

# HOW TO USE YOUR CALLING FEATURES

## ANONYMOUS CALL REJECTION

Automatically rejects all calls from withheld or blocked numbers.

- To enable, press \*77
- To disable, press \*87

## CALL FORWARDING

Call Forwarding lets you forward your incoming calls to another phone number. Lift the handset and listen for the dial tone. Dial 72# (with a rotary phone dial 1172). You will hear four short tones, then call the number where you wish your calls to be forwarded. When someone answers the phone, Call Forwarding is working. Let that person know that they will be receiving your calls. If the number you are forwarding to does not answer, you must go through the steps again to activate this feature. Your phone will briefly ring each time your number is called. You cannot answer the calls. The ring is just a reminder that Call Forwarding is working. You will be charged long distance rates for any calls forwarded from your number to a number outside your local area. To discontinue Call Forwarding, lift the handset and listen for the dial tone. Dial 73# (with a rotary phone dial 1173). Listen for a confirmation tone. Call Forwarding is discontinued.

## CALL FORWARDING BUSY FIXED

With Call Forwarding Busy Fixed you can have all your calls forwarded to another number when your line is busy. The “forward to” number can be a local area number or a long distance number. This must be administered by the local telephone office.

## CALL FORWARDING DON'T ANSWER FIXED

With Call Forwarding Don't Answer Fixed you can request all your calls to be forwarded to another number if you do not answer after a predetermined number of rings. You can choose 1-6 rings. This must be administered by the local telephone office.

## CALL FORWARDING REMOTE ACCESS

This feature allows you to forward your incoming calls automatically even if you have already left home or your office. To activate, dial your Remote Access number associated with your exchange: 665-6264, 673-6264, or 446-6264. Dial your base number (7 digits), dial your security code (1-12) digits at dial tone, dial Call Forward code 72# at dial tone, dial the number you wish your calls to be forwarded to and you will hear a confirmation tone, two short beeps. To deactivate, follow steps 1-3 and then use code 73#. You will be charged long distance rates for any calls forwarded from your number to a number outside your local area.

## **CALLER ID BLOCK \*67**

If you do not want your number delivered, simply dial \*67 (or dial 1167 from a rotary phone) and wait for the 2nd dial tone before dialing the number. Once you hang up, your number will again be delivered to those with Caller ID service until you dial \*67 again before a specific number.

## **CALLER ID NUMBER**

When you receive a call, wait until your telephone completes the first ringing signal. The telephone number of the person calling you will automatically appear on your display screen.

## **CALLER ID NAME/NUMBER DISPLAY**

Displays the name and telephone number of the incoming caller on your telephone, if your phone has a Caller ID Display screen or Caller ID Display Unit.

## **CALLER ID ON TV**

When your phone rings, Caller ID on TV opens a text box with the name and number of the caller on your screen. To view previous incoming calls, press the Caller ID button on your remote.

## **CALL RETURN**

The Call Return feature stores the number of the last person who called you and gives you the option of phoning back the caller automatically. Lift the handset and listen for a normal dial tone. If you were already on the phone and ignored a call waiting tone, press and quickly release the switchhook. Press \*69 (from a rotary dial phone, dial 1169). Your call will go through like a normal call. If the line is busy, hang up. Your phone will keep trying the number for up to 30 minutes. A special call back ring alerts you if the line becomes free (some phones ring normally). Lift the handset to automatically place the call. To cancel your Call Return request, press \*89 (from a rotary phone dial 1189). Listen for the confirmation tone or announcement. Hang up.

## **CALL WAITING/CANCEL CALL WAITING**

Call Waiting lets you receive and answer an incoming call when you're already engaged. To answer the second call, press the switchhook for about one second to place your first call on hold. You will automatically be connected to the second caller. To alternate between calls press the switchhook for about a second. Each conversation is private and cannot be heard by the other caller. To terminate either call dial 70 from a touch tone or 1170 from a rotary phone. To use during a call, press and release the switchhook and dial \*70. You will be reconnected to your call.

