

Instructions for Using Custom Calling Services

ANONYMOUS CALL REJECTION

To Activate

- Lift the receiver and listen for the dial tone.
- Press *77, listen for a confirmation tone, and hang up.
- *Incoming callers can unblock their number by dialing *82 before calling.*

To Deactivate

- Lift the receiver and listen for the dial tone.
- Press *87, listen for confirmation tone, and hang up.

CALLER ID

Know who's calling before you pick up the phone by displaying the name and/or number of the person calling you on your display unit.

CALL FORWARDING

This feature means your phone can transfer incoming calls to another number of your choice. Call Forwarding is great for the businessperson who wants to catch after-hours calls at home, or for anyone who doesn't want to miss an important call.

To Forward Your Calls

- Lift the receiver and listen for the dial tone.
- Dial 72, then # (with rotary phones, skip this step and allow a four second pause).
- Again, listen for the dial tone.
- Now enter the number to which calls should be forwarded.
- When someone answers the forwarded number, Call Forwarding is in effect.

If there is no answer, or the line is busy, hang up and repeat the previous steps. If this is done within two minutes, two audible beeps will indicate that Call Forwarding is in effect.

Once Call Forwarding is activated, the phone will make one short, unanswerable ring each time a call is forwarded. Out going calls can still be made from this phone.

Discontinue Call Forwarding

- Lift the receiver and listen for the dial tone.
- Dial 73, then # (with rotary phones, skip this step and allow a four second pause).
- Listen for two audible beeps. Call Forwarding is now discontinued.

REMOTE CALL FORWARDING

Used along with regular Call Forwarding, this feature allows you to transfer incoming calls to another number, even while you are away from your home or office.

To Forward Your Calls Remotely

- Dial 360.898.2372, wait for tone.
- Enter your seven-digit phone number followed by your PIN (last four digits of your phone number), wait for tone.
- Enter activation code *72, wait for tone.
- Dial the number to which calls should be forwarded.
- Listen for two audible beeps. Remote Call Forwarding is in effect.

Discontinue Call Forwarding Remotely

- Follow the steps above, entering the feature deactivation code of *73 instead of *72.

CALL WAITING

Call Waiting alerts of incoming calls when already on the line. This feature allows one call to be placed on hold while the second call is answered. It greatly reduces the amount of missed calls.

How Call Waiting Alerts You

- When on the line, a beep tone alerts you that another call is waiting.
- Only you hear this tone. The second caller hears a normal ring tone.
- Another reminder tone will be heard in 10 seconds if the call is not answered.

To Answer the Second Call

- Press the switchhook once or power button twice to place your first call on hold. If your phone has a "flash" button, press it once instead.
- You will automatically be connected with the second caller.

To Alternate Between Calls

- Repeat the steps above.
- Each conversation is private and cannot be heard by the other caller.

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CALL FORWARDING – CONTINUED

To Terminate Either Call

- Hang up normally.
- Your phone will then ring.
- Answer normally. You will be connected with the other caller.

To Cancel Call Waiting Before Calling

- Lift the receiver and wait for the dial tone.
- Enter the deactivation code 70#, and listen for special dial tone.
- Dial normally. When the call is connected, Call Waiting is deactivated.

CALL TRACE

Call Trace will trace the last call received and send the information to the phone company. If you receive a threatening or obscene call:

- Hang up, pick up the receiver and dial *57.
- An announcement describing the Call Trace feature will play. Dial 1 to proceed with the trace.
- Listen for a confirmation announcement, then hang up.

The traced number will be recorded at our office. You will need to dial the phone company at 360.898.2481 to notify us you have used Call Trace. Hood Canal Communications cannot release the information from the traced call to you, but if a police report is filed on the call, Hood Canal Communications can release that information to the police. Call Trace is \$1.50 per use.

CONTINUOUS REDIAL

This feature automatically redials a busy number until the line becomes available. When you hear a busy signal:

- Press the switchhook once, or power button twice, and listen for a special tone.
- Dial *66 and hang up.
- Your phone will check the number for you for up to 30 minutes, and will ring back if the line becomes free.
- Answer normally.
- To cancel Continuous Redial before it has rung back, lift the receiver and dial *86. Listen for the confirmation tone or announcement, and hang up. Continuous Redial is cancelled.

