INSTRUCTIONS FOR CALLING CONVENIENCE SERVICES

IF YOU ARE PAYING FOR THESE CUSTOM CALLING FEATURES, THE FOLLOWING IS HOW THEY ARE USED.

Speed Calling 8

Now you can call up to 8 of your most frequently dialed numbers just by dialing a one-digit code. This includes long distance DDD numbers.

To Establish Your Speed Calling List

- Lift the receiver and listen for the dial tone.
- Dial “74”.
- Then depress the # button. (With a rotary dial phone, skip this step and allow a 4-second pause.)
- Again, listen for the dial tone.
- Dial one of the 8 one-digit access code numbers (2-9).
- Then dial the number you wish to Speed Code. (For long distance entries, dial “1” and the area code before the number.)
- Then depress the # button. (With a rotary dial phone, skip this step and allow a 4-second pause.)
- Listen for confirmation tone to indicate your Speed Calling number is established.

At any time you may repeat this process for each number you wish to Speed Code, assigning each a different code number.

To Use Your Speed Calling Feature

- Lift the receiver and listen for the dial tone.
- Dial the appropriate one-digit access number (2-9).
- Push the # button. (With a rotary dial phone, skip this step and allow a 4-second pause for your number to be connected.)

To Change Your Speed Calling List

- Simply follow the same steps for establishing your list. A new number automatically cancels out the corresponding existing number.

Speed Calling 30

Now you can call up to 30 of your most frequently dialed numbers just by dialing a two-digit code. This includes long distance DDD numbers. It’s a real time-saver!

To Establish Your Speed Calling List

- Lift the receiver and listen for the dial tone.
- Dial “75”.
- Then depress the # button. (With a rotary dial phone, skip this step and allow a 4-second pause.)
- Again, listen for the dial tone.
- Dial one of the 30 two-digit access code numbers (20-49).
- Then dial the number you wish to Speed Code. (For long distance entries, dial “1” and the area code before the number.)
- Then depress the # button. (With a rotary dial phone, skip this step and allow a 4-second pause.)
- Listen for confirmation tone to indicate your Speed Calling number is established.

At any time you may repeat this process for each number you wish to Speed Code, assigning each a different code number.

INSTRUCTIONS FOR CALLING CONVENIENCE SERVICES (cont.)

To Use Your Speed Calling Feature

- Lift the receiver and listen for the dial tone.
- Dial the appropriate two-digit access number (20-49).
- Push the # button. (With a rotary dial phone, skip this step and allow a 4-second pause for your number to be connected.)

To Change Your Speed Calling List

- Simply follow the same steps for establishing your list. A new number automatically cancels out the corresponding existing number.

Call Forwarding

This feature means your phone can transfer incoming calls to another number of your choice. Call Forwarding is great for the business person who wants to catch after-hours business calls at home, or for anyone who doesn't want to miss an important call.

To Forward Your Calls

- Lift the receiver and listen for the dial tone.
- Dial "72".
- Depress the # button. (With a rotary dial, skip this step and wait for a 4-second pause.)
- Again, listen for the dial tone.
- Now, dial the number where you wish your calls forwarded. (Speed calling codes may be used if you also have this feature.)
- When someone answers at the forwarded number, Call Forwarding is put into effect.

If there's no answer, or the line is busy, hang up and repeat the previous steps. If you do this within two minutes, you'll hear two beeps meaning your Call Forwarding feature is in effect.

Once you've activated Call Forwarding, the phone will make one short ring each time a call is forwarded. However, you can still make out-going calls from this phone.

If you wish to change the number your calls are being transferred to, just discontinue the first (see below), and redirect your calls using the above steps.

To Discontinue Call Forwarding

- Lift the receiver and listen for the dial tone.
- Dial "73".
- Depress the # button. (With a rotary dial, skip this step and wait for a 4-second pause.)
- Listen for two beeps. Call Forwarding is now discontinued.

Call Waiting

If you have an incoming call while you're already on the line, the Call Waiting feature will alert you. You may then put the first party on hold while you catch your second call. It will greatly reduce missed calls due to a busy phone!

Here's How Your Call Waiting Feature Alerts You

- A beep tone tells you another call is waiting. Only you hear this tone.
- Another reminder tone will be heard 10 seconds later if the waiting call remains unanswered.
- The second caller hears the normal ringing tone only.

To Answer The Second Call

- Depress the switchhook/plunger for about one second to place your first call on hold.
- You will automatically be connected with the second caller.

To Alternate Between Calls

- By depressing the switchhook/plunger for about a second, you may alternate between calls.
- Each conversation is private and cannot be heard by the other caller.

To Terminate Either Call

- Simply hang up.
- Your telephone will then ring.
- When you answer it, you'll be connected with the other caller.

INSTRUCTIONS FOR CALLING CONVENIENCE SERVICES (cont.)

To Cancel Call Waiting For One Call At A Time

- Dial 70#
- When you hang up after making your call, Call Waiting will automatically be restored to your line.

Three Way Calling

This feature lets you turn an everyday two-way phone call into a three-way conversation. It's easy!

To Add A Third Party

- First, to hold your existing call, depress the switchhook/plunger for about a second.
- Then dial the third number. (Speed Calling codes may be used if you also have this feature.)
- When the third party answers, you may talk privately before completing your three-way connection.
- With your third party on the line, depress the switchhook/plunger for a second to add the holding party. Your Three-Way Call is now in effect.

If for some reason the call to the third party is not completed, depress the switchhook/plunger twice to get back to your held party.

To Disconnect The Third Party

- Depress the switchhook/plunger for about a second. You will now have only the original party on the line.

To Disconnect Completely

- Simply hang up.
- If either of the other two parties hangs up, you can continue to talk to the one remaining.

Voice Mail

Voice Mail is a Voice Message System that allows you to leave and retrieve messages to a specific telephone number. Your messages can be retrieved from anywhere by dialing 530-XXX-5059 into the message system with a touch tone telephone. Replace the XXX with your telephone number prefix.

With Voice Mail callers can leave a message if the line is busy as well as no answer.

Voice Mail resides in the Telephone Company's Central Office and requires no equipment at the residence. Because of the power backup system in the Central Office it is not vulnerable to power outages

Class Features

***69 Automatic Recall**
Redials your last caller even if you could not answer in time

***66 Automatic Redial**
Keeps redialing busy numbers and tells you when the line is free

***57 Customer Originated Trace**
Lets you track harassing callers through the phone company

***82 Per Call Unblocking**
Sends your phone number and name to the person receiving your call if you have complete blocking

***67 Selective Blocking**
Prevents your phone number and name from being displayed by the person receiving your call

***64 Selective Call Acceptance**
Gives you control over which calls you will take

***63 Selective Call Forwarding**
Routes important callers to an alternate phone number

***60 Selective Call Rejection**
Blocks unwanted calls from disturbing you

Calling Number
Lets you see the number calling before you answer the phone

Calling Name and Number
Lets you see the calling name and number before you answer the phone