Add SIP trunk**.

The **Add SIP Trunk** section expands, displaying a blank form.

- b. Enter the new SIP trunk details as described above.
- c. Click **Add Trunk**.

The new trunk is added to the SIP trunks table.

3. To edit an existing SIP trunk:

- a. Select the checkbox associated with the SIP trunk you want to edit.
- b. Click the **Edit** button that appears.

SIP Connectivity Configuration

Please configure your primary SIP Proxy Mitel Border Gateway.

The configuration will create a SIP trunk between the identified Mitel Border Gateway and the **Unify Phone Platform**, and a SIP trunk between the PBX and the same Mitel Border Gateway.

PBX Type*
 MiVoice 5000

Q Search

Edit

Delete Selected (1)

	TRUNK NAME	TLS PORT	PBX	FQDN/IP ADDRESS
☒	mbg1SipTrunk	5060	mbg1.gtsca.mitel.com	mbg1.gtsca.mitel.com

[+ Add SIP Trunk](#)

Done

The **Edit SIP Trunk** section appears and expands, displaying the current trunk details pre-filled for editing.

- c. Modify the fields as needed.
- d. Click **Save** to apply changes or **Cancel** to discard them.

Changes are reflected immediately in the SIP trunks table.

4. To delete one or more SIP trunks:

- a. Select the checkbox(es) next to the SIP trunks(s) you want to delete.
- b. Click the **Delete Selected** button that appears.
- c. Confirm the deletion by clicking **Delete** or cancel the action by clicking **Cancel**.

The selected trunk(s) will be removed from the SIP trunks table.

5. To sort the SIP trunks:

- a. Click a column header in the SIP trunks table to sort the entries by that column's values in ascending order.
- b. Click the same header again to toggle the sort to descending order.

An upward-pointing arrow (↑) next to a column header indicates ascending order. A downward-pointing arrow (↓) next to a column header indicates descending order.

6. To search for a SIP Trunk:

- a. In the **Search** bar, type the **TRUNK NAME**, **TLS PORT**, **PBX** or **FQDN/IP ADDRESS** of the SIP trunk you are searching for.

The table will display a list of matching trunks as you type.

7. To finalize the configuration and close the **SIP Connectivity Configuration** page, click **Done**.

3.1.7.4 Updating the SIP connectivity configuration

Once SIP connectivity is configured, you can update it at any time as needed. However, only SIP trunk information can be modified—the selected PBX type cannot be changed after the initial configuration.

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. Click the **Available features** drop-down list under the **Unify Phone** integration.
3. Click  next to **SIP Connectivity**.
The **SIP Connectivity Configuration** page opens.
4. Add, edit, or delete SIP trunks as described in [Adding and managing SIP trunks](#) on page 244.

3.1.7.5 SIP Trunking Notes and Best Practices

Use this section to document operational limits and verification steps that apply to SIP connectivity for Unify Phone.

Notes and best practices

- SIP trunking is supported for **MiVoice 5000** and **MiVoice Business (MiVB)** PBXs.
- The **FQDN/IP Address** field is automatically populated from the system inventory but can be edited for custom configurations.
- The **TLS Port** value must match the PBX listening port configured for secure SIP traffic.
- SIP trunks can be renamed after creation. For detailed steps, see [Renaming a SIP Trunk](#).
- Only administrators with **Edit permissions** can add, modify, or delete trunks. Administrators with **View permissions** can view configuration details only.

Renaming a SIP Trunk

You can rename an existing SIP trunk from the Accounts app.

To rename a trunk:

1. Go to **Integrations > Unify Phone > SIP Connectivity**.
2. In the SIP Trunks list, select the trunk you want to rename by checking its box.



Note:

Only one trunk can be selected at a time.

3. Click **Edit**.
4. The **Edit SIP Trunk** section appears below the list.
5. Modify the trunk name or other details as needed.
6. Click **Save**.

Verifying trunk status:

1. Go to **Integrations > Unify Phone > SIP Connectivity**.
2. Confirm that the trunk appears in the list with the correct **PBX**, **FQDN/IP**, and **status**.
3. If a trunk shows as inactive, verify the following:
 - PBX firewall and NAT settings.
 - TLS port configuration.
 - DNS resolution (if FQDN is used).

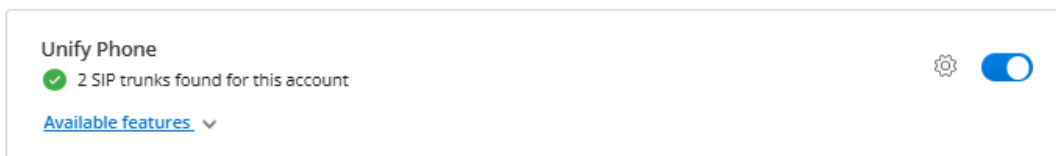
Note:

- The user interface does not display an explicit *Inactive* indicator for SIP trunks. To confirm activity status, check the PBX firewall, NAT, or SIP logs for connectivity.
- Use the **Search** bar or column sorting options to quickly locate a trunk.

3.1.7.6 Viewing the Unify Phone integration status

Once the Unify Phone integration is added to a customer account, you can easily check its status to ensure it is set up correctly. The status provides insights into whether the integration is functioning as expected.

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. In the **Integrations** panel, locate the **Unify Phone** integration. Check the status icon and message next to it:



The icon indicates the current status of the integration, which can be one of the following:

- Connected
- Error
- Incomplete

The status message provides additional context about the integration's current state.

3.1.7.7 Configuring Unify Phone Devices for Users

Each user can be assigned one Unify Phone device that functions as a prime or additional phone.

Before configuring a device, ensure prerequisites are met.

Prerequisites:

- The user's profile must include **first name** and **last name**.
- **Teleworker service** must be enabled for the account.

Note:

- Assigning a Unify Phone to a user automatically allocates a Unify license to that user. There's no need to assign the license beforehand.
- SIP capabilities are fixed at 87 and can't be modified.

To configure a Unify Phone device for a user:

1. In the Admin Portal, go to **User Management > Users** and select a user.
2. Open the user's **Device Configuration** section.
3. In the **Device Category** list, select **Desk Phone**.
4. In the **Device Type** drop-down list, select **Unify Phone** (last option).
5. Confirm the following values:
 - **SIP Capabilities:** 87 (pre-set).
 - **Teleworker Service:** Enabled by default.
 - **SIP Username and Password:** Enter authentication credentials.
6. Click **Save** to apply the configuration.

3.1.7.8 Configuring a User Template for Unify Phone

User templates simplify onboarding by predefining settings and automatically assigning Unify Phone licenses to new users.

To create or update a template for Unify Phone:

1. Go to **User Management > Templates**.
2. Select an existing template or click **+ Add Template**.
3. In the **Phones** section, click **+ Add Phone**.
4. From the list, select **Desk Phone**, and then click **Add**.
5. Click the **gear icon** next to the newly added or existing phone.
6. From the device types, select **Unify Phone**.
7. Click **Done**.
8. Provide other user template details as needed.
9. Click **Save**.

Users created from this template automatically receive a Unify Phone license, provided licenses are available in the tenant.

3.1.7.9 Viewing users with a Unify Phone license

Unify Phone licenses are assigned to users in a CloudLink account through the PBX's user provisioning tool. To view users in the account who have been assigned a Unify Phone license, follow the steps below:

1. Navigate to **User Management > Users** from the left main menu.
The list of users is displayed.
2. In the user list, locate the **LICENSES** column. Use the filter options to show only users assigned the Unify Phone license:
 - a. Click **Add Filter**  [Add Filter](#).
 - b. From the drop-down list, select **Product**.
 - c. From the list of properties that is displayed, select **Unify Phone**.
The user list is updated to show only users with the Unify Phone license.
3. Click on an individual user in the list to view detailed information, including their assigned licenses.

Note:
Use filters in the User Management page to identify users with or without the Unify Phone license.

3.1.7.10 Viewing the Unify Phone configuration

Once the Unify Phone integration is enabled, you can view the configuration details of the Unify Phone tenant linked to the customer account at any time.

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. In the **Integrations** panel, click  next to the **Unify Phone** integration.

The **Unify Phone Configuration** page opens displaying the tenant name and the main contact details associated with the Unify Phone tenant.

Note:
Tenant details are view-only and cannot be edited.

3.1.7.11 Removing the Unify Phone integration from a customer account

To remove the Unify Phone integration from a customer account, follow the steps below:

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. If the integration setup is complete:
 - Switch the toggle button next to the **Unify Phone** integration to OFF.
 - Alternatively, click  next to the **Unify Phone** integration, then click **Remove**.
3. If the integration setup is incomplete:
 - Click  next to the **Unify Phone** integration.
 - Alternatively, click **Complete setup** next to the **Unify Phone** integration, then click **Remove**.
4. In the confirmation dialog, click **Remove integration** to proceed, or **Cancel** to abort the action.

Note:

- Removing the Unify Phone integration from a customer account will revoke the Unify Phone license from all users who had it previously assigned.
- Removing the Unify Phone integration from a customer account will not delete the Unify Phone tenant that is linked to the account.

3.1.8 Mitel Workflow Studio Integration

Mitel Workflow Studio is a web-based user interface for designing and configuring workflows, executed when a specific trigger condition is met. These flows can automate various functions within the Mitel ecosystem (such as IVR call or chat flows) and serve as an Integration Platform-as-a-Service (IPaaS) to connect business systems and process data.

The workflow is one of the various microservices within the CloudLink platform that runs on Amazon Web Services. Unlike the other CloudLink microservices, primarily accessed through RESTful web service (API), Workflow is accessed mainly through Mitel Workflow Studio.

For ordering information about Mitel Workflow Studio, see the [Standalone Subscriptions Order Information Guide](#).

3.1.8.1 Adding the Mitel Workflow Studio integration to a customer account

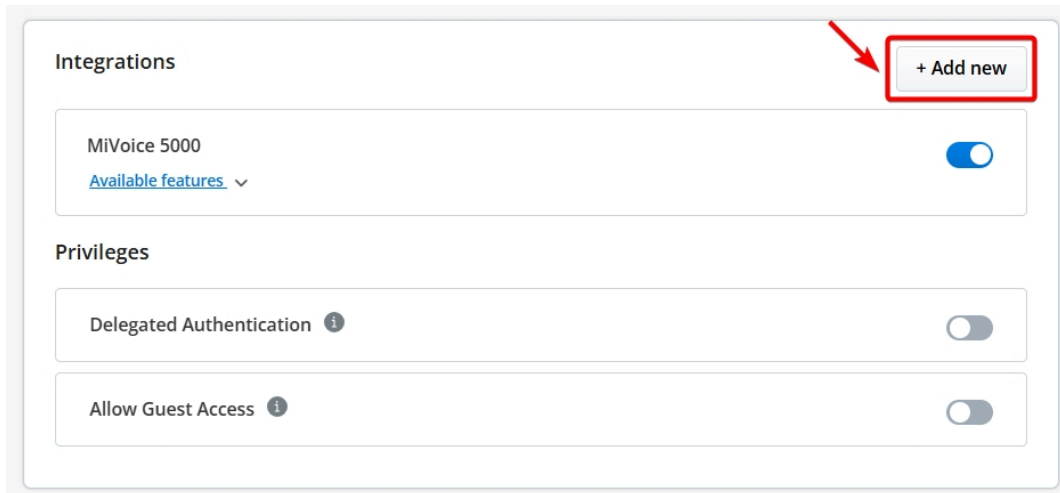
To add the Mitel Workflow Studio integration to a customer account, perform the following steps:

1. Access the Integrations panel.

Do one of the following:

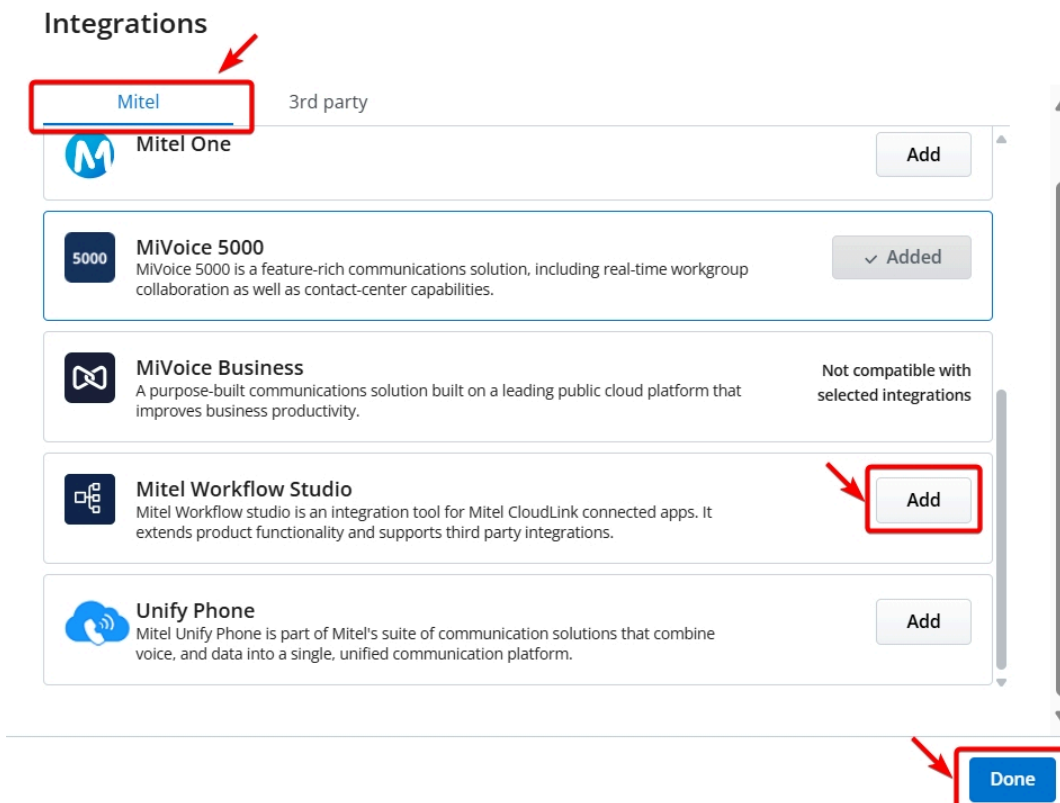
- From the **Account Information** page, scroll to the **Integrations** section (or) from the left navigation menu, click **Integrations & Apps**.

2. Click + Add new.



The Integrations pop-up window opens.

3. In the Mitel tab, locate Mitel Workflow Studio, click Add, and then click Done.



4. The **Mitel Workflow Studio** is added to the customer account and it is displayed in the **Integrations** section.

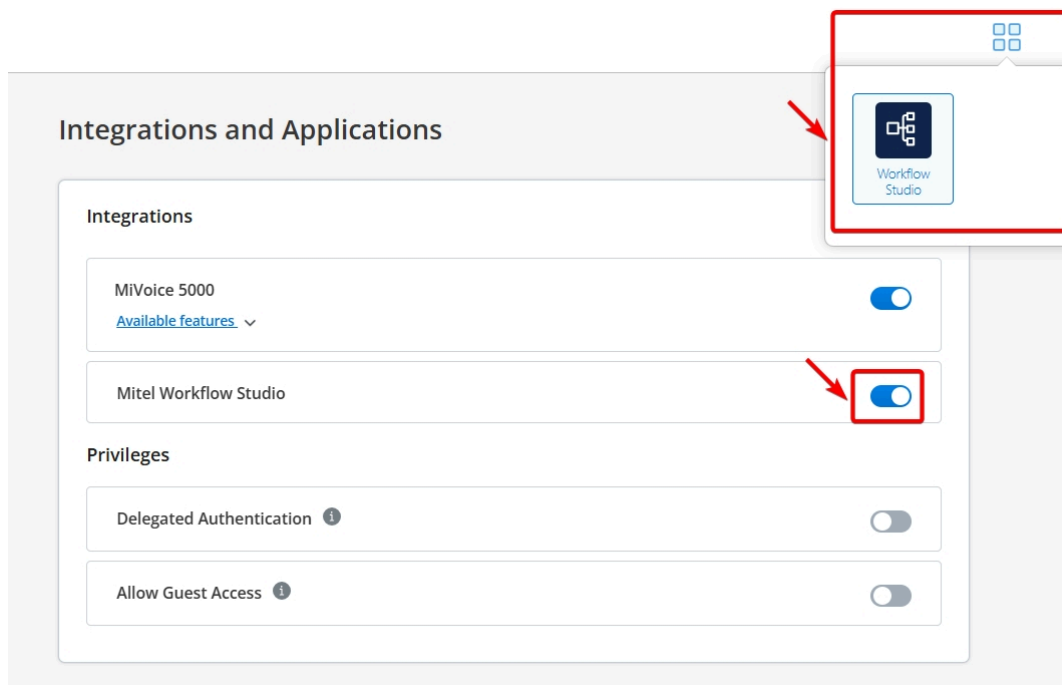
Note:

Mitel Partners cannot enable integrations in the Partner Account as the integration with other applications is not supported for Partner Accounts. To integrate CloudLink with other applications, a Partner must create a customer account and enable integrations in that account. For more information about Partner Accounts, see [Log in as a Mitel Partner](#).

3.1.8.2 Enabling the Mitel Workflow Studio integration in a customer account

To add the Mitel Workflow Studio integration to a customer account, perform the following steps:

1. Access the **Integrations** panel from the **Account Information** page or from the **Integrations & Apps** option.
2. Locate the **Mitel Workflow Studio** and slide the toggle switch to the **ON** position.



The Mitel Workflow Studio icon will now appear in the **Application Launcher** for users in the account.

3.1.8.3 Accessing Mitel Workflow Studio

Once enabled, users can access Mitel Workflow Studio through the **Application Launcher** in the **Mitel Administration Portal**:

- Click the **Application Launcher** icon in the top-right corner of the portal.
- Select **Mitel Workflow Studio** from the list of available applications.

3.1.8.4 Removing the Mitel Workflow Studio integration from a customer account

To remove the Mitel Workflow Studio integration from a customer account, perform one of the following:

From the Integrations panel:

1. Slide the toggle button associated with **Mitel Workflow Studio** to the **OFF** position.
2. The **Remove Mitel Workflow Studio Integration** dialog box is displayed.
3. Click **Remove integration**.

From the Integrations and Applications list:

1. Click **+ Add new** and hover over the **Added** button next to **Workflow Studio**.
2. Click **Remove**, then click **Done**.
3. In the confirmation dialog box, click **Remove integration**.

Result:

- The **Mitel Workflow Studio integration is removed** from the customer account.
- The **Mitel Workflow Studio icon** is no longer visible in the **Application Launcher** for users in that account.
- Users will **no longer have access** to Mitel Workflow Studio features unless the integration is re-enabled.

3.2 Integrating Third Party Applications with Mitel Administration

3.2.1 Integrating Zoom with Mitel Administration

Zoom is a cloud-based phone system that provides voice communication features such as call management, call forwarding, voicemail, and integration with Zoom Meetings.

Zoom is integrated with Mitel Administration to allow customers to extend their communication infrastructure through the CloudLink accounts.

You can configure integrations with Zoom using Mitel Administration.

If Zoom integration is enabled for a customer account, users in that account can integrate their Zoom account with their CloudLink applications.

Zoom Integration is supported with the following PBXs:

- OpenScape 4000
- OpenScape Voice
- MiVoice Business

Note:

For MiVoice Business, Zoom Integration is supported only in environments where both the CloudLink Gateway is deployed and the CloudLink Daemon is enabled on MiVoice Business nodes that function as primary user controllers, secondary resilient failover user controllers, or have a CloudLink SIP trunk. It is not supported if the CloudLink Gateway is deployed separately from the MiVoice Business nodes.

3.2.1.1 Adding Zoom integration to a customer account

To add the Zoom integration to a customer account perform the following steps:

1. Click **Account** from the left main menu.
The **Account Information** page of the customer account opens.
2. In the **Integrations** section, click **+ Add new**.
The **Integrations** pop-up window opens.
3. Click the **3rd party** tab.
A list of supported third-party applications are displayed.
4. Click **Add** next to the **Zoom** integration and then click **Done**.
5. The Zoom integration is added to the customer account and it is displayed in the **Integrations** section of the **Account Information** page.

Note:

A Partner Administrator cannot enable integrations in their Partner Prime Account, as integrations with other applications are not supported for Partner Accounts. If a Partner wants to explore or test CloudLink integrations, they must create an End Customer Account within their Partner Portal and enable integrations there. For more information about Partner Accounts, refer to Log in as a Mitel Partner.

3.2.1.2 Enabling Zoom integration in a customer account

After adding the Zoom integration to a customer account, you must enable the integration.

Perform the following steps to enable the integration:

1. Click **Account** from the left main menu.
The **Account Information** page of the customer account opens.
2. Click **Complete Setup** next to the **Zoom** integration in the **Integrations** section.
The **Zoom Integration Configuration** page opens.
3. Click **Connect**.
The Zoom Sign In window opens.

If you have already signed in, then you will be redirected to the Zoom Authentication window.
4. Enter the credentials and click **Sign In**.
The Zoom Authorization window opens.
5. Click **Allow** to give permission to Zoom application to access and use the CloudLink account information.



Note:

If you click **Decline**, the Zoom integration will not be enabled and the Zoom Authorization window will not close. To continue, close the Zoom Authorization window. Click **Connect** again on the Zoom Integration Configuration page and then click **Allow** on the Zoom Authorization window.

3.2.1.3 Removing Zoom integration from a customer account

You can remove an existing Zoom integration from a customer account.

Perform the following steps to remove the integration:

1. Click **Account** from the left main menu.
The **Account Information** page of the customer account opens.
2. Locate the **Zoom** integration in the **Integrations** area.
3. Disable the toggle button associated next to the **Zoom** integration.
4. Click **Remove integration** in the pop up confirmation window.
You can click **Cancel** to cancel the action.

The integration is not removed immediately. Once the integration is deleted and you are still logged in you will receive a notification message.

If the integration has been deleted but still appears in the Integrations list, click **Refresh** in the notification message. The Integrations list will be updated and the Zoom integration will be removed.

Note:

If there is an issue with the removal of the integration, an error message is displayed.

Note:

When the Zoom integration is removed from an account with MiVoice Business, the associated Zoom PSI license is revoked from all users who had it previously assigned. However, the MiVoice Business service itself remains intact and is not deleted for these users.

3.2.1.4 Viewing the Zoom integration status

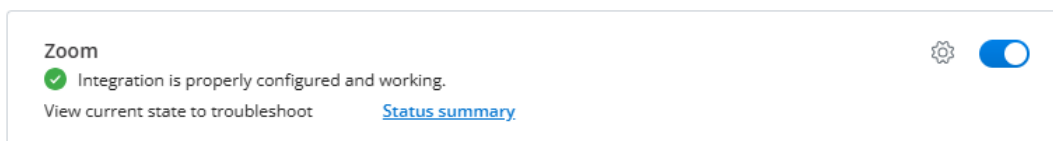
Once the Zoom integration is added to a customer account, you can check its status to ensure it is set up properly. The Zoom integration can have one of the following statuses:

-  Connected
-  Error
-  Pending

Viewing a summary of the Zoom integration status

To view a summary of the Zoom integration status, follow the steps below:

1. Access the **Integrations** panel from the **Accounts Information** page or from the **Integrations & Apps** option.
2. In the **Integrations** panel, locate the **Zoom** integration. Check the status icon and message next to it.



The icon indicates the current status of the integration, while the status message provides additional information about the overall status.

Viewing detailed information about the Zoom integration status

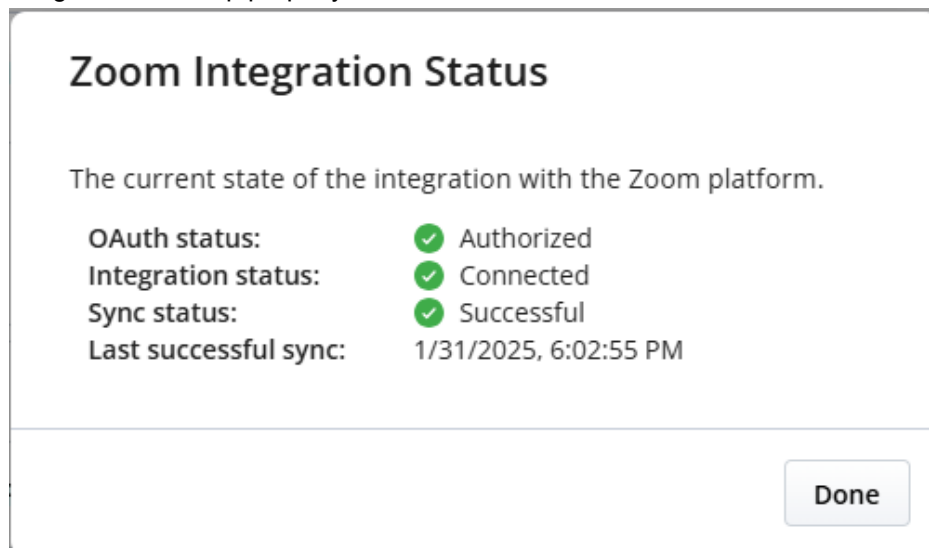
For a more in-depth view of the Zoom integration status, especially for troubleshooting, you can one of the following:

- Click **Status summary** next to the **Zoom** integration in the **Integrations** panel.
- Navigate to **Support > Zoom**.

You can then view detailed information about the Zoom integration status, including the following:

- **OAuth status:** Displays the OAuth authorization status (Authorized, Failed), indicating whether the Zoom OAuth token is valid, expired, or needs re-authorization. If the OAuth status is Failed, error messages associated with the most recent OAuth failure will also be displayed below the status.
- **Integration status:** Indicates the current status of the Zoom integration (Connected, Error, or Pending).
- **Sync status:** Indicates the synchronization status between CloudLink and Zoom. If the last sync was unsuccessful, error messages associated with the most recent failed sync attempt will also be displayed below the status.
- **Last successful sync:** Date and time of the last successful synchronization between CloudLink and Zoom.

The following image shows an example of detailed information about the Zoom integration status when the integration is set up properly.



The following image shows an example of detailed information about the Zoom integration status when the integration is not set up properly.

Zoom Integration Status

The current state of the integration with the Zoom platform.

OAuth status:	Failed
Details:	Zoom(GET /v2/users): ZoomAuthService.refreshAuthCredentials => Error refreshing Zoom PSI user: failed to post auth resource: InvalidRequest
Integration status:	Connected
Sync status:	Failed
Details:	Zoom(GET /v2/users): ZoomAuthService.refreshAuthCredentials => Error refreshing Zoom PSI user: failed to post auth resource: InvalidRequest
Last successful sync:	2025-01-27, 1:46:31 p.m.

Done

In the second example, as shown in the details section below the failed **OAuth status** and **Sync status**, an error occurred while attempting to obtain a new refresh token from Zoom. To resolve this, a Mitel Partner or Account Admin will need to reauthorize the Zoom integration, as described in [Reauthorizing the Zoom integration](#) on page 260.

Refreshing the Zoom integration status

To refresh the Zoom integration status, follow the steps below:

1. Navigate to **Support > Zoom**.
2. In the **Status** tab, click **Refresh**.

3.2.1.5 Reauthorizing the Zoom integration

Reauthorizing the Zoom integration may be necessary to maintain a seamless connection between CloudLink and Zoom, especially when the Zoom OAuth credentials have been updated.

