

FEATURE DIRECTIONS:

CALL FORWARDING: Automatically forward your calls to another location when you plan to be away from your telephone for an extended period of time or if you do not wish to receive any calls. Note that you, not the originating party, are billed or any toll charges when the forward-to-number is outside your local area.

Step	Description
1	Dial *72 and wait 4 seconds for a dial tone.
2	Dial the forward-to-number. When the station to which calls are to be forwarded answers, the feature is activated. If the station does not answer or if it is busy, you may hang up and repeat the previous steps. If this is done within 2 minutes of the original attempt, you will hear two beeps, indicating that the call forwarding feature is now in effect.
3	To deactivate call forwarding and restore normal service, dial *73 and wait 4 seconds for 2 bursts of dial tone, then hang up. All subscribers may avoid the time out period by dialing an octothorp (#).

THREE WAY CALLING (3 PARTY CONFERENCE): Three way calling allows you to have two other parties on the line with you simultaneously.

Step	Description
1	Depress and release the hook-switch to put the original party on hold. Listen for three bursts of a dial tone followed by a steady dial tone.
2	Dial the number of the third party. When this party answers, you can talk privately. When you are ready to establish the conference connection, depress and release the hook-switch.
3	When the originating party hangs up, all parties are disconnected and the call is completed.

SPEED DIALING: Program your phone to dial frequently called numbers with fewer keystrokes. Up to 8 numbers may be programmed.

Step	Description
1	Dial *74 and wait 4 seconds for a dial tone.
2	Dial a code number (use a number between 2 and 9 inclusive).
3	Dial the directory number to be stored with the corresponding code. Wait 4 seconds for 2 bursts of dial tone, then hang up.
4	Repeat steps 1 - 3 for each number to be stored, using a different code each time. You may use these steps to replace previously stored numbers.
5	To use speed dialing, dial the selected code number and wait 4 seconds for the call to be placed.

CALL WAITING: Call waiting allows you to be notified of incoming calls while you are engaged in a conversation. Using the steps below, you can answer the incoming call without terminating your existing conversation.

Step	Description
1	An alert tone gives notification of an incoming call. To answer the call, depress and release the hook-switch. This puts the original party on hold, and you are then connected to the calling party.
2	To alternate between calling parties, depress and release the hook-switch.
3	If you wish to end the original conversation when you hear the call waiting tone, simply hang up. Your call then rings and you are connected to the calling party.

CALLER ID RELEASE: If you choose not to be listed in Directory Assistance your phone listing for Caller ID systems will be listed as "Private" instead of releasing your phone number. Some people have their phones blocked to accept calls from "Private" callers. If you are listed as "Private" and desire to have your number released for one call, please follow the directions below prior to placing the call.

Step	Description
1	Dial *82 to cause your number to appear on the calling party's telephone or Caller ID system.

CALLER ID BLOCKING: If you choose to be listed in Directory Assistance your phone number will be provided to Caller ID systems. Caller ID Blocking allows you to prevent your number from being displayed on other Caller ID telephones on a per-call basis. In lieu of your number being displayed, the word "Private" will appear instead. Please follow the directions below to block your number from being displayed prior to making your call.

Step	Description
1	Dial *67 to cause a "Private" to be displayed on the calling party's telephone.