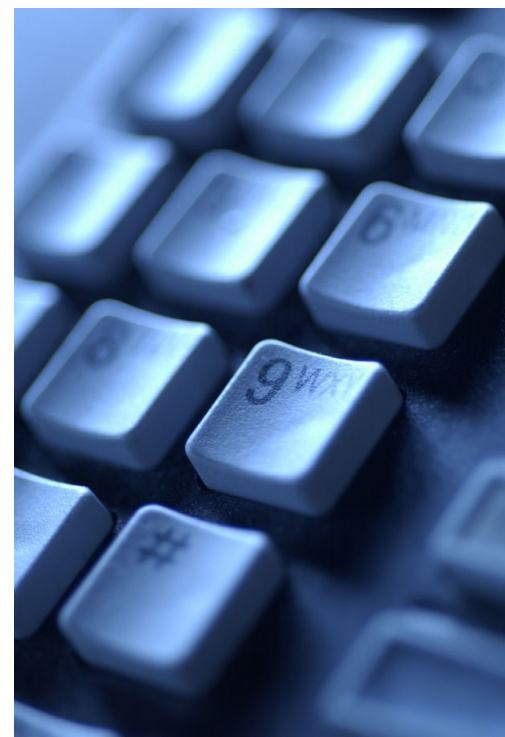




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**Calling Features
User Guide**

West Side Telecommunications

Calling Features User Guide

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The Calling Features listed in this guide give you the flexibility and power to make your telephone service work for you. Whether you need to dial faster, manage incoming calls, or protect your privacy, Communications Plus Calling Features are a helpful tool for handling your home or office calls.

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Anonymous Call Rejection

Avoid calls from people or businesses that have prevented their telephone number from displaying on Caller ID display units.

When activated, your phone will not ring on incoming calls from 'anonymous' or 'private' callers who have blocked their name/number from displaying. The callers will hear an announcement that you do not accept calls when the telephone number/name has been blocked. Callers will be instructed that to reach you they must hang up and place the call again without blocking their name/number.

To turn on Anonymous Call Rejection

Lift the handset and listen for the dial tone

Press ***77**

Listen for the confirmation announcement to confirm that the service has been activated

To turn off Anonymous Call Rejection

Lift the handset and listen for the dial tone

Press ***87**

A confirmation announcement indicates the service has been cancelled



Call Forwarding Variable

When you need to be away from your phone or don't want to be interrupted, Call Forwarding Variable allows you to forward all your incoming calls to another number. Simply select the telephone number where you would like all your calls forwarded — cell phone, home, office, or even to voice mail.

When Call Forwarding Variable is turned on and a call is being forwarded, a very short ring on your phone reminds you that the forwarding service is on. You cannot answer incoming calls on your phone while Call Forwarding Variable is on, but you can originate calls.

To turn on Call Forwarding Variable

Lift the handset and listen for the dial tone

Press ***72**. Listen for confirmation tones followed by the dial tone

Dial the number to which you want your calls forwarded
Wait for the confirmation tone, followed by regular dial tone

Hang up. Call Forwarding Variable has been turned ON.

To turn off Call Forwarding Variable

Lift the handset and listen for the dial tone

Press ***73**

The confirmation tones followed by regular dial tone indicates that your calls are no longer being forwarded

Note:

Toll charges may apply.



Customer Service Department: 304 983-2211

Do Not Disturb Administration Number: 304 983-9905

Toll Control With Pin Administration Number: 304 983-9902

Call Forwarding Deluxe Administration Number: 304 983-9001

Calling Features

Star Code (*) Quick Reference Guide

| CALLING FEATURE | Activate | Deactivate |
|---------------------------------------|------------|------------|
| Anonymous Call Rejection | *77 | *87 |
| Call Forwarding Variable | *72 | *73 |
| Call Forwarding Busy | *90 | *91 |
| Call Forward Fixed | *94 | *95 |
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| Call Trace (Per call only) | *57 | |
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| Priority Call | *61 | |
| Repeat Dial | *66 | *86 |
| Selective Call Acceptance | *64 | |
| Selective Call Forward | *63 | |
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| Speed Dial 8 | *74 | |
| Speed Dial 30 | *75 | |
| Speed Dial 8 Review | *78 | |
| Plays back stored numbers | | |
| Speed Dial 30 Review | *79 | |
| Plays back stored numbers | | |

Notes:

Call Forwarding Busy

When your line is busy, have your incoming calls automatically forwarded to another number so you won't miss important calls. With Call Forwarding Busy, callers will be transferred to the telephone number you select so someone else can answer the call for you.