To reauthorize the integration, follow the steps below:

1. Access the **Integrations** panel from the **Accounts Information** page or from the **Integrations & Apps** option.
2. In the **Integrations** panel, click  next to the **Zoom** integration.
The **Zoom Integration Configuration** page opens.
3. Click **Reconnect**.
4. If you are not signed in to Zoom, you are promoted to sign in. Enter the credentials and click **Sign in**.
5. On the Zoom Authorization window that opens, review the app permissions and click **Allow**.
6. After successful authorization, you are redirected back to Mitel Administration.

3.2.1.6 Configuring the PBX system settings

After configuring the Zoom integration you can configure the system setting of the PBX.

The PBX system settings configured in CloudLink Account are not directly synced to the PBX. The settings have to be entered manually in the PBX.

1. On the left navigation menu click on the name of the PBX e.g. **OpenScape Voice** and select **System Settings**.
2. In the **Voicemail** area add a **Pilot Number** to dial for accessing the voicemail messages.
3. In the **Feature Codes** area you can configure feature codes for the users.

a. To add a feature code:

- Select a **Feature** from the drop-down menu. The following features are available:
 - **Call Forward**
 - **Disable Call Forward**
 - **Do not Disturb**
 - **Disable Do not Disturb**
 - **Enable Call Forward**
 - **Enable Do not Disturb**
- Enter the **Dialing access code**.
- Click  **Add**.

b. To edit a feature code:

Select the feature code, click on the **Dialing access code** field and change the feature code.

c. To delete a feature code:

Select the feature code and click  next to the feature code.

4. In the **Emergency Numbers** area you can configure the fallback emergency numbers.

a. To add an emergency number:

- Click **Dialables**.
- Start typing a number for emergency calls, e.g.: 911, 112.
- Press enter, space or add a , (comma) to add the number.

b. To edit an emergency number:

Double click on the number and edit it.

c. To delete an emergency number:

Click X next to the number.

You can add multiple emergency numbers.

5. In the **Dynamic Location provider** area configure a dynamic location provider for the emergency calls.

Enter the following information:

- **Name**
- **Type**
- **Primary Server**
- **Secondary Server**
- **Customer ID**: the unique identifier assigned to your organization by the service provider.
- **Secret**: the private key or token issued by the service provider to secure communication between Zoom client and the service. This acts as a password and should be treated with high confidentiality.
- **Extra Headers**: additional HTTP headers required by the service provider for platform communication. These headers might include custom authentication schemes, API version, or specific configuration options required by the provider. Input must be added in JSON format.

6. Click **Save**.

All mandatory fields must be completed before clicking save.

You can check and troubleshoot the settings in the **Event History** page.

3.2.1.7 Reassigning Zoom Devices After Changing Zoom Tenant

When switching Zoom tenants in Mitel Administration, Zoom devices may remain assigned to users. This section explains how to reassign those devices correctly.

1. Remove the old Zoom integration.

- a. Navigate to **Mitel Administration > Integrations**.
- b. Select the existing Zoom integration.
- c. Click **Remove**.

2. Add the new Zoom integration.

- a. In **Integrations**, click **Add Integration > Zoom**.
- b. Sign in with the new Zoom tenant credentials.
- c. Confirm the integration is active.

3. Reassign Zoom devices to users.

Case A: Users with Zoom devices in an existing profile.

- a. Navigate to **User Management**.
- b. Edit the user.
- c. Remove the Zoom devices.
- d. Click **Save**.
- e. Edit the user again.
- f. Add the Zoom devices back.
- g. Click **Save**.

Case B: Users with only Zoom devices.

- a. Navigate to **User Management**.
- b. Edit the user.
- c. Click **Remove**.

Note:
This also removes **MiVoice Business** services.

- d. Recreate the user:
 - Add MiVoice Business services.
 - Choose a template that includes required phone services.
- e. Click **Save**.

Users are correctly linked to the new Zoom tenant, and old Zoom devices are removed from their profiles.

3.2.1.8 Generating a User Comparison Report

The User Comparison Report analyzes user data across multiple systems to identify inconsistencies. It consolidates user information from four sources, using the email address as the unique identifier:

- CloudLink User Database (CL User DB)
- Service Delivery License Database
- Zoom User List
- Zoom Phone List

The User Comparison Report helps identify mismatches and missing data that may impact the proper provisioning of services.

You can generate and download a report comparing users' information between Zoom and CloudLink.

1. Click **Support > Zoom** from the left main menu.
The **Zoom Sync & Provisioning Errors** page of the customer account opens.
2. Select the **User Comparison Report** tab.
3. Click **Generate** to compare users' information between Zoom and CloudLink.

The system initiates an asynchronous request for generating the report.

A report is generated in a csv format.

4. Click **Download** next to the csv file.

The User Comparison Report contains the following information:

Field	Description
email	The primary identifier.
name	User's display name.
clUserId	The user's ID in CloudLink (if found).
licenses	Assigned licenses. Displays the license GUID (globally unique identifier). You may still see legacy values such as ["ZoomPSI"], but the license GUID is the expected display.
zmUserId	The user's ID in Zoom (if found).
zmUserStatus	The current status of the user in Zoom (active, inactive, pending).
zmSipPhoneId	The ID of the user's assigned Zoom desktop client SIP phone (if found).
zmSipPhoneNumber	The assigned Zoom desktop client SIP phone number.
zmSipPhoneMobileId	The ID of the user's assigned Zoom mobile SIP phone (if found).
zmSipPhoneMobileNumber	The assigned Zoom mobile phone number.

Field	Description
issues	A list of identified inconsistencies.

3.2.1.9 Troubleshooting common issues identified in the User Comparison Report

If any issue is identified in the User Comparison Report, it is recorded in the issue column of the User Comparison Report.

Below are the potential issues and the recommended resolution:

Issue	Cause	Resolution
CloudLinkUserNotFound	The user is not found in the CloudLink User Database.	Ensure the user is provisioned in CloudLink. Verify that their email address is correct.
ZoomUserNotFound	The user does not exist in Zoom.	Confirm that the user has been added to the Zoom tenant. Verify the email address that is used.
ZoomSipPhoneNotFound	The user does not have a Zoom SIP phone assigned.	Assign a SIP phone to the user in the Zoom Admin Portal.
ZoomUserStatusInactive	The user's Zoom status is inactive.	Reactivate the user in the Zoom Admin Portal.
ZoomUserStatusPending	The user's Zoom status is pending activation.	Ensure the user completes the activation process by following the Zoom invite email.
NoClZoomPsiLicense	The user does not have the required "ZoomPSI" license in CloudLink.	Assign the "ZoomPSI" license to the user in the management Portal. If this issue is detected, no further checks are performed.

Steps to Validate and Fix Issues

1. Open the User Comparison Report.
2. Locate users with issues in the issues column.
3. Identify the corresponding inconsistency from the list above.

4. Follow the resolution steps for each detected issue.
5. After making corrections, regenerate the report to verify the fixes.

If the issues persist after resolving them, contact the appropriate system administrator for further investigation.

Note:

If a user does not have a "ZoomPSI" license, no further checks are performed.

Note:

Email addresses must match exactly across all sources for proper data joining.

3.2.1.10 Viewing users with a Zoom PSI license

To view users with a Zoom PSI license in a customer account, follow the steps below:

1. Navigate to **User Management > Users** from the left main menu.
The list of users is displayed.
2. In the user list, locate the **LICENSES** column. Use the filter options to show only users assigned the Zoom PSI license:
 - a. Click **Add Filter**  [Add Filter](#).
 - b. From the drop-down list, select **Product**.
 - c. From the list of properties that is displayed, select **Zoom PSI**.
The user list is updated to show only users assigned the Zoom PSI license.
3. Click on an individual user in the list to view detailed information, including their assigned licenses.

3.2.1.11 Viewing the Event History table (Zoom integration)

The Event History provides insight to Mitel Partners and Account Admins regarding events that occurred within an account with Zoom integration.

You can access the Event History table with one of the following options:

- Click **Support > Zoom** from the left main menu.

The **Zoom Sync & Provisioning Errors** page of the customer account opens.

Select the **Event History** tab.

In this page you can view the events only for the Zoom integration.

Or

- Click **Support > Event History** from the left main menu.

In this page you can view the events for all the integrations.

In the Event History tab for the Zoom integration you have the following options:

- Viewing the Event History table
- Customizing the Event History table
- Batch exporting event details
- Copying or exporting the details of a specific event
- Searching or filtering the Event History table



Note:

Actions performed in Mitel Administration will only appear in the Event History after a 24-hour delay. This delay is expected and does not indicate a failure or issue with the action itself.

For more information, see [Event History](#) on page 84.

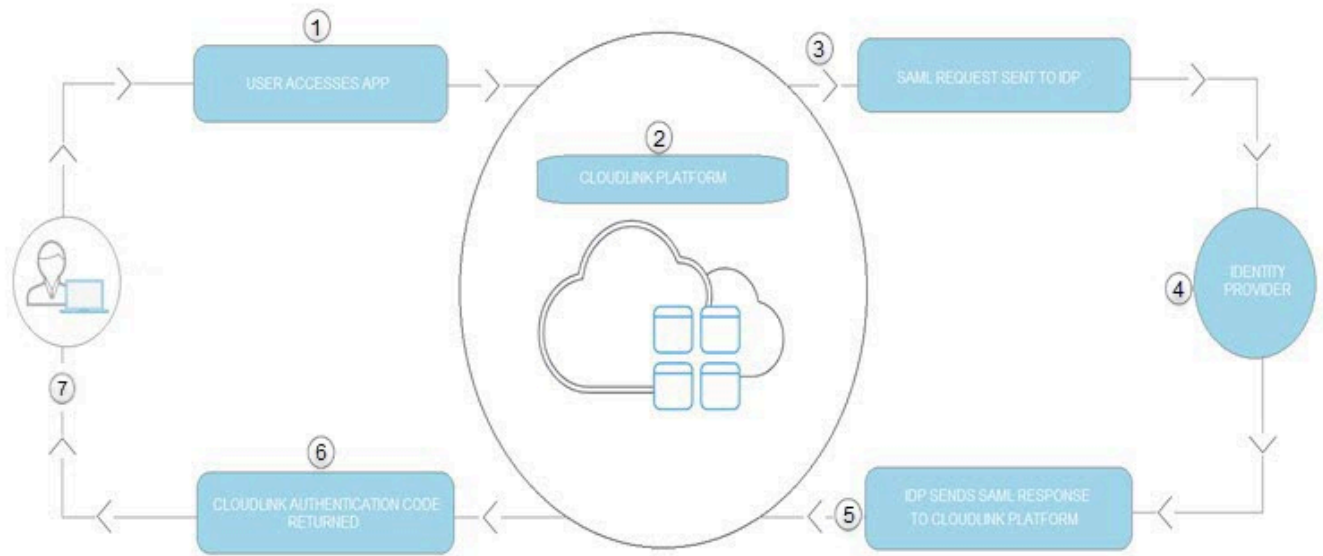
3.2.2 Integrating Single Sign-On with Mitel Administration

CloudLink supports integration with third-party Single Sign-On (SSO) enabling users to access multiple applications with a single set of login credentials. SSO reduces the need for multiple logins, promoting efficient and seamless navigation across various platforms.

CloudLink supports Identity Provider (IdP) integration using the Security Assertion Markup Language (SAML) 2.0 protocol, enabling users to utilize their current identity management systems with enhanced security and interoperability provided by SAML 2.0.

Microsoft's cloud-based, Azure Active Directory (Azure AD), provides authentication and authorization for users, devices, and applications.

Outlook 365 integrates cloud-based email, calendar, and collaboration services, ensuring seamless integration with Azure AD for secure user identity management.



- 1 The user accesses the CloudLink application on their mobile or web browser and the application loads. The application generates metadata and redirects the user to the CloudLink platform.
- 2 The CloudLink Auth Portal validates the application metadata and forwards the authentication request to the CloudLink Authentication microservice.
- 3 The CloudLink Authentication microservice initiates the SAML authentication request to the configured identity provider.
- 4 The user has an active session with the Identity Provider or a new session is created by logging into the Identity Provider. The IDP may enforce Multi-Factor Authentication depending on its configuration.
- 5 The CloudLink Platform validates the response using the associated X.509 certificate.
- 6 The authenticated user is granted access to CloudLink and redirected back to the application with an authentication code.
- 7 The application then exchanges the authentication code for a token and completes its initialization.

The following topics provide information on how to integrate a CloudLink account with the supported third-party applications:

- [Configuring SAML Single Sign-On Integration for CloudLink with Identity Providers \(generic instructions\)](#) on page 269

- [Configuring Single Sign-On for CloudLink with Microsoft Entra ID](#) on page 274

3.2.2.1 Configuring SAML Single Sign-On Integration for CloudLink with Identity Providers (generic instructions)

Following are instructions for setting up SAML Single Sign-On (SSO) integration using a generic identity provider. To configure SSO for CloudLink with Microsoft Azure AD, see [Configuring Single Sign-On for CloudLink with Microsoft Azure AD](#).

Prerequisites

To configure SAML SSO integration with CloudLink platform, you must have:

- An IdP subscription
- Mitel CloudLink account

Procedure

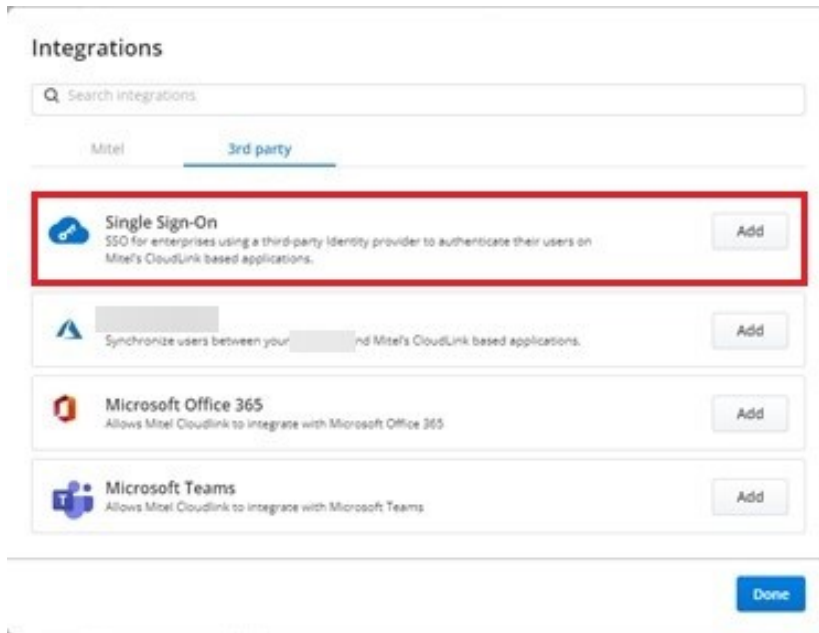


Note:

To configure SAML SSO integration, it is recommended that you open the IdP portal and the Mitel Administration side-by-side as you will need to copy some information from the Mitel Administration to the IdP portal and vice versa.

1. Enable the **Single Sign-On** integration in the Mitel Administration.

- a. Navigate to the **Account Information** page of the customer account for which you want to enable the integration.
- b. In the **Integrations** section, click **+ Add new**. A pop-up screen displays the **Integrations** panel.
- c. Click the **3rd party** tab. A list of supported third-party applications is displayed. Click the **Add** button associated with **Single Sign-On**, and click **Done**.



The **Single Sign-On** is enabled for the customer account and is added to the **Integrations** section of the **Account Information** page.

2. Accessing the **Single Sign-On** configuration dialog box.

In the **Account Information** page, click **Complete setup**.

Single Sign-On

Complete setup 

The **Single Sign-On** configuration dialog box opens.

Single Sign-On

Enable Single Sign-On (SSO) to allow your users to sign into Mitel applications using their enterprise username and password. Visit our [integration guide](#) for detailed instructions on how to configure single sign-on with your specific provider.

Step 1

Fill in the name of your Identity provider (IDP).

Identity Provider (IDP)*

To ensure that SSO with your IDP is successful, please validate and test in your own IT sandbox prior to deploying.

Step 2

Copy and paste these values where needed in your Identity provider

Mitel Identifier (Entity ID)	Copy
Reply URL (Assertion Consumer Service URL)	Copy

Step 3

Fill in these values from your Identity provider integration.

Sign-in URL*

IDP Identifier (Entity ID)*

Signing Certificate(s)*

Optional Mitel credentials

☒ Enable Mitel Credentials (Optional)

Note that this will show the option to all users on login. You will also need to manually send a 'CloudLink Welcome email' to all users who you would like to give a Mitel Application account to.

Remove

Cancel

Save

3. In **Step 1** section, enter a name of your **Identity Provider (IdP)**.

Note:

This is a free text field and can be customized based on your preferences.

4. In **Step 2** section, add the CloudLink Platform information to the IdP.

- **Service Provider Entity ID:** Copy the ID from the **Mitel Identifier (Entity ID)** field in the Mitel Administration and paste it into the Entity ID field of the IdP portal.
- **Service Provider Login URL:** Copy the URL from the **Reply URL (Assertion Consumer Service URL)** field in the Mitel Administration and paste it into the Login URL field of the IdP portal.

5. In **Step 3** section, add the IdP portal information into Mitel Administration.

- **IdP Login URL:** Copy the URL from the Login URL field of the IdP portal and paste it into the **Sign-in URL** field in the Mitel Administration.
- **IdP Entity ID:** Copy the ID from the entity ID field of the IdP portal and paste it into the **IDP Identifier (Entity ID)** field in the Mitel Administration.
- **Signing Certificate:** Upload the IdP certificate to Mitel Administration.

To do this:

- From the IdP portal, download the public X.509 certificate in PEM format provided by the IdP and save it on your computer.
- Open the certificate file in a text editor.
- Copy all the contents of the file.
- Paste the contents into the **Signing Certificate** field in Mitel Administration.

If you have more than one certificate, it is recommended that you paste them one after the other.

6. Click **Save**. Single sign-on (SSO) is enabled and allows users to sign in to Mitel applications using their enterprise username and password.

Note:

- All users, including SSO-only users, must complete the CloudLink welcome email process.
- Mitel recommends that the **Enable Mitel Credentials (Optional)** check box in the **Optional Mitel Credentials** section is not selected. Select this check box only if you want users to log in to the CloudLink application using the Mitel credentials in addition to the single sign-on option.
- If a CloudLink User is set as an **Admin** in the CloudLink Portal, they will always be offered the option to sign in using Mitel credentials in addition to the single sign-on option.

Renewing the SAML Signing Certificate

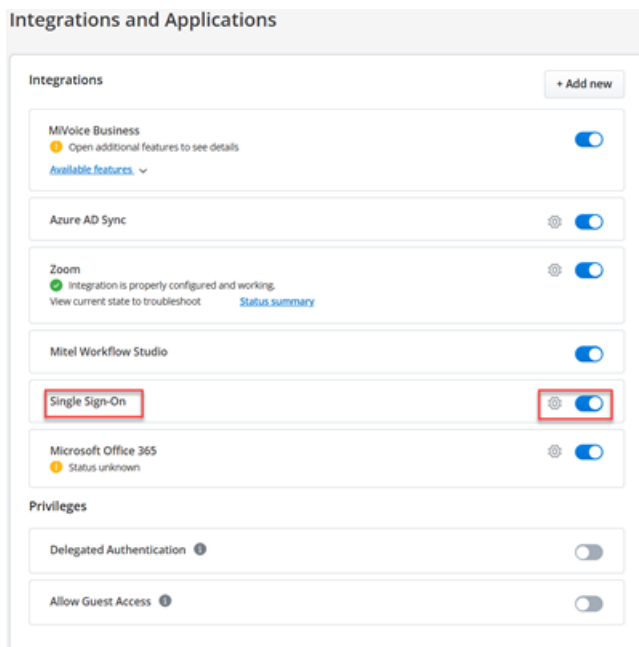
Renewing the SAML Signing Certificate updates the digital certificate used for secure communication in Single Sign-On (SSO) setups, ensuring continued security and validity.

[Click here](#) to learn more about how to renew the SAML signing certificate.

Removing Single Sign-On integration

To remove an existing Single Sign-On (SSO) integration from a customer account, follow these steps:

1. Click **Integrations & Apps**. The **Integrations and Applications** page is displayed.



2. Disable the **Single Sign-On** toggle to remove the SSO integration. The **Remove integration?** dialog box is displayed.

Remove integration?

By removing this integration your users may no longer be able to sign in to any applications. You will need to send your users a 'CloudLink Welcome email' to allow them to finish building a Mitel Application account.

Cancel

Remove integration

3. Click **Remove integration**. The SSO integration will be removed from the Customer account.



Note:

Click the **Settings** icon next to **Single Sign-On**, and then click **Remove** to remove the SSO integration.

3.2.2.2 Configuring Single Sign-On for CloudLink with Microsoft Entra ID

Configuring your CloudLink platform with Microsoft Azure Entra ID (Entra ID) allows users on your account to access CloudLink applications using their enterprise credentials.

Note:

To configure CloudLink with other Identity Providers, see [Configuring SAML Single Sign-On \(SSO\) for CloudLink with Identity Providers \(generic instructions\)](#).

Prerequisites

To configure Entra ID integration with CloudLink platform, you must have:

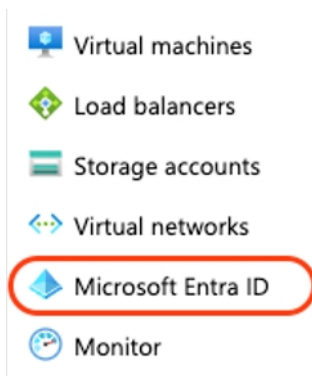
- A Microsoft Entra ID subscription
- A Mitel CloudLink account

Adding Mitel Connect from the Gallery

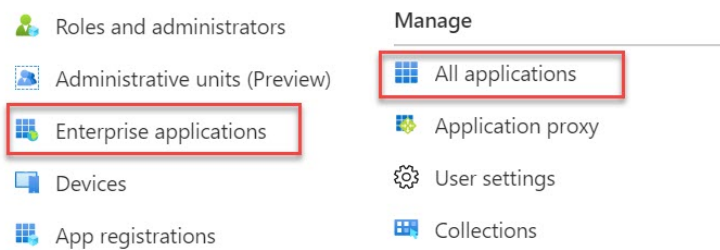
To configure Entra ID integration with the CloudLink platform, you must add the **Mitel Connect** application from the gallery to your list of managed SaaS apps in the Azure portal.

To add Mitel Connect from the gallery:

1. In the Azure portal, on the left navigation panel, click **Microsoft Entra ID**.



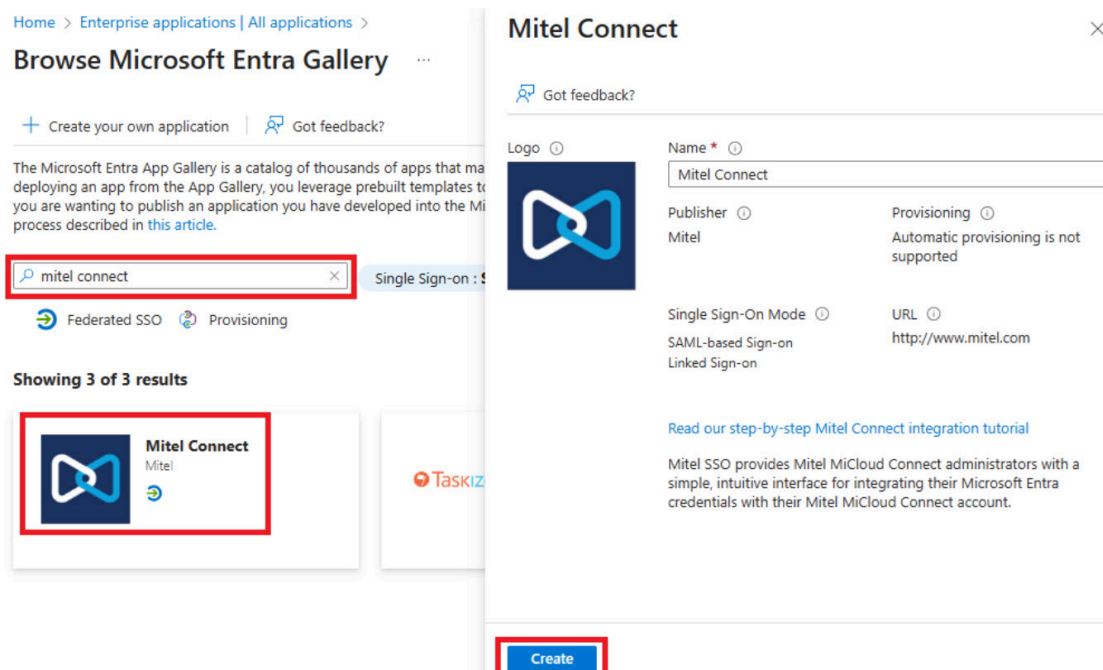
2. Select **Enterprise applications**. The **All applications** page opens and displays a list of applications in your Entra ID tenant.



3. Click **New application**. The **Add an application** page opens.



4. In the **Add from the gallery** section, type **Mitel Connect** in the **Enter a name** field. Click the **Mitel Connect** application from the results panel, and then click **Add** from the application information panel that opens.



Configure and Test Entra ID Single Sign-On

This section describes how to configure and test Entra ID single sign-on with CloudLink platform based on a test user named **John Smith**. For single sign-on to work, a link must be established between the user in the Entra ID portal and the corresponding user in the CloudLink platform.

To configure and test Entra ID single sign-on with CloudLink platform, complete the following steps:

1. [Configure CloudLink platform for Single Sign-On with Entra ID](#) —to enable your users to use this feature and to configure the SSO settings.
2. [Create an Entra ID Test User](#) —to test Entra ID single sign-on with **John Smith**.

3. [Assign the Entra ID Test User](#) —to enable **John Smith** to use Entra ID single sign-on.
4. [Create a CloudLink Test User](#) on page 287 —to create a user for **John Smith** in the Mitel Administration that is linked to the corresponding user in the Entra ID portal.
5. [Test Single Sign-On](#) on page 288 —to verify that the configuration works.

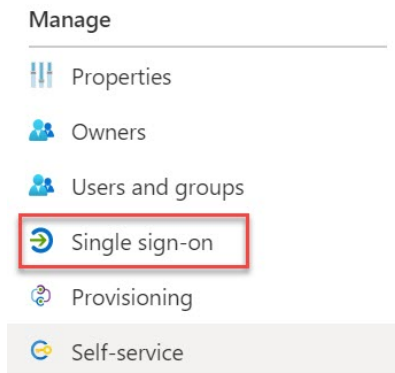
Configure CloudLink platform for Single Sign-On with Entra ID

This section describes how to enable Entra ID single sign-on for CloudLink platform in the Azure portal and how to configure your CloudLink platform account to allow SSO using Entra ID.

