Telephone dialing instructions

Printed on back of

(surcharges from vendors may apply)

Collect Calls
8 + 7-digit number

On-Campus Local Calling Area
8 + 7-digit number

Toll Free Numbers
8 + 1 + 8xx + 7-digit number

Vendor Calling Cards
(surcharges from vendors may apply)
Dial 8 to get off campus, follow directions
printed on back of your calling card.

ICT Contact Information:
- Computer Center Room 148
- Corner of Stewart and Sweet
- Work order desk: 575-646-5999
- Email: ICT_Wodesk@nmsu.edu
- Business hours: Mon-Fri 8am to 5pm

Basic Analog Features

Call Waiting
Call waiting is a feature that allows a second call to enter the line. The second line is identified by a soft tone.

To Send Call Waiting On-Campus
Hear busy signal: dial 5. If busy signal continues called party does not have call waiting.

To End Present Call & Answer
Hang up; your telephone will ring; answer.

To Hold Present Call & Answer or To Alternate Between Calls
Dial 2; begin talking

To Return to Held Call
Hang up; your telephone will ring; answer.

To Activate Call Waiting
Dial #2; hang up (use only if you have voice mail).

To Activate Data Privacy
Prior to each call, Dial * 4 1 # and without hanging up, dial desired number.

To Deactivate Data Privacy
Hang up; feature is cancelled when you disconnect.

Automatic Call Back
When calling on campus, if called number is busy, dial 6 and hang up. When the called number is available, the system will ring your telephone (interrupted fast ring). Lift the handset before ringing stop and the called number will automatically be dialed.

Last Number Redial
Lift the handset and dial **#. The last off campus number will be automatically dialed.

Call Diversion Busy
- To divert calls to voice mail from call waiting, dial * 2 2 #.
- To turn off voice mail divert and turn on call waiting, dial # 2 2 2 #.

If you do not respond to call waiting while on the phone it will revert to voice mail after 4 rings.

Speed Dialing
This feature allows you to program 10 frequently called numbers.

To Program
Dial * 51, the program number (0-9), *, the telephone number to be programmed (include 8 if off campus number), #. Listen for the confirmation tone (3 short beeps) and hang up

To Activate
Dial * #, the program number (0-9)

The program number is automatically dialed

To Cancel a Single Program Number
Dial # * 51 *, the program number (0-9) to be cancelled, #.

Listen for the confirmation tone (3 short beeps) and hang up.

To Cancel All Programmed Numbers
Dial # 5 1 #

Listen for the confirmation tone (3 short beeps) and hang up.

Three Way Calling
This feature allows you to initiate a conference call between three parties. A long tone is heard whenever any member enters/leaves the conference.

To Activate 3 Way Phone Call
With the first party on the line, press and release the disconnect button an listen for dial tone. Dial the second party

After the second party answers, dial 3. A long tone indicates that the second party has successfully been added.

NOTE: If the second party is busy or does not answer, dial 2 to return to the first call.

Voice Mail

To Program your Security Code
-Dial 6-7777
-Enter default security code of 88003
-Press #
-Follow prompts to program your own security code.

NOTE: New security code must be 5-10 digits that you will remember.

To Record your Personal Greeting
-Dial 6-7777
-Enter security code
-Press #
-Dial 4, then 6
-Follow the prompts to record your greeting.

To Retrieve a Message
When there is a message left in a mailbox, a stuttering dial tone will be heard when the handset is lifted.
-Dial 6-7777 (if calling from off-campus dial 646-7777)

If calling from your phone:
-Press #
-Enter request, enter your security code. If calling from any other phone:
-Press #, enter your mailbox number (last 5 digits of your campus phone number).
-Enter your security code.
-Press 5 to hear messages (follow prompts for additional features).
-Press 3 to delete current message.
-Press 5 to continue to next message.
-After listening into all your messages, dial 9
-To exit your mailbox dial 9 again.

To change Voice Mail Security Code
-Dial 6-7777 (if calling from off-campus dial 646-7777)
-Enter current security code
-Press 1, press 6, press 2.
-Enter new security code (5-10 digits that you will remember)
-Follow prompts