When you subscribe to Voice Mail, your calls are forwarded automatically to Voice Mail when your line is busy.

To turn on Call Forwarding Busy

Lift the handset and listen for the dial tone
Press ***90**. Listen for confirmation tones followed by the dial tone
Dial the number to which you want your calls forwarded when your line is busy
Wait for the confirmation tones, followed by regular dial tone
Hang up. Call Forwarding Busy has been turned ON.

To turn off Call Forwarding Busy

Lift the handset and listen for the dial tone
Press ***91**
The confirmation tones followed by regular dial tone indicates that your calls are no longer being forwarded when your line is busy
Note:
Toll charges may apply.

If you subscribe to Voice Mail, your line must be forwarded to Voice Mail in order for callers to leave you a message when your line is busy.

Call Forwarding Fixed

Allows you to transfer incoming calls to another number. You don't have to miss important phone calls, or sit waiting by the phone. It keeps your home more secure by giving the impression someone is there.

To turn on Call Forwarding Fixed

Lift the handset and listen for the dial tone
Press ***94**. Listen for confirmation tones followed by the dial tone
Dial the number to which you want your calls forwarded when your line is busy
Wait for the confirmation tones, followed by regular dial tone
Hang up. Call Forwarding Busy has been turned ON.

To turn off Call Forwarding Busy

Lift the handset and listen for the dial tone
Press ***95**
The confirmation tones followed by regular dial tone indicates that your calls are no longer being forwarded when your line is busy
Note:
Toll charges may apply.

Call Forwarding No Answer

Avoid missing important calls when you can't answer your phone. Call Forwarding No Answer lets you direct your calls to another number when your phone isn't answered – to your cell phone, home, office, or any telephone number you choose. When call forwarding is turned on, you can answer calls. If you don't answer, the call will be forwarded to your prearranged number. You can change or program your forwarding number any time, from your phone.

When you subscribe to Voice Mail, your calls are forwarded automatically to Voice Mail when a call is not answered.

To turn on Call Forwarding No Answer

Lift the handset and listen for the dial tone

Press ***92**. Listen for confirmation tones, followed by the dial tone

Dial the number to which you want your calls forwarded when you don't answer

Wait for the confirmation tones, followed by regular dial tone

Hang up. Call Forwarding No Answer has been turned ON.

To turn off Call Forwarding No Answer

Lift the handset and listen for the dial tone

Press ***93**

The confirmation tones followed by regular dial tone indicates that your calls are no longer being forwarded when your line is not answered

Note:

Toll charges may apply.

If you subscribe to Voice Mail, your line must be forwarded to Voice Mail in order for callers to leave you a message when you do not answer.

If you subscribe to Call Waiting and are on the phone when a new call comes in, twenty seconds after the first Call Waiting tone, the call will be forwarded to the specified number or voice mail if you do not answer.

Notes:

Toll Control with PIN

Prevent unwanted telephone charges by limiting the type of calls that can be placed from a telephone. Toll Control with PIN lets you restrict 1+ outgoing calls from a telephone, but doesn't affect incoming calls. You also can allow authorized users to call unrestricted by entering a PIN code. This capability is useful for home and office use, including in conference rooms, reception areas or other phones that may have unsupervised visitor traffic.

How to use

Lift handset and listen for dial tone.
Enter the number you wish to call
Wait for confirmation tone, enter pin number.

This feature may not be available in all service areas.
Contact Customer Service to change pin number. Pin
Automatically defaults to 0000



Call Forwarding No Answer Enhanced

Enjoy all the benefits of Call Forwarding No Answer, plus the ability to select the number of rings the caller hears before incoming calls are forwarded when you are not able to answer. You may choose from two to nine rings.

To turn on Call Forwarding No Answer Enhanced

Lift the handset and listen for the dial tone
Press ***92**. Listen for confirmation tones, followed by the dial tone
Enter the number of rings (from 2 to 9) followed by the number to which you want your calls forwarded. Enter it the same way you would if you were calling the number. Wait for the confirmation tones, followed by regular dial tone
Hang up. Call Forwarding No Answer Enhanced has been turned ON

To turn off Call Forwarding No Answer Enhanced

Lift the handset and listen for the dial tone
Press ***93**
The confirmation tones followed by regular dial tone indicates that your calls are no longer being forwarded when your line is not answered

Note:

Toll charges may apply.