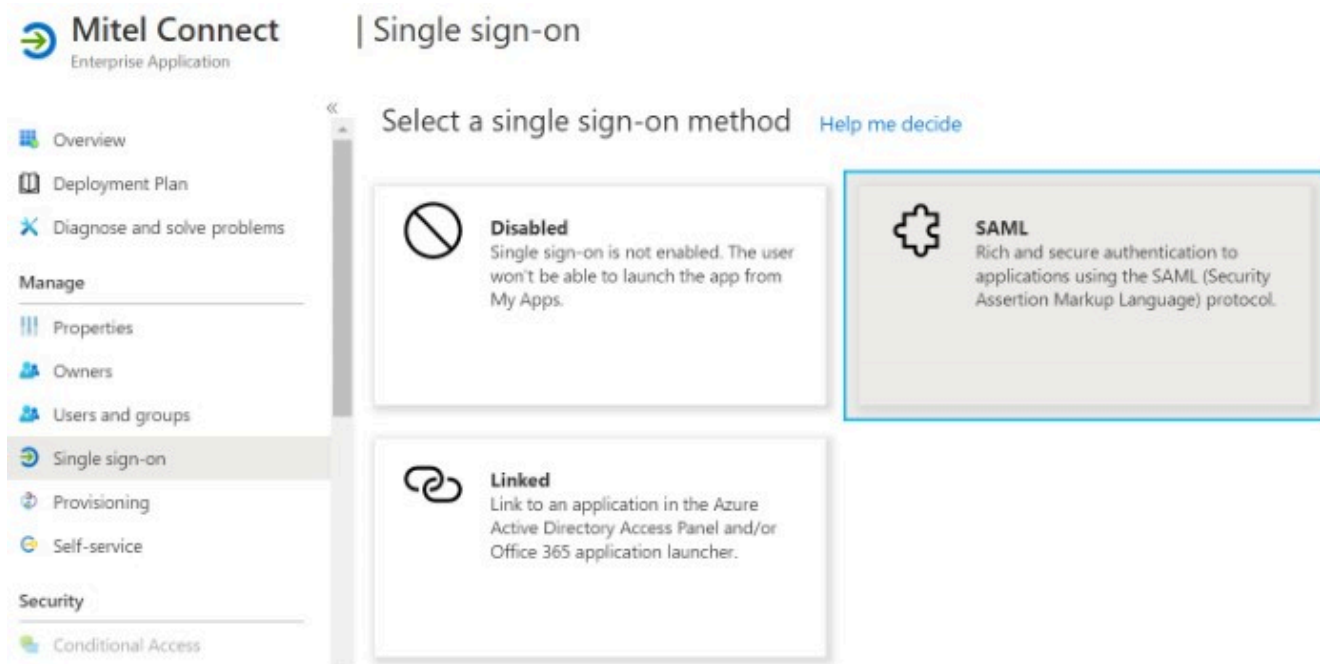
To configure CloudLink platform with SSO for Entra ID, it is recommended that you open the Azure portal and Mitel Administration side-by-side as you will need to copy information from the Azure portal to the Mitel Administration and vice versa.

1. To access the **Basic SAML Configuration** page in the [Azure portal](#), do the following:

- a. Navigate to **Microsoft Entra ID > Enterprise applications**, and select **Mitel Connect** from the list. The **Mitel Connect Overview** page opens.
- b. Under the **Manage** section, select **Single sign-on**.



- c. In the **Select a Single sign-on method** page that opens, click **SAML**.



The **SAML-based Sign-on** page opens, displaying the **Basic SAML Configuration** section.

SAML-based Sign-on

[Upload metadata file](#)
[Change single sign-on mode](#)
[Test this application](#)
[Got feedback?](#)

Set up Single Sign-On with SAML

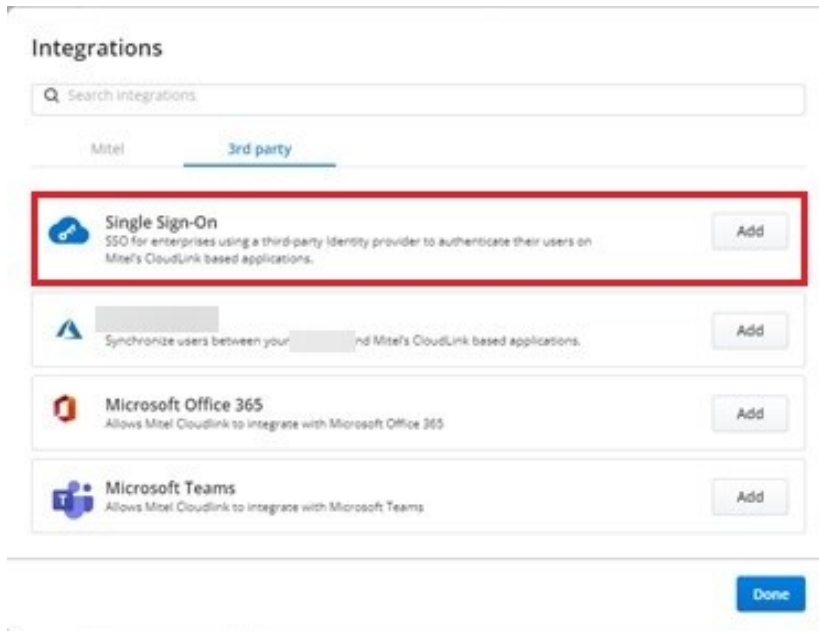
Read the [configuration guide](#) for help integrating Mitel Connect Doc.

- #### Basic SAML Configuration

Identifier (Entity ID)	Required
Reply URL (Assertion Consumer Service URL)	Required
Sign on URL	Required
Relay State	Optional
Logout Url	Optional
- #### User Attributes & Claims

givenname	user.givenname
surname	user.surname
emailaddress	user.mail

2. To access the **Single Sign-On** configuration dialog box in the Mitel Administration.
 - a. Navigate to the **Account Information** page of the customer account with which you want to enable the integration.
 - b. In the Integrations section, click **+ Add new**. A pop-up screen displays the **Integrations** panel.
 - c. Click the **3rd party** tab. A list of supported third-party applications is displayed. Click the **Add** button associated with **Single Sign-On**, and click **Done**.



The **Single Sign-On** is enabled for the customer account and is added to the **Integrations** section of the **Account Information** page.

- d. Click **Complete setup**.



The **Single Sign-On** configuration dialog box opens.

Single Sign-On

Enable Single Sign-On (SSO) to allow your users to sign into Mitel applications using their enterprise username and password. Visit our [integration guide](#) for detailed instructions on how to configure single sign-on with your specific provider.

Step 1

Fill in the name of your Identity provider (IDP).

To ensure that SSO with your IDP is successful, please validate and test in your own IT sandbox prior to deploying.

Step 2

Copy and paste these values where needed in your Identity provider

Mitel Identifier (Entity ID) https://authentication.us.dev.api.mitel.io/2017-09-01/sa...	Copy
Reply URL (Assertion Consumer Service URL) https://authentication.us.dev.api.mitel.io/2017-09-01/sa...	Copy

Step 3

Fill in these values from your Identity provider integration.

Signing Certificate(s)
Your provider's public key in PEM format. If you need to include multiple, paste them one after the other. *

Optional Mitel credentials

☐ Enable Mitel Credentials (Optional)

Note that this will show the option to all users on login. You will also need to manually send a 'Welcome email' to all users who you would like to give a Mitel Application account to.

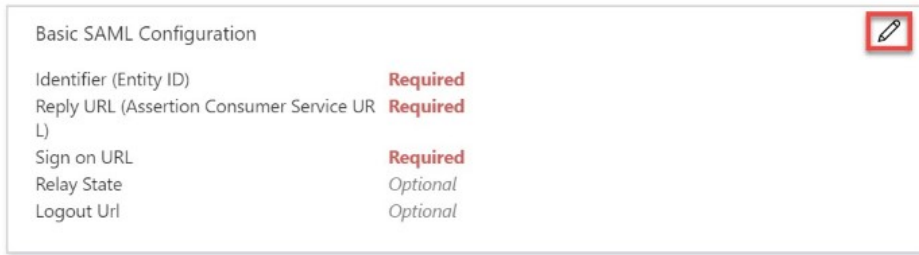
Remove
Cancel
Save

Note:

- All users even SSO only users are required to complete the welcome email process.
- Mitel recommends that the **Enable Mitel Credentials (Optional)** check box in the **Optional Mitel credentials** section is not selected. Select this check box **only** if you want the user to log in to the CloudLink application using the Mitel cloudlink credentials in addition to the single sign-on option.
- If a CloudLink User is set as Admin in the CloudLink Portal they will always be offered the option to sign in using the Mitel cloudlink credentials in addition to the single sign-on option.

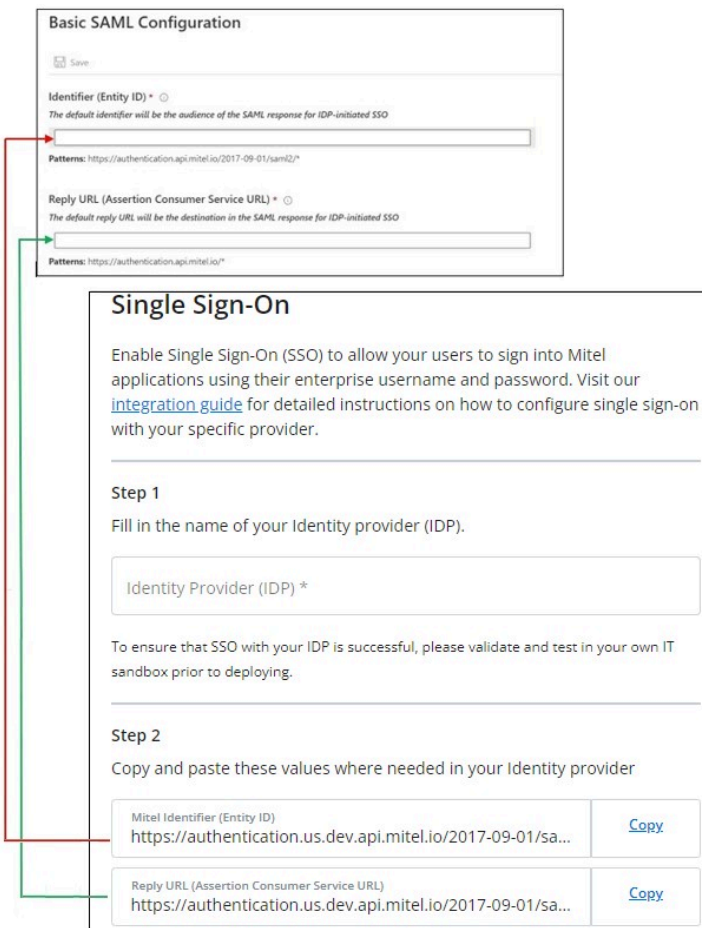
3.

In the Azure portal, from the **SAML-based Sign-on** page, click the Edit icon () in the **Basic SAML Configuration** section. The **Basic SAML Configuration** panel opens.



Basic SAML Configuration	
Identifier (Entity ID)	Required
Reply URL (Assertion Consumer Service URL)	Required
Sign on URL	Required
Relay State	Optional
Logout Url	Optional

4. Copy the URL from the **Mitel Identifier (Entity ID)** field in the Mitel Administration and paste it into the **Identifier (Entity ID)** field in the Azure portal.
5. Copy the URL from the **Reply URL (Assertion Consumer Service URL)** field in the Mitel Administration and paste it into the **Reply URL (Assertion Consumer Service URL)** field in the Azure portal.



Basic SAML Configuration

Save

Identifier (Entity ID) *

The default identifier will be the audience of the SAML response for IDP-initiated SSO

Patterns: `https://authentication.api.mitel.io/2017-09-01/saml2/*`

Reply URL (Assertion Consumer Service URL) *

The default reply URL will be the destination in the SAML response for IDP-initiated SSO

Patterns: `https://authentication.api.mitel.io/*`

Single Sign-On

Enable Single Sign-On (SSO) to allow your users to sign into Mitel applications using their enterprise username and password. Visit our [integration guide](#) for detailed instructions on how to configure single sign-on with your specific provider.

Step 1

Fill in the name of your Identity provider (IDP).

Identity Provider (IDP) *

To ensure that SSO with your IDP is successful, please validate and test in your own IT sandbox prior to deploying.

Step 2

Copy and paste these values where needed in your Identity provider

Mitel Identifier (Entity ID)	<code>https://authentication.us.dev.api.mitel.io/2017-09-01/sa...</code>	Copy
Reply URL (Assertion Consumer Service URL)	<code>https://authentication.us.dev.api.mitel.io/2017-09-01/sa...</code>	Copy

6. In the **Sign on URL** text box, type the following URL:

<https://accounts.mitel.io>

Sign on URL * ⓘ

Enter a sign on URL

Patterns: <https://portal.shoretelsky.com>, <https://teamwork.shoretel.com>

Note:

The default Mitel application is the application accessed when a user clicks the Mitel Connect tile in the Access Panel. This is also the application accessed when performing a test setup from Entra ID.

7. Click  **Save** in the **Basic SAML Configuration** panel.
8. In the **SAML Signing Certificate** section on the **SAML-based sign-on** page in the Azure portal, click **Download** beside **Certificate (Base64)** to download the **Signing Certificate**. Save the certificate on your computer.

SAML Signing Certificate 

Status	Active
Thumbprint	8A4BF8EF931FAEB75CAC27A7F47B10384F11A475
Expiration	6/11/2023, 7:56:09 PM
Notification Email	amith@cloudlinkdev.com
App Federation Metadata Url	https://login.microsoftonline.com/de0c8de3... 
Certificate (Base64)	Download
Certificate (Raw)	Download
Federation Metadata XML	Download

9. Open the Signing Certificate file in a text editor, copy all data in the file, and then paste the data into the **Signing Certificate** field in the Mitel Administration.

Note:

If you have more than one certificate, it is recommended that you paste them one after the other.

Step 2

Fill in these values from your Azure AD integration.

Sign-in URL *	
IDP Identifier (Entity ID) *	
Signing Certificate(s) Your provider's public key in PEM format. If you need to include multiple, paste them one after the other. *	

10. In the **Set up Mitel Connect** section on the **SAML-based sign-on** page of the Azure portal, do the following:

- a. Copy the URL from the **Login URL** field and paste it into the **Sign-in URL** field in the Mitel Administration.
- b. Copy the URL from the **Entra ID Identifier** field and paste it into the **IDP Identifier (Entity ID)** field in the Mitel Administration.

Set up Mitel Connect

You'll need to configure the application to link with Microsoft Entra ID.

Login URL	https://login.microsoftonline.com/29756ac0-fee7-43bd-a97c-...
Microsoft Entra Identifier	https://sts.windows.net/29756ac0-fee7-43bd-a97c-...
Logout URL	https://login.microsoftonline.com/29756ac0-fee7-43bd-a97c-...

Step 3

Fill in these values from your Identity provider integration.

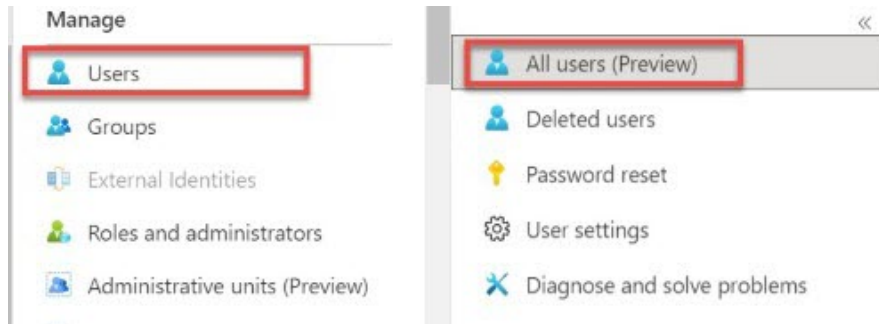
Sign-in URL*	https://login.microsoftonline.com/29756ac0-fee7-43bd-a97c-...
IDP Identifier (Entity ID)*	https://sts.windows.net/29756ac0-fee7-43bd-a97c-...
Signing Certificate(s)*	

11. Click **Save** on the **Single Sign-On** panel in the Mitel Administration.

Create an Entra ID Test User

This section describes how to create a test user named **John Smith** in the Azure portal.

1. In the Azure portal, from the left pane, navigate to **Microsoft Entra ID > Users > All users**.



2. Click **New user** at the top of the screen.



3. In the **New user** details page that opens, enter the following details:

a. In the **User name** field, type **JohnSmith@<yourcompanydomain>.<extension>**.

For example: JohnSmith@miteldocs.com

b. In the **Name** field, type **John Smith**.

c. Select the **Show Password** check box, and then write down the auto-generated password that is displayed in the **Initial password** box. You can also choose to create your own password by unchecking the **Auto-generate password**.

Note:

This is the password a user must provide to log in to the Azure portal for the first time.

d. Click **Create**.

[Home](#) > [Users](#) >

Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

Identity

User principal name * @ mitelapps.co.uk 

Domain not listed? [Learn more](#)

Mail nickname *

☒ Derive from user principal name

Display name *

Password * 

☒ Auto-generate password

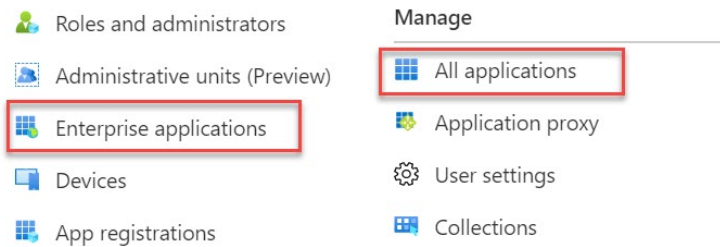
Account enabled ⓘ ☒

[Review + create](#) [< Previous](#) [Next: Properties >](#)

Assign the Entra ID Test User

This section describes how to enable **John Smith** to use Azure single sign-on by granting access to Mitel Connect.

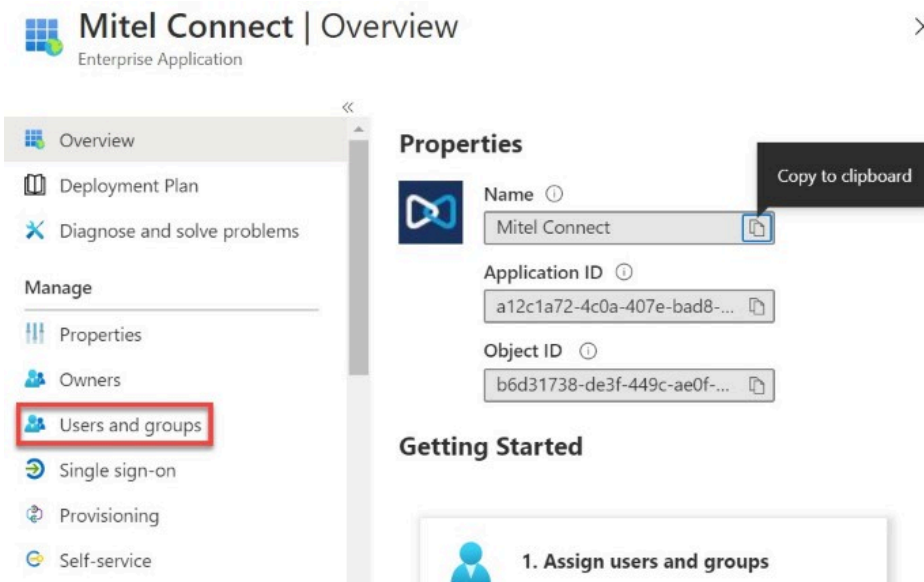
1. In the **Microsoft Entra ID** panel, select **Enterprise applications**. The **All applications** page opens, displaying a list of applications in your Entra ID tenant.



2. In the applications list, click **Mitel Connect**. The **Mitel Connect Overview** page appears.



3. Click manage then **Users and groups**. The **Users and groups** page opens.



4. Click **Users and Group** and select **None Selected**.



5. In the **Users and groups** page that opens, select **John Smith** in the **Users** list and then click **Select** at the bottom of the screen.

Users and groups

john smith

John Smith
JohnSmith@miteldocs.com
Selected

Selected items

John Smith
JohnSmith@miteldocs.com

Remove

Select

6. By default, the role of a new user is **Default Access**. If you are expecting any role value in the SAML assertion, select the appropriate role for the user from the list in the **Select Role** page, and then click **Select** at the bottom of the screen.

Add Assignment

miteldocs (Default Directory)

Users and groups
None Selected

Select Role
Default Access

7. In the **Add Assignment** page, click **Assign**.

Add Assignment

(Default Directory)

Users and groups
1 user selected.

Select Role
Default Access

Assign

Create a CloudLink Test User

This section describes how to create a test user named **John Smith** on Mitel Administration. Users must be created and activated before they can use single sign-on.

For details about adding users in the Mitel Administration, see the **Managing Users** topic in [Mitel Administration documentation](#).

Create a user on your Mitel Administration with the following details:

- Name: John Smith
- First Name: John
- Last Name: Smith
- Email: JohnSmith@miteldocs.com

**Note:**

The user's CloudLink email address must be identical to the **User Principal Name** in Entra ID portal.

Test Single Sign-On

In this section, you will test your Entra ID single sign-on configuration using the Access Panel.

When you click the Mitel Connect tile in the Access Panel, you should be automatically redirected to sign in to the CloudLink platform. For more information about the Access Panel, see [Introduction to the Access Panel](#).

Renewing a SAML Signing Certificate in Azure:

Renewing the SAML Signing Certificate updates the digital certificate used for secure communication in Single Sign-On (SSO) setups, ensuring continued security and validity.

**Note:**

If Azure/Entra is configured, it will send an email warning when the certificate is about to expire, prompting you to update it.

1. Navigate to the Existing Single Sign-On Setup:

- In Azure, under **Enterprise applications > SSO application**, click **Set up single sign on > Get started**.

Set up Single Sign-On with SAML

An SSO implementation based on federation protocols improves security, reliability, and end user experiences and is easier to implement. Choose SAML single sign-on whenever possible for existing applications that do not use OpenID Connect or OAuth. [Learn more](#).

Read the [configuration guide](#) for help integrating MitelCloudlink SSO.

1

Basic SAML Configuration

Edit

Identifier (Entity ID)

Reply URL (Assertion Consumer Service URL)

Sign on URL

https://accounts.mitel.io

Relay State (Optional)

Optional

Logout Url (Optional)

Optional

2

Attributes & Claims

Edit

givenname

user.givenname

surname

user.surname

emailaddress

user.mail

name

user.userprincipalname

Unique User Identifier

user.userprincipalname

3

SAML Certificates

Edit

Token signing certificate

Status

Active

Thumbprint

Expiration

09/02/2027, 11:34:57

Notification Email

App Federation Metadata Url

Certificate (Base64)

[Download](#)

Certificate (Raw)

[Download](#)

Federation Metadata XML

[Download](#)

Verification certificates (optional)

Edit

Required

No

Active

0

Expired

0

2. Edit SAML Certificates:

- In the **SAML Certificates** window, click **Edit**.

289

Mitel Administration User Guide

3. Renew Certificate:

SAML Signing Certificate

Manage the certificate used by Microsoft Entra ID to sign SAML tokens issued to your app

Save + **New Certificate** Import Certificate Got feedback?

Status	Expiration Date	Thumbprint
Active	09/02/2027, 11:34:57	[Redacted]
n/a	19/03/2028, 15:21:33	Will be displayed on save

Signing Option: Sign SAML assertion

Signing Algorithm: SHA-256

Notification Email Addresses: [Redacted]

- In the **SAML Signing Certificate** window, click **New Certificate**.
- Click **Save**.

This ensures that a new certificate is generated and saved, which is crucial for maintaining secure communication in your SSO setup.

4. Download the Signing Certificate:

- In the **SAML Signing Certificate** section on the SAML-based sign-on page in the Azure portal, click **Download** beside **Certificate (Base64)** to download the Signing Certificate.

SAML Signing Certificate

Status: Active

Thumbprint: [Redacted]

Expiration: [Redacted]

Notification Email: [Redacted]

App Federation Metadata Url: https://login.microsoftonline.com/[Redacted]

Certificate (Base64) Download

Certificate (Raw) Download

Federation Metadata XML Download

- Save the certificate on your computer.

5. Update the Signing Certificate to Mitel Administration:

- a. Navigate to Mitel Administration and Click the settings (Cog) against the Single Sign-On integration.



- b. Open the Signing Certificate file in a text editor.
- c. Copy all data in the file.

Single Sign-On

Step 2

Copy and paste these values where needed in your Identity provider

Mitel Identifier (Entity ID)	Copy
Reply URL (Assertion Consumer Service URL)	Copy

Step 3

Fill in these values from your Identity provider integration.

Sign-in URL*	https://login.microsoftonline.com/715bfe27-0edd-4323-8000-609119291301/5e
IDP Identifier (Entity ID)*	https://sts.windows.net/715bfe27-0edd-4323-8000-609119291301/
Signing Certificate(s)*	-----BEGIN CERTIFICATE----- -----END CERTIFICATE-----

Optional Mitel credentials

- ☐ Enable Mitel Credentials (Optional)
- Note that this will show the option to all users on login. You will also need to manually send a 'CloudLink Welcome email' to all users who you would like to give a Mitel Application account to.

[Remove](#)
[Cancel](#)
[Save](#)

- d. Delete the existing contents in the Signing Certificate(s) field.
- e. Paste the new data into the Signing Certificate(s) field.

Note:

If you have more than one certificate, paste them one after the other.

- f. Click **Save**. The certificate is now renewed.

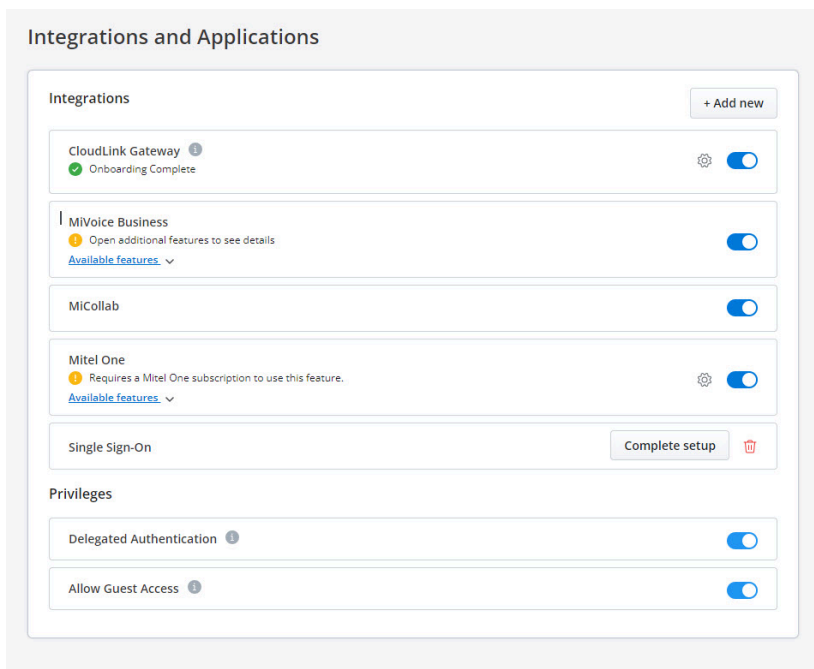
3.2.3 Integrating Microsoft Office 365 with Mitel Administration

If Microsoft Office 365 integration is enabled for a customer account, users in that account can integrate their Microsoft Office 365 account with their CloudLink applications.

Adding Microsoft Office 365 integration to a customer account

To add Microsoft Office 365 integration to a customer account:

1. Navigate to the **Account Information** page of the customer account.
2. In the **Integrations** section, click **+ Add new**.

