

# Calling Feature Instructions

## Automatic Call Back \*66

Mid Century Automatic Call Back will continually dial a busy number automatically for up to 30 minutes. When the line becomes free your phone will ring alerting you that the call is being completed.

### Activate

- After calling and getting a busy signal, hang up.
- Pick the phone back up and at the dial tone press **\*66**:
  - If the line is available the call will go through.
  - If the line is still busy, hang up and your phone will continually dial the number for up to 30 minutes.
  - When the call goes through your phone will ring.

### Deactivate

To stop the repeat dialing before the number is reached or 30 minutes is up:

- Pick the phone up and at the dial tone press **\*86**.
- Listen for confirmation tone or announcement.

Automatic Call Back can check as many as 31 busy lines at once. To know which call is completed you must subscribe to Caller ID service. Service does not work on 800, 900, numbers outside specified area or lines that have Call Forward or some other call services activated. Service may not be available in all areas.

## Automatic Recall \*69

Mid Century Automatic Recall will call back the last number that called you.

### Activate

- At the dial tone press **\*69**:
  - If the line is available the call will go through.
  - If the line is busy, hang up and your phone will keep trying the number for up to 30 minutes. Your phone will ring when the call is completed.

### Deactivate

- At the dial tone press **\*89**.
- Listen for confirmation tone or announcement and then hang up.

In some areas you could receive a voice prompt giving you the number of the call you missed followed by voice instructions. Service does not work on 800, 900, numbers outside specified area or lines that have Call Forward or some other call services activated. Service may not be available in all areas.

## Call Forwarding

Mid Century Call Forwarding allows you to program your calls to ring at an alternate number. You are still able to make outgoing calls from the phone line and each time a call is forwarded you will hear a brief ring prior to it forwarding. You will not be able to answer the call on that line until the Call Forwarding is cancelled.

### Activate

- At the dial tone, press **\*72**.
- Listen for dial tone and dial the 10-digit number you wish to forward your calls to:
  - When the number is answered, your Call Forwarding is activated.
  - If the number is busy or there is no answer, hang up and repeat the first two steps.
  - You will receive a confirmation tone that Call Forwarding is activated.

### Deactivate

- At the dial tone, press **\*73**.
- Listen for confirmation tone and hang up. Call Forwarding is now cancelled.

To change the number you forward the calls to you need to deactivate first, then follow activate instructions. If you forward your calls to a number outside your area using a "1" you will incur toll charges for each completed call forward call.

## Call Forward Busy

Mid Century Call Forward Busy forwards your calls to another number when you are on the line.

### Activate

- At the dial tone, press **\*90**.

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- Listen for dial tone and dial the 10-digit number you wish to forward your calls to:
  - When the number is answered, your Call Forward Busy is activated.
  - If the number is busy or there is no answer, hang up and repeat the first two steps.
  - You will receive a confirmation tone that Call Forwarding is activated.

## Deactivate

- At the dial tone, press **\*91**.
- Listen for confirmation tone and hang up. Call Forward Busy is now cancelled.

To change the number you forward the calls to you need to deactivate first, then follow activate instructions. If you forward your calls to a number outside your area using a "1" you will incur toll charges for each completed call forward call.

## Call Forward No Answer

Mid Century Call Forward No Answer forwards your calls to another number after a specified number of rings.

### Activate

- At the dial tone, press **\*92**.
- Listen for dial tone and dial number of rings (2-9) allowed before forwarding.
- Dial the 10-digit number you wish to forward your calls to:
  - When the number is answered, your Call Forward No Answer is activated.
  - If the number is busy or there is no answer, hang up and repeat the first two steps.
  - You will receive a confirmation tone that Call Forwarding is activated.

### Deactivate

- At the dial tone, press **\*93**.
- Listen for confirmation tone and hang up. Call Forward No Answer is now cancelled.

To change the number of rings or the number you forwarded the calls to you need to deactivate first, then follow activate instructions. If you forward your calls to a number outside your area using a "1" you will incur toll charges for each completed call forward call.

## Call Waiting

Mid Century Call Waiting alerts you to an incoming call with a soft tone when you are on the phone. You have the option to answer the call or ignore it.

### Answer Call Waiting

- Is dependent on your telephone equipment. Most phones you can either press the switch-hook or the flash button to answer the second call. Refer to your equipment manual.
- Once answered the first caller will be placed on hold while you talk to the second caller.
  - If you choose not to answer you will hear the tone until the calling party hangs up.
- You can switch between callers with the same method used in answering the call waiting caller.

### Ending Either Call

- Simply hang up and your phone will ring. You will then be connected with the remaining caller.

### Cancel Call Waiting Prior To Making a Call

- At the dial tone press **\*70**.
- Listen for the confirmation tone and dial the number you wish to call. Your call will not be interrupted by the call waiting tone and the calling party will receive a busy signal.
- Call Waiting automatically restores itself once you hang up.