If you subscribe to Voice Mail, your line must be forwarded to Voice Mail in order for callers to leave you a message when you do not answer.

If you subscribe to Call Forwarding Variable, your Call Forwarding Variable number is the one to which calls will be forwarded. (Call Forwarding Variable forwards all calls and takes precedence over Call Forwarding No Answer Enhanced.)

Call Forwarding Deluxe w/ Remote Activation

Turn on, turn off, or change your Call Forwarding Variable from any location and from any telephone with Call Forwarding Deluxe. When turned on, all your calls will be transferred automatically to the telephone number you choose.

How to use

Provide the CSR with a 4 digit pin number.

* To change, the number you must contact Customer Service.

Lift the handset and listen for the dial tone

Call Access Number for Call Forwarding Deluxe (*See inside back cover for number*)

Listen for a tone, then enter your telephone number

Enter your security code, followed by the pound sign (#)

Listen for a confirmation tone

You will then be prompted to enter a code to activate (*72) or deactivate (*73) Call Forwarding.

Dial the number where you would like your calls forwarded followed by #.

The system will read back the forwarding number you chose and ask you to verify it by pressing 1. or to re-enter the number by pressing 2.

Call Forwarding is now active on your line.

Note:

* Service Fee may Apply

Toll charges may apply.

Call Forwarding Deluxe works only with the Call Forwarding Variable feature, which is included when you



Three-Way Calling

Enjoy the advantages of adding another person to your call with Three-Way Calling. You can easily communicate with people in two different locations at one time, whether they are local or long distance from you. It's easy to add or remove the third person from the call. Three-Way Calling also gives you the flexibility to put your call on hold and make a second call.

How to make a three-way call

Place your established call on hold by quickly pressing and releasing the receiver (or press the flash button) on your phone

You will hear three short tones followed by a dial tone. Dial the number of the second call.

Wait for the ring or until the call is answered before pressing and releasing the receiver or flash button to connect all callers

If the second call does not answer or you reach a busy signal, press and quickly release the receiver or flash button to return to the first caller

You may disconnect the second call at any time simply by pressing and quickly releasing the receiver or flash button

If either party disconnects, you can continue talking with the remaining party

To end the call completely, hang up

How to put a call on hold and make a second call

Place your established call on hold by quickly pressing and releasing the receiver (or press the flash button) on your phone

You will hear three short tones followed by a dial tone. Dial the number of the second call.

When the call is answered, the established call will not hear your conversation

If the second call does not answer or you reach a busy signal, press and quickly release the receiver or flash button to return to the first caller

You may disconnect the second call at any time simply by pressing and quickly releasing the receiver or flash button

Note:

Toll charges may apply.

When you place a three-way call, Call Waiting is disabled for the length of the call.

Speed Calling 30

Assign up to 30 frequently called numbers a “speed dial number” – a unique two-digit code. Use the stored speed dial number rather than the entire phone number to call quickly and easily.

If thirty speed dial numbers aren’t enough, you may order both Speed Dial 30 and Speed Dial 8 for a total of 38 speed dial numbers.

To Program Speed Calling 30

Lift the handset and listen for dial tone

Press ***75**

Listen for a stutter dial tone

Press an unused two-digit speed code (choose from 20-49)

Enter the phone number you want assigned to that speed code. For tolls calls, enter the number the way you normally dial it.

You’ll hear a tone confirming the number is programmed.

(Repeat steps as needed to program additional numbers.)

Hang up

To Use Speed Calling 30

Lift the handset and listen for the dial tone

Press the desired two-digit speed code followed by #

To review your Speed Calling 30 list

Lift the handset and listen for dial tone

Press ***79** to hear a list of your stored speed dial 30 codes

To Change Your Speed Dial 30 list

Lift the handset and listen for dial tone

Press ***75**

Listen for the stutter dial tone, then enter the two-digit code you wish to change

Enter the new telephone number. For tolls calls, enter the number the way you normally dial it.

You’ll hear a tone confirming the new number has been stored. (Repeat steps, as needed to change additional speed dial numbers.)

Hang up

Call Return

Call Return automatically dials the last number that called you. You can use Call Return to dial the caller, whether you answered or not. If the number is busy, the number will be retried for up to 30 minutes. A special ring will alert you that the call is about to be connected.