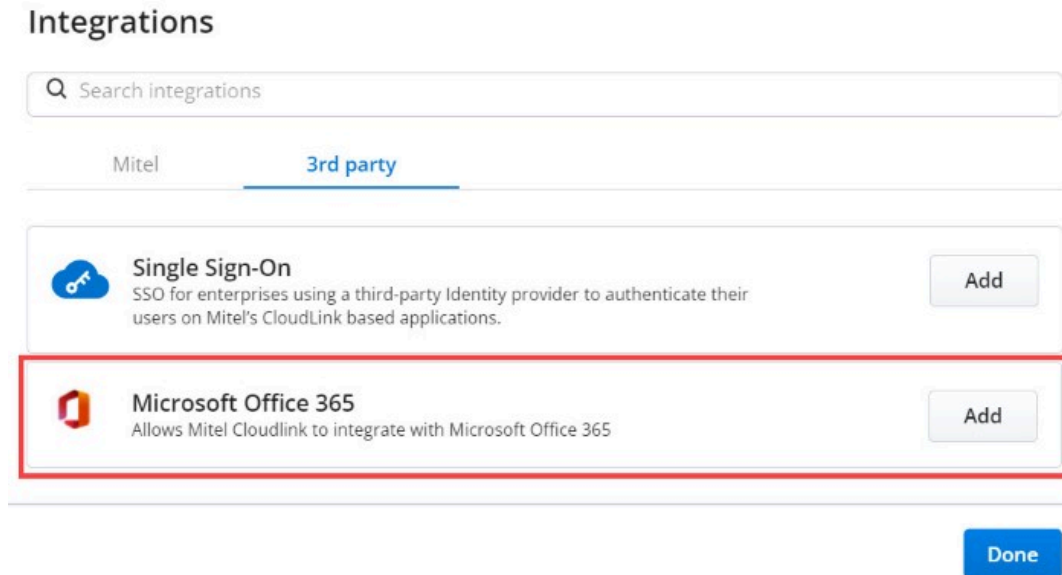


A pop-up screen displays the **Integrations** panel.

Note:

A Partner Administrator cannot enable integrations in their Partner Prime Account, as integrations with other applications are not supported for Partner Accounts. If a Partner wants to explore or test CloudLink integrations, they must create an End Customer Account within their Partner Portal and enable integrations there. For more information about Partner Accounts, refer to Log in as a Mitel Partner.

3. Click the **3rd party** tab. A list of supported third-party applications is displayed. Click the **Add** button associated with **Microsoft Office 365**, and click **Done**.



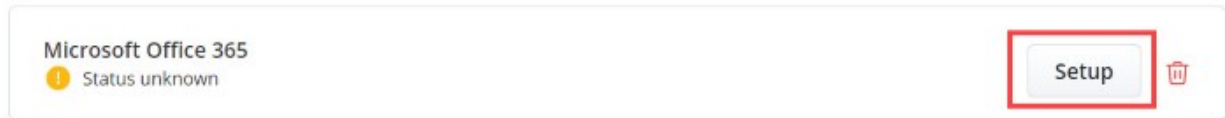
4. The Microsoft Office 365 integration is added to the customer account and is displayed in the **Integrations** section of the **Account Information** page.



Enabling Microsoft Office 365 integration in a customer account

After you add the Microsoft Office 365 integration to a customer account, you must provide consent for your CloudLink account to synchronize with your organization's Microsoft Office 365 account to enable the integration. The consent can be provided through Azure by a user who is an Office 365 administrator of your organization's Microsoft Office 365 account. To do this:

1. Click the **Setup** button associated with **Microsoft Office 365** in the **Integrations** section.



The Microsoft Office 365 configuration dialog box opens.

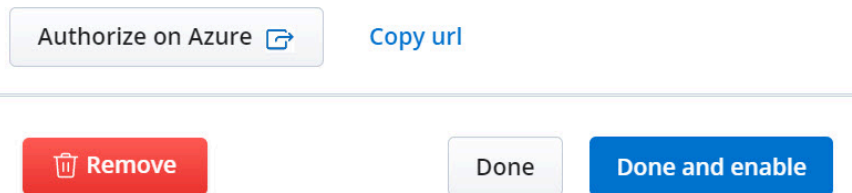
Microsoft Office 365

To authorize Mitel Cloudlink to work with Microsoft Office 365, consent must be provided through Azure by a user that is an Office 365 admin.

Once consent has been given, the integration can be enabled.

If you are an Office 365 admin, click the 'Authorize on Azure' button to grant consent. Once you grant consent, you can enable the integration.

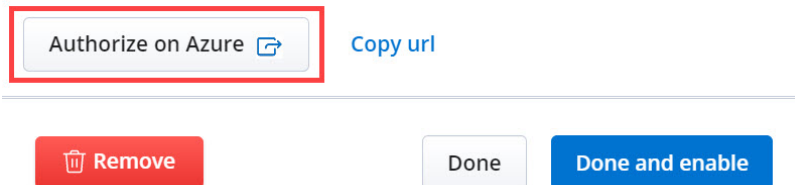
If you are not an Office 365 admin, copy the url and send it to an Office 365 admin. Once they give consent, you can enable the integration.



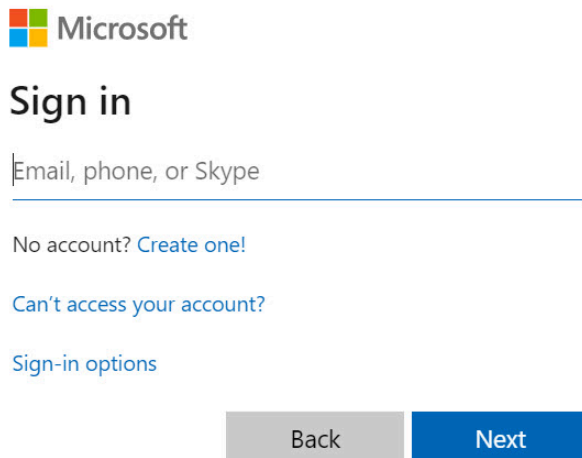
2. Further procedure depends on what admin rights the CloudLink administrator and the Office 365 administrator have.

- If the CloudLink administrator also has Office 365 admin rights:

a. Click **Authorize on Azure**.



The Microsoft **Sign in** page opens.



b. Enter your credentials in the fields provided, and click **Sign in**.

c. After successful sign in, a pop-up displays what information the Mitel Administration can access.



amith@cloudlinkdev.com

Permissions requested Review for your organization



This application is not published by Microsoft.

This app would like to:

- ✓ Read user calendars
- ✓ Have full access to user calendars
- ✓ Sign in and read user profile

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel Accept

- d. Click **Accept** to grant permission. The pop-up page will redirect to the Mitel Administration and then close automatically.
- e. Return to the Microsoft Office 365 configuration dialog box. The message **Office 365 consent was successful! You can now enable this integration below.** appears.

Office 365 consent was successful! You can now enable this integration below.



Microsoft Office 365

To authorize Mitel Cloudlink to work with Microsoft Office 365, consent must be provided through Azure by a user that is an Office 365 admin.

Once consent has been given, the integration can be enabled.

If you are an Office 365 admin, click the 'Authorize on Azure' button to grant consent. Once you grant consent, you can enable the integration.

If you are not an Office 365 admin, copy the url and send it to an Office 365 admin. Once they give consent, you can enable the integration.

Authorize on Azure

Copy url

Last verified on: 11/10/2020 at 10:48 AM GMT+5:30

Remove

Done

Done and enable

- f. Click **Done and enable** to enable the integration and close the dialog box. Clicking **Done** will close the dialog box, but will not enable the integration.



You must then enable the toggle button in the **Integrations** panel associated with **Microsoft Office 365** to enable the integration. The integration panel indicates successful integration as shown in the following screenshot.



Note:

- a. If you force-close the pop-up page in the preceding step iv, the Mitel Administration will not recognize that the consent was successful.
- b. If you close the Mitel Administration or the Microsoft Office365 integration dialog box before the pop-up page in the preceding step iv closes automatically, there will be no acknowledgment in the Mitel Administration that the consent was successful.

- **If the CloudLink administrator does not have Office 365 admin rights:**

- a. Click **Copy url** to copy the URL from the Microsoft Office 365 configuration dialog box and share the URL with your organization's Office 365 administrator.

i Note:

If you click the **Authorize on Azure** button from the Microsoft Office 365 configuration dialog box, the Microsoft **Sign in** page is displayed. After you sign in, a pop-up page displays an alert that only an Office 365 administrator can grant permission. Click **Return to the Application without granting consent** to return to the Mitel Administration. The Microsoft Office 365 dialog box displays the message **Office 365 consent failed because you do not have the access. Copy the following URL and send to an Office 365 administrator.**

b. Further procedure depends on what admin rights the Office 365 administrator have.

- **If the Office 365 administrator also has CloudLink admin rights:**

After the Office 365 administrator grants permission by accepting the permission request, the pop-up page will redirect to the Mitel Administration login page. The Office 365 administrator must then log in to the console using CloudLink administrator credentials. After successful

login, the Mitel Administration detects that the consent was successful and displays the following dialog box.

Microsoft Office 365 Consent Succeeded

It was detected that Microsoft Office 365 consent succeeded. You can now enable the integration for the account.

OK

The Office 365 administrator informs the CloudLink administrator that consent has been granted.

If the Office 365 administrator denies permission, the pop-up page will redirect to the Mitel Administration login page. After logging in, the Mitel Administration displays the following dialog box.

Microsoft Office 365 Consent Failed

It was detected that Microsoft Office 365 consent failed. Consent must be given by an Office 365 admin.

OK

After the Office 365 administrator grants consent, click **Done and enable** in the Microsoft Office 365 configuration dialog box. If the Mitel Administration has detected that the consent was successful, the integration status will be as displayed as shown in the following image.

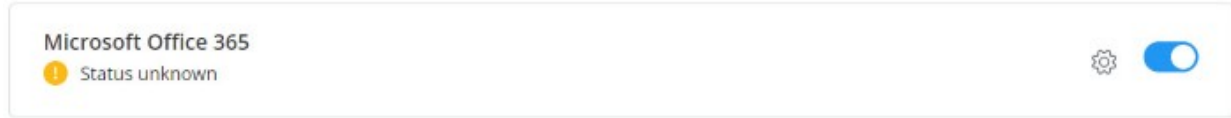


- **If the Office 365 administrator does not have CloudLink admin rights:**

After the Office 365 administrator grants permission by accepting the permission request, the pop-up page will redirect to the Mitel Administration login page. Because the Office 365 administrator cannot log in to the Mitel Administration, the console does not detect whether the consent is successful or not. However, the Office 365 administrator can inform the CloudLink administrator that consent has been granted.

After the Office 365 administrator grants consent, click **Done and enable** in the Microsoft Office 365 configuration dialog box. If the Mitel Administration could not detect whether the

consent was successful or not, the integration status will be as displayed as shown in the following image.



Removing Microsoft Office 365 integration from a customer account

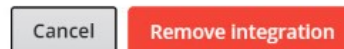
You can remove an existing Microsoft Office 365 integration from a customer account using one of the following methods:

- Click the  icon associated with the integration in the **Integrations** panel. The Microsoft Office 365 integration will be removed from the customer account.
- Click the **Remove** button from the Microsoft Office 365 configuration dialog box. To access the dialog box, do either of the following:
 - If the integration is added but not enabled, click the **Setup** button associated with the integration in the **Integrations** panel. The dialog box opens.
 - If the integration is added and enabled, click the  icon associated with the integration in the **Integrations** panel.

From the **Remove Office 365 Integration** confirmatory panel that opens, click **Remove integration** to remove the integration. Clicking **Cancel** cancels the operation.

Remove Office 365 Integration

This integration will be removed for all end users. Please note that this does not affect the status of the integration inside of Azure.



- Disable the toggle button associated with the **Microsoft Office 365 integration** in the **Integrations** panel. From the **Remove Office 365 Integration** confirmatory panel than opens, click **Remove integration** to remove the integration. Clicking **Cancel** cancels the operation.

Remove Office 365 Integration

This integration will be removed for all end users. Please note that this does not affect the status of the integration inside of Azure.

Cancel

Remove integration

3.2.4 Integrating Twilio with Mitel Administration

You can configure integrations with Twilio using Mitel Administration.

If Twilio integration is enabled for a customer account, users in that account can integrate their Twilio account with their CloudLink applications.

Adding Twilio integration to a customer account

To add Twilio integration to a customer account:

1. Click **Accounts** from the left main menu. The **Account Information** page of the customer account opens.
2. In the **Integrations** section, click **+ Add new**.

A pop-up screen displays the **Integrations** panel.

i Note:

A Partner Administrator cannot enable integrations in their Partner Prime Account, as integrations with other applications are not supported for Partner Accounts. If a Partner wants to explore or test CloudLink integrations, they must create an End Customer Account within their Partner Portal and enable integrations there. For more information about Partner Accounts, refer to Log in as a Mitel Partner.

3. Click the **3rd party** tab. A list of supported third-party applications are displayed. Click the **Add** button associated with **Twilio** and click **Done**.
4. The Twilio integration is added to the customer account and is displayed in the **Integrations** section of the **Account Information** page.

Enabling Twilio integration in a customer account

After you add the Twilio integration to a customer account, you must provide required details for your CloudLink account to synchronize with your organization's Twilio account to enable the integration. To do this:

1. Click the **Complete Setup** button associated with **Twilio** in the **Integrations** section. The Twilio configuration dialog box opens.
2. Enter a name for the Twilio account integration.
3. Enter the Account SID. (This information is from Twilio account of the customer).
4. Enter the Auth Token. (This information is from Twilio account of the customer).
5. Click **Save**.

Removing Twilio integration from a customer account

You can remove an existing Twilio integration from a customer account, to do so, complete the following:

1. Disable the toggle button associated with the **Twilio integration** in the **Integrations** panel.
2. From the **Remove Twilio Integration** confirmatory panel than opens, click **Remove integration** to remove the integration. Clicking **Cancel** cancels the operation.

3.2.4.1 Integrating WhatsApp, Facebook, and SMS through Twilio for Mitel CX

This integration enables the flow of messaging between contact center agents and customers using channels, such as, WhatsApp, Facebook Messenger, and SMS, through CloudLink-enabled Chat Media Servers.

Adding a Channel

To add a new channel, complete the following steps:

1. Click **Integrations & Apps** from the left navigation menu. Scroll to the **Integrations** panel, click  icon associated with Twilio. The Twilio management page is displayed.

Note:

The Twilio option is available *only* if Twilio integration is enabled for the customer account.

2. Click **Add Channels** button to create a new connection to WhatsApp, Facebook, or SMS. The **New Channel** dialog appears.

3. Select the **Channel** type from the dropdown list - WhatsApp Business, SMS, Facebook Messenger.

- a. If you are adding **WhatsApp Business** channel, use the checkbox to select the **Phone Number** to send the WhatsApp message to.
- b. Paste the **Queue ID** from the **Chat Queue** associated with the CloudLink-enabled Chat Media Server.

Note:

To locate the **Queue ID**, go to **YourSite** explorer, select the **Chat Queue** that is associated with the CloudLink-enabled Chat Media Server. Click the **Queue Tools** tab, and click **Copy queue ID** button.

c. Click **Create** to create the channel. The new channel is added to the **Configured Channels** list.

- a. If you are adding **SMS** channel, use the checkbox to select the **Phone Number** to send the message to.
- b. Paste the **Queue ID** from the **Chat Queue** associated with the CloudLink-enabled Chat Media Server.
- c. Click **Create** to create the channel. The new channel is added to the **Configured Channels** list.

- a. If you are adding **Facebook Messenger** channel, manually locate and add the names of the Facebook page(s) in the **Page** field.
- b. Paste the **Queue ID** from the **Chat Queue** associated with the CloudLink-enabled Chat Media Server.
- c. Click **Create** to create the channel. The new channel is added to the **Configured Channels** list.

Note:

After the Twilio channel is created in Mitel Administration, the Twilio administrator must manually copy and paste the new webhook URL into the Twilio administrative portal for **WhatsApp** and **Facebook Messenger**. However, the webhook URL for **SMS** is automatically added to the Twilio administrative portal.

Adding webhook URL into Twilio administrative portal

The Twilio interface has not automated adding the webhook URL of the newly created **WhatsApp** and **Facebook Messenger** channels automatically, complete the following steps to add the webhook URLs:

1. Navigate to **Integrations & Apps > Integrations > Twilio**. Click . The channel configuration page opens.

2. From the list, in the **social.webhook** column, hover over the webhook to display the pop-up containing the full URL.
3. From the pop-up, copy the URL text and send it to the Twilio administrator. Instruct the administrator to paste the URL into the **Webhook URL for incoming messages** field within the Twilio **Endpoint configuration** section. Then, ensure that the **Webhook method for incoming messages** dropdown is set to **HTTP POST**.

Note:

The **Fallback URL for incoming messages** and **Status callback URL fields** are not supported at this time. Leave these fields blank to prevent unnecessary messages from being sent.

Deleting a Channel

To delete a channel, complete the following steps:

1. Click **Integrations & Apps** from the left navigation menu. Scroll to the **Integrations** panel, click  icon against Twilio. The Twilio management page is displayed.
2. Select the channel(s) you want to delete using the checkbox, click **Delete Selected**. The Delete Channel(s) confirmation pop-up is displayed.
3. Type **confirm** in the **Type 'confirm'** field in the pop-up. Click **Delete**. The selected channel(s) is deleted.

3.2.4.2 Integrating SMS through Twilio for MiCollab

This integration enables the flow of messaging between contact center agents and customers using SMS through CloudLink-enabled Chat Media Servers.

Prerequisites

Before enabling the SMS feature, activate the following features on the Mitel Administration portal:

- CloudLink Chat
- Guest Access

Important:

It is recommended that the partner/customer register their brand with Twilio for A2P messaging from the [Trust Hub](#).

Enabling SMS and assigning provider numbers from Mitel Administration

To enable the SMS feature for a MiCollab account, proceed with the following steps:

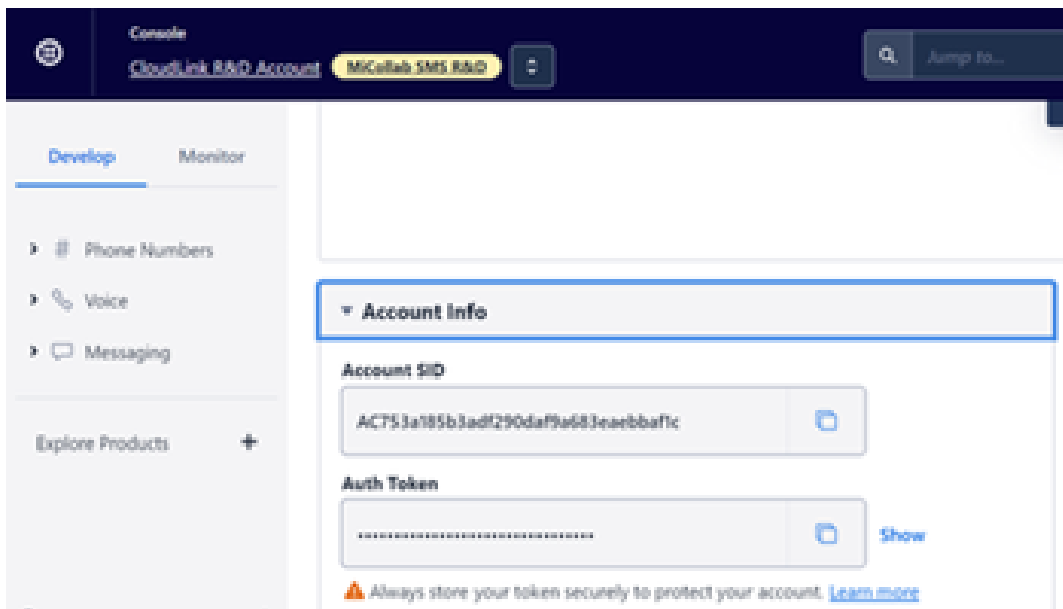
1. From the Mitel Administration, click **Integrations & Apps** from the left navigation menu.
2. In the **Integrations** section, click **+Add new**.

A pop-up screen displays the **Integrations** panel.

3. Select the **3rd party** tab. A list of supported third-party applications is displayed. Click the **Add** button associated with Twilio and click **Done**.

The Twilio integration is added to the customer account and is displayed in the **Integrations** section of the **Account Information** page.

4. To configure the Twilio integration within the Mitel Administration, you need to access the Twilio console to retrieve the **Account SID** and **Auth Token**.



Enabling Twilio integration in a customer account

After you add the Twilio integration to a customer account, you must provide required details for your CloudLink account to synchronize with your organization's Twilio account to enable the integration. To do this:

1. Click the **Complete Setup** button associated with **Twilio** in the **Integrations** section. The Twilio configuration dialog box opens.
2. Enter a **Name** for the Twilio account integration.
3. Enter the **Account SID** (enter the information retrieved from Twilio console).
4. Enter the **Auth Token** (enter the information retrieved from Twilio console).
5. Click **Save**.

Integrating SMS

After a successful integration, you can assign Twilio phone number for MiCollab SMS. To do this:

1. Click **Integrations & Apps** from the left navigation menu. Scroll to the **Integrations** panel, click icon  associated with Twilio.

The Twilio management page is displayed. This page displays a MiCollab entry in the table.

2. Select phone numbers that can be used within the MiCollab SMS Feature and click the **Edit** button. A list of active phone numbers configured in Twilio is displayed.
3. Select or search for the phone numbers from the **Phone Number** drop-down list.



Note:

If the phone numbers are actively used in the stream, a message "in-use" is displayed next to it. These phone numbers cannot be de-selected. To de-select, the phone number must be deactivated within the MiCollab Stream. Removing

4. Click **Save**.

The numbers are assigned to MiCollab SMS.

Enable Guest Access from Mitel Administration

1. From the Mitel Administration, click **Integrations & Apps** from the left navigation menu.
2. In the **Privileges** panel, enable **Allow Guest Access** if it is not enabled.

Removing Integration

To remove the Twilio integration, all phone numbers associated with the MiCollab product must NOT be in-use. If the phone numbers are in-use, a dialogue appears to indicate that the numbers are actively being used.

3.2.5 Integrating CM.com with Mitel Administration

If CM.com integration is enabled for a customer account, users in that account can integrate their CM.com account with their CloudLink applications.

Adding CM.com integration to a customer account

To add CM.com integration to a customer account:

1. Click Accounts, **Account Information** page of the customer account opens.
2. In the **Integrations** section, click **+ Add new**.

A pop-up screen displays the **Integrations** panel.

i Note:

A Partner Administrator cannot enable integrations in their Partner Prime Account, as integrations with other applications are not supported for Partner Accounts. If a Partner wants to explore or test CloudLink integrations, they must create an End Customer Account within their Partner Portal and enable integrations there. For more information about Partner Accounts, refer to Log in as a Mitel Partner.

1. Click the **3rd party** tab. A list of supported third-party applications are displayed. Click the **Add** button associated with **CM.com** and click **Done**.
2. The CM.com integration is added to the customer account and is displayed in the **Integrations** section of the **Account Information** page.

Enabling CM.com integration in a customer account

After you add the CM.com integration to a customer account, you must provide required details for your CloudLink account to synchronize with your organization's CM.com account to enable the integration. To do this:

1. Click the **Complete Setup** button associated with **CM.com** in the **Integrations** section. The CM.com configuration dialog box opens.
2. Enter a name for the CM.com account integration.
3. Enter the CM.com Account Id. (This information is from CM.com account of the customer).
4. Enter the Product Token. (This information is from CM.com account of the customer).
5. Click **Save**.

Removing CM.com integration from a customer account

You can remove an existing CM.com integration from a customer account, to do so, complete the following:

1. Disable the toggle button associated with the **CM.com integration** in the **Integrations** panel.
2. From the **Remove CM.com Integration** confirmatory panel than opens, click **Remove integration** to remove the integration. Clicking **Cancel** cancels the operation.

3.2.5.1 Integrating WhatsApp, Facebook, and SMS through CM.com

This integration enables the flow of messaging between contact center agents and customers using channels, such as, WhatsApp, Facebook Messenger, and SMS, through CloudLink-enabled Chat Media Servers.

Adding a Channel

To add a new channel complete the following steps:

1. Click **Integrations & Apps** from the left navigation menu. Scroll to the **Integrations** panel, click  against CM.com. The CM.com management page is displayed.

Note:

The CM.com option is available *only* if CM.com integration is enabled for the customer account.

2. Click **Add Channels** button to create a new connection to WhatsApp, Facebook, or SMS. The **New Channel** dialog appears.
3. Select the **Channel** type from the dropdown list - WhatsApp Business, SMS, Facebook Messenger.
 - a. If you are adding **WhatsApp Business** or **SMS** channel, use the checkbox to select **Phone Number** to send the WhatsApp message or SMS.
 - b. Select the **Queue** from the drop-down list.

Note:

The dropdown list of Chat Queues is being pulled from MiCC-B, if MiCC-B version is 10.1 or higher and the CloudLink Daemon is running on it.

Note:

If Mitel CX- version is below 10.1, you need to locate the Queue ID. To locate the Queue ID, go to **YourSite** explorer, select the **Chat Queue** that is associated with the CloudLink-enabled Chat Media Server. Click the **Queue Tools** tab, and click **Copy queue ID** button.

- c. Click **Create** to create the channel. The new channel is added to the Configured Channels list.
 - a. If you are adding **Facebook Messenger** channel, select the **Page** from the list of pages available from the dropdown. You can select more than one page.

Note:

These pages are automatically added to the dropdown list from the configured Facebook Business pages in CM.com.

- b. Paste the **Queue ID** from the Chat Queue associated with the CloudLink-enabled Chat Media Server.
- c. Click **Create** to create the channel. The new channel is added to the Configured Channels list.

Note:

Once the channel is created, the CloudLink generated webhook URL is automatically added to the CM.com channel configuration.

Deleting a Channel

To delete a channel, complete the following steps:

1. Click **Integrations & Apps** from the left navigation menu. Scroll to the **Integrations** panel, click  icon against CM.com. The CM.com management page is displayed.
2. Select the channel(s) you want to delete using the checkbox, click **Delete Selected**. The Delete Channel(s) confirmation pop-up is displayed.
3. Type **confirm** in the **Type 'confirm'** field in the pop-up. Click **Delete**. The selected channel(s) is deleted.

3.2.6 Provisioning Users from Microsoft Entra ID (Azure AD) into CloudLink

CloudLink supports automatic provisioning of users from Microsoft Entra ID (Azure AD) into the CloudLink database. For this, the user data in this directory is synchronized with the CloudLink database using System for Cross-domain Identity Management (SCIM). This enables a Mitel Partner or an Account Admin to manage the users and application services in Entra ID and have them provisioned into the CloudLink database, which minimizes data entry and administration tasks.

Best practice:

If you use SCIM to provision users from Microsoft Entra ID (Azure AD) into CloudLink, manage all user additions, updates, and deletions in Entra ID. This keeps data in sync, reduces manual work, and helps prevent errors.

**Note:**

For MiVoice Office 400, Mitel recommends the Microsoft Entra ID (Azure AD) integration to be configured through Mitel Open Interface Platform (OIP) as this method is used as a directory integration rather than the user creation. This allows all PBX users access to all the imported contacts, provided **PBX extended search** is enabled in the [Contacts \(Web client\)](#) or [Contacts \(Mobile client\)](#). For more details about AD integration using Mitel OIP, see [Mitel Open Interfaces Platform - System Manual](#)

Prerequisites

To configure provisioning of users from Entra ID into CloudLink, the Mitel Partner or Account Admin:

- Requires:
 - An Entra ID subscription
 - A Mitel CloudLink account.
- The user ID, email address, mobile number, phone number, extension number, and login ID, must be unique while importing users from Entra ID into CloudLink.