## Caller ID

Mid Century Caller ID lets you know who is calling before you answer the phone. Requires a Caller ID display device.

The name and number of the calling party will automatically appear on your display unit after the first ringing signal completes. If a "P" or "Private" appears on your display unit the caller has chosen to block their information from appearing.

## Caller ID Per Call Blocking

Mid Century Per Call Blocking allows you to block your name and number from appearing on a display unit when you make an outgoing call. You do not need to subscribe to Caller ID for this service to work. It is available free of charge with local service.

Activate

# Calling Feature Instructions

- At the dial tone, press \*67.
- Dial the number you are calling as usual. The called party will receive a “P” or “Private” on their display unit.
- You need to do this every time you want to block your information from appearing.

**Calls to 911, operators and toll free numbers will NOT be blocked from appearing.**

## Caller ID Call Waiting

Mid Century Caller ID Call Waiting lets you know who is calling when you are on the phone and you hear the call waiting tone. This service requires a subscription to Caller ID and Call Waiting as well as a telephone or display unit enhanced with this service. There is no additional charge for this added enhancement.

## Distinctive Ring

Mid Century Distinctive Ring allows you to create a VIP list and have select incoming calls ring differently. You can program up to 31 different numbers.

### Create Your VIP List

- At the dial tone, press \*61.
- Listen to recorded voice announcement with step by step instructions.
  - To add the last caller to your VIP list, press #01.
  - To hear numbers on your VIP list, press 1.
  - To add a number, press #.
  - To remove a number, press \*.
- Voice instructions will follow prompts.
- To hear instructions again, press 0.

## Originating Call Management

Mid Century Originating Call Management gives you control of your outgoing calls with the use of a PIN. You can allow or deny calls to specific numbers, area codes or exchanges.

### Setup

- Go to [midcentury.com](http://midcentury.com) and click on the “ManageMyTVs & Phone” button located at the top of the screen.
- Enter User ID (10-digit telephone number).
- Enter Password (you will receive a temporary password for setup), click submit.
  - Click on Edit (to change temporary password to personal password).
  - Complete required fields and click submit.
- Under “Select Service” click on Originating Call Management.
  - Select the types of calls to Block or Allow (click in circle for desired option).
  - Continue the process for all categories.

**Block Override PIN** (PIN you created during setup)

### Always Allow or Always Block Numbers

- Must enter all 10 digits of the phone number.
- Click on Add and enter number and description.
- Click Apply and repeat process for remaining numbers.
  - To delete number on list, highlight number and click delete.
- Once all numbers are entered click on Submit Changes.

### Using PIN to Override Blocked Number

- Dial the blocked number and enter your PIN when the voice prompt states “We’re sorry this call is not permitted”. The call will then be completed.

### Changing Your PIN by Phone

- Dial access number, 309-778-8400
- When prompted enter your PIN (0000 first time user).
- When prompted enter new PIN (must be 4 digits).
- When prompted enter new PIN again for verification.
- Your new PIN is now activated.

# Calling Feature Instructions

## Account Code Plus – Feature of Originating Call Management for Business

Allows businesses to set-up limits and restrictions on outgoing calls and monitors outgoing minutes by specific numbers.

## Customer Originated Trap & Trace

When you receive a harassing call, you can quickly release the switch-hook or flash button (varies by phone) and listen for special dial tone; or if you have hung up, resume dial tone and press \*57. Listen for confirmation announcement and hang up. The number will be recorded at the phone company. If you decide to follow-up on the trace the number will be released to the local authorities.

\*If you receive another call or if you hear a call waiting tone prior to pressing \*57 you will trace the wrong call.

## Selective Call Acceptance

Mid Century Selective Call Acceptance, lets you decide which calls you will accept. Store up to 31 numbers on your list.

### Activate/Deactivate

- At the dial tone, press \*64.
- Listen for announcement telling you whether the feature is currently on or off. The recorded voice will then tell you how many (if any) numbers are currently stored in your list.
- Follow the voice instructions.
- Press 3 to turn the feature on or off.
  - On – only allows incoming calls from numbers on your list.
  - Off – allows ALL incoming calls.

### Add Last Caller to List

- Press #01#.

### To Hear Numbers on List

- Press 1.
- Voice instructions will follow list.

### To Add Number to List

- Press #.
- Follow voice instructions.

### To Remove Number from List

- Press \*.
- Follow voice instructions.

### To Repeat Instructions at Any Time

- Press 0.

You may press 1, 0, # or \* at any time during the voice instructions to skip. Feature limitations apply.

## Selective Call Forward

Mid Century Selective Call Forward, lets you forward important callers to an alternate number. You can store up to 31 numbers on your list.

### Activate/Deactivate

- At the dial tone, press \*63.
- Listen for announcement telling you whether the feature is currently on or off. The recorded voice will then tell you how many (if any) numbers are currently stored in your list.
- Follow the voice instructions.
- Press 3 to turn the feature on or off.
  - On – only forwards incoming calls from numbers on your list.
  - Off – does not forward any incoming calls.

