

# Tips & Tricks for Calling Features



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# Three Way Calling

Three Way Calling lets you add a third party to your conversation.

## **To Add a Third Party:**

1. Depress the switch-hook for one-half of a second. This puts Party "A" on hold.
2. Dial Party "B", the person you want to add. Listen for a ring.
3. When "B" answers, bring "A" back by depressing the switch-hook for one-half of a second. Your three-way connection is now established.
4. If you get a busy signal or no answer when calling Party "B" and want to reconnect Party "A," depress the switch-hook for one-half of a second. This will stop the call to Party "B" and reconnect Party "A." (If the busy or ringing signal continues depress the switch-hook again).

## **To Disconnect:**

1. Hang up. This breaks the three-way connection. The other two parties will receive a dial tone.
2. Party "A" can leave the connection by hanging up. You can continue talking to Party "B."
3. You can disconnect Party "B" by depressing your switch-hook once. You can continue talking to Party "A."

## **To Add a Different Third Party:**

1. Party "A" hangs up. Wait for clicking sound, then repeat steps to add a third party.
2. Disconnect Party "B" then repeat steps to add a third party.

# Call Forwarding

Allows you to have incoming calls transferred to another phone number.

**To Activate:**

1. Listen for a dial tone, then press \*72.
2. Listen for a second dial tone.
3. Dial the telephone number to which you want calls forwarded. You should then hear two “beep” tones confirming that call forwarding has been activated. Long Distance service is required if forwarding to a Long Distance phone number.

**To Deactivate:** Listen for dial tone, then press \*73.

# Call Forwarding: Remote Access

Activate or Deactivate Call Forward from a location other than your own home or office telephone.

## **To Activate from Remote Area:**

1. Dial Access Directory Number: 906-\_\_\_\_\_-9858.
2. Receive ring back tone, then two “beeps,” then dial tone.
3. Dial 7-digit home phone number followed by # sign (example: 906-387-0000 #).
4. When prompted, enter your PIN (Personal Identification Number) followed by the # sign.
5. When prompted for the Call Forward access code, enter \*72. You will hear “stutter” tones.
6. Dial the 10-digit number you are forwarding to, then # sign. Calls are now forwarded. You should then hear two “beep” tones confirming that call forwarding has been activated.

**To Deactivate from Remote Area:** Repeat steps 1, 2, and 3 above. When prompted for the access code for the call forwarding, enter \*73. Call forwarding is now removed.

**To Activate from Home:** Dial \*72. You will hear two “beep” tones. Dial the 10-digit number you are forwarding to, then # sign. Calls are now forwarded. You should then hear two “beep” tones confirming that call forwarding has been activated.

**To Deactivate from Home:** Dial \*73. It is now removed.

# Call Forwarding: When Busy

Allows you to forward incoming calls to another pre-selected number when your line is busy.

## **To Activate Call Forward Busy:**

1. Lift the handset and dial activation code \*90.  
You will hear a short “stutter” dial tone and then a normal dial tone.
2. When you hear a normal dial tone, dial the number you want your calls forwarded to (remembering to dial 1 if it is a long distance call).
3. You should then hear two “beep” tones confirming that Call Forwarding has been activated.

**To Deactivate Call Forward Busy:** Lift the handset and dial \*91. Wait until you hear two “beeps.” That will indicate the Call Forward has been deactivated.

**Note:** If you are using this feature with an internet answering service, call your local phone company to find out if you are subscribed to Call Waiting.

In order for this feature to work properly, you must add the Cancel Call Waiting feature so that callers will receive a busy signal when you are on the internet.

# Speed Calling: 30

Allows you to program frequently used telephone numbers into your telephone.

## Programming Speed Call 30

1. Dial \*75. Listen for a dial tone.
2. Dial one of the two-digit access code numbers (20-49).
3. Dial the number you wish to program into Speed Calling. (For long distance entries, dial "1" + area code + number).
4. Press the # sign. Listen for a confirmation tone to indicate your Speed Calling number is established.
5. Repeat this process for each number you wish to program, but you must assign each one a different code number.

## Programming Speed Call 30

1. Lift the receiver and listen for the dial tone.
2. Dial the appropriate Speed Calling number (20-49).
3. Press the # sign.

## Programming Speed Call 8

1. Dial \*74 from a Touch Tone phone. Listen for a dial tone.
2. Dial one of the eight speed codes (2-9).
3. Dial the number you wish to program into Speed Calling. (For long distance entries, dial "1" + area code + number).
4. Press the # sign. Listen for a confirmation tone to indicate your Speed Calling number is established.
5. Repeat this process for each number you wish to program, but you must assign each one a different code number.