In this document, it is assumed:

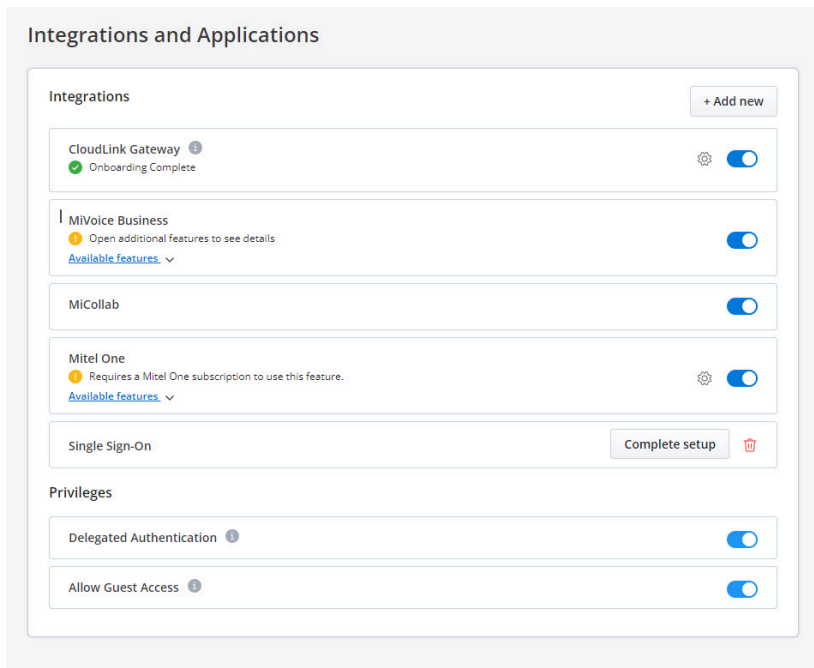
- The Entra ID environment and Azure accounts setup are available.
- The administrator has a good understanding of cloud technologies, especially, Microsoft Azure.
- The Azure integration with CloudLink is approved by the customer's IT or equivalent department.
- The connectivity between Azure and the customer premises is active and it supports real time applications, for example, the connectivity must have low latency.
- The HTTPS and SIP/TLS protocols (highly recommended) are used in the Azure setup.
- The NTP and DNS servers are configured and accessible from Azure, so Mitel Administration can access these servers during the provisioning.

Adding Entra ID Sync integration to a customer account

Provisioning users from Entra ID into a customer account in Mitel Administration requires Entra ID Sync integration to be added to that customer account in Mitel Administration. A Mitel Partner or an Account Admin can add Entra ID Sync integration to a customer account by using the following procedure:

1. Navigate to the **Account Information** page of the customer account.

2. In the **Integrations** section, click **+ Add new**.



A pop-up screen displays the **Integrations** panel.



Note:

A Mitel Partner cannot enable integrations in the Partner Account because integration with other applications is not supported for Partner Accounts. To integrate CloudLink with other applications, a Partner must create a customer account and enable integrations in that account. Mitel recommends that you disable any existing integrations in the Partner Account to avail the full functionality of CloudLink features. For more information about Partner Accounts, see [Log in as a Mitel Partner](#).

- Click the **3rd party** tab. A list of third-party applications supported by CloudLink is displayed. Click the **Add** button associated with **Entra ID Sync (Azure AD sync)**, and click **Done**.

Integrations

Mitel
3rd party

Azure AD Single Sign-On
SSO for enterprises using Azure AD with Mitel's CloudLink based applications.
Add

Azure AD Sync
Synchronize users between your Azure AD and Mitel's CloudLink based applications.
Add

Microsoft Office 365
Allows Mitel Cloudlink to integrate with Microsoft Office 365
✓ Added

Done

The Entra ID Sync (Azure AD sync) integration is added to the customer account and is displayed in the **Integrations** section of the **Account Information** page.

Integrations

+ Add new

Azure AD Sync

Complete setup

Provisioning Users from Entra ID into CloudLink using SCIM

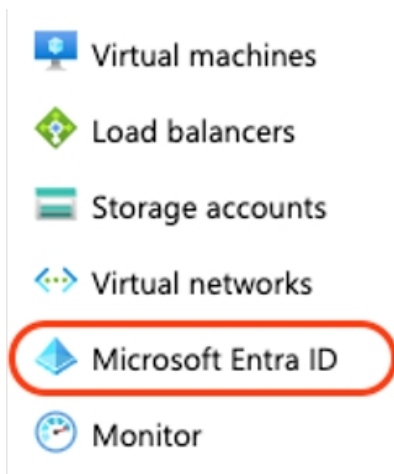
Provisioning users from the Entra ID to the CloudLink database using SCIM involves the following tasks:

- [Creating a SCIM application in Entra ID](#) — create a SCIM application to enable user provisioning.
- [Adding users to the SCIM application](#) on page 314 — add users to the SCIM application.
- [Configuring the SCIM application](#) on page 316 — configure the SCIM settings on the application side.
- [Testing the Connection](#) on page 320 — verify that the configuration works.
- [Managing the attribute mappings](#) on page 321 — review and customize the attribute mappings that will be synchronized with the CloudLink database during provisioning.
- [Start Provisioning](#) on page 325 — start provisioning users to the CloudLink database.

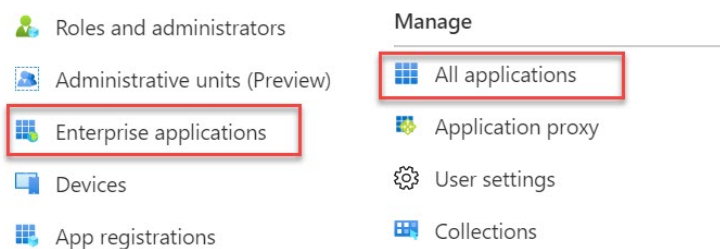
Creating a SCIM application in Entra ID

To create a SCIM application:

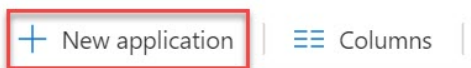
1. In the Azure portal, on the left navigation panel, click **Microsoft Entra ID**. The **Microsoft Entra ID** panel opens.



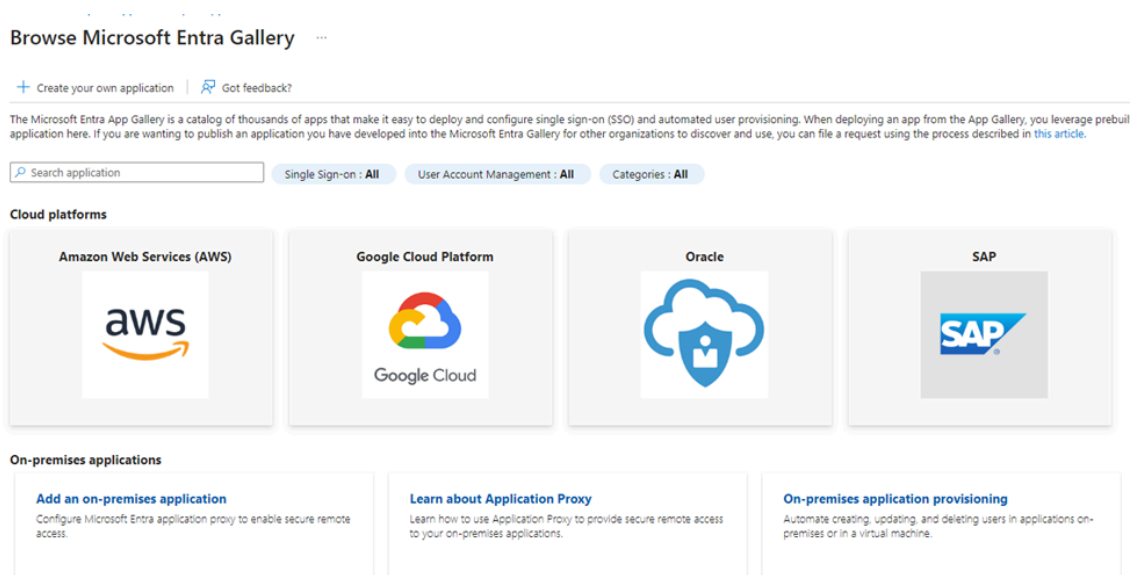
2. In the **Microsoft Entra ID** panel, select **Enterprise applications**. The **All applications** page opens, displaying a list of applications in your Entra ID tenant.



3. Click **New application**. The **Browse Microsoft Entra Gallery** page opens.



4. Click **+ create your own application**.



5. Type the name for your application (for example, Mitel CloudLink), and click **Add**.

Create your own application ×

 Got feedback?

If you are developing your own application, using Application Proxy, or want to integrate an application that is not in the gallery, you can create your own application here.

What's the name of your app?



What are you looking to do with your application?

- ☐ Configure Application Proxy for secure remote access to an on-premises application
- ☐ Register an application to integrate with Microsoft Entra ID (App you're developing)
- ☒ Integrate any other application you don't find in the gallery (Non-gallery)

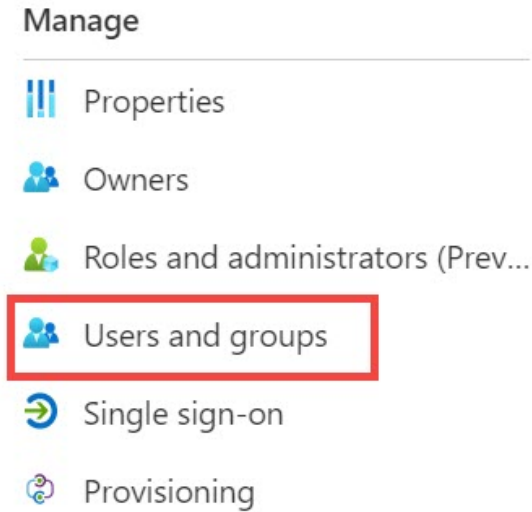
The application will be added, and will be displayed in the **All applications** page.

Adding users to the SCIM application

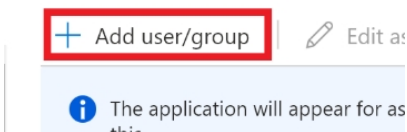
This section describes how to add users in the Microsoft Entra ID (Azure AD) to the SCIM application to be provisioned to CloudLink.

1. Access the **Users and groups** page in the [Azure portal](#), by doing the following:

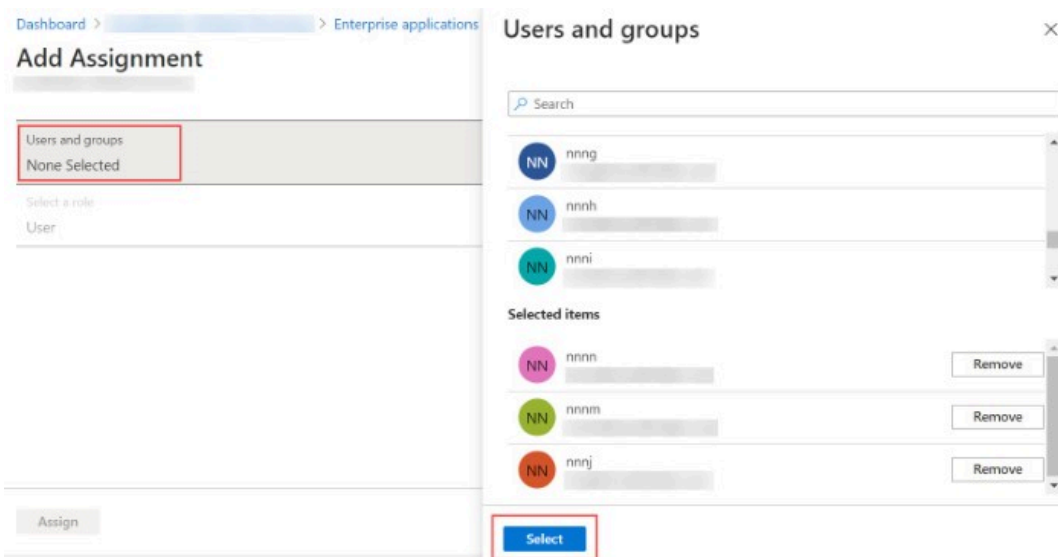
- Navigate to **Microsoft Entra ID (Azure AD) > Enterprise applications**, and select your application from the list. The application's **Overview** page opens.
- Under the **Manage** section, select **Users and groups**.



2. In the **Users and groups** page that opens, click **+ Add user/group**. The **Add Assignment** page opens.



3. Click the **Users and groups None Selected** option. The **Users and groups** panel opens. From the list in the **Users and groups** panel, click the users you want to add to the SCIM application, and click **Select** to select these users. The selected users are listed under **Selected items**.



4. Click **Assign** to add these users to the SCIM application.

Add Assignment

cloudlinkdev (Default Directory)

Users and groups

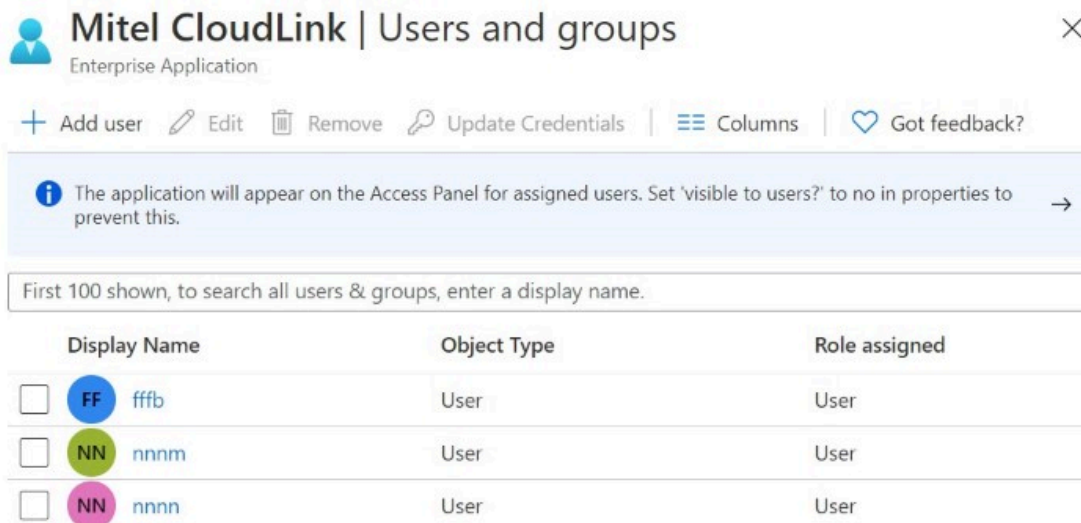
3 users selected.

Select a role

User

Assign

These users will be displayed in the **Users and groups** page.



Mitel CloudLink | Users and groups ×

Enterprise Application

+ Add user | Edit | Remove | Update Credentials | Columns | Got feedback?

i The application will appear on the Access Panel for assigned users. Set 'visible to users?' to no in properties to prevent this. →

First 100 shown, to search all users & groups, enter a display name.

	Display Name	Object Type	Role assigned
☐	FF fffb	User	User
☐	NN nnnm	User	User
☐	NN nnnn	User	User

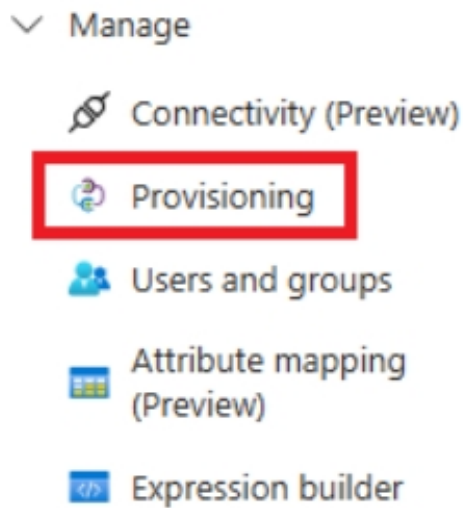
Configuring the SCIM application

This section describes how to configure the SCIM application in Entra ID with the parameters supplied in Mitel Administration to establish connection between the SCIM application and the CloudLink Platform.

To configure the SCIM application, it is recommended that you open the Azure portal and Mitel Administration side-by-side as you will need to copy some values from Mitel Administration to the Azure portal.

1. To access the **Provisioning** page in the [Azure portal](#):

- a. Navigate to **Microsoft Entra ID > Enterprise applications**, and select your application from the list. The application's **Overview** page opens.
- b. Under the **Manage** section, select **Provisioning**.



2. In the **Provisioning** page, select **Provisioning Mode** as **Automatic** from the drop-down menu.

Provisioning

 Save  Discard

Provisioning Mode Automatic 

Use Azure AD to manage the creation and synchronization of user accounts in Mitel CloudLink based on user and group assignment.

Manual

Automatic

The **Admin Credentials** section is displayed.

Provisioning

 Save  Discard

Provisioning Mode Automatic 

Use Azure AD to manage the creation and synchronization of user accounts in Mitel CloudLink based on user and group assignment.

Admin Credentials

Admin Credentials

Azure AD needs the following information to connect to Mitel CloudLink 's API and synchronize user data.

Tenant URL * 

Secret Token 

3. Provide the **Tenant URL** and the **Secret Token**. You can generate the URL and the token from the Mitel Administration:
 - a. From the **Integrations** section, click the **Complete setup** button associated with Entra ID Sync. The **Entra ID Sync (Azure AD sync)** configuration dialog box opens.

Azure AD Sync

Before starting ensure you have an Azure AD subscription/ account, and have added an application object. For more information see online help.

It might be easier to have this portal and the Azure AD portal side-by-side as you will be copying and pasting information from this portal to the Azure AD portal.

Press the Generate keys button to create keys to copy to Azure AD SCIM provisioning. Only generate keys as needed.

 Generate keys

 Remove

Done

- b. Click **Generate keys**. The **Tenant URL** and the **Secret Token** are generated. Click **Copy** and paste these values in the respective fields in the Entra ID portal.

Admin Credentials

Admin Credentials

Azure AD needs the following information to connect to Mitel CloudLink's API and synchronize user data.

Tenant URL * ⓘ

Secret Token ⓘ

Azure AD Sync

Before starting ensure you have an Azure AD subscription/ account, and have added an application object. For more information see online help.

It might be easier to have this portal and the Azure AD portal side-by-side as you will be copying and pasting information from this portal to the Azure AD portal.

Press the Generate keys button to create keys to copy to Azure AD SCIM provisioning. Only generate keys as needed.

Copy and paste these values where needed in Azure AD SCIM provisioning

Tenant URL https://admin.eu.dev.api.mitel.io/2017-09-01/accounts/1...	Copy
Secret Token hEv@%B67RzX^M8dfkZKDwu+VHIC&#xyF	Copy

Note:

Every time **Generate keys** is clicked, any URL and token from a previous synchronization becomes invalid and the SCIM application must be reconfigured with new ones.

Testing the Connection

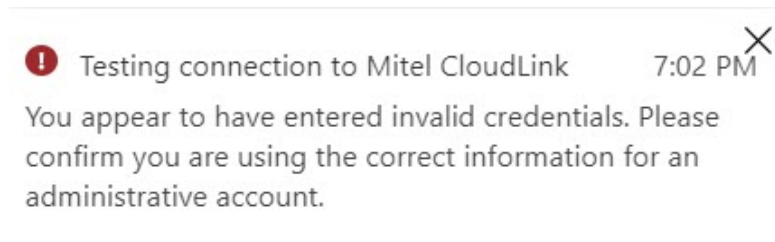
This section describes how to verify whether the configuration works, and to check whether the connection between the SCIM application and CloudLink is successful.

1. In the **Provisioning** page, within the **Manage > Connectivity (Preview)** section, click **Test Connection**. The SCIM application attempts to connect to CloudLink.

If the connection is successful, the following message is displayed.



If the connection fails, the following error message is displayed. Rectify the error and test the connection again.



2. If the connection is successful, click **Save** to save the admin credentials for user provisioning. Clicking **Discard** will cancel the changes.

Managing the attribute mappings

This section describes how to customize the default attribute mappings in the SCIM application that define which user properties are provisioned from Entra ID to the CloudLink database. You can change or delete the current attribute-mappings, or create new attribute-mappings. To do this:

1. In the **Provisioning** page, **Mapping** section.

Overview (Preview)

Overview

Provision on demand

Manage

Connectivity (Preview)

Provisioning

Users and groups

Attribute mapping (Preview)

Expression builder

Monitor

Troubleshoot

Provisioning Mode

Automatic

Use Microsoft Entra to manage the creation and synchronization of user accounts in CloudLink Azure AD Sync based on user and group assignment.

Admin Credentials

Mappings

Mappings

Mappings allow you to define how data should flow between Microsoft Entra ID and customappsso.

Name	Enabled
Provision Microsoft Entra ID Groups	No
Provision Microsoft Entra ID Users	Yes

☐ Restore default mappings

- **Disable Groups mapping:** You must disable the provisioning of group objects between the Entra ID and the CloudLink database. This is required because CloudLink database does not support provisioning group objects. To do this:

a. Click **Provision Microsoft Entra ID Groups**.

Mappings

Mappings allow you to define how data should flow between Microsoft Entra ID and customappsso.

Name	Enabled
Provision Microsoft Entra ID Groups	No
Provision Microsoft Entra ID Users	Yes

☐ Restore default mappings

- b. In the **Attribute Mapping** page that opens, disable the **Enabled** option by clicking **No**. Click **Save** to save the changes.

Note:
By default, the **Enabled** option will be set to **Yes**.

- **Customize attributes** : You must customize the attributes to be provisioned between Entra ID and the CloudLink database. To do this:

a. Click **Provision Microsoft Entra ID Users**.

Mappings

Mappings allow you to define how data should flow between Microsoft Entra ID and customappsso.

Name	Enabled
Provision Microsoft Entra ID Groups	No
Provision Microsoft Entra ID Users	Yes

☐ Restore default mappings

The **Attribute Mapping** page opens, displaying the list of default attributes in Entra ID.

Attribute Mappings

Attribute mappings define how attributes are synchronized between Microsoft Entra ID and customappsso

customappsso Attribute	Microsoft Entra ID Attribute	Matching precedence	Edit	Remove
userName	userPrincipalName	1	Edit	Delete
active	Switch([IsSoftDeleted]), , "False", "True", "True", ...		Edit	Delete
displayName	displayName		Edit	Delete
emails[type eq "work"].value	mail		Edit	Delete
name.givenName	givenName		Edit	Delete
name.familyName	surname		Edit	Delete
addresses[type eq "work"].formatted	physicalDeliveryOfficeName		Edit	Delete
addresses[type eq "work"].streetAddress	streetAddress		Edit	Delete
phoneNumbers[type eq "work"].value	telephoneNumber		Edit	Delete
phoneNumbers[type eq "mobile"].value	mobile		Edit	Delete
roles[primary eq "True"].value	jobTitle		Edit	Delete

[Add New Mapping](#)

- b. You can choose to retain the default attribute mappings to be provisioned to the CloudLink database. You can also add new attribute mappings by clicking **Add New Mapping**. To delete a default attribute mapping, click the **Delete** option associated with the attribute.

You must ensure that the following conditions are met when you review the attributes to be provisioned between Entra ID and the CloudLink database.

User Name Display Behavior

Mitel Administration determines the user name displayed in the Users list based on attribute precedence rules.

If the **name** attribute is populated, Mitel Administration displays the value of **name**. If the **name** attribute is not populated, Mitel Administration displays the concatenated value of **firstName** and **lastName**.

When users are provisioned using SCIM from Microsoft Entra ID (Azure AD), the Entra ID **displayName** attribute (customappsso) is mapped to the CloudLink **name** attribute. As a result, the displayed user name reflects the formatting defined in Entra ID.

To maintain consistent user name display, configure the Entra ID **displayName** attribute to match the preferred Mitel Administration format (for example, *givenName* + *surname*).

Note:

Changes to attribute mappings apply only to newly provisioned users. Existing users are not updated automatically.

- The following attributes listed under **customappsso Attribute** are mandatory and must not be deleted.
 - **userName**
 - one among **displayName**, **name.givenName**, or **name.familyName**
 - **emails[type eq "work"].value**
- CloudLink requires valid users to have an email address. To facilitate this requirement during provisioning, you must make sure that the attribute type **emails[type eq "work"].value** under **customappsso Attribute** is mapped to the attribute type under **Microsoft Entra ID** that contains the user's email address in Azure directory.
- In addition to the mandatory attributes mentioned above, CloudLink supports the following attributes listed under **customappsso Attribute**. You must select only the following attributes.
 - **active**
 - **externalId**
 - **emails[type eq "other"].value**
 - **phoneNumbers[type eq "mobile"].value**
 - **phoneNumbers[type eq "work"].value**
 - **phoneNumbers[type eq "other"].value**
 - **roles[primary eq "True"].value**
 - **addresses[type eq "work"].streetAddress**
 - **addresses[type eq "work"].locality**
 - **addresses[type eq "work"].region**
 - **addresses[type eq "work"].postalCode**
 - **addresses[type eq "work"].country**



Note:

Only "work" address attributes listed above are supported for use in MiCollab. These address fields are not displayed in Mitel Administration.



Note:

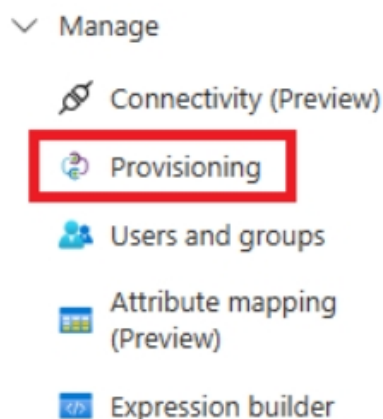
- In Entra ID, if you clear or leave blank any of the user details fields that is mapped to an attribute, the field will not be provisioned because Entra ID provisioning service does not support provisioning null values. For more information about attribute mapping properties, see [Azure documentation](#).
- If you remove any attribute mapping in the Entra ID after you start provisioning, the modification will not be updated in the CloudLink database automatically.
- The Phone numbers must be in E164 format.

- After you customize the necessary attribute mappings, click **Save** to save the changes. Clicking **Discard** will cancel the changes.

Start Provisioning

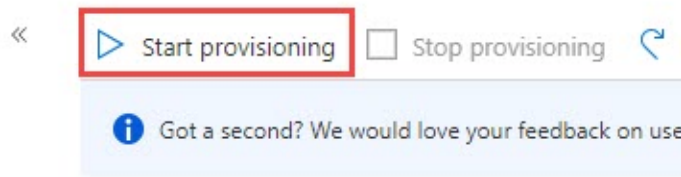
After you define the attributes, you must initiate the provisioning. To do this:

- Access the **Provisioning** page in the [Azure portal](#):
 - Navigate to **Microsoft Entra ID > Enterprise applications**, and select your application from the list. The application's **Overview** page opens.
 - Select **Provisioning**.



