



TELECOMMUTING PROCEDURES

VPN Access

If you are using a personal computer, and have not downloaded the VPN software:

- o Please request the VPN by contacting tmccadm@tmcc.edu or by calling TMCC User Support at (610) 282-2200 (ext. 106). Enter your TMCC network password.

To map the drive on Mac OS X:

In the Finder on your Mac, choose Go > Connect to Server. You will get a prompt for the server address.

Type the following network address in the Server Address field: **smb://tmccadm.tmcc.edu/Cloud**. Click Connect. (Note: There is no "i" in tmccadm.)

When prompted for a username, enter **tmccadm** followed by your TMCC username (i.e., **tmccadm\epresley**).

Enter your TMCC network password.

For more information: [VPN and Remote Network](#)

Call Forwarding

The ShoreTel > Mitel Connect software client provides the ability to forward incoming calls from your office phone to another phone number; such as, a cell phone or home phone. To check if the client is already installed, click on the Start

Menu icon and look for ShoreTel > Mitel Connect.

If you need to download the software, download and install all the Mitel Connect

Click Show Advanced and enter: **shoretel.tmcc.edu** for the server name.

Click Connect (top left corner) and select Settings.

Click Call Routing and select the second Change box from the top.

Select Always Forward My Calls To, then click the dropdown