## **CALL WAITING ID DISPLAY**

When you receive a call while you are on the phone, the telephone number calling you will automatically appear on the display screen. You then have the option of answering or ignoring the incoming call waiting.

## **SELECTIVE CALL ACCEPTANCE**

This feature allows you to prevent incoming calls from ringing your line by diverting them to a recorded announcement which tells the calling party the number cannot receive calls at this time. Pick up the handset and listen for dial tone. Enter \*64 and listen for an announcement telling you whether the feature is currently on or off. The recorded voice will then tell you how many (if any) numbers are currently stored on your acceptance list. Dial 3 to turn the feature ON (if it is currently off), or turn the feature OFF (if it is currently on). To add a number, press the # sign key. To remove one or more numbers, press the \* key. To hear the phone numbers on your list, dial 1. After the list is read, voice instructions will follow.

## **SELECTIVE CALL REJECTION**

Selective Call Rejection blocks unwanted calls from disturbing you. Pick up the handset and listen for the dial tone. Press \*60 (From a rotary phone, dial 1160). Listen for an announcement telling you whether the feature is currently on or off. The recorded voice will then tell you how many (if any) numbers are stored on your rejection list. Follow the voice instructions and dial 3 to turn the feature ON (if it is currently off), or turn the feature OFF (if it is currently on). To add the last caller to your forward list, press #01#. To hear the numbers on your list, dial 1 then after the list is read, voice instructions will follow. To add a number, press # then follow the voice instructions. To remove a number, press \* then follow the voice instructions to remove any or all of those numbers from your rejection list.

## **SPEED CALLING 8**

Speed Call 8 lets you dial 8 frequently called numbers by pressing 1 or 2 buttons. To establish your Speed Calling list, lift the receiver and listen for the dial tone. Dial 74# (with a rotary phone dial 1174). Listen for the dial tone, then dial one of the eight one-digit access code numbers (2-9). Call the number you wish to program into Speed Dialing followed by the # button (with a rotary phone, skip this step and allow a four-second pause). Listen for a confirmation tone to indicate your Speed Calling number is established. Repeat this process for each number you wish to program using a different code for each number. To use Speed Calling, lift the receiver and listen for the dial tone. Dial the appropriate Speed Calling number (2-9) followed by the # button (with a rotary phone skip this step and allow a four-second pause for your number to be connected).

## **SPEED CALLING 30**

Follow the same steps as Speed Calling 8. To use Speed Calling 30, lift the receiver and dial 75# and dial the code you have selected (20-49) then dial the phone number.

## **REPEAT DIALING**

When you hear a busy signal, press and release the switchhook. Listen for a special tone. If you've already hung up, lift the handset and listen for a normal dial tone. Press \*66 (From a rotary phone, dial 1166). If the line is busy, hang up. Your phone will check the number for up to 30 minutes. A special callback ring alerts you if the line becomes free (some phones ring normally). Lift the handset to automatically place the call. To cancel your repeat dialing request, press the switchhook and release. Listen for the dial tone. If you've already hung up, lift the handset and listen for a normal dial tone. Press \*86 (From a rotary phone, dial 1186). Listen for the confirmation tone or announcement. Hang up.

## **THREE-WAY CALLING**

Three-Way Calling lets you talk to two people in different places at the same time. To hold your existing call, press the switchhook for one second. Call the third number. When the third party answers, you may talk privately before completing the three-way connection. With your third party on the line, press the switchhook for one 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, press the switchhook to get back to your held party. To disconnect the third party, press the switchhook for one second. You will now have the original party on the line. A new third party may now be added by following the steps in the above section. To disconnect completely, simply hang up. Or, if either of the two parties hangs up, you can continue to talk to the one remaining.

## **VOICE MAIL**

To access the Voice Mail System from your home, dial #22 you will need to enter your 10 digit phone number & 0000 for your pin number. To access from any touch tone phone, dial the mail Voice Mail System number and enter your 10 digit phone number and your PIN number.

665-Mail (6245)

673-Mail (6245)

446-Mail (6245)