

How to Use Your College Phone While Teaching and Working Remotely

To avoid overwhelming the College's phone system infrastructure, employees should NOT forward calls from their College phone to their home or cell phone number. Doing so can overwhelm our phone infrastructure since each call counts as two calls.

Vocemails are automatically sent via an email attachment to those with VoIP phones. Vocemails can always be accessed remotely via phone for both VoIP and NEC systems. Instructions given below.

VoIP Phone Users:



Option 1: Dial your desk phone number (ex: 240-567-9XXX) and press * key when you hear your greeting. You will then be prompted to enter your passcode followed by the # key.

Option 2: Dial Voice Mail Portal (240-567-9900) and enter your Mailbox ID (last 5 digits of your phone number) followed by # key (ex: 79XXX#). You will then be prompted to enter your passcode followed by the # key.

NEC Phone Users:



- Dial 240-567-1701
- When prompted, enter your mailbox number
- When prompted, enter your passcode followed by the # key.