NCRC Conferencing Phones

NCRC Conferencing phones are equipped with U of M and toll free calling capabilities. To make local and long distance calls from a conferencing phone you will need to register for an authcode through the ITCom Online Service Center. The authcode will give you the capability of making local and long distance calls and having the calls be billed directly to your department.

- Navigate to the U of M **Networking and Telecommunications: Information and Technology Services** website located at http://www.itcom.itd.umich.edu/
- Click on the link to the "Online Service Center".
- Under the "Orders" heading, click on the "View more order types" link.
- You will see a line that says "Request Authcode(s)". Click on this link.
- You will then be instructed to enter the chartcom you would like your calls billed to and asked to assign your authcode to a group or individual.
- In the comments section, include the specific phone numbers of the phones you will be using with your assigned authcode.
- Proceed to your shopping cart and then checkout.

If there are questions on registering for an authcode, or its use, please call the ITS Customer Service Center at 734-763-2000.

Dialing from a Phone Restricted to Authcode Use

Local Calls

1. Dial 9 + the number
2. Listen for a special dial tone (three short beeps followed by regular dial tone)
3. Following the tone, dial your seven-digit authcode
4. The system will pause 6-10 seconds as it checks the validity of your authcode; thereafter, your call will go through

Long-Distance Direct-Dialed Calls

1. Dial 9 + 1 + area code + the number
2. Listen for a special dial tone (three short beeps followed by regular dial tone)
3. Following the tone, dial your seven-digit authcode
4. The system will pause 6-10 seconds as it checks the validity of your authcode; thereafter, your call will go through

Long-Distance International Calls

1. Dial 9 + 011 + the country code + the city code + the number
2. Listen for a special dial tone (three short beeps followed by regular dial tone)
3. Following the tone, dial your seven-digit authcode
4. The system will pause 6-10 seconds as it checks the validity of your authcode; thereafter, your call will go through

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