## Using Speed Calling 8

1. Lift the handset and listen for the dial tone.
2. Dial the appropriate one-digit speed code (2 through 9).
3. Press the # sign.

**Note:** To change your Speed Calling List follow the same steps as you did to establish your list. A new number will automatically cancel out the corresponding existing number. This applies to both Speed Call 8 and 30.

# Call Waiting

Alerts you that someone is trying to call while you are on the phone.

## **How to Use:**

1. A short “beep” lets you know when a second call is waiting.
2. The second party will hear the usual ringing signal.
3. Press the switch-hook button briefly (the button that hangs up your phone). This puts the first party on hold and allows you to speak with the second party.
4. When finished with the second party, press the switch-hook button to go back to your original call. You may go back and forth between the two calls by pressing the switch-hook button.

# Cancel Call Waiting

Allows you to cancel Call Waiting so you won't be interrupted on an important call.

## **To Cancel Call Waiting *Before* Calling:**

1. Lift the handset and listen for the dial tone.
2. Dial the deactivation code \*70, then listen for two beeps.
3. Dial the number you wish to call.
4. Call Waiting will automatically be reactivated when you disconnect your call.

## **To Cancel Call Waiting *During* a Call:**

**Note:** You must have Three-Way Calling to Cancel Call Waiting during a call.

1. Place your current call on hold by depressing the switch-hook for one second and listen for the dial tone.
2. Dial the deactivation code \*70, then listen for two beeps.
3. Depress the switch-hook for one second and return to your call.
4. Call Waiting will automatically be reactivated when you disconnect your call.

# Distinctive Ring/Call Waiting

Identify incoming phone calls by the ring tone by assigning directory numbers a distinctive ring.

**Note:** If you subscribe to both Distinctive Ring and Call Waiting you will hear a Distinctive Call Waiting tone when you are talking on the phone and a call from someone on your Distinctive Ring list arrives.

**How to Use:**

1. Pick up the handset and listen for a dial tone. Dial \*61.
2. You will receive a message telling you whether the feature is "on" or "off" and if there are any numbers on your list.
3. Follow the voice instructions and dial 3 to turn the feature "on" or "off."

**To Add the Last Caller to Your Acceptance List:**

Dial # and follow the voice prompts.

**To Review the Numbers on Your List:**

Dial 1 and follow the voice prompts.

**To Add a Number to Your List:** Dial # 01 #.

**To Remove a Number from Your List:**

Dial \* and follow the voice prompts.

# Anonymous Caller Rejection

Reject calls for which calling name or calling number display information has been intentionally blocked.

**Note:** You do not need to be a subscriber to Calling Name or Calling Number Delivery to have this feature.

**To Activate:**

1. Pick up the handset and listen for a dial tone.
2. Dial \*77. Listen for a confirmation message.
3. Once you've received confirmation, hang up.

**To Cancel:**

1. Pick up the handset and listen for a dial tone.
2. Dial \*87. Listen for a confirmation message.
3. Once you've received confirmation, hang up.

**When Someone Calls:** When someone who has Calling Name or Calling Number Delivery Blocking activated calls, they will receive a message that you're not taking calls. All other callers will go through as usual.

# Selective Call Acceptance

Allows you to store directory numbers from which you wish to accept calls.

**Note:** An incoming call from a directory number not on your list will receive a message stating that you are not taking calls right now.

## **How to Use:**

1. Pick up the handset and listen for a dial tone.
2. Dial \*64. You will receive a message telling you whether the feature is "on" or "off" and if there are any numbers on your list.
3. Follow the voice instructions and dial 3 to turn the feature "on" or "off."

**To Add the Last Caller to Your Acceptance List:** Dial # 01 #.

## **To Review the Numbers on Your List:**

Dial 1 and follow the voice prompts.

## **To Add a Number to Your List:**

Dial # and follow the voice prompts.

## **To Remove a Number from Your List:**

Dial \* and follow the voice prompts.

Selectively program a list of directory numbers that you wish to have rejected or blocked when they call you.

**Note:** The rejected or blocked caller receives a message informing him/her that you are not taking calls. Your phone will not ring.

**How to Use:**

1. Pick up the handset and listen for a dial tone.
2. Dial \*60. You will receive a message telling you whether the feature is "on" or "off" and if there are any numbers on your list.
3. Follow the voice instructions and dial 3 to turn the feature "on" or "off."

**To Add the Last Caller to Your Rejection List:** Dial # 01 #.

**To Review the Numbers on Your List:**

Dial 1 and follow the voice prompts.

**To Add a Number to Your List:**

Dial # and follow the voice prompts.

**To Remove a Number from Your List:**

Dial \* and follow the voice prompts.



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