

## Instructions for Custom Calling Services

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Call your Service Representative to see if Custom Calling Services are available in your area. There will be a monthly charge for each.

### Call Waiting

This service lets you know someone else is calling when you're using the telephone. You hear a beep tone. If you ignore the first beep, there will be a second one in ten seconds. The party calling you hears only the normal ringing.

#### How to use it:

1. If you hear a beep and want to end the first call, hang up. Your telephone will immediately ring with the second call.
2. To answer the second call, press and release the receiver button quickly. The first call will be put on "hold" and you will be connected to the second call.
3. To return to the first call, press and release the receiver button again. You can switch back and forth between the two calls as often as you want.

### Three-Way Calling

This service lets you add a third party to your existing conversation without Operator assistance.

Three-Way Calling can be used whether you have received or have placed the first call.

#### How to use it:

1. Press and release the receiver button to put your call on "hold". You will hear three beeps then dial tone.
2. Dial the third person's number. You can talk before including the original caller.
3. To begin the three-way call, press and release the receiver button. All three parties will be on the line. (If the line is busy or there's no answer, you can return to the original call by pressing and releasing the receiver button.)

#### Notes:

if the original party hangs up, you can add another third party by repeating steps 1, 2 & 3.

To disconnect the third party, press the receiver button twice. Your line is then free to add a different third party by repeating steps 1, 2 & 3.

All parties are disconnected when you hang up.

### Speed Calling

This service lets you call frequently called numbers by dialing only one or two digits. Speed Calling is available in either 8 or 30 number capacities. These numbers can be either local or long distance.

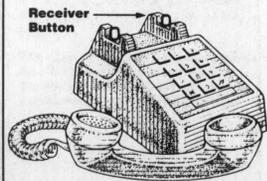
#### To enter or change a Speed Calling list of 8 or 30 numbers:

1. Select a one-digit code (numbers 2 through 9) for Speed Calling-8. Select a two-digit code (numbers 20 through 49) for Speed Calling-30.
2. Dial 74 for Speed Calling-8 (dial 74# for touch-tone phones). Dial 75 for Speed Calling-30 (dial 75# for touch-tone phones). Listen for dial tone.
3. Dial the code you have selected and the complete telephone number it will represent. Be sure to dial the number as you would normally place the call including the Area Code if it's different from your own. Two beeps will confirm your entry.
4. To call numbers selected for Speed Calling, simply dial the one- or two-digit code you have selected. If you have touch-tone dialing press the "#" button to save additional time.

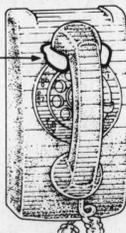
#### Note:

It is helpful to keep a list of your Speed Calling numbers at hand.

### Common locations of receiver buttons



Receiver Button



Receiver Button

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### Call Forwarding

This service lets you transfer your incoming calls to any telephone you can dial direct without Operator assistance. (In certain areas, calls can only be forwarded within that exchange. Call your Service Representative to determine if your exchange is in this group.)

#### How to use it:

1. To forward calls from rotary dial telephones, dial 72 and wait approximately 5 seconds for dial tone. From telephones with touch-tone service, dial 72, then the # button; listen for dial tone.
2. Dial the number that will be accepting your calls. You will hear two short tones, then normal ringing. Call Forwarding is in effect when the party answers. At that time, you can tell them they will be receiving your calls.
3. If the line is busy, or there is no answer, hang up and repeat the first two steps. No answer is required to establish Call Forwarding on the second attempt.

4. To cancel Call Forwarding from rotary dial telephones, dial 73 and wait about 5 seconds for two beeps and dial tone. From telephones with touch-tone service, dial 73, then the # button. You will hear two beeps, then dial tone.

#### Notes:

While your calls are being forwarded, your telephone will ring briefly each time your number is dialed. You cannot answer the calls, but the ring is a reminder that Call Forwarding is still in effect.

If you forward your calls outside of your local calling area, you will be charged for any calls forwarded from your number to the distant number. For example, if you forward your calls to a number in New York, the person calling you is charged for a call only to your number, but you are charged the rate from your number to the number in New York.

While calls are being forwarded, you can still make outgoing calls.

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### Delayed Call Forwarding

After a specified number of rings, Delayed Call Forwarding routes your calls to another predetermined line of your choice. So your calls are always answered.

If your business and residence service is in the same local area, business calls can be referred to your home line, and vice-versa, or to a telephone answering service.

Above all, Delayed Call Forwarding is easy to use. The service is activated just by a service order, and the forwarding number and the number of rings are specified with the order — not with each call.

### Busy Call Forwarding

When your line is busy, Busy Call Forwarding automatically forwards your calls to another predetermined number of your choice. So you never miss any calls.

Busy Call Forwarding is ideal for your home and your business. It lets you, or others, use the phone as often, and for as long as desired, without missing any calls.

If you have business and residence services in the same local area, your business calls can be referred to your home line, and vice-versa, or to a telephone answering service. And when you hook-up your computer to your line, you're not interrupted, and your calls aren't missed.

Busy Call Forwarding is easy to use. The forwarding number is specified when the order is placed — you don't need to program it in each time. And the service works automatically — so you just relax and enjoy it.