CALLING FEATURES

Calling features are offered at an additional monthly charge. These can be used with all styles of dial and push-button telephones.

Note: The "switchhook" referred to is the button the handset pushes down when you hang up. Some telephones have a link or flash key you can press.

Call Waiting
How it works:
You can use your telephone without missing other calls. A special tone alerts you to a waiting call; the person calling you hears normal ringing.

To answer a waiting call:
1. When you are on the phone, a special tone tells you a second call is waiting.
2. Simply press and quickly release the "switchhook" on your telephone. Your first caller is automatically placed on hold while you are connected with the second caller.

If you choose not to answer the incoming call:

1. You will hear a special tone to remind you of the waiting call.

To alternate between callers:
1. Simply press and quickly release the "switchhook."

While you talk with one caller, the other person will automatically be placed on hold. Each conversation remains private.

To end either call:

1. Hang up.

2 Your phone will ring.

3. When you answer, you will be connected with the remaining caller.

Cancel Call Waiting
How it works:
You can temporarily cancel the Call Waiting signal whenever you do not wish to be interrupted on an outgoing or incoming call.

To "turn off' Call Waiting before making a call: [7] [0] [#]

1. Lift the handset and listen for dial tone.

2. Press **70#.** (On a rotary phone, dial 1170.)

3. Listen for confirmation tone.

4. Dial the telephone number you wish to call. Your call will not be interrupted by the Call Waiting tone. Other callers will hear a busy signal.

5. After you hang up, Call Waiting automatically "turns on."

To ''turn off' Call Waiting during a call:
[7] [0] [#]

1. Press and release the "switchhook."

2. Press **70#**. (On a rotary phone, dial 1170.)

3. Listen for the confirmation tone. You will automatically be reconnected to your call.

4. After you hang up, Call Waiting automatically ''turns on."

Note:
• You must have Three-Way Calling to "turn off" Call Waiting during a call.

Call Forwarding
How it works:
You can program your calls to ring at another number. You can still use your phone to make outgoing calls. (Call Forwarding allows a maximum of 2 calls to forward. Additional callers will receive a busy signal.)

To ''turn on'' the service: [7] [2] [#]

1. Lift the handset and listen for dial tone.

2. Press **72#.** (On a rotary phone, dial 1172.)

3. Listen for dial tone.

4. Dial the number where you want your calls forwarded. Dial the number exactly as if you are calling directly. For a local number, dial the 7-digit phone number. For a long distance number, dial "1" plus the area code If you have speed dialing, You may dial one of your codes instead. Long distance charges will be billed to you.

5. When the phone is answered, Call Forward is in effect.

If the line is busy, or there is no answer:

6. Hang up.

7. Within two minutes, repeat steps 1-4 above. You will hear a confirmation tone to let you know your Call Forwarding is now working.

To ''turn off' the service: [7] [3] [#]

1. Lift the handset and listen for dial tone.

2. Press **73#.** (On a rotary phone, dial 1173.)

3. Listen for confirmation tone, then hang up. Your Call Forwarding is now "off," and calls will ring normally on your phone.

Speed Dialing
Now you can call emergency or frequently dialed numbers just by dialing one or two numbers. This capability includes long distance numbers. You have a choice of selecting either a short list of eight telephone numbers (Speed Dialing 8) or a longer list of 30 telephone numbers (Speed Dialing 30.) If you have selected Speed Dialing 8, but want to be able to speed call more numbers, just call us and let us know. We'll change your service to speed Dialing 30 quickly. A service charge is applicable.