To activate Call Return

Lift the handset and listen for the dial tone

Press ***69**

If the number is busy, you will hear a tone rather than the busy signal

Hang up. Call Return will keep trying to reach the number for 30 minutes

You will hear a special ring when the line is no longer busy

Pick up the phone and you will be connected

Call Return will cancel automatically after 30 minutes

To cancel Call Return

Lift the handset and listen for the dial tone

Press ***89**

Listen for the announcement indicating your Call Return request has been cancelled

Note:

Normal local or toll charges apply to calls connected using Call Return.

This service will not work on private, anonymous, unknown or unavailable numbers and may not work on toll calls, in all areas. Also note that Call Return does not work on 800 or 900 numbers, numbers outside the specified service area, and lines where Call Forwarding and some other call services have been activated.



Call Trace

If you receive a harassing, threatening or obscene call, you have the ability to trace the telephone number of the last call you received. The results of the trace are not given to you, but with your approval will be released to the police. You must sign a Call Trace Authorization Form prior to any information being provided by the telephone company to law enforcement.

To initiate Call Trace

Hang up on the call
You must activate Call Trace before another call comes in
Pick up the handset and listen for the dial tone
Press ***57**
Hang up. Call Trace has been initiated.
Immediately contact Customer Service for further instructions. *(See inside back cover for the customer service number)*

Note:

Per Use charge applies

To Use Speed Calling 8

Lift the handset and listen for a dial tone
Press the desired one-digit speed code followed by #

To review your Speed Calling 8 list

Lift the handset and listen for dial tone
Press ***78** to hear a list of your stored speed dial 8 codes

To Change Your Speed Calling 8 list

Lift the handset and press ***74**
Listen for the stutter dial tone, then enter the one-digit code you wish to change
Enter the new telephone number. For tolls calls, enter the number the way you normally dial it.
You'll hear a tone confirming the new number has been stored. (Repeat steps, as needed to change additional speed dial numbers.)
Hang up



Selective Call Rejection

You can block incoming calls from as many as 10 numbers in your calling area. Calls from a number on your 'reject' list receive a fast busy signal and your telephone does not ring.

How to Use:

Lift the handset and listen for the dial tone

Press *60

Turn on and off service by pressing 3.

Add an entry to reject list by dialing # number #.

Remove entry from your list by dialing * number *.

To hear the phone numbers on your list press 1.

To add the last number you dialed to your list press #01#.

To remove all entries from your reject list dial 08.

Call Transfer

Transfer any established call to another number with Call Transfer. It doesn't matter if you called the person or they called you. You may transfer calls to other parties or to another line in your home or office.

How to use

With the established call on the line, press and quickly release the flash button or receiver button.

When you hear three short tones followed by a dial tone, dial the number to which you want the call transferred

Hang up when you hear the ring, or wait on the line until someone answers, announce the call and then hang up

The transfer is then completed, and the two parties stay connected

Note:

Toll charges may apply.

Speed Calling 8

Call eight of your most important numbers faster and easier. Assign up to 8 frequently called numbers a unique one-digit code – its speed dial number. Simply enter the speed dial number, followed by the pound (#) sign, when you want to call instead of the entire phone number.

To Program Speed Calling 8

Lift the handset and listen for dial tone

Press *74

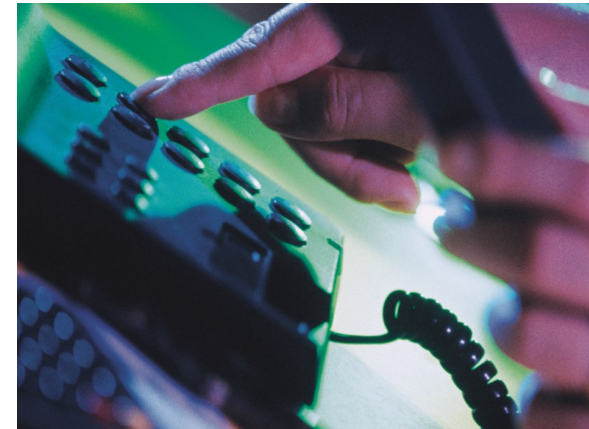
Listen for a stutter dial tone

Choose an unused one-digit speed code (from 2 to 9)

Enter the phone number you want assigned to that speed code. For tolls calls, enter the number the way you normally dial it.

