



Voice Mail Access Numbers

Delaware

All (302) 330-4090

Georgia

All (866) 400-8660

Maryland

D.C. Area (240) 361-4090
Baltimore (443) 919-4090
Salisbury (443) 664-4090

Michigan

All (866) 400-8660

New Jersey

All (609) 245-4090

New York

Buffalo (716) 464-4090
Syracuse (315) 530-4090

Ohio

All (877) 730-3644

Pennsylvania

Exton, Kennet Square,
Unionville, Mendenhall (484) 736-4090
Pittsburgh (412) 482.4090
All Others (267) 803-4090

Virginia

Fredericksburg (540) 604-4090
Northern Virginia (571) 323-4090
Richmond (804) 422-4090
Tidewater (757) 248-4090
Williamsburg (757) 476-4090

Washington D.C.

All (240) 361-4090

Call Waiting

Allows you to take a second call without disconnecting from your original caller.

Instructions:

1. You will hear a tone indicating a second caller is on your line. Press the switch hook button once. You are now connected to the second caller.
2. Upon completion of the second conversation, press the receiver hook or flash button. You are now reconnected to caller 1.
Note: If you hang up the phone, instead of pressing the receiver hook or flash button, your phone will begin to ring alerting you to pick-up and resume talking to caller 1.

To Disable Call Waiting:

When you do not wish to be disturbed or interrupted during an important call you can temporarily deactivate Call Waiting. Instructions.

Before Making a Call:

1. Lift the receiver and listen for dial tone.
2. Press ***70**. You will hear confirmation tone followed by dial tone.
3. Dial the number you wish to call.
Note: Call Waiting will be automatically reactivated when you hang up.

Last Call Connect (*69)

Last call connect provides you with information regarding your last incoming call, and the option to dial the caller back. ***69** also works if you have Call Waiting, and hear a second call, but don't want to interrupt your conversation.

Instructions:

1. Lift the receiver and listen for dial tone.
2. Press ***69** The system will announce the number, date and time of the call, and prompt you to press **1** if you want to call that number back.

If the Line is Busy:

1. Lift the receiver and listen for dial tone.
2. Press ***69** The system will announce the number, date and time of the call, and prompt you to press **1** if you want to call that number back.

Remote Call Forwarding

Works like regular Call-Forwarding, however, you can change or program your forwarding number from any remote location instead of just from your home phone. You will need a **4-digit PIN number (usually the last 4 digits of your phone number or "1234" until you change it)**.

Instructions:

1. Dial the RCF Access Number for your area from the list below.
2. At the prompt, dial the area code and telephone number you wish to forward.
3. You will be prompted to enter your PIN.
4. You will be prompted for a feature code.
5. Press ***72** This activates call-forwarding. **Note: to deactivate Press *73.**
6. Dial the number you wish to have your calls forwarded to.
7. The phone you are forwarding to will start to ring.
8. When the receiving number is answered, call forwarding is enabled.
9. If the call forwarded number is busy or no one answers, you must repeat steps.

RCF ACCESS NUMBERS

Delaware

All.....(302) 330-1234

Maryland

D.C. Area.....(240) 361-1234

Baltimore.....(443) 919-1234

Salisbury.....(443) 664-1234

New Jersey

All.....(609) 245-1234

Pennsylvania

Exton, Kennet Square,

Unionville, Mendenhall.....(484) 736-1234

All Others.....(267) 803-1234

Virginia

Fredericksburg.....(540) 604-1234

Northern Virginia.....(571) 323-1234

Richmond.....(804) 422-1234

Tidewater.....(757) 248-1234

Williamsburg.....(757) 476-1234

Washington D.C.

All.....(240) 361-1234

Repeat Dialing (*66)

Don't let a busy signal slow you down. *66 will automatically dial a busy number for up to 30 minutes. Once the line is free, *66 will alert you with a ring and connect you automatically. You can use *66 to place calls to more than one busy number at a time.

Instructions:

1. After reaching a busy signal, press the receiver hook or flash button.
2. Listen for dial tone.
3. Press *66.
4. Listen for confirmation tone.
5. You will hear an automated voice telling you Repeat Call will attempt the connection.
6. When the number is free your phone will ring with a special ring.

Speed Dialing (*74)

Have easy and immediate access to 8 family, friends, emergency and other important numbers. Speed Dialing connects you in an instant by letting you dial one digit instead of seven or 10 numbers.

To Record, Add or Change a Number:

1. Lift the receiver and listen for dial tone.
2. Press *74
3. Wait for the dial tone.
4. Dial the one digit speed dial code (between 2 and 9) that you would like to assign to a particular phone number.
5. Enter that particular telephone number. Two short tones will confirm your request.

Note: When entering a number requiring an area code, you must enter 1 plus the area code followed by the number.

To Speed Dial a Number:

1. Lift the receiver and listen for dial tone.
2. Press the speed dial number (2-9).
3. You will hear the called number ringing.

Three-Way Calling

Connect three people on one call. Avoid playing phone tag and get everyone on the line at the same time, local or long-distance*.

Instructions:

1. Dial the first person (or answer an incoming call).
2. While on the line with the first caller, press the receiver hook or flash button once.
3. After three short tones and a dial tone, dial the number of the person you want to add to the conversation.
4. After the third party is on the line, press the receiver hook or flash button once. You will be on the line with both callers.
If the third party does not answer, or if the line is busy, press the receiver hook or flash button two times to reconnect to your first caller.
5. To disconnect the third party from the call, press the receiver hook or flash button once. Either of your callers may disconnect at any time by hanging up. You will remain connected to the other caller.

To Disconnect from Both Callers Simply Hang Up

*Regional toll or long-distance charges may apply.