

how to use phone service optional features

Line Blocking

Caller ID displays a caller's name and telephone. A Caller ID box or phone with Caller Name and Number capability is required. Line Blocking allows you to prevent your number from being shown on Caller ID boxes when you make a call. You must use one of the Line Blocking options listed below.

Per Call Blocking: This service is provided at no charge to KMTelecom telephone customers. Per Call Blocking will prevent Caller ID from displaying your number when you enter * 6 7 before the phone number you are dialing.

Per Line Blocking: This service will prevent Caller ID boxes from displaying your number unless you enter * 8 2 before making a call. By law, Line Blocking is not available to businesses unless they provide a need for this service.

Anonymous Call Rejection: This feature allows you to refuse calls that have blocked their numbers from appearing on your Caller ID box. To activate, press * 7 7, to cancel press * 8 7.

Call Waiting

During a phone conversation, a special tone alerts you to an incoming call.

To answer a waiting call simply press and quickly release the disconnect button on your telephone. Your first caller is automatically placed on hold, while you are connected with the second caller.

To alternate between callers press and quickly release the disconnect button. While you talk with one caller, the other will automatically be placed on hold, each conversation is private.

To Cancel Call Waiting Per Call: Press * 7 0
Call Waiting will automatically be restored when you complete the call.

Automatic Callback

Allows you to automatically call back the last number that tried to reach you. You will hear the number from which the last incoming call was made.

This is How it Works: Lift the handset and listen for the dial tone. Press * 6 9. You will hear an announcement giving you the telephone number of the last person who called you.

If you wish to call back, Press 1. **If the line is busy,** You will hear a message telling you the line is busy and how to proceed. Hang up. Your phone will keep trying the line for up to 30 minutes. Your telephone alerts you with a special ring if the line becomes free. When you hear the special ring, lift the handset to automatically place the call.

Call Forwarding

Allows you to forward incoming calls to another number.

To Activate: Press * **7 2**. Dial the number where you want calls to go. Press #. Call Forwarding is activated.

To Deactivate: Press * **7 3**. Two quick tones means your calls are no longer forwarded.

Remote Call Forwarding

Allows you to forward incoming calls to another number from a remote location.

To "turn on" Remote Call Forwarding:

Dial Access Number: 507-634-2299

Enter your 10 digit phone number

PIN # - set up by KMTelecom

Press * **7 2** to **Activate** call forwarding. Enter the telephone number you would like to forward your calls to. (enter the number the way you would dial it.) Press #.

Press * **7 3** to **Deactivate** call forwarding.

Please note: If the call is forwarded to a long distance number, long distance charges will apply.

Selective Call Forwarding

Allows you to forward selected incoming calls to another number.

To Use Selective Call Forwarding:

Press * **6 3**.

Voice instructions will guide you through the steps of how to turn Selective Call Forwarding on or off, or make changes to your Selective Call Forwarding list.

Voice instructions will also guide you through the steps of how to enter, confirm or change the number to which your calls will be forwarded.

Press:

1 to confirm the number.

0 to change the number.

Press:

0 to repeat the instructions

1 to review the numbers on your list;

3 to turn Selective Call Forwarding on or off

to add a number to your list;

***** to delete a number from your list

0 8 to delete all numbers from your list

Three-Way Calling

Allows you to add a third party to your existing conversation. If one of the two parties you called hang up, you will still remain connected to the other.

To Use Three Way Calling:

1. Press and release the hook switch to put the party on hold.
2. Listen for three bursts of dial tone followed by a steady dial tone.
3. Dial the number of the second party. You can talk to this party privately until you reconnect with the party on hold. If the second party you called does not answer or you get a busy signal, depress and release the hook switch to go back to the party on hold.
4. To connect with both parties, depress and release the hook switch. When you hang up, all parties are disconnected.

Note: If dialing long distance numbers, you will pay long distance rates for both calls.

Continuous Redial

Allows you to automatically redial the last busy number that you tried to dial. Just dial a code when you receive a busy signal, and your phone will check the busy number for availability for up to 30 minutes. A special call-back sound will alert you when the number is free, and the call will automatically be made when you pick up the handset.

To activate Continuous Redial: Press * 6 6.

To deactivate Continuous Redial: Press * 8 6.

Note: You can still make and receive calls while the Continuous Redial service is monitoring a busy signal.

Priority Ringing

Special ring on your telephone to identify important callers. For all other calls, your telephone will ring normally. This feature can work in conjunction with Call Waiting.

To Use Priority Ringing: Press * 6 1.

Voice instructions will guide you through the steps of how to turn Priority Ringing on or off, or make changes to your Priority Ringing list.

Press:

- 0** to repeat the instructions
- 1** to review the numbers on your list;
- 3** to turn Priority Ringing on or off
- #** to add a number to your list;
- *** to delete a number from your list
- 0 8** to delete all numbers from your list

Selective Call Rejection

Allows you to create a list of phone numbers from which you do not wish to receive calls. Calls from those phone numbers are sent to an announcement that informs the caller that you are not receiving calls at this time.

To Use Selective Call Rejection: Press *** 6 0**

Voice instructions will guide you through the steps of how to turn Selective Call Rejection on or off, or make changes to your list.

Press:

- 0** to repeat the instructions
- 1** to review the numbers on your list;
- 3** to turn Selective Call Rejection on or off
- #** to add a number to your list;
- *** to delete a number from your list
- 0 8** to delete all numbers from your list