You'll hear a tone confirming the number is programmed. (Repeat steps as needed to program additional numbers.)

Hang up



Call Waiting

Don't miss important calls when you're on the phone. With Call Waiting, you will hear a special tone that lets you know when someone else is calling. The tone is repeated again in 10 seconds. The person calling will hear normal ringing, not a busy signal. If you want to answer the call, you can put the original caller on hold while taking the second call. To answer, quickly press and release the receiver or flash button on your phone.

How to use

When you hear the call waiting tone, quickly press and release the receiver or flash button on your phone to be connected to your new caller

To alternate between calls or return to your first caller, quickly press and release the receiver/flash button on your phone

To end either conversation, simply hang up. If one of your callers is still on the line, your phone will ring. When you pick up the phone, you will be connected to the caller.

To turn off Call Waiting for one call

Lift the handset, listen for the dial tone, and press ***70**. Listen for confirmation tones followed by a dial tone.

Dial the number

Call Waiting is reactivated automatically when you hang up

Note: Remember to disable Call Waiting prior to using your phone for Dial up Internet access.

To turn off Call Waiting during a call

Quickly press and release the receiver or the flash button on your phone to place your call on hold. (Note, if you do this at a Call Waiting tone you will answer the incoming call.)

Press ***70**, listen for confirmation tones followed by a dial tone. Quickly press and release the receiver or flash button to return to your call

When you hang up Call Waiting is restored automatically

Selective Call Forwarding Notes:

Note:

The subscriber must add an entry before activating the service. If a subscriber sets the forward number, he/she cannot change the forward number during the same session. The Subscriber must perform these tasks in another session.

When accessing for the first time, you will be prompted to enter the number to which calls will be forwarded, followed by the # sign. You must add a number before turning the service ON.

Toll charges may apply

If you have both Call Forwarding and Selective Call Forwarding:

When **Call Forwarding** is turned on, all calls from phone numbers not on your Selective Call Forwarding list will forward to the number you have chosen as the Call Forwarding destination.

You can use both Selective Call Forwarding and Call Forwarding at the same time. Calls can be forward to the same or different phone numbers, based on what you set up.

You can change the numbers on your list at any time. However, you may change the forward to number only one time per session



Selective Call Acceptance

Create your own VIP list. Choose up to 10 numbers you want to get through to you. All other callers will hear a message that you're not receiving calls at this time. Your phone will not ring and you will not receive notification when a call is rejected.

How to Use:

Lift the handset and listen for the dial tone

Press *64

Dial 3 to toggle the activation/deactivation.

Press # then dial the 10 digit telephone number, followed by # key again to add entry.

Press * then dial the 10 digit telephone number, followed by * key again to remove entry.

To hear all the numbers on your list press 1#.

To repeat the instructions press 0#.

Selective Call Forwarding

Choose up to 10 telephone numbers you'd like to have forwarded when you're away from your office or home. Selective Call Forwarding automatically forwards calls from your ten numbers to an alternate number of your choice.

When Selective Call Forwarding is ON, your phone will give a short ring when an incoming call from one of your selected numbers is being forwarded. Those calls cannot be answered from your telephone. Calls from all other numbers will ring normally and can be answered as usual.

To create your Selective Call Forwarding list

Lift the handset and listen for the dial tone

Press *63

You will hear an announcement letting you know if the service is on or off. The first time using the service the system will prompt you to enter the number that to which you would like your special calls forwarded to followed by the #.

Then choose from one of the following options:

- Press 3 to turn service on or off
- Press # to add an entry (01# adds the last calling party)
- Press * to delete an entry
- Press 1 to review the list
- Press 0 to hear the announcement again

Call Waiting Enhanced

Enjoy the advantage of knowing who is trying to reach you when you are on the phone and a new call comes in. Call Waiting Enhanced alerts you with a tone and displays the caller's name/number on your Caller ID display unit/phone. It helps you decide whether to answer the new call or continue with your conversation.

How to use

When you hear the call waiting tone, check your Caller ID display unit/phone to determine who is calling

If you choose to answer the call, quickly press and release the receiver or flash button on your phone to be connected to your new caller

To alternate between calls or return to your first caller, quickly press and release the receiver/flash button on your phone

To end either conversation, simply hang up. If one of your callers is still on the line, your phone will ring. When you pick up the phone, you will be connected to the caller.