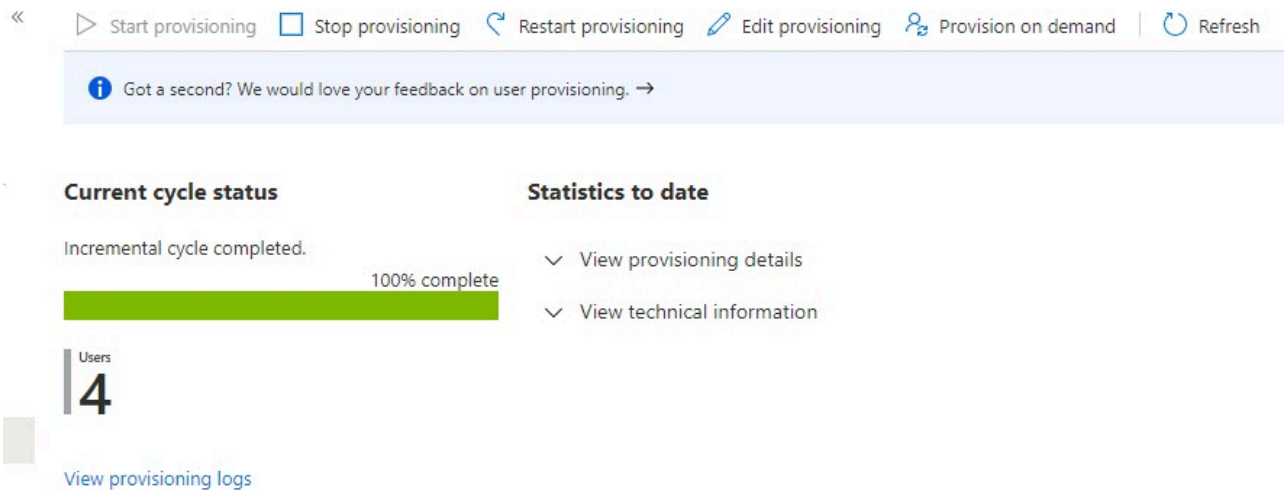
2. Click **Start provisioning**.

Provisioning



The Entra ID provisioning service runs an initial provisioning cycle. After the cycle is complete, the status of the cycle will be displayed as shown in the following screenshot.

Provisioning



The **Current cycle status** shows the completion status. This section also displays the number of users provisioned.

The initial provisioning cycle is followed by periodic incremental cycles. The incremental cycles happen every 40 minutes. For more information about provisioning cycles, see the [Azure documentation](#).

Note:

If errors occur during a provisioning cycle, the synchronization is retried in the next cycle. If the errors continue to occur, then the retries will occur at a reduced frequency, that is, the frequency of scheduled provisioning will decrease. For more information, see the [Azure documentation](#).

After the initial cycle is completed, you have the following options to manage the provisioning:

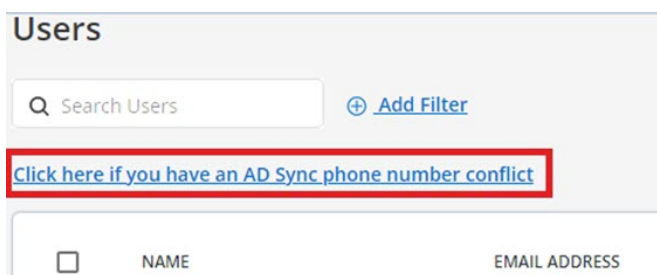
- **Stop provisioning:** Click this option to stop the provisioning process.
- **Restart provisioning:** Click this option to trigger the provisioning run manually without waiting for the next scheduled run.
- **Edit provisioning:** Click this option to edit the current configuration or to customize the attribute mappings.
- **Provision on demand:** Click this option to provision any changes to a single user. This is done manually. You can also use this option to validate and verify that the changes made to the configuration were applied properly and are being correctly synchronized with the CloudLink database.

Deleting a User with Phone Conflict

This feature allows administrators to search for users with phone number conflicts and delete them, including both active and inactive users.

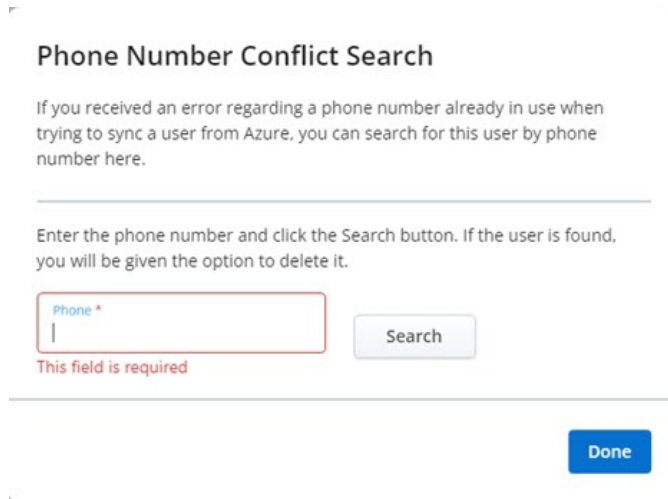
1. Navigate to the **Users** page.

Note:
For accounts with AD Sync integration, a link—'**Click here if you have an AD Sync phone number conflict**'—appears at the top of the Users page.



2. Select the **Click here if you have an AD Sync phone number conflict** link.

The **Phone Number Conflict Search** dialog box appears.



Phone Number Conflict Search

If you received an error regarding a phone number already in use when trying to sync a user from Azure, you can search for this user by phone number here.

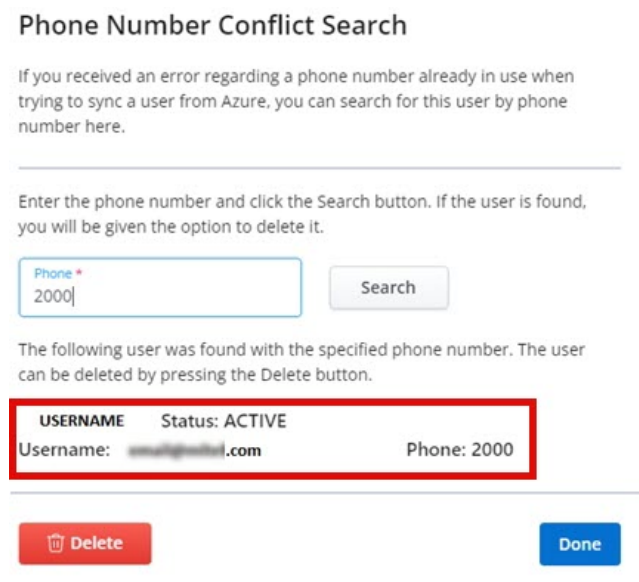
Enter the phone number and click the Search button. If the user is found, you will be given the option to delete it.

This field is required

3. Enter the phone number in the search box.

4. Click **Search**.

The user appears at the bottom of the search box.



Phone Number Conflict Search

If you received an error regarding a phone number already in use when trying to sync a user from Azure, you can search for this user by phone number here.

Enter the phone number and click the Search button. If the user is found, you will be given the option to delete it.

The following user was found with the specified phone number. The user can be deleted by pressing the Delete button.

USERNAME	Status: ACTIVE
Username: www@mitel.com	Phone: 2000

5. Verify the user.

6. Click **Delete** to remove the user.

3.2.6.1 Updating a User's Name from Entra ID to CloudLink to MiCollab

This procedure outlines the steps to update a user's name in Entra ID and ensure it syncs correctly to CloudLink and MiCollab.

1. Access and update the user's name in Entra ID (Azure AD):

- Sign in to the Microsoft Entra Admin Center.
- In the left navigation pane, select **Users**.
- Search for and select the user whose name you want to update.
- On the user profile page, click **Edit Properties**.
- Update the **First name**, **Last name**, or **Display name** as needed.
- Click **Save**.

2. Wait for the Azure AD sync to CloudLink:

- This occurs automatically via SCIM or can be triggered manually.

3. Verify the updated name in CloudLink:

- Navigate to **Mitel Administration > User Management > Users**.
- Search for the user and confirm the name is updated.

4. Sync the updated user to MiCollab:

- Ensure **MiCollab integration** is enabled.
- If **MiVoice Business** is integrated, verify that the **username** is synced correctly.
- If needed, manually trigger a sync or update the username in MiCollab.

5. Validate the name in MiCollab:

- Log in to MiCollab and confirm the updated name appears in the user profile.

Note:

If the username is changed after the initial MiVoice Business configuration, it may not sync automatically to MiCollab. Manual intervention may be required.

Manual Sync Procedure

To sync updated user information from MiVoice Business to MiCollab:

1. Navigate to **User Management > Users** in the Mitel Administration console.
2. Locate the user whose information has been updated.
3. To sync a single user:
 - Click the **Sync** button next to the user.
4. To sync multiple users:
 - Select the checkboxes next to the users.
 - Click **Sync Selected**.

3.2.7 Microsoft Teams Integration

Mitel provides the CloudLink to MS Teams Presence integration feature, which enables users to know the availability status of the users in the CloudLink account as part of their MS Teams presence. This is called a Unidirectional presence. This feature has now been expanded to enable the synchronization of Microsoft Teams presence of a user with their MiCollab client through CloudLink, and this is known as Bi-directional synchronization.

After the presence sync is enabled for users, the presence status displayed in MS Teams will be a combination of users' presence from the MS Teams clients and MiCollab presence.

Microsoft Teams onboarding modes

Microsoft Teams integration can be added to customer accounts that do or do not have MiCollab and a PBX configured.

Account configuration	Behavior
No MiCollab and no PBX onboarded	Microsoft Teams can be added as a standalone integration. In this mode, the integration does not depend on MiCollab or PBX connectivity.
MiCollab and PBX onboarded	Microsoft Teams uses the standard presence workflow. Additional presence capabilities, including bi-directional presence with MiCollab and MiVoice Business, are available when all prerequisites are met.
Only MiCollab or only a PBX onboarded	Not supported. The solution must either run without MiCollab and PBX, or with both configured as described in the prerequisites.

The availability of specific features, such as CloudLink to MS Teams presence and MS Teams to CloudLink presence, still depends on meeting the prerequisites described in the Unidirectional presence and Bi-directional presence sections.

3.2.7.1 Unidirectional presence

The integration of CloudLink to MS Teams presence of a user known as Unidirectional synchronization. To achieve this presence synchronization from CloudLink to MS Teams, follow the procedures that have been detailed out in this chapter. Following are the instructions for integrating Microsoft Teams with Mitel Administration.

Prerequisites

To configure Microsoft Teams integration with a CloudLink customer account, you must have:

- Gateway integration enabled. Depending on the PBX type, see the following documents for more information:
 - MiVoice Office 400: [Configure MiVoice Office 400 PBX](#)
 - MiVoice Office 5000: [CloudLink Deployment Guide with MiVoice 5000](#)
 - MiVoice Business: [CloudLink Integration with MiVoice Business Deployment Guide](#)
 - MX-ONE: [Deployment Guide with MX-ONE](#)

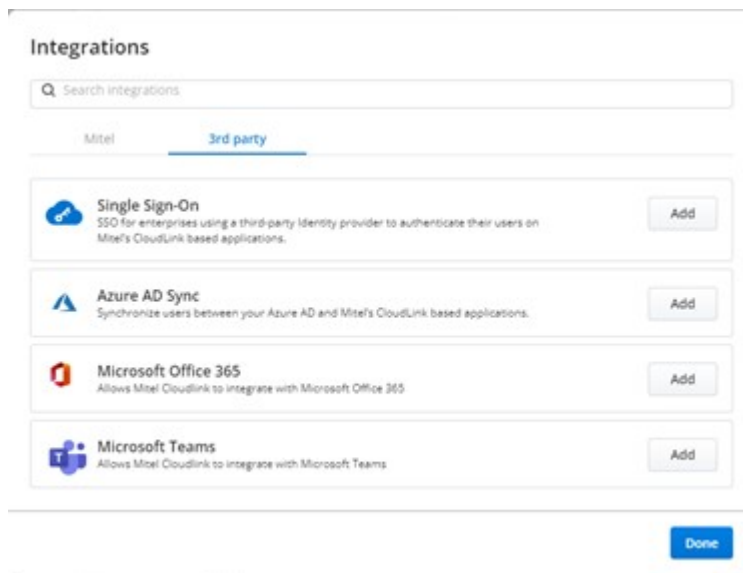
Note:

The email address of a user configured in the selected PBX must match the primary email address or the user principal name of the user in Azure AD.

Integrating Microsoft Teams with a Customer Account

To integrate Microsoft Teams with a customer account, perform the following steps:

1. [Log in to the Mitel Administration](#) on page 1.
2. Access the **Integrations** panel from **Accounts Information** page or from **Integrations & Apps** option. For more information about accessing **Integrations** panel and adding integration to a customer account see, [Adding an integration to a customer account](#) on page 114.
3. In the **Integrations** panel, click **+ Add new**. A pop-up screen displays the available integrations.
4. Click the **3rd party** tab. A list of supported third-party applications is displayed. Click the **Add** button associated with **Microsoft Teams**, and click **Done**.



The Microsoft Teams integration is added to the customer account and is displayed in the **Integrations** section of the **Account Information** page.



5. Click **Complete setup**. The **Microsoft Teams Integrations** dialog box is displayed.

Microsoft Teams Integration

Please enter the tenant and client information.

Note: Name your integration the same value you supplied in the 'Description' field of the client secret in Azure.

 Remove

- To create **Name**, **Tenant Id**, **Application (Client) Id**, and the **Client Secret (Value)**, you must create an Enterprise application. To create an Enterprise application, log in to Azure portal and click **App registration > New registration**. The **Register an application** page is displayed.

Microsoft Azure Search resources, services, and docs (G+)

Home > App registrations >

Register an application

*** Name**

The user-facing display name for this application (this can be changed later).

Supported account types

Who can use this application or access this API?

☒ Accounts in this organizational directory only (Default Directory only - Single tenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)

☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

☐ Personal Microsoft accounts only

[Help me choose...](#)

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

By proceeding, you agree to the Microsoft Platform Policies [?](#)

Register

- Enter the **Name** for the application and select the **Accounts in this organizational directory only (Default Directory only – Single tenant)** option under **Supported account types**.
- Click **Register** to register the application.
- Navigate to **API permissions** in the left navigation panel and click **+Add a permission**. The **Request API permissions** page is displayed.
- Click **Microsoft Graph** and then select **Application permissions**.

11. Enable the **User.Read.All**, and **Presence.ReadWrite.All** permissions as shown in the following images.

Request API permissions

> TeamsTab

> UserAuthenticationMethod

> UserNotification

> UserShiftPreferences

✓ User (1)

☐	User.Export.All ⓘ Export user's data	Yes
☐	User.Invite.All ⓘ Invite guest users to the organization	Yes
☐	User.ManageIdentities.All ⓘ Manage all users' identities	Yes
☒	User.Read.All ⓘ Read all users' full profiles	Yes
☐	User.ReadWrite.All ⓘ Read and write all users' full profiles	Yes

Add permissions

Discard

Request API permissions

[← All APIs](#)



Microsoft Graph

<https://graph.microsoft.com/> [Docs](#)

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

Select permissions [expand all](#)

×

Permission	Admin consent required
▼ Presence (1)	
☒ Presence.ReadWrite.All ⓘ Read and write presence information for all users	Yes

Add permissions

Discard

12. Click **Grant admin consent for XXXX** (directory name) and click **Yes** to grant consent.

Grant admin consent confirmation.

Do you want to grant consent for the requested permissions for all accounts in Default Directory? This will update any existing admin consent records this application already has to match what is listed below.

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

Add a permission

Grant admin consent for Default Directory

API / Permissions name	Type	Description	Admin consent requ...	Status
▼ Microsoft Graph (2)				
Presence.ReadWrite.All	Application	Read and write presence information for all users	Yes	✔ Granted for Default Dire... ***
User.Read.All	Application	Read all users' full profiles	Yes	✔ Granted for Default Dire... ***

13. Navigate to **Certificate & secrets** in the left navigation panel and click the **Client secrets** tab. The **Add a client secret** dialog box is displayed.

Add a client secret

Description

Secret for CL integration

Expires

Recommended: 6 months

Add

Cancel

- Enter the **Description** and select the expiry duration. You can select the expiry duration from a specific date till a specific date. Click **Add** to create the Client secrets.
- Copy the value under the **Value** column.

Credentials enable confidential applications to identify themselves to the authentication service when receiving tokens at a web addressable location (using an HTTPS scheme). For a higher level of assurance, we recommend using a certificate (instead of a client secret) as a credential.

The screenshot shows the 'Client secrets' tab selected under the 'Application registration' header. A message at the top states: 'Application registration certificates, secrets and federated credentials can be found in the tabs below.' Below this, there are three tabs: 'Certificates (0)', 'Client secrets (1)' (which is active), and 'Federated credentials (0)'. A descriptive paragraph explains that a secret string is used by the application to prove its identity when requesting a token, also referred to as an application password. There is a '+ New client secret' button. Below this is a table with four columns: 'Description', 'Expires', 'Value', and 'Secret ID'. The table contains one row: 'Secret for CL integration', which expires on '1/16/2023'. The 'Value' column is redacted with a grey box, and the 'Secret ID' column is also redacted. To the right of the redacted value is a copy icon, and to the right of the redacted Secret ID is a delete icon.

Description	Expires	Value	Secret ID
Secret for CL integration	1/16/2023	[Redacted]	[Redacted]

16. Navigate to the Enterprise application that you created in Step 5 and copy the **Application (client) ID** and the **Directory (tenant) ID** values.

The screenshot shows the Microsoft Entra ID portal interface. On the left is a navigation pane with options: Overview, Quickstart, Integration assistant, Manage, Branding & properties, and Authentication. The main area is titled 'Essentials' and displays the following configuration details for the 'Mitel PRX Presence Sync' application:

- Display name: [Mitel PRX Presence Sync](#)
- Application (client) ID: [Redacted]
- Object ID: [Redacted]
- Directory (tenant) ID: [Redacted]
- Supported account types: [My organization only](#)
- Client credentials: [0 certificate, 1 secret](#)
- Redirect URIs: [Add a Redirect URI](#)
- Application ID URI: [Add an Application ID URI](#)
- Managed application in I...: [Mitel PRX Presence Sync](#)

17. In the Mitel Administration, enter the **Name**, **Tenant Id**, **Application (Client) Id**, and the **Client Secret (Value)**.

Essentials

Display name : Mitel PBX Presence Sync

Application (client) ID : [redacted]

Object ID : [redacted]

Directory (tenant) ID : [redacted]

Supported account types : My organization only

Client credentials : 0 certificate, 1 secret

Redirect URIs : Add a Redirect URI

Application ID URI : Add an Application ID URI

Managed application in : Mitel PBX Presence Sync

Microsoft Teams Integration

Please enter the tenant and client information.

Note: Name your integration the same value you supplied in the 'Description' field of the client secret in Azure.

Name *

Tenant id *

Application (Client) id *

Client Secret (Value) *

Add a client secret

Description : Secret for CL integration

Expires : Recommended: 6 months

Client secrets (1)

A secret string that the application uses to prove its identity when requesting a token. Also can be referred to as application password.

Description	Expires	Value	Secret ID
Secret for CL integration	1/16/2023	[redacted]	[redacted]

18. Click **Save** to save the information. Clicking **Cancel** cancels the operation and clicking **Remove** removes the Microsoft Teams integration.

After you have added Microsoft Teams integration to the customer account, **Microsoft Teams** will be listed in the **Integrations** panel.

Integrations

+ Add new

MiVoice Business

Open additional features to see details

[Available features](#)

CloudLink Gateway

Onboarding Complete

Mitel One

Requires a Mitel One subscription to use this feature.

[Available features](#)

MiCollab

Mitel Voice Assist

CM.com

Azure AD Sync

Twilio

MiCC-B

Microsoft Teams

Verify or troubleshoot configuration (last verified: 5/13/2024)
 [Verify configuration](#)

[Available features](#)

Client Secret Expired

Follow this procedure when the client secret expires:

1.

Click the gear icon  besides the Microsoft Teams Integration.

Microsoft Teams




 This integration is no longer functioning because the client secret has expired.

Verify or troubleshoot configuration (last verified: 2024-04-30) [Verify configuration](#)

[Available features](#) 

2. Replace the **Name** field with the description and **Client Secret (Value)**.

Microsoft Teams Integration

Please enter the tenant and client information.

Note: Name your integration the same value you supplied in the 'Description' field of the client secret in Azure.

The client secret has expired. Please update the Client Secret field with a new value and the Name field to the description of the client secret in Azure.



Name *

Tenant Id *

Application (Client) Id *

Client Secret (Value) *

 Remove

Cancel

Save

3. Click **Save**.

4. If you have used the same client secret for the main integration, you must also update the client secret for each presence monitor in **MS Teams to CloudLink Presence Configuration**. See [Client Secret](#) for more information.

Enabling the Presence Feature

Sync presence from CloudLink to MS Teams synchronizes a user's presence from Mitel applications to Microsoft Teams. After integrating Microsoft Teams with a customer account, you can enable the Presence feature for that customer account. The Presence feature syncs the presence status of the user from CloudLink with MS Teams.

To enable the Presence feature, perform the following steps:

1. In the **Integrations** panel, click the drop-down arrow associated with **Available features** under Microsoft Teams.



2. Slide the toggle button to the right that is associated with **Sync presence from CloudLink to MS Teams**.



The Presence feature is now enabled for the customer account.

Note:
After enabling Presence feature, it takes few minutes for presence to reflect in MS Teams.

For more information about MS Teams Solution Guide see, [MS Teams Solution Guide](#).

Microsoft Teams Integration Upgrade

If there is a new Microsoft Teams integration feature update available, the **Install update** button is displayed next to Microsoft Teams.

Note:

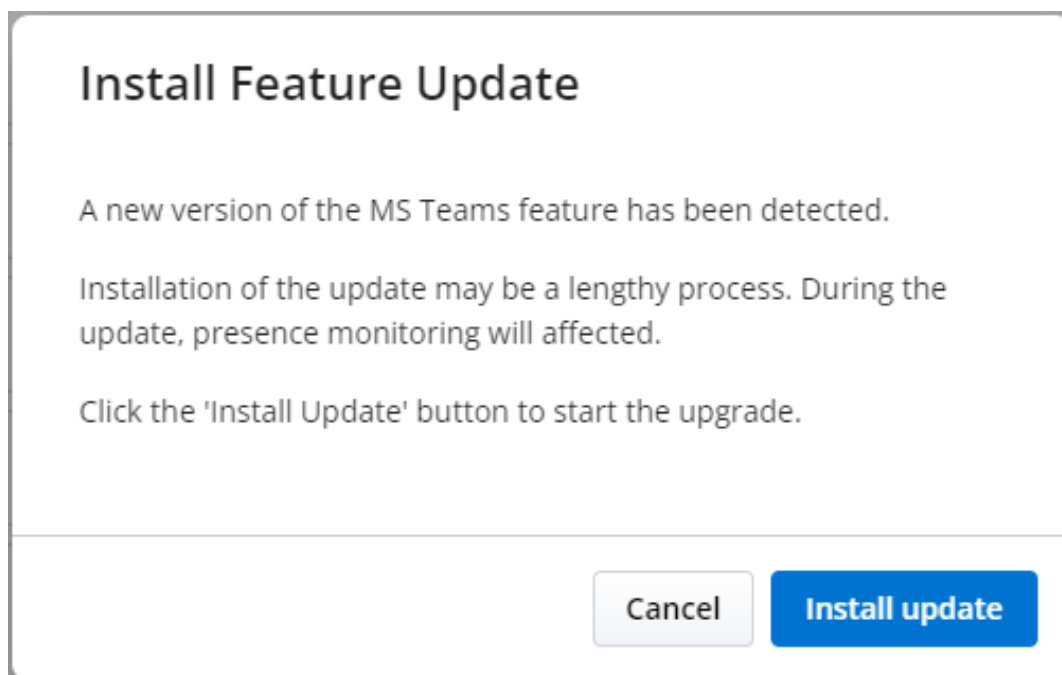
If the Mitel Administration is already open and if there's any new update to the Microsoft Teams, you need to refresh the page to see the **Install update** button.



Perform the following steps to install feature update:

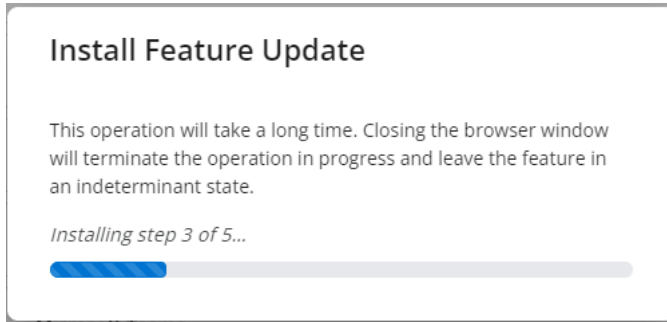
1. Click **Install Update** button.

A new dialogue page is displayed.



2. Click **Install Update** button.

A progress bar indicates the update's progress.



3. Once the update is complete, "Feature update complete" message is displayed. Click **Done**.

3.2.7.2 Bi-directional presence

The integration of MS Teams presence has been expanded to enable the synchronization of Microsoft Teams presence of a user with the MiCollab client through CloudLink, and this is known as Bi-directional presence synchronization. To achieve this presence synchronization from Microsoft Teams to MiCollab via CloudLink, follow the procedure below.

Bi-directional presence synchronization can be enabled for new users and existing users, for whom the Unidirectional presence is already enabled.

Note:

Microsoft Teams bi-directional presence is not supported when using a standalone MBG-hosted CloudLink Gateway. In this configuration, presence updates from CloudLink to MiCollab will fail.

For deployments requiring bi-directional presence, use the distributed CloudLink Gateway deployment model.

Note:

Presence status changes in MS Teams will take some time to be delivered and reflected in MiCollab. This includes manual presence changes and presence changes caused by calendar integration in MS Teams. According to Microsoft Documentation, the average expected latency is 10 seconds, with a maximum of 60 seconds.

The two primary procedures that enable the Microsoft Teams integration with Mitel Administration are:

1. [Integrating Microsoft Teams with a Customer Account](#)

2. Enabling the Presence Feature

**Note:**

If there is a new Microsoft Teams integration feature update available, refer [Microsoft Teams Integration Upgrade](#).

Prerequisites

To configure Microsoft Teams integration with a CloudLink customer account for Bi-directional presence synchronization, you must have:

- Gateway integration enabled for MiVoice Business. See the [CloudLink Integration with MiVoice Business Deployment Guide](#) for more details.
- The MiCollab version 9.8 SP1 or above with the Microsoft Teams Integration enabled.

Note:

- When enabling integrations that require MiCollab, such as Microsoft Teams Bi-Directional, it is mandatory to populate the **MiCollab IP Address or FQDN** and **MiCollab Password** in the CloudLink Gateway Configuration.
- The FQDN must resolve to the IP address of MiCollab's LAN interface.

Configure PBX

PBX Type* ⓘ

MiVoice Business ▼

Please ensure that you are using a Cloudlink gateway blade with the MIVB

PBX Name* ⓘ

PBX IP Address or FQDN* ⓘ

MBG IP Address or FQDN*

MBG Password*

MiCollab IP Address or FQDN

MiCollab Password

United CA Root Certificate ⓘ



Note:

The Microsoft Teams to CloudLink presence is only supported on MiVoice Business.

Dependencies

To set up the presence integration with Microsoft Teams, administrative-level access is required for the following:

1. Microsoft Azure Active Directory (AD) with Microsoft Office 365 Global admin access
2. Customer or Partner Admin Access to the Customer CloudLink Account



Note:

Some API permissions may appear duplicated due to multiple personas required for bi-directional presence.

