Teleworker Overview

presented by

CCS Voice Services

What is it?

- Transparently work from home – when someone calls your extension they think you are answering from your office "- extends office hours
- High Speed Internet connection allows you to use this service anywhere in the world
- Make long-distance calls worry free! All charges will automatically go to your Carleton account
- Manage one voicemail box without having to deal with call forwarding
- No commuting, zero greenhouse gas emissions
- Access to all Carleton phone features

Canada's Capital University

Offered on 5330 & 5340 sets only

$21.00 / month

5330

5340

$24.50 / month

What do I need?

Remote Location Requirements

To support the teleworker service each remote location requires the following components:
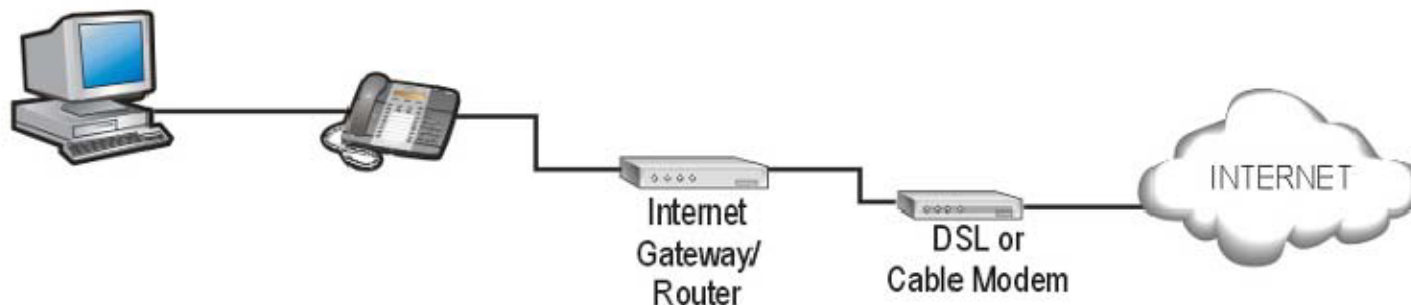
Supplied by Voice Services:
- IP Phone(s) [model types: 5330, 5340].
- Power Adaptor for phone

Supplied by Customer:
- High speed internet Router that provides NAT and local DHCP. This device will allow both your phone and PC to share the single IP Address provided by your Internet Service Provider.
- Each remote location also requires a high speed Internet connection [cable or DSL].

A PC can be connected through the LAN port on the back of the phone, or a direct connection to the router. [see diagrams below]

Dialing from a teleworker phone is the same as dialing from a phone on campus

Internal Calls to Carleton University contacts are dialed as 4 digit extension numbers.

External Calls are dialed by adding a '9' at the beginning of the number. Example: 9 + (613)520-2600

Local Calls are based out of Ottawa therefore all local calls in the Ottawa area are free of cost

Long Distance calls are any calls outside Ottawa's local calling area where long distance charges will apply; these charges will appear on your departmental phone bill automatically. Example: 9 + 1 + (801)555-1212.

Accessing Voicemail is done by pressing your message waiting indicator key or by dialing extension 4000 and login into your mailbox