Note: Call Waiting Enhanced requires a display unit or phone that stores names and numbers of recent callers.



Caller ID

Find out the **name and the number** of who is calling -- before you pick up the phone. Caller ID gives you the flexibility to decide whether to answer a call or not. Additionally, Caller ID provides an easy way to track all your incoming calls. Caller ID requires a display unit or phone that stores names and numbers of recent callers.

How to use

When your Caller ID service is activated, follow the directions with your display unit/phone

The caller's name and number will appear on the display unit between first and second ring.

"Private" appears when a caller has their name/number blocked

"Out of area/Unavailable" appears when name/number information is not transmitted to your telephone company

Caller ID Blocking

When you subscribe to Caller ID Blocking, your name and number is automatically blocked on every call you make. Your name and number will not appear on Caller ID display units/phones. "Private" or "Anonymous" will appear on the display unit/phone of the person you are calling, instead of your name and phone number.

If you want your name/number to be displayed for a single call, you have the flexibility to do it.

To unblock Caller ID Blocking for a single call

Lift the handset and listen for the dial tone

Press ***82**

Listen for the confirmation tone followed by a dial tone

Dial the number you wish to call. Your name and number will not be blocked for that call

When you hang up, your Caller ID Blocking is automatically turned back ON



SUPER SAVER 8

Call Waiting, Caller ID Deluxe with Call Waiting ID, Three-Way Calling, Call Forwarding Variable, Call Forwarding Busy, Call Forwarding Do not Answer, Repeat Dial, and Call Return.

ANSWER MANAGER

Call Waiting, Caller ID Deluxe with Call Waiting ID, Voice Mail (includes Call Forwarding Busy and Call Forwarding Don't Answer), and Call Forwarding Variable.

CALLER ID FEATURE PACKAGE

Call Waiting, Caller ID Deluxe with Call Waiting ID, Anonymous Call Rejection, Call Return, Repeat Dial, Call Forwarding Variable, Three-Way Calling.

Residential Calling Plans

Do not miss out on our calling packages! You can choose from five different plans that will best fit best to your life-style. Take a minute and see what each plan has to offer.

HOME OFFICE MANAGER

Automatic Answer, Distinctive Ring, Tree-Way Calling, Speed Calling (30 number capacity), Voice/Data Protection, Call Transfer, and Repeat Dial.



TEEN PACKAGE

Caller ID Deluxe with Call Waiting ID, Call Waiting, Distinctive Ring, Do Not Disturb, and Speed Calling (30 number capacity).

Per Call Blocking

If you don't subscribe to Caller ID Blocking, but you need to block your name and number from being transmitted to Caller ID display units/phones for a single call, you can do it. With Per Call Blocking, you can block your name and number from being transmitted to Caller ID display units/phones for the next call you make. When Per Call Blocking is ON, your call is identified as "Private" or "Anonymous" on the Caller ID display unit/phone you are calling.

To activate Caller ID Blocking for a single call

Lift the handset and listen for the dial tone

Press ***67**

Listen for the confirmation tone, followed by dial-tone, then place your call

Instead of your phone number/name, the word "Private" will appear on the Caller ID display unit of the person you are calling

When you hang up, Per Call Blocking is automatically turned OFF

Caller ID - Name Only (Calling Number Delivery)

Find out the telephone **number** of who is calling -- before you pick up the phone. Calling Number Delivery gives you the flexibility to decide whether to answer a call or not. Additionally, it provides an easy way to track all your incoming calls. Calling Number Delivery requires a display unit or phone that stores numbers of recent callers.

How to use

When your Calling Number Delivery service is activated, follow the directions with your display unit/phone
The caller's number will appear on the display unit after the second ring

"Private" appears when a caller has their number blocked

"Out of area/Unavailable" appears when number information is not transmitted to your telephone company

* This feature is not available in all service areas.

Distinctive Ring

You can have up to six additional telephone numbers assigned to your telephone line, with each number having its own distinctive ring so you can recognize which number is being called. Distinctive Ring is an ideal option if you have a fax machine, shared or home office, or want multiple users to share a single line.

How to use

Contact Customer Service to set up Distinctive Ring service. (See *inside back cover for number*)

Ring sounds

- Calls to your primary number will ring in the usual way, with one long ring
- Calls to your first distinctive ring number will ring with two short rings
- Calls to your second distinctive ring number will ring with a short-long-short ring
- The person calling always hears a normal ring

Note:

Even though you may have up to six numbers, you can only make one outgoing call at a time.

