Did You Know?

Temple College uses the Mitel App so you can view/manage call logs and voicemails on your computer!!

PLACE A CALL
From Quick Dialer Search Bar:
Type the contact details in the Quick Dialer search bar and do one of the following:
- Double-click the contact.
- Select the contact and click.

From Recent:
Click the Recent tab on the dashboard and do one of the following:
- Double-click the contact.
- Select the contact and click.

ACCESS VOICEMAIL
1. On the dashboard, click the Voicemail tab.
2. Select the voicemail you want to listen to.
3. Use one of the following options to play your voicemail:
   - Click ☑️ to play the voice mail on your phone.
   - Click 🎤 to play the voicemail on your computer speakers.
4. Click 🎤 to start the voice mail playback.

UPDATE AVAILABILITY STATE
1. Click your current Availability State on the Dashboard.
2. Select the Availability State you want to use.
3. Choose Custom to Specify your own label and color for your Availability State.

ANSWER A CALL
- Click ☑️ in the notification area.
- Click 🎤 to end an active call.

Make a Video Call
1. Set the primary extension to your softphone.
2. Type the contact’s details in the Quick Dialer Search bar, and then select a contact.
3. Click ☑️ to place a voice call.
4. Click 🎤 to broadcast the video.

Ask an IT Representative about how you can get the client installed!

Help Desk Email Address: helpdesk@templejc.edu
Help Desk Phone Number: 254-298-8450
**TECHNOLOGY TIPS**

Monthly Newsletter

What You Need to Know!

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**Shoretel/Mitel Voicemail Quick Reference Guide!**

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### This Month in Tech History

**January 24, 1984**

**Apple Macintosh is released.**

Apple Computer, Inc. released its Macintosh computer with an unprecedented media campaign, including a groundbreaking TV commercial shown during the 1984 Super Bowl. Selling for about $2,500, the Mac used a Motorola 68000 microprocessor and had 128k of RAM (memory). The Macintosh’s graphical user interface (GUI) was revolutionary and led to its rapid adoption in education, desktop publishing, and graphic design. Early sales were brisk, with 70,000 units sold in the first one hundred days after its introduction.

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### WHAT HAPPENED ON JANUARY 4TH

**January 4, 1972**

**Hewlett-Packard Introduces the HP-35**

Hewlett-Packard introduces the HP-35, the first scientific handheld calculator and the final step in ending reliance on slide rules among scientists and students alike. The HP-35 was named for its 35 keys, weighed nine ounces, and sold for $395. One of the tests HP co-founder Dave Packard applied to the device was to throw it across his office and see if it still worked. It did.

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