

Telephone Information

- Call forwarding is available. Send an email to telephonesupport@nv.doe.gov for assistance.
- Voicemail can be checked at any time from any location by calling (702) 295-0600 once you have completed the initial set up.
- Employees should update their email signatures to include a telephone number they can be reached at.
- For improved mobile phone reception, you can use Wi-Fi Calling provided by your phone carrier. Instructions for enabling this on your phone are available [here](#).

Conference Bridges

- If you need a conference bridge (5-3344 number), you can request one by sending an email to conferencebridge@nv.doe.gov.
- IT reminds employees to exercise good conference-call etiquette and to mute your phone when you are not speaking.

Hot Spot and Air Cards

- Employees are approved to use company iPhones as hot spots with their company issued and personal computers but they may not “tether” (use a cord to connect) your iPhone to any device.
 - Hot spot instructions are available here: <https://support.apple.com/en-us/HT204023>.
- Employees are approved to use their company issued air cards with a personal or company issued device.
- FaceTime is permitted on company issued iPhones as long as the following conditions are met:
 - Only approved for use while off site.
 - Do NOT use them if the conversation will include CUI (OUO, PII, PHI, UCNI, etc.).

Do NOT record the FaceTime session in any capacity (audio or video).