Remote Phone Instructions

To make a call from your personal phone and have the call originate from Palomar College, follow these instructions

1. From your personal phone, dial (760) 891-7801

2. When prompted, enter your ID, which is your office extension where you have voicemail, followed by #

3. Enter the PIN for your extension/voicemail, followed by #

4. Enter the number of the person you are calling by dialing 91 followed by the 10-digit number, followed by #

   Example: for the number (760) 555-1234 enter 917605551234#

5. Follow the prompts to confirm and place the call

6. When finished, hang-up

To forward calls made to your extension to a personal phone number or Miscrosft Teams, follow these instructions:

1. Log into your onsite computer or virtual desktop through a

   web browser and navigate to

   https://smcucm1.palomar.edu/ucmuser

   Note This link won't work unless you are logged into the virtual desktop.

2. You will be warned about a Potential Security risk because the certificate that is being used is

   self-signed. Click the Advanced button and then "Accept the risk and continue."

3. You will be presented with the Self-Care Portal. Sign in with your domain username and

   password.

   Example, enter jdoe, not jdoe@palomar.edu.

4. Click on Call Forwarding on the left-hand side of the page.

5. Check the box which says, "Forward all calls to" and change the drop-down menu to "Add

   a new number" and enter the phone number you want the calls forwarded to with a 9 in front

   of it.

   If you would like to forward your extension to Microsoft Teams, just include 2 asterisks

   (**) in front of your extension.

   - To forward to your cell phone, enter 917605555555 and press Save.

   - To forward to Microsoft Teams, enter **XXXX, where XXXX is your extension.

Now any call that comes in will be forwarded to the phone number of your choice. To remove the forward, log back in and uncheck the "Forward All Calls" box.

Disclaimer Callers who call you from on-campus will be able to see your personal phone number on their display. Outside callers will see the main campus number.