Integrating Microsoft Teams with a Customer Account (new customer)

To integrate Microsoft Teams with a customer account involves two separate procedures:

1. Configuring the feature requirements in Azure (as Azure Administrator) involves:
 - a. App registration in Azure portal
 - b. Configuring API permissions
 - c. Creating Presence Monitor user(s)
2. Configuring the presence feature in Mitel Administration (as CloudLink Administrator)

Configuring feature requirements in Azure for new customers

Setting up Azure configuration for a new customer involves several steps, including the registration of a new Azure application, configuration of secrets, defining redirect URIs, specifying API permissions, and the creation of new presence monitor users. The configuration steps for a new customer are outlined below.

App registration in the Azure portal

The registration of the Azure application is carried out to establish the presence synchronization from CloudLink to Microsoft Teams.

1. In the [Azure Portal](#), click **App registrations**.

Welcome to Azure!

Don't have a subscription? Check out the following options.



Start with an Azure free trial

Get \$200 free credit toward Azure products and services, plus 12 months of popular [free services](#).

[Start](#)



Manage Microsoft Entra ID

Azure Active Directory is becoming Microsoft Entra ID. Secure access for everyone.

[View](#)

[Learn more](#)



Access student benefits

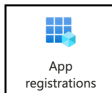
Get free software, Azure credit, or access Azure Dev Tools for Teaching after you verify your academic status.

[Explore](#)

[Learn more](#)

Azure services

[Create a resource](#)



Users



Azure AI services



Microsoft Entra ID



Managed applications



Application groups



Quickstart Center



Virtual machines



[More services](#)

2. In the **App registrations** page, click **+ New Registration**.

3. In the **Register an application** page, enter a desired Name and keep the default **Supported account type**.

4. Under the **Redirect URI (optional)**, select the platform as **Web** and create a Web Redirect URI based on the region your account was initially created as mentioned below. For more information, see [Redirect URI](#).

- **US** Cloud <https://workflow.us.api.mitel.io/2017-09-01/integrations/microsoft/sso>
- **EU** Cloud <https://workflow.eu.api.mitel.io/2017-09-01/integrations/microsoft/sso>
- **AP** Cloud <https://workflow.ap.api.mitel.io/2017-09-01/integrations/microsoft/sso>

Note:

If you are unsure about your account's Cloud location, refer [Mitel Administration Dashboard](#) on page 5.

5. Click Register

[Home](#) > [App registrations](#) >

Register an application ...

*** Name**
The user-facing display name for this application (this can be changed later).

Bidirectional Presence Sync ✓

Supported account types
Who can use this application or access this API?

☒ Accounts in this organizational directory only (Azure test AD only - Single tenant)

- ☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)
- ☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- ☐ Personal Microsoft accounts only

[Help me choose...](#)

Redirect URI (optional)
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web https://workflow.api.mitel.io/2017-09-01/integrations/microsoft/sso ✓

Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from [Enterprise applications](#).

By proceeding, you agree to the [Microsoft Platform Policies](#) ↗

Register

6. The App gets created with the following details:

- Application (client) ID
- Directory (tenant) ID

[Delete](#) [Endpoints](#) [Preview features](#)

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer). →

Essentials

Display name : [Bidirectional Presence Sync](#)

Application (client) ID : [Redacted]

Object ID : 0e8249b0-c419-4589-917c-44f9b00d824b

Directory (tenant) ID : [Redacted]

Supported account types : [My organization only](#)

Client credentials : [Add a certificate or secret](#)

Redirect URIs : [1 web, 0 spa, 0 public client](#)

Application ID URI : [Add an Application ID URI](#)

Managed application in I... : [Bidirectional Presence Sync](#)

Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL) and Azure Active Directory Graph. We will continue to provide technical support and security updates but we will no longer provide feature updates. Applications will need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. [Learn more](#)

[Get Started](#) [Documentation](#)

Configure API permissions

1. After the app registration is complete, navigate to **API permissions** in the left navigation panel and click **+Add a permission**. The **Request API permissions** page is displayed.

- a. From the right pane, select **Microsoft APIs** tab and click **Microsoft Graph**. Select **Application Permissions**.

The app requires the following permissions for bi-directional sync to work:

Microsoft Graph Permissions	Type	Description
Application.ReadAll (optional)	Application	This permission is used by the Microsoft Teams verification tool. See Verifying MS Teams configuration for more information. If this permission isn't enabled, the integration still works, but the verification tool displays warnings and errors. In this case, permissions and expiration dates must be checked manually. Note: Mention this decision when raising a ticket with Mitel Support.
Presence.ReadWriteAll	Application	This is necessary to synchronize presence information from Mitel to MS Teams
User.Read.All	Application	This is required to retrieve the user ID from MS Teams.
email	Delegated	This is required to view user's email address.

Microsoft Graph Permissions	Type	Description
offline_access	Delegated	This is required to maintain access to data you have given it access to.
openid	Delegated	This is required to sign users in.
User.Read	Delegated	This is required for get the authorization status of a presence monitor
User.Read.All	Delegated	This is required for presence monitor users to read user ids of MS Teams users, for creating presence subscriptions
Subscription.ReadAll	Delegated	Allows the app to read all webh ook subscriptions on behalf of the signed-in user.
Presence.Read	Delegated	Allows the app to read presence information on behalf of the signed-in user
Presence.ReadWrite	Delegated	Allows the app to read the prese nce information and write activi ty and availability on behalf of the signed-in user. Presence inform ation includes activity, availability, status note, calendar out-of-office message, timezone and location.
Presence.Read.All	Delegated	This is required for a presence monitor to read its presence status of all the 650 users.
profile	Delegated	This is required to view user's basic profile.

Note:

Overlapping permissions in Bi-Directional Microsoft Teams Presence.

When you enable **Bi-Directional Microsoft Teams Presence**, some Microsoft Graph API permissions might appear to overlap or duplicate. This behavior is expected.

- The integration uses **multiple application personas** to support different workflows.
- One persona manages **unidirectional presence synchronization**.
- Another persona manages **bi-directional, real-time updates** between Mitel and Microsoft Teams.
- Because these personas require separate permission scopes, some permissions are **shared** across both workflows.
- This overlap ensures that each persona can **authenticate** and **synchronize presence information** securely and reliably.
- Do **not remove or modify** these permissions. Removing them can prevent presence updates or cause synchronization failures.

2. Click **Add Permissions**. For more details on the Application and Delegated Permissions, refer to the [Microsoft documentation](#).

Global administrator consent for API Permissions

1. Navigate to **API permissions** in the left navigation panel.
2. Click on **Grant admin consent for Azure test AD** and click **Yes** in the *Grant admin consent confirmation* notification.

Client Secret

A client secret is an authentication technique that uses a string value in the Azure application. Essentially, it serves as an application password, utilized to authenticate tokens for accessing Azure applications. After successfully verifying the client secret, Azure AD issues a token, granting access to the specified resource.

Creating Client Secrets

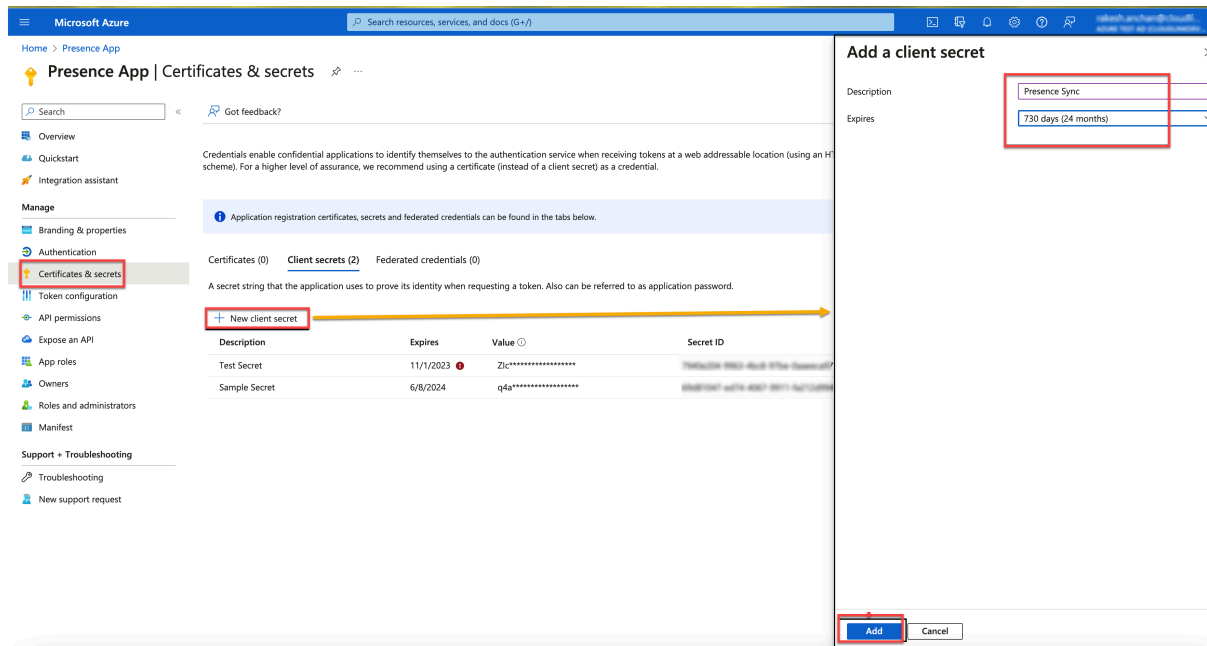
1. Navigate to **Certificate & secrets** in the left navigation panel and click the Client secrets tab.
2. Click on **+ New client secret**.

The **Add a client secret** dialog box is displayed.

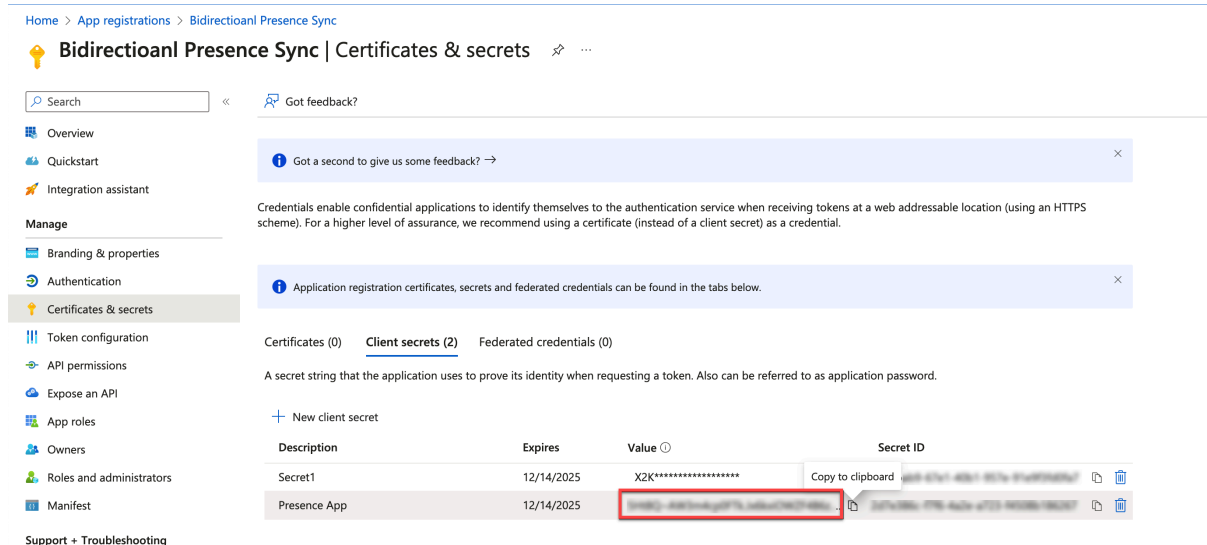
Note:

The client secret **Description** field is used for the **Name** of your integration on CloudLink. This field helps the application determine if the Client Secret is about to or has expired.

- Enter the **Description** and select the expiry duration. You have the option to choose the expiration duration starting from a specific date to another specific date (with a maximum expiration period of 2 years). Click **Add** to create the Client secrets.



- Once the client secrets are generated, copy the description of the client secret under the **Description** column and save the secret for account console configuration.



When creating client secrets, it's essential to adhere to best practices and consider key points to ensure the security and proper functioning of your application. Here are some points to remember:

- Create one secret for the MS Teams feature.
- Create individual client secret for each presence monitor. The best practice is to have a separate secure client secret for each monitor.
- It's recommended to enter a meaningful value in the **Description** field to help keep the client secrets organized.

Redirect URIs

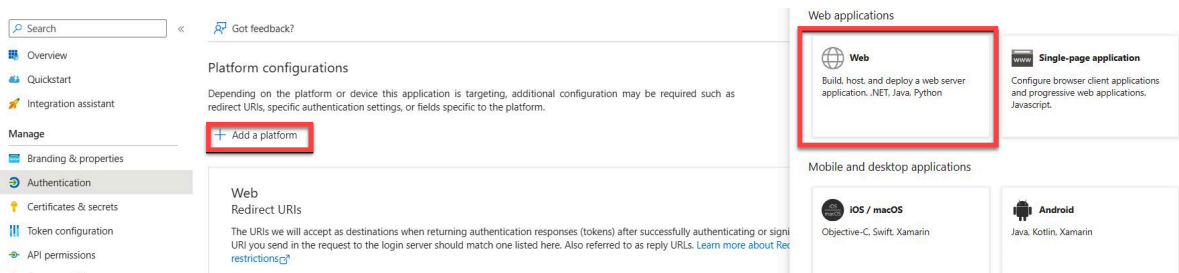
A redirect URI is the destination where the authorization server directs the user after the successful authorization of the app, resulting in the issuance of an authorization code or access token.

Adding new redirect URIs to an application

1. Navigate to home page of Azure application.
2. Open the **Redirect URIs** link.

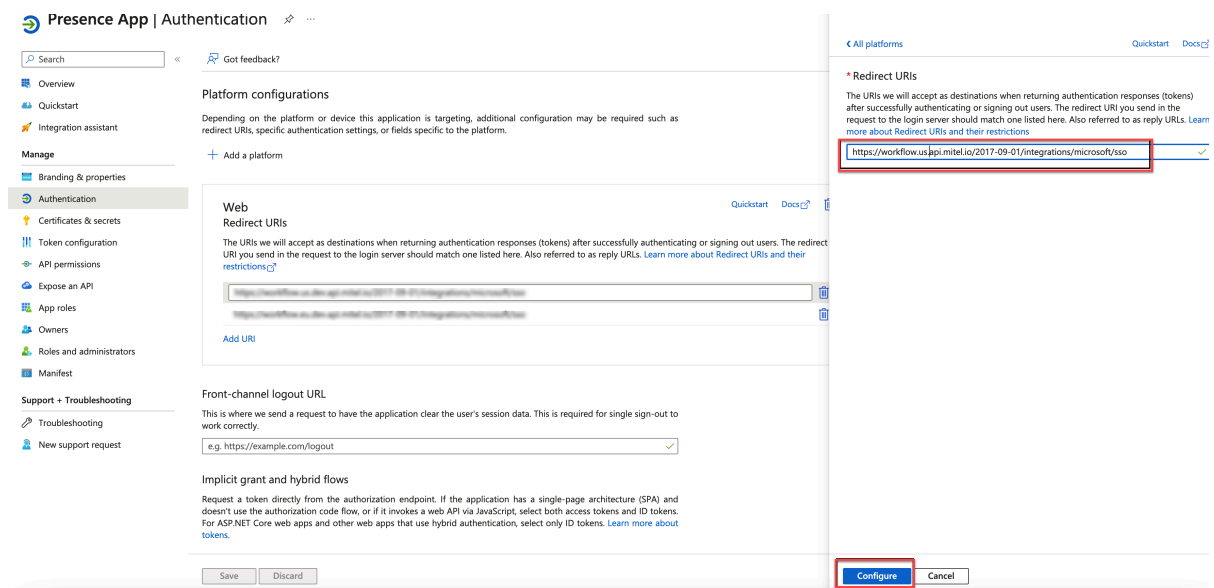


3. Click on **Add a platform** and select **Web**.



4. Under the **Redirect URI (optional)**, select the platform as **Web** and create a Web Redirect URI based on the region your account was initially created as mentioned below.

- **US** Cloud <https://workflow.us.api.mitel.io/2017-09-01/integrations/microsoft/sso>
- **EU** Cloud <https://workflow.eu.api.mitel.io/2017-09-01/integrations/microsoft/sso>
- **AP** Cloud <https://workflow.ap.api.mitel.io/2017-09-01/integrations/microsoft/sso>



5. Click **Configure**.

Create Presence Monitor users

To facilitate the detection of presence changes in the MS Teams applications, Microsoft mandates the creation of a set of presence monitors. Presence Monitors are required for monitoring presence change in MS Teams. The Azure Administrator creates the required number of monitors for presence synchronization, as specified in the Mitel Administration.

Note:

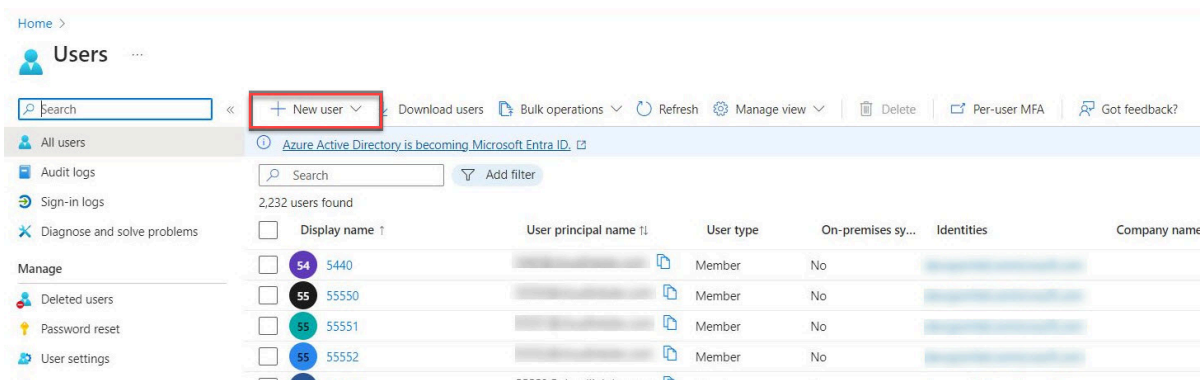
A single presence monitor has the ability to monitor the presence of up to 650 users. Therefore, it is possible that the multiple presence monitors are required.

CAUTION:

Failure to include an adequate number of monitors to accommodate all users will lead to the absence of presence for users exceeding the cumulative limit of all monitors.

Perform the following steps to create Presence Monitors:

1. In the [Azure Portal](#), navigate to the **Users** page and click on **+ New User**. Select the **Create new user** option.



2. In the **Create new user** page, the following field values should be entered under the **Basics** tab:

- User principal name
- Display name
- Password - password can be auto-generated or manually created.
- Account enabled - this option should be enabled, otherwise the user will be blocked from logging in.

[Home](#) > [Users](#) >

Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

Identity

User principal name	presence.monitor @ contoso.com Domain not listed
Mail nickname *	presence.monitor ☒ Derive from user principal name
Display name*	Presence Monitor
Password *	***** ☒ Auto-generate password
Account enabled ⓘ	☒

3. Next, under the **Properties** tab, set the **Email** of the user.

[Home](#) > [Users](#) >

Create new user ...

Create a new internal user in your organization

Employee hire date	
Office location	
Manager	+ Add manager
Contact Information	
Street address	
City	
State or province	
ZIP or postal code	
Country or region	India
Business phone	
Mobile phone	
Email	testuser@mitel.com
Other emails	+ Add email
Fax number	

4. Click on **Review** and **+Create** to create a new user.

A new Presence Monitor User is created.

Note:

- Avoid setting up global administrators as presence monitors. As global administrators possess access to all resources, the workflow may receive unnecessary data that is not essential for its operation.
- Azure Administrator must have a list of users' principal names and client secrets for each created monitor and send them to the CloudLink Administrator. If the CloudLink Administrator authorizes these monitors, the passwords for each monitor must be then sent to CloudLink Administrator.

Integrating Microsoft Teams with a Customer Account (existing customer)

There are two options for the customers with Unidirectional presence sync feature enabled to configure Microsoft Teams:

1. Administrators can delete the existing Azure application, configure presence monitors and create new Azure applications with configuration as mentioned in [Bi-directional presence](#) on page 342 .
2. An alternative approach involves the Azure Administrator maintaining the current Azure application configuration outlined in the [Unidirectional presence](#) on page 330 section. Additional configuration steps, beyond those specified in the Unidirectional presence section, will be necessary in this scenario as follows:
 - a. Create Presence Monitors. Refer to section [Create Presence Monitor users](#) on page 353 for the steps.
 - b. Add Redirect URI, as outlined in section [Redirect URIs](#) on page 352.
 - c. Create Client secrets as detailed out in [Client Secret](#) on page 350 section.
 - d. Add the additional API permissions for the following from the [Configure API permissions](#) section:
 - User.Read.All
 - Presence.Read.All
 - Presence.Read

Configuring the Bidirectional Presence feature in Mitel Administration (as CloudLink Administrator)

Sync presence from MS Teams to CloudLink synchronizes a user's presence from Microsoft Teams to CloudLink and MiCollab.

After [integrating Microsoft Teams](#) with a customer account, you can enable the Bidirectional Presence feature for the customer account. The synchronization of the Presence feature involves a two-step process. In the first step, the presence synchronization of the presence status of the user takes place from CloudLink to MS Teams which is also called as Unidirectional Presence (refer to the section on [Unidirectional presence](#) on page 330 for details), followed by the presence synchronization between MS Teams to CloudLink, which is also known as Bidirectional Presence.

To enable the Sync presence from MS Teams to CloudLink, perform the following steps:

1. In the Mitel Administration, navigate to the **Account > Integrations** panel. Under **Microsoft Teams**, slide the toggle button to the right and activate **Sync presence from MS Teams to CloudLink** option.

Microsoft Teams

Warning: For best presence experience both features should be configured and enabled

Verify or troubleshoot configuration

[Verify configuration](#)

[Available features](#) ^

Sync presence from CloudLink to MS Teams

Sync presence from MS Teams to CloudLink

The MS Teams presence feature on your MiCollab is not enabled.

Complete setup

2. Click **Complete setup**. The **MS Teams to CloudLink Presence Configuration** window opens. If the monitor is not setup, it is highlighted in red in the window.

MS Teams to CloudLink Presence Configuration

Add and authorize presence monitors

One presence monitor can monitor up to 650 users. Since you have 2 MS Teams users that can be monitored in your account, you need to have at least 1 authorized presence monitor(s).

Please add more authorized presence monitor(s). There are not enough to monitor the presence of all your users.

Add a presence monitor

Enter the required information. To authorize the presence monitor, consent must be granted. Press 'Authorize Now', if you have the monitor's password and can grant consent. If your Azure Admin must authorize the monitor, press 'Copy URL' and send the copied URL to the Azure Admin so they can grant consent.

User Principal Name *

Client Secret (Value) *

Authorize now

Copy URL

Presence Monitor	Authorization Status	Actions
Add and authorize a monitor to enable MS Teams presence monitoring		

Close

3. To add the **Presence monitors** that were created in the Azure portal, enter the values in the following fields:
 - **User Principal Name**
 - **Client Secret (Value)** - the value is found in Microsoft Azure Portal > App registrations > Certificate & secrets
4. There are two ways to authorize each monitor that is added: **Authorize now** and **Copy URL**.

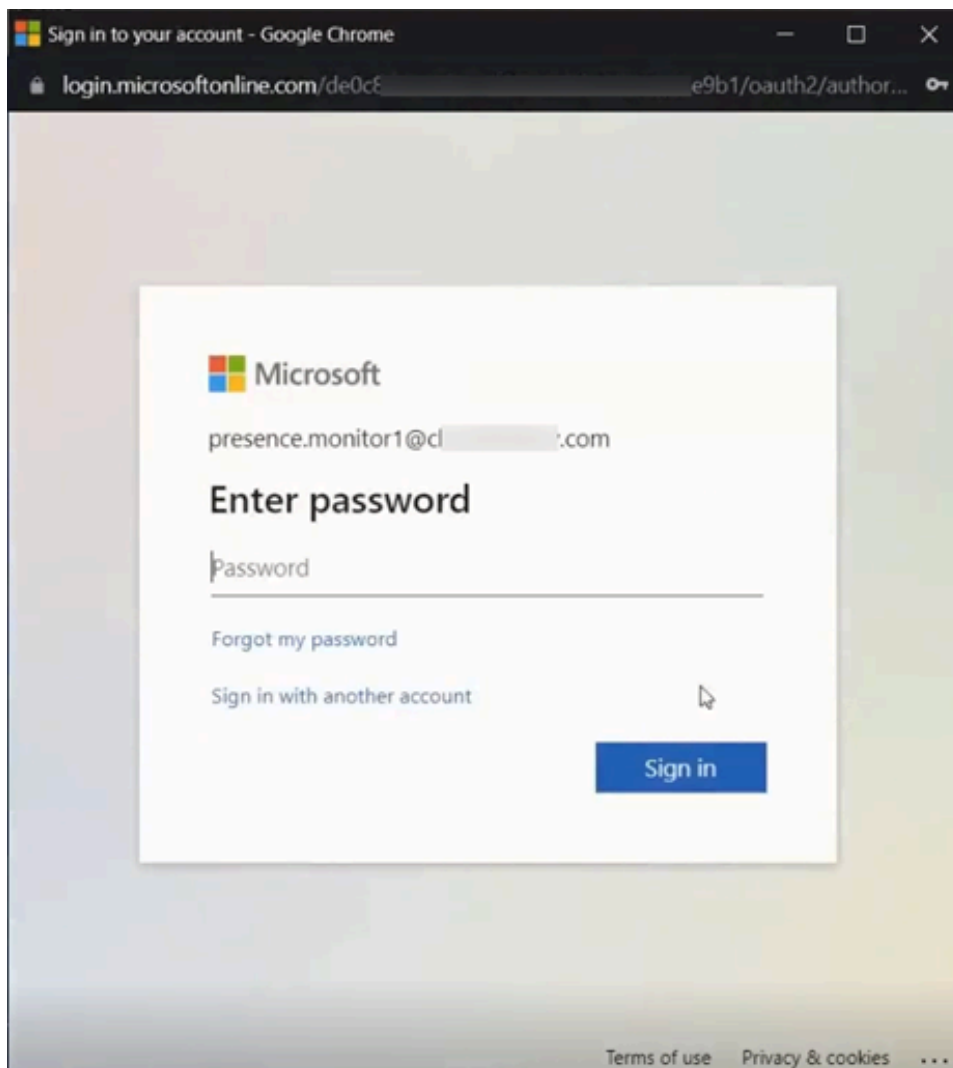
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Note:

The **Authorize now** and **Copy URL** buttons will remain disabled until both the User Principal Name and Client Secret are specified.

- **Authorize now** - assumes that the CloudLink Administrator (Mitel Administrator) has been provided passwords for each presence monitor. Once **Authorize now** button is clicked, the Mitel Administrator (CloudLink) is asked to provide a **Password** to the CloudLink Administrator for each Monitor entered.



Note:
If Multi-factor Authentication (MFA) or other security measures are in place, further steps may be required.

Once the authorization is successful, a notification stating the same appears in the **MS Teams to CloudLink Presence Configuration** window. The added Presence Monitors are displayed in the list below. The Authorization status of each Presence Monitor indicates whether it is authorized or not. The Actions column contains a set of actions that can be performed on a presence monitor, and these actions are dependent upon the monitor's authorization status.

