Welcome to your MLGC Bundle!!

This guide provides instructions on how to use the call features included in your Bundle. Caller ID, Call Waiting, 3-Way Calling, Call Forwarding and Voicemail with Email Notification will turn your MLGC phone line into a powerful communications center!

Voicemail with Email Notification

Your own personal, 24-hour answering service! MLGC's Voicemail answers your phone when you're out or if you are on the line. Not only can you retrieve your messages from any touch-tone phone in the world, your messages are sent to your email. Stutter dial tone and/or a message indicator light alerts you of a new message when at home.

The first time you log in to your voicemail, you will be asked to configure it.

From your home phone, dial your voicemail access code: ✱ 9 8

Voice prompts will guide you through the following 3 steps:

- *Changing the default PIN of 1234 to a PIN that you will remember.*
- *Recording a name to identify your mailbox. Example: "The Smith's"*
- *Choosing a standard greeting or recording your own personal greeting.*

After set up is complete, simply dial ✱ 9 8 to get your messages or to make changes to your mailbox. You may also access your voicemail by calling your home number, then pressing the ✱ key during the greeting.

Call Forwarding

Call Forwarding immediately forwards all your calls to another local, long-distance or wireless number.

To activate:

- Lift handset and listen for the dial tone. Dial ✱ 7 2
- Listen for dial tone.
- Dial the number to which you want your calls forwarded.
- When the other party answers, Call Forwarding is activated.

To deactivate:

- Lift handset and listen for the dial tone. Dial ✱ 7 3

Notes: If you forward your calls to a long distance number, you will be charged the appropriate long distance rate.

Prefer a different type of Call Forwarding?? No problem! Call for details!

Caller ID

Caller ID lets you know who's calling before you pick up the phone. After the first ring, the caller's number and/or name will appear on the display unit. The type of information and the number of calls displayed depend on the type of display unit you have.

> Note: Calling information is not displayed for some calls:
> - Calls placed through some long distance carriers.
> - Calls from areas where Caller ID is not available.
> - Callers who use Call Restrict options.
> - Calls from some business systems and cell phones.

Call Waiting

Call Waiting lets you know you're receiving a call—even when you're on the phone. A special tone alerts you that someone is calling. When you hear the tone, simply press the receiver hook or flash button. This will put the first call on hold while you answer the incoming call. To return to the first call, simply press the receiver hook or flash button again. You can continue to switch back and forth between calls in this same manner.

If your phone supports Caller ID with Call Waiting your display will also show the name and number of the incoming call.

Call Waiting is active all the time, but you can temporarily turn it off if you're making a call you don't want interrupted.

To deactivate your Call Waiting press: ⬚*⬚ ⬚7⬚ ⬚0⬚

You will hear a confirmation tone before placing your call. Call Waiting will be reactivated when you hang up.

3-Way Calling

This service allows you to join two calls together so that three different people can all talk to each other.

While connected to the first party, press the receiver hook or flash button once. This will put the first caller on hold and activate a dial tone. The first party will remain on hold while you call the second party.

Once you have reached the second party, bring the first party into the conversation by pressing the receiver hook or flash button again.