

## **Call Transfer**

You can transfer a call to another number or add a third person to a call. When you're ready to hang up, the other two people can continue their conversation. A subscriber must have Three-Way Calling to use this feature.

### ***Call Transfer To transfer a call:***

1. Press and quickly release the "switchhook" to place the person you're talking with on hold.
2. Listen for the dial tone.
3. Dial the third person's phone number. (If you have speed calling, you may dial one of your codes instead.)
4. When the third person answers, you can talk privately before making it a three-way conversation.
5. To complete the transfer, press and quickly release the "switchhook. You can now talk with both people at the same time.
6. Hang up. The other two people can continue their conversation.

### ***To cancel the transfer:***

1. You can cancel the transfer at any time – if the third person did not answer, you received a busy signal or recording, or you wish to cancel the transfer after talking to the third person. Just press and release the "switchhook" twice. You'll be reconnected to the person holding.

**Note:** Any chargeable or long distance calls you place for the transfer or three-way conversation will be billed to your number. The "switchhook" is the button the handset pushes down when you hang up the phone. Some telephones have a Link or Flash key you can press instead.

## **Call Forwarding**

You can program your calls to ring at another number. Each time a call is forwarded, your phone will make one short ring. It can still be used to make outgoing calls.

### ***To "turn on" the service with a variable number:***

1. Lift the handset and listen for the dial tone.
2. Dial \*72.
3. You will hear two short beeps.
4. Dial the 10-digit number you want to forward to. (ex: \*72-555-555-5555)
5. The system will now call the number you want to forward to.
6. Answer the call on the forwarded line.
7. Hang up the phone and you will have completed forwarding your line.

***To “turn on” the service with a fixed number:***

1. Lift the handset and listen for the dial tone.
2. Dial \*72.
3. You will hear a message notifying you the feature has been enabled.

***To “turn off” the service:***

1. Lift the handset and listen for dial tone.
2. Press \*73.
3. You will hear a message notifying you the feature has been disabled.

**Note:** Dial the number exactly as if you are calling directly. For a local number, dial the 10-digit phone number. For a long-distance number, dial “1” plus the area code. Or if you have speed calling, you may dial one of your codes instead.

**Call Forward Busy**

Whenever you’re on the phone, you can be sure your callers can talk with someone else or can leave a message for you. Easily turn it on or off, or change the forwarding number anytime.

***To “turn on” the service with a variable number:***

1. Lift the handset and listen for the dial tone.
2. Dial \*90.
3. You will hear two short beeps.
4. Dial the 10-digit number you want to forward to. (ex: \*72-555-555-5555)
5. The system will now call the number you want to forward to.
6. Answer the call on the forwarded line.
7. Hang up the phone and you will have completed forwarding your line.

***To “turn on” the service with a fixed number:***

1. Lift the handset and listen for the dial tone.
2. Dial \*90.
3. You will hear a message notifying you the feature has been enabled.

***To “turn off” the service:***

1. Lift the handset and listen for dial tone.
2. Press \*91.
3. You will hear a message notifying you the feature has been disabled.

## **Call Forward No Answer**

If you can't get to the phone, you can be sure that your calls won't go unanswered. You can easily change the forwarding number. To change the number of rings before the call is forwarded, please call Farmers Mutual Telephone Company at (208)452-2000). Please note that this feature is not compatible with the Voicemail feature.

### ***To "turn on" the service with a variable number:***

1. Lift the handset and listen for the dial tone.
2. Dial \*92.
3. You will hear two short beeps.
4. Dial the 10-digit number you want to forward to. (ex: \*72-555-555-5555)
5. The system will now call the number you want to forward to.
6. Answer the call on the forwarded line.
7. Hang up the phone and you will have completed forwarding your line.

### ***To "turn on" the service with a fixed number:***

4. Lift the handset and listen for the dial tone.
5. Dial \*92.
6. You will hear a message notifying you the feature has been enabled.

### ***To "turn off" the service:***

4. Lift the handset and listen for dial tone.
5. Press \*93.
6. You will hear a message notifying you the feature has been disabled.

## **Call Forwarding Remote Access**

You can use a touch-tone telephone at another location to change your Call Forwarding on your home or business phone.

### ***To access your telephone's Call Forward service remotely:***

1. Lift the handset of any touch-tone phone and listen for the dial tone.
2. Dial the Call Forward access number provided by your telephone company.
3. When instructed, dial your seven-digit home or business telephone number that has Call Forward and press #.
4. Dial your Personal Identification Number (PIN) and press #.
5. Enter the \* code for the call forwarding service you want to change. Please refer to the instructions above for each different call forwarding service.

## **Call Waiting**

You can use your telephone without missing other calls. A special tone alerts you to a waiting call; the person calling you hears normal ringing.

### ***To answer a waiting call:***

1. When you're on the phone, a special tone tells you a second call is waiting.
2. Simply press and quickly release the "switchhook" on your telephone. Your first caller is automatically placed on hold, while you're connected with the second caller.

### ***If you choose not to answer the incoming call:***

1. You'll hear a special tone to remind you of the waiting call.

### ***To alternate between callers:***

1. Simply press and quickly release the "switchhook." While you talk with one caller, the other will automatically be placed on hold. Each conversation remains private.

### ***To end either call:***

1. Hang up.
2. Your phone will ring.
3. When you answer, you'll be connected with the remaining caller.

### ***To "turn off" Call Waiting before making a call:***

1. Lift the handset and listen for the dial tone.
2. Press \*70, (on a rotary phone, dial 1170)
3. Listen for the confirmation tone.
4. Dial the telephone number you wish to call. Now, your call will not be interrupted by the Call Waiting tone. Other callers will hear a busy signal, get sent to your voicemail or get forwarded to another number depending on which services you have.
5. After you hang up, Call Waiting automatically "turns on" again.

### ***To "turn off" Call Waiting during a call:***

1. Press and release the "switchhook"
2. Press \*70, (on a rotary phone, dial 1170)
3. Listen for the confirmation tone. You'll automatically be reconnected to your call.
4. After you hang up, Call Waiting automatically "turns on" again.

**Note:** You must have Three-Way Calling to "turn off" Call Waiting during a call. The "switchhook" is the button the handset pushes down when you hang up the phone. Some telephones have a Link or Flash key you can press instead.

## **Selective Call Rejection**

You can selectively reject numbers that you add to a list.

### ***To program your Selective Call Rejection list:***

1. Lift the handset and listen for the dial tone.
2. Press \*60. (on a rotary phone, dial 1160)
3. Follow the instructions to add or remove numbers from your list.

## **Voicemail**

### ***To setup your Voicemail for the first time:***

1. Lift the handset and listen for the dial tone.
2. Dial 208-452-2345.
3. Follow the instructions to setup a voicemail greeting message.
4. Once finished with the instructions you will be in your voicemail. If you are finished you can hang up the phone.

### ***To access your Voicemail from your landline phone:***

1. Lift the handset and listen for the dial tone.
2. Dial 208-452-2345.
3. Enter your PIN, then press #.

### ***To access your Voicemail from any other phone:***

1. Lift the handset and listen for the dial tone.
2. Dial 208-452-2345.
3. Enter your landline phone number, then press #
4. Enter your PIN, then press #.