If you subscribe to Call Waiting, when you are on the phone and a call comes in, a distinctive call waiting tone for each number will be heard.

If you subscribe to Priority Call and the caller is in your priority call list, you will hear the priority call tone rather than the distinctive ring.

Repeat Dial

Getting a busy signal when you dial a number? Don't waste time redialing. Let Repeat Dial try to reach the busy number for you. Attempts will be made for up to 30 minutes. You can use your phone to make and receive other calls while you wait for Repeat Dial to get through to the busy number. You'll hear a special ring to let you know when the number is available. Just pick up the phone and you will be connected.

How to use

When you reach a busy signal, press flash or quickly depress and release the receiver. Listen for a special dial tone.

Press ***66**

If the line is no longer busy, you will be connected

If the line is still busy, you will hear a tone. Hang up. Repeat Dial will keep trying to reach the busy number for 30 minutes.

When you hear the special ring it indicates the called number is no longer busy. Lift the receiver and your call will be put through. You'll hear a normal ringing tone.

If you do not pick up after the special ring, Repeat Dial will try to complete your call and ring you back every five minutes—for up to 30 minutes—unless you cancel the request.

To cancel Repeat Dial

Lift the handset and listen for the dial tone

Press ***86**

You will hear an announcement that says your Repeat Dial request has been cancelled

Priority Call

Want to ensure you receive calls from key individuals, but don't want to answer every call? Put their telephone numbers on your Priority list. Identify up to 10 telephone numbers for which you will hear a special ring (short-long-short) when those numbers call. Calls from all other numbers ring normally.

How to use

Lift the handset and listen for the dial tone

Press ***61**

Listen to the announcement stating that the service is on or off.

Then an announcement will prompt you to choose from the following options:

- Press 3 to turn service on or off

- Press # to add an entry

- Press * to delete an entry

- Press 1 to review the list (Press 1# to bypass the timeout)

- Press 0 to hear the announcement again (Press 0# to bypass the timeout)

Note:

You must have at least one entry in the Priority Call list in order to activate the service.

If you subscribe to Call Waiting and are on the phone when one of your 'priority' numbers calls, a distinctive call waiting tone accompanies the incoming call.

For calls originating from a line within a multiline hunting group, the distinctive signal is only produced when the caller's main telephone number is one of your priority call numbers.



Do Not Disturb

Avoid inconvenient interruptions by temporarily preventing incoming calls from ringing in your home or office with Do Not Disturb*. Callers will hear a recorded announcement indicating you are not accepting calls at this time. For those individuals you want to be able to reach you even when you have activated Do Not Disturb, give them a Personal Identification Number (PIN) that allows their calls to ring through.

How to use

Lift the handset and listen for the dial tone

Dial the Calling Features Administration Number from your phone. (*See inside back cover for number.*)

Follow the prompts that instruct you to manage Do Not Disturb options, including turn Do Not Disturb ON and OFF, change start of "quiet" time, end of "quiet" time, and PIN code; Automatically Defaults 0000.

Note:

The time entries must be entered in military time (e.g. 14:30 instead of 2:30 pm)

* This feature may not be available in all service areas.



Home Intercom (Residential Feature Only)

Use your home phone as an intercom. Dial your own telephone number to ring all the phones on your line. A distinctive ring distinguishes 'intercom' calls from incoming calls.

How to use

Lift the handset and listen for the dial tone

Dial your own telephone number and listen for a confirmation tone

Hang up to allow all telephones on the line to ring

When the ringing stops that is the indication someone has picked up a phone

Lift your handset and speak with the other phones that have picked up

When all phones hang up, the intercom call is terminated



Off-Hook Auto-Dial Service

Your telephone line can be set up so a number is dialed automatically when your phone is off the hook for a specified number of seconds. The number that is dialed can be any number of your choice. You also pick the number of seconds, from 1 to 28, before dialing occurs. Then, when your telephone is off the hook and no digits are dialed before the number of seconds elapse, your pre-selected number will be dialed automatically.

Contact Customer Service to set up or change the number to be dialed.

*Customer Service also will assist you if you need to change the number of seconds before automatic dialing starts.

Note:

*Service Fee may apply.

Toll charges may apply.

