

Custom Calling Features

How To Use Our Custom Calling Features

THREE-WAY CALLING - \$1.00 per month

Now, you can turn an everyday phone conversation into an efficient, three-way conference call.

To add a third person to your call...

- First, depress the switchhook for about one second. This will place the person you're talking with on hold.
- Listen for the dial tone. Then, dial the third person you want to join into the conversation. (You can use speed calling codes if you have this feature.)
- When the third person answers, you can talk privately with this person before making the call a three-way conversation.
- To make the call a three-way conversation, depress the switchhook for about one second to add the person you have on hold. Your three-way call is now underway.

If for some reason the call to the third person is not completed, or you decide not to add the third party to the call (for example, the person you want to talk with happens not to be in), depress the switchhook twice to resume your conversation with the person on hold.

To disconnect the third person...

- Press the switchhook for about one second. You'll now have only the original party on the line.
- or–
- If either of the other two people hang up, you can continue talking with the remaining party.

To disconnect completely...

- Simply hang up.

TEEN SERVICE (Distinctive ringing) \$5.00 per month

With Teen Service, you can have two directory numbers assigned to a single line without installing a second line. Calls that are placed to your primary number are identified by normal ringing. Calls placed to your secondary or "Teen" line are identified by distinctive ringing. When you subscribe to Call Waiting, a distinctive Call Waiting tone will be heard when a call is placed to the "Teen" line.

When you subscribe to Call Forwarding, you can choose to forward only calls placed to your primary telephone number, or forward calls to both the primary telephone number and the "Teen" telephone number.

CALL TRACE *57 (or 1157 from rotary phones)

Harassing or obscene calls are serious business. If you receive this type of call and you feel you need assistance from the police, Call Trace can help. To trace a harassing or obscene call, hang up after the harassing call, pick up the receiver again and press *57 immediately. A recording will prompt you to trace the call, and will confirm that the call has been traced. Upon a successful trace, the telephone number of the line used by the caller will be recorded at the Barnesville Telephone central offices. Call Trace will work whether or not the call was blocked.

If it is a life threatening situation, or if you think otherwise appropriate, you may contact the local law enforcement agency or the telephone office after tracing the call. Under no circumstances will you be given the name or telephone number of the person who had placed the harassing phone call to you.

You do not need to sign up for Call Trace. This option will be provided automatically on your phone line. It will always be there when you need it. You will be charged \$1.00 per successful trace. If you request that the Call Trace information be released to the local law enforcement agency, the fee will be waived.

Questions regarding Call Trace procedures should be directed to our office.

CALL WAITING - \$1.00 per month

If you're on the phone and someone else is trying to reach you, Call Waiting will alert you with a "beep." You can put the first person on

hold while you answer the second call; and, you can switch back to the first call when you're through. Then, you can continue talking-even if you're waiting for another important call.

Here's how your Call Waiting feature alerts you...

- When you're on the phone, a "beep" tells you a second call is waiting. Only you hear this tone.
- If you don't answer the second call within 10 seconds, another "beep" reminds you it's there.
- The second caller hears only the normal ringing tone

To answer the second call...

- Depress the switchhook* for about one second to place your first call on hold.
- You are automatically connected with the second caller.

To alternate between calls...

- Depress the switchhook for about one second to alternate between calls.
- Each of your conversations is private and cannot be heard by the other caller.

To end either call...

- Simply hang up.
- Your telephone will ring.
- When you answer it, you'll be connected with the other caller. The call you discontinued will no longer be on the line.

*The switchhook is that round, flat, square, or whatever-shaped button the handset pushes down when you hang up the phone. Your phone is "off the hook" when that button is up.

CANCEL CALL WAITING (outgoing calls only)

To Access This Feature...

1. Touchtone Phone (dial *70) you will hear a double splash tone, then you can dial your call. When you hang up after your call, Call Waiting will be activated again.
2. Rotary Phone (dial 1170) wait! When dial tone returns you may proceed with your call.

CALLER ID - Blocking information

Your name and the phone number you are using is currently being transmitted and may be displayed and stored each time you call someone who has subscribed to the Caller ID features. This will occur even if the number from which you are calling is unlisted and/or nonpublished and even if the call is not answered. Persons who want to use the Caller ID features will need to buy a display unit that attaches to their phone, or a phone with a built-in screen of which information is shown. This equipment is not required to use the other CLASS features offered. You must contact us to subscribe to the service.

Calling Name and Number Delivery, Blocking, Unblocking, and Call Trace may not work when calling from some payphone lines, PBX, Key, or Centrex systems. If this is the case, the caller will hear a recording or a special tone.

BLOCKING OPTIONS THE CHOICE IS YOURS

Because there may be occasions when you want to call without having your name and telephone number displayed, we have two options:

Per Call Blocking

If you wish to make a call without revealing your name and telephone number to the user of Caller ID service, simply dial *67 (or 1167 on rotary phones) before you dial the telephone number you are calling. This will prevent the name and telephone number information from being released on that call only. There is no need to request this service - it is available on your line now. There is no charge for per call blocking.

Line Blocking

Line Blocking will prevent your name and number from being displayed on all calls made from your line. Instead the word "Private" or "Anonymous" will be displayed if you are calling someone who has Caller ID. To remove line blocking for just one call press *82 (1182 from rotary phones). Your line is then unblocked FOR THE