LINE BLOCKING

This feature will block the transmission of your name and/or number to anyone who may have caller ID on calls that you make.

To Cancel Line Blocking Before Calling

- Lift the receiver and listen for the dial tone.
- Dial *82 and listen for the dial tone again.
- Dial normally. Line Blocking will be cancelled for this call, and will automatically be reactivated after you hang up.

PER CALL BLOCKING

This feature prevents your number from being displayed when dialing someone with Caller ID on a per-call basis. To activate, lift the receiver and listen for the dial tone. Dial *67, listen for the dial tone again, and dial normally.

PRIORITY CALL / SELECTIVE CALL FORWARDING

Priority Call stores up to 15 numbers which will be identified by a special ring or Call Waiting tone. Selective Call Forwarding allows you to transfer specific calls to another phone number of your choice. To use Priority Call, lift the receiver and listen for the dial tone. Dial *61 and listen for the announcement stating whether this feature is on or off. The recorded voice will then state how many (if any) numbers are stored on your list. To use Selective Call Forwarding, lift the receiver and listen for the tone. Dial *63 and follow the automated instructions. The first time Selective Call Forwarding is activated, you will be asked to which number you'd like your special calls forwarded.

Choose From the Following Options:

- Press 3 to turn Priority Call on or off.
- Press 1 to review your list.
- Press # to add a phone number.
- Press * to remove a phone number.
- Add the last incoming call to your Priority Call list by pressing #01#.

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SELECTIVE CALL REJECTION

This feature allows you to block specific unwanted calls from any numbers placed on the rejection list. When the service is active, any callers on the rejection list will hear an announcement that you are not accepting calls at this time. All other calls will ring through normally. To use, lift the receiver and wait for the dial tone. Dial *60 and follow the automated instructions.

Choose From the Following Options:

- Press 3 to turn Priority Call on or off.
- Press 1 to review your list.
- Press # to add a phone number.
- Press * and follow the automated instructions to remove any or all phone numbers from your rejection list.
- Add the last incoming call to your Priority Call list by pressing #01#.

SPEED DIALING

This feature allows you to call up to eight of your most frequently dialed numbers simply by dialing a one or two digit code. This includes long distance phone numbers.

To Establish a Speed Dial List

- Lift the receiver and listen for the dial tone.
- Dial 74, then # (with rotary phones, skip this step and allow a four second pause).
- Again, listen for the dial tone.
- Dial a one-digit access code number (2-9), then the phone number you wish to Speed Dial. For long distance phone numbers, dial 1, then area code, then phone number.
- Press # (with rotary phones, skip this step and allow a four second pause).
- Listen for a confirmation tone to indicate the Speed Dial number has been established.

At any time you may repeat this process for each number you wish to Speed Dial, up to eight phone numbers, assigning each phone number a different code number (2-9).

To Use Speed Dial

- Lift the receiver and listen for the dial tone.
- Dial the appropriate number code (2-9), and then #.

To Change Speed Dial List

- Simply follow the same steps for establishing your list. When a new phone number is assigned to a code number (2-9), the previous phone number is cancelled.

THREE-WAY CALLING

This feature allows you to conference in a third call when already on the line.

To Add a Third Party

- Hold the existing call by pressing the switchhook once or power button twice.
- Listen for the dial tone, and dial the third number normally. Speed Dial codes may be used if this feature is activated.
- When the third party answers, you may talk privately before adding the third caller to the conversation.
- To add the third caller to the conversation, press the switchhook or power button. The three-way conversation is now active.

If for some reason the call to the third party is not completed, press the switchhook or power button twice to return to your held conversation.

To Disconnect the Third Party

- Press the switchhook once or power button twice. You will now have the original party on the line.

To Disconnect Completely

- Simply hang up.
- If either of the two parties hangs up, you may continue to talk to the one remaining.