MS Teams to CloudLink Presence Configuration

Add and authorize presence monitors

One presence monitor can monitor up to 650 users. Since you have 2 MS Teams users that can be monitored in your account, you need to have at least 1 authorized presence monitor(s).

Add a presence monitor

Enter the required information. To authorize the presence monitor, consent must be granted. Press 'Authorize Now', if you have the monitor's password and can grant consent. If your Azure Admin must authorize the monitor, press 'Copy URL' and send the copied URL to the Azure Admin so they can grant consent.

Authorize nowCopy URL

Re-sync Status

Note: This operation is lengthy and may take up to a minute.

✓has been authorized successfully

Presence Monitor	Authorization Status	Actions
	Authorized	

Close

Presence Monitor	Authorization Status	Actions			
cl-status-8@cloudlinka2.onmicrosoft.com	Not Authorized		Retry	Copy URL	Renew
cl-status-7@cloudlinka2.onmicrosoft.com	Not Authorized		Retry	Copy URL	Renew
cl-status-11@cloudlinka2.onmicrosoft.com	Authorized				
cl-status-9@cloudlinka2.onmicrosoft.com	Not Authorized		Retry	Copy URL	Renew
cl-status-6@cloudlinka2.onmicrosoft.com	Not Authorized		Retry	Copy URL	Renew

Note:

The upper section of the dialog provides details on the number of users within the customer account that can be monitored, along with the corresponding information on how many presence monitors need to be created to effectively monitor those users. When the feature is on it also show the number of users subscribed

- **Copy URL** - allows the **Microsoft Azure Administrator** to authorize each presence monitor. If the presence monitor is not authorized, the Administrator has several options: The Mitel Administrator clicks the **Copy URL** button. The copied URL is sent to the Azure Administrator for authorization.
- Once the authorization from the Azure administrator is completed, click **Re-sync Status**.

MS Teams to CloudLink Presence Configuration

Add and authorize presence monitors

One presence monitor can monitor up to 650 users. Since you have 2 MS Teams users that can be monitored in your account, you need to have at least 1 authorized presence monitor(s).

Total number of user(s) currently being monitored for presence changes: 2/2

Add a presence monitor

Enter the required information. To authorize the presence monitor, consent must be granted. Press 'Authorize Now', if you have the monitor's password and can grant consent. If your Azure Admin must authorize the monitor, press 'Copy URL' and send the copied URL to the Azure Admin so they can grant consent.

User Principal Name * Client Secret (Value) * Authorize now Copy URL

Re-sync Status Note: This operation is lengthy and may take up to a minute.

Presence Monitor	Authorization Status	Actions
	Subscribed-2 user(s)	
	Not Authorized	Retry Copy URL Renew

Close

5. Action buttons:

- Delete button: The administrator can delete the presence monitor by clicking the delete  icon.
- Renew button: If the client secret has expired or needs to be updated, clicking Renew button allows the user to update the client secret.
- Retry button: When the monitor status shows "Not Authorized", Retry button can be used to invoke the authorization process. **Retry** button has the same functionality as **Authorize Now** button.

6. After all the monitors are added, click **Close button.**

Updating the Microsoft Teams Tenant Id and/or Client Id

If the Microsoft Teams Integration tenant and/or client Id is required to be updated, this will also affect the presence monitors created for the **Sync presence from MS Teams to CloudLink** subfeature. This is due to them sharing the same tenant and client Id. If the tenant and/or client Id is updated, then the monitors subfeature will stop functioning until they are renewed.

1. Edit the Microsoft Teams Integration and change the tenant Id and/or the client Id. If there are existing monitors, the Administrator will be notified of this change.

Microsoft Teams Integration

Please enter the tenant and client information.

Note: Name your integration the same value you supplied in the 'Description' field of the client secret in Azure.

Name *

Tenant Id *

Application (Client) Id *

Client Secret (Value) *

●●●●●●●●

Note: The change you are about to make will affect the presence monitors configured in the "Sync presence from MS Teams to CloudLink" feature. After saving this change, the presence monitors will need to be updated for this feature to continue to function properly.

Remove

Cancel

Save

2. Click **Save**.
3. Go to **MS Teams to CloudLink Presence Configuration** and click **Renew** button for each monitor that shows "Needs update".

Refresh Status

Presence Monitor	Authorization Status	Actions
	Needs update	Renew
	Needs update	Renew
	Authorized	
	Not Authorized	Retry Copy URL Renew
	Needs update	Renew

Note: There are Presence Monitors above that no longer function because the Tenant Id and/or Application Id have changed. These Presence Monitors have the status "Needs Update" and can be updated by clicking the "Renew" button.

Close

4. Enter the **New client secret**. Click **Authorize now**. This will update the monitor's Tenant Id and Client Id secret.

Verifying MS Teams configuration

Note:

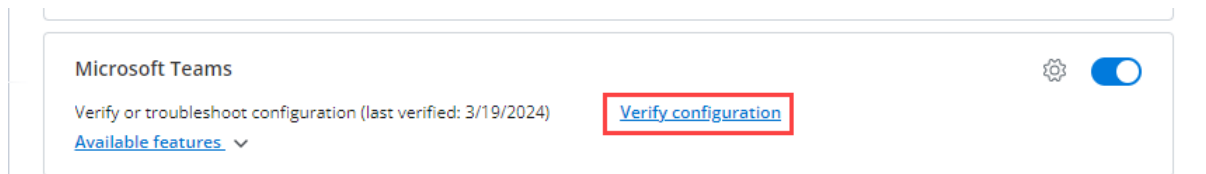
This section applies to Microsoft Teams integrations with and without **MiCollab**. The screenshots show an integration configured with **MiCollab and PBX**. When MiCollab is not integrated with the CloudLink account, MiCollab-specific options are not displayed.

To verify or troubleshoot the configuration of the MS Teams integration, follow the steps below:

Note:

If the **Application.ReadAll** permission has not been enabled, the integration will still function, but you will need to manually check the permissions and expiration dates. The verification tool will display warnings and errors in this case.

1. In the Mitel Administration, navigate to **Integrations & Apps**. In the **Integrations** panel, click **Verify configuration** associated with **Microsoft Teams**.



2. "Verify or troubleshoot your MS Teams presence configuration" window is displayed.

Verify or troubleshoot your MS Teams presence configuration

If you are having an issue with a specific user's presence click 'User Configuration', otherwise click 'System Configuration'

System Configuration

User Configuration

Click the 'Start verification' button to begin verification of your MS Teams presence configuration. Take note of any issues displayed to improve or correct your presence experience.

Start verification

> Initialize verification tasks

Microsoft Teams Integration configuration

> Verify Microsoft Teams integration client secret is valid

> Verify Microsoft Teams integration connector status

> Verify Microsoft Teams integration connector permissions for 'Sync presence from CloudLink to MS Teams'

> Verify Microsoft Teams integration connector permissions for 'Sync presence from MS Teams to CloudLink'

Sync 'CloudLink to MS Teams' configuration

> Verify 'Sync presence from CloudLink to MS Teams' enabled

> Verify Microsoft Teams integration connector permissions for 'Sync presence from CloudLink to MS Teams'

Sync 'MS Teams to CloudLink' configuration

> Verify MiVoice Business onboarded for the account

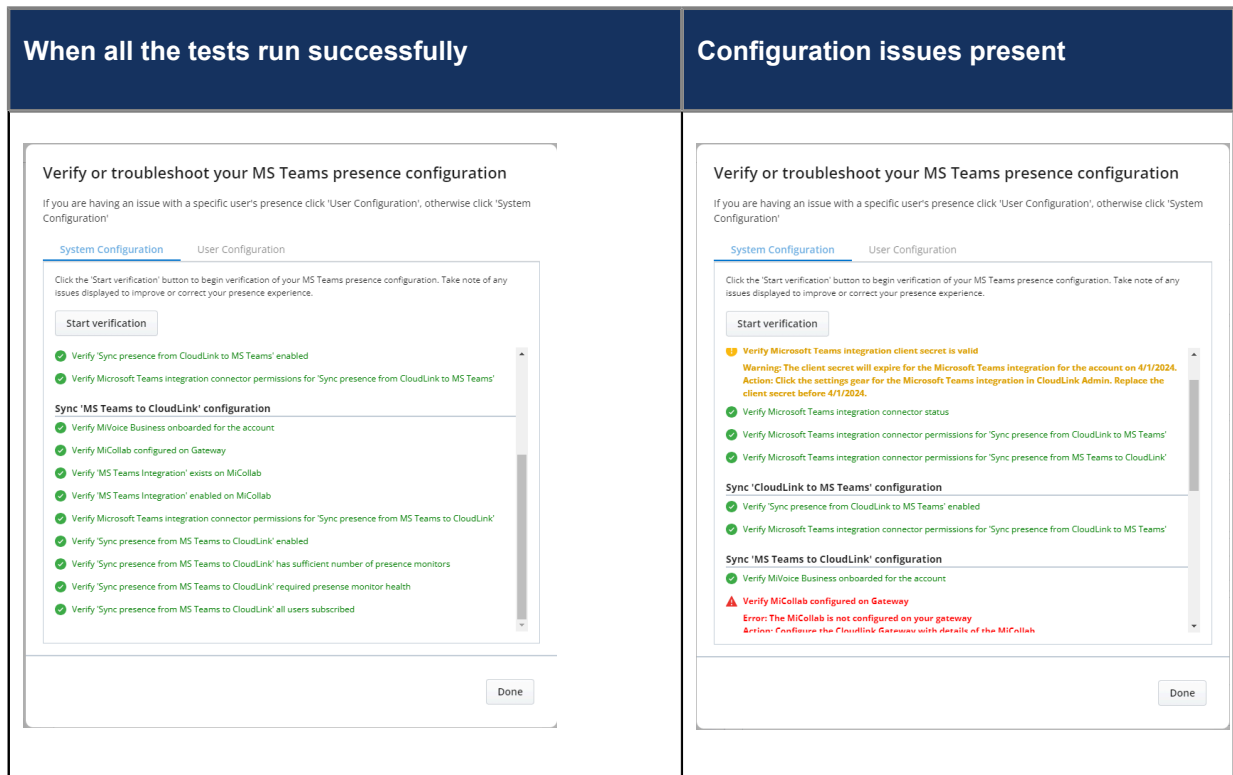
> Verify MiCollab configured on Gateway

Done

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3. Click **Start verification**.



For every error encountered, there's a corresponding action to rectify the error(s), click **Start Verification** until all the tests run successfully.

4. User Configuration - User Configuration enables the CloudLink Administrator to investigate the issue.

Use Case 1: Issue with a specific user's presence:

- a.** Select **User Configuration** tab.

The screenshot displays a web interface for verifying MS Teams presence configuration. At the top, the title is 'Verify or troubleshoot your MS Teams presence configuration'. Below the title, a message states: 'If you are having an issue with a specific user's presence click 'User Configuration', otherwise click 'System Configuration''. There are two tabs: 'System Configuration' and 'User Configuration', with the latter being the active tab. Under the 'User Configuration' tab, there is a section titled 'Request a user's presence state'. This section contains a text input field with the placeholder text 'Enter user's email *'. At the bottom right of the interface, there is a 'Done' button.

- b.** Request a user's presence state by entering user's email. Once the email is provided, **Get presence** button appears.

Verify or troubleshoot your MS Teams presence configuration

If you are having an issue with a specific user's presence click 'User Configuration', otherwise click 'System Configuration'

System Configuration User Configuration

Request a user's presence state

Enter user's email *

Presence information for

MS Teams presence: Offline
 MiCollab presence: Offline
 CloudLink presence: Available
 Phone presence:

Phone 1
 Source:
 Status: Available
 Entered:

Phone 2
 Source:
 Status: Available
 Entered:

Additional:
 {
 "sequenceNumber": 1710482791199
 }

- c. Click **Copy Presence Data** to copy the data. Report the issue following your standard process.
- d. Click the **Reset Phone status** and then click **Sync All MS Teams presence to MiCollab**.
- e. Click **Done**.

Use Case 2: Multiple number of users out of sync.

Note:

This use case applies only to Microsoft Teams integrations configured with **MiCollab and PBX**. It does not apply when MiCollab is not integrated with the CloudLink account.

When all the tests run successfully after clicking **Start Verification** in the **System Configuration** tab, the following steps must be performed:

- a. Select **User Configuration** tab.

Verify or troubleshoot your MS Teams presence configuration

If you are having an issue with a specific user's presence click 'User Configuration', otherwise click 'System Configuration'

System Configuration **User Configuration**

Request a user's presence state

Enter user's email *

Sync presence states for all users

In the unlikely event that there are multiple users with their MS Teams and MiCollab presence out of sync, pressing this button will resolve the issue.

Warning: Only perform this action outside peak hours as it's very intensive on the system and users might experience presence issues during the execution. This is a lengthy operation. Please be prepared to wait.

Sync All MS Teams presence to MiCollab

Done

- b. Click **Sync All MS Teams Presence to MiCollab**.

"Sync all completed..." message is displayed.

Sync presence states for all users

In the unlikely event that there are multiple users with their MS Teams and MiCollab presence out of sync, pressing this button will resolve the issue.

Warning: Only perform this action outside peak hours as it's very intensive on the system and users might experience presence issues during the execution. This is a lengthy operation. Please be prepared to wait.

Sync All MS Teams presence to MiCollab

✓ Sync All completed. Total number of user(s) currently being monitored for presence changes: 2/2

c. Click **Done**

Presence feature options

Once Microsoft Teams integration is added to the customer account, two presence synchronization features are available under the integration:

- Sync presence from CloudLink to MS Teams
- Sync presence from MS Teams to CloudLink

Sync presence from CloudLink to MS Teams

Sync presence from CloudLink to MS Teams synchronizes a user's presence from Mitel applications to Microsoft Teams. When enabled, users' presence changes in Mitel applications are reflected in MS Teams. When disabled, presence updates from Mitel applications are no longer transferred to MS Teams and MS Teams Integration is turned off in MiCollab. Users are moved from the Default MS Teams profile to the Default profile, and Status Presence is disabled in custom profiles.

Sync presence from MS Teams to CloudLink

Sync presence from MS Teams to CloudLink synchronizes a user's presence from Microsoft Teams to CloudLink and MiCollab. When enabled, users' presence changes in MS Teams are reflected in CloudLink and MiCollab. When disabled, MS Teams status updates are no longer delivered to Mitel applications.

To enable or disable presence synchronization, perform the following steps:

1. In the Microsoft Teams integration, click the **Available features**.

The screenshot shows the 'Integrations and Applications' page. Under the 'Integrations' section, there is a list of integrations. The 'Microsoft Teams' integration is highlighted with a red box. Inside this box, the 'Available features' link is highlighted with a red box and an arrow. Below this, the 'Sync presence from CloudLink to MS Teams' toggle switch is highlighted with a red box and an arrow. The toggle is currently turned on.

Integrations and Applications

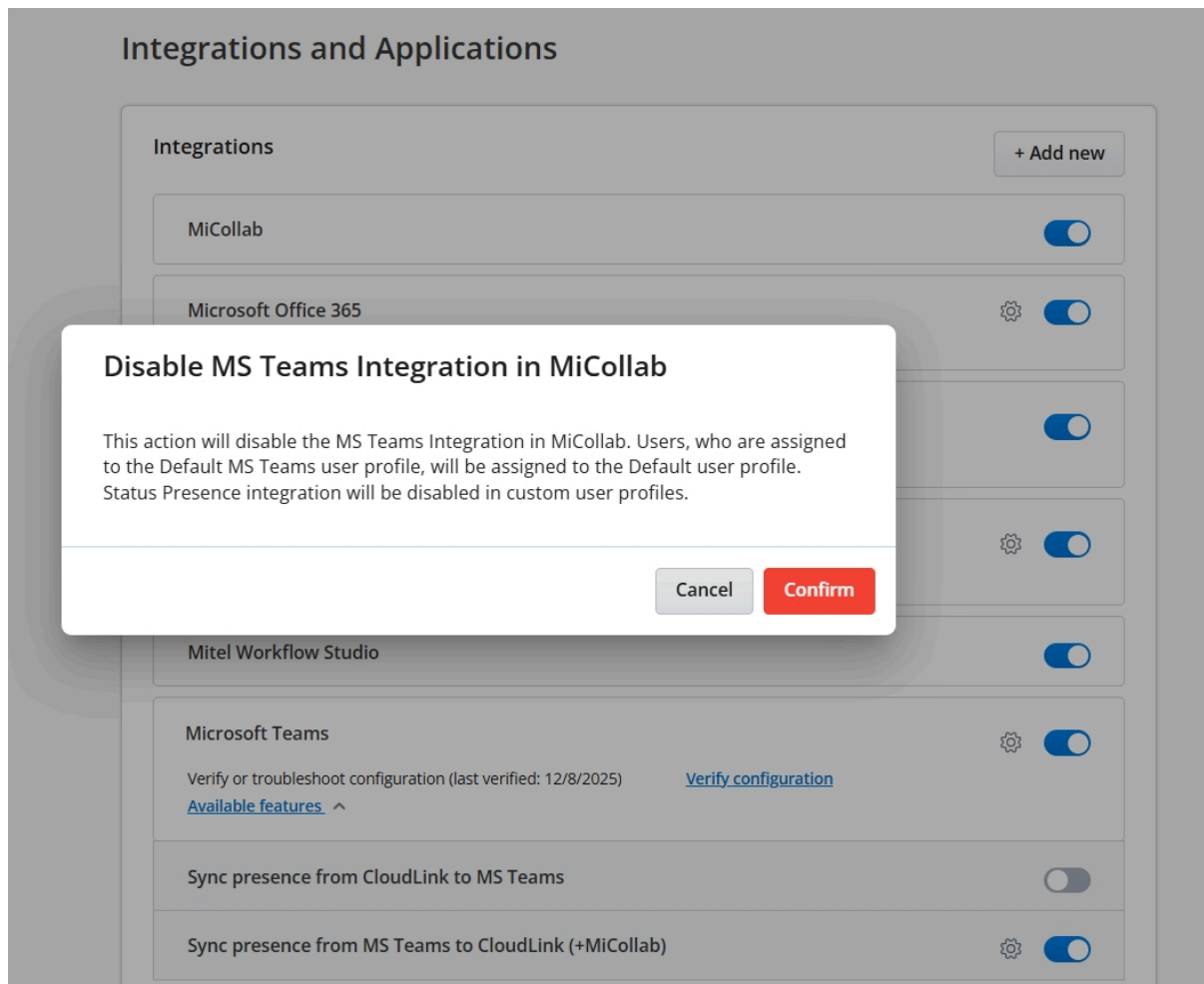
Integrations + Add new

- MiCollab Toggle On
- Microsoft Office 365 Settings Toggle On
✓ Last verified on: 6/18/2024 at 09:31 PM GMT+5:30
- MiVoice Business Toggle On
[Available features](#) ▼
- Twilio Settings Toggle On
[Available features](#) ▼
- Mitel Workflow Studio Toggle On
- Microsoft Teams Settings Toggle On
 Verify or troubleshoot configuration (last verified: 12/8/2025) [Verify configuration](#)
[Available features](#) ▲ →
 Sync presence from CloudLink to MS Teams → Toggle On
 Sync presence from MS Teams to CloudLink (+MiCollab) Settings Toggle On

2. Slide the toggle associated with the required presence feature to enable or disable it.

Note:

The confirmation dialog box appears only when **MiCollab** and **PBX** are integrated with the same **CloudLink** account. If they are not integrated, the change takes effect immediately.



3. Click **Confirm** to apply the change.

Note:

The two presence features operate dependently. When one presence option is enabled or disabled, the other option is automatically enabled or disabled at the same time. This is expected system behavior.

3.2.7.3 Removing Microsoft Teams Integration

You can remove the Microsoft Teams integration from a customer account at any time. Removing the integration stops all presence synchronization between Microsoft Teams and CloudLink/MiCollab, including both unidirectional and bi-directional presence.

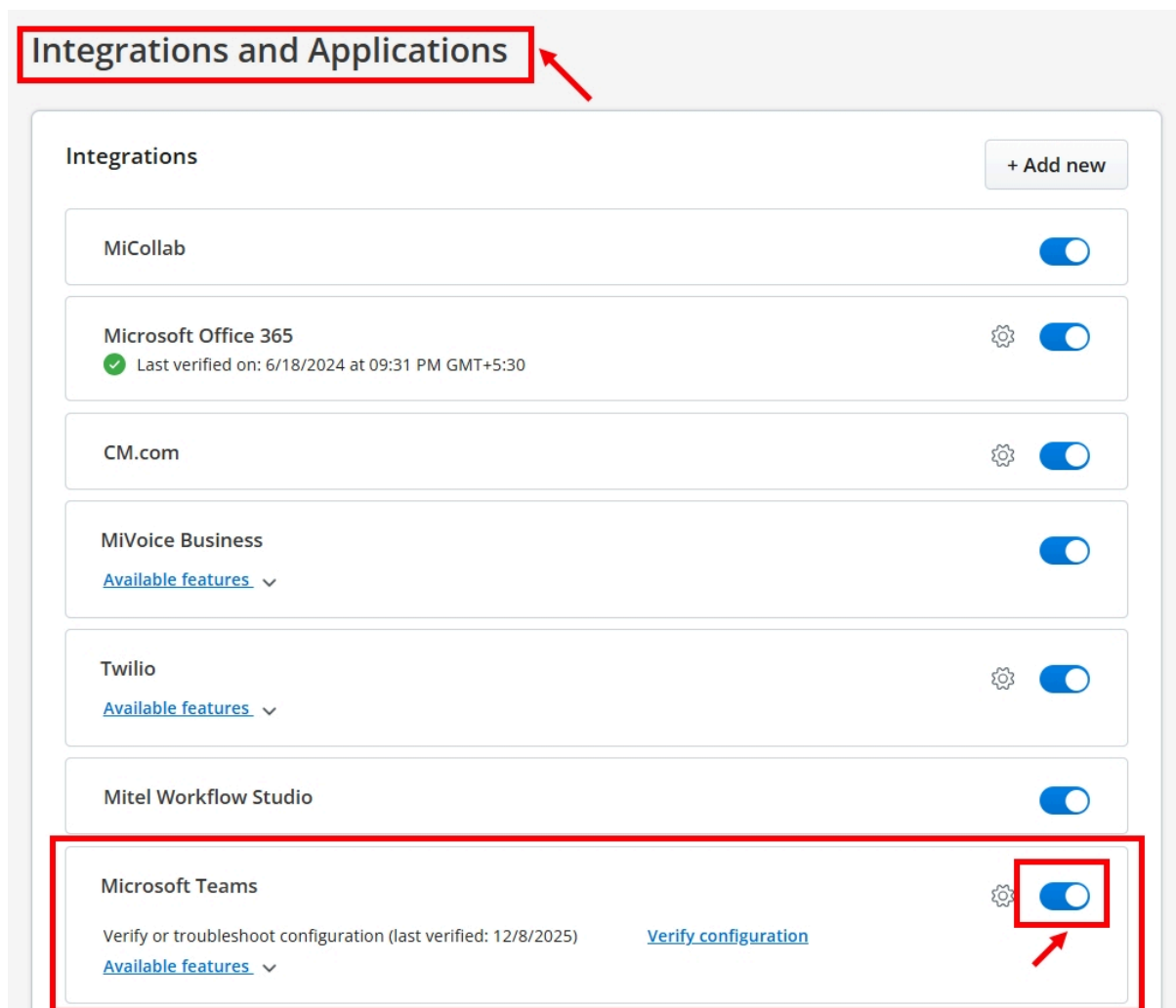


Note:

Removing the Microsoft Teams integration permanently deletes all associated configuration data for the account. The data cannot be recovered.

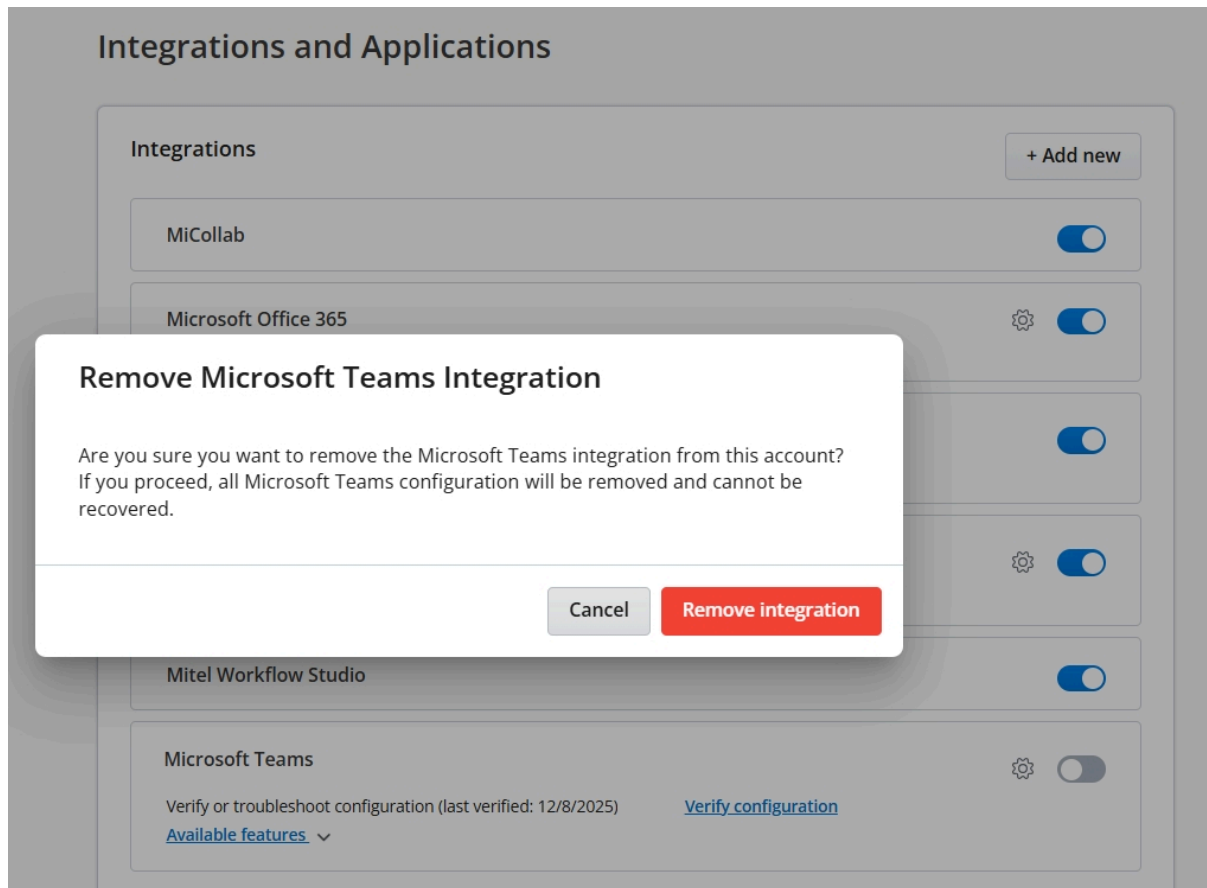
To remove Microsoft Teams integration:

1. Navigate to **Integrations & Applications**.



2. Locate **Microsoft Teams** and disable the **integration toggle**.

The **Remove Microsoft Teams Integration** confirmation dialog appears.



3. Click **Remove Integration**.

After removal, Microsoft Teams will no longer appear in the Integrations panel for the account, and all Microsoft Teams configuration will be permanently deleted and cannot be recovered.