### Enter Your “Forward To” Number

The first time you turn the service on you will be asked to enter the 10-digit number you would like your calls forwarded to. From then on, the system will simply remind you of the current forward-to number.

- If the forward-to number is correct, press 1.
- To change the forward-to number, press 0 and follow the voice instructions.

### To Hear Numbers on List

- Press 1.

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- Voice instructions will follow list.

## To Add Number to List

- Press #.
- Follow voice instructions.

## To Remove Number from List

- Press \*.
- Follow voice instructions.

## To Repeat Instructions at Any Time

- Press 0.

You may press 1, 0, # or \* at any time during the voice instructions to skip. Feature limitations apply.

## Selective Call Rejection

Mid Century Selective Call Rejection, allows you to reject calls from specific numbers you placed on your rejection list. Store up to 31 numbers on your list.

### Activate/Deactivate

- At the dial tone, press \*60.
- Listen for announcement telling you whether the feature is currently on or off. The recorded voice will then tell you how many (if any) numbers are currently stored in your list.
- Follow the voice instructions.
- Press 3 to turn the feature on or off.
  - On – rejects incoming calls from numbers on your list.
  - Off – rejects no incoming calls, allowing them all to come through.

### Add Last Caller to List

- Press #01#.

### To Hear Numbers on List

- Press 1.
- Voice instructions will follow list.

### To Add Number to List

- Press #.
- Follow voice instructions.

### To Remove Number from List

- Press \*.
- Follow voice instructions.

### To Repeat Instructions at Any Time

- Press 0.

You may press 1, 0, # or \* at any time during the voice instructions to skip. Feature limitations apply, 800 numbers cannot be blocked, and long distance and calls outside the area may not be rejected.

## Speed Call 8 or 30

Mid Century Speed Call 8 or 30 allows you to call specified numbers by dialing one or two digits. Speed Call 8 allows up to eight numbers on the list and Speed Call 30 allows up to thirty numbers on the list.

### Setup

- At the dial tone, press \*74 for Speed Call 8 or press \*75 for Speed Call 30.
- Listen for dial tone and enter desired Speed Code Number:
  - 2 – 9 for Speed Code 8.
  - 20 – 49 for Speed Code 30.
- Enter the 10-digit phone number just as you would to call the number.
- Press # (on rotary phone wait 4 seconds).
- Hang up or wait for dial tone and repeat the steps until you have assigned a code to each number on your list.

### Placing a Speed Dial Call

- At the dial tone press the one or two digit code for the number you wish to call followed by the # button (rotary phone wait 4 seconds).

### Changing a Number on Your Speed Call List

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- At the dial tone, press **\*74** for Speed Call 8 or press **\*75** for Speed Call 30.
- Listen for dial tone and enter desired Speed Code Number you wish to change:
  - 2 – 9 for Speed Code 8.
  - 20 – 49 for Speed Code 30.
- Listen for cancellation tone, followed by dial tone.
- Enter the new Speed Call 10-digit phone number.
- Press # (on rotary phone wait 4 seconds).
- Listen for confirmation tone.

You are not able to delete a number from your list, but can replace it with another number. If you do not have a replacement number, enter your own telephone number.

## Telemarketer Call Screening

Mid Century Telemarketer Call Screening stops calls that do not carry a name and number of the calling party, or carry “Unknown or “Out of Area” before your phone rings. The caller will receive an announcement stating that “The party you have called does not accept calls from Telemarketers, and you request your name be added to the “Do Not Call List”. The caller is given the option to “dial 1 or stay on the line” for the call to be connected to you. This option is for callers that are not telemarketers but are calling from an area or phone where name and number are not displayed, or possibly displaying “Out of Area” or “Unknown”.

This feature is not compatible with some services.

## Three-way Calling

Allows you to add a third party to an existing telephone conversation.

### How to use:

- Establish a normal two-way conversation.
- Press the switch-hook or flash button to put the call on hold.
- When you have a continuous dial tone, dial the 10-digit number of the third party and establish the conversation.
  - If unable to connect to the third party, press the switch-hook or flash button to return to the caller on hold.
- Press the switch-hook or flash button again; all three parties will be on the line.
- To disconnect the third party, press the switch-hook or flash button. You will then be returned to the original calling party.
- To disconnect the original caller and continue the conversation with the third party, the original party needs to hang-up on their end.

## Toll Denial

Mid Century Toll Denial restricts all outgoing calls which require a “1” or a “0” before the number. Only 10-digit numbers without a “1” or “0” can be dialed.

## Using a rotary phone?

If you are using a rotary phone replace the “\*” with a “11” and the “#” with “12” when followed by a number (\*90 would be 1190 and #90 would be 1290) for feature usage.