Schedule WEG-7 Page 1 of 13



Features Guide

111

Ph 1-800-455-1608 • Fx 1-800-455-4533 www.bigrivertelephone.com

TABLE OF CONTENTS

Headline News Line	5
Caller ID Block Per Call	5
Caller ID Block Per Line	5
Directed Call Pick Up	5
Station to Station Dialing	5
Voicemail	6
Toll Free Numbers	7
General	7
New Toll Free Procedure	7
Existing Toll Free Procedure	7
Hunting	.8-10
Basic Hunt Group	8
Enhanced Hunt Group	9
Feature Functionality with basic hunting	10
Features Grid	11

Key:

A special note regarding the feature

An important instruction or message regarding the operation of the feature

Call Forwarding

This service forwards all of a subscriber's incoming calls to an alternative number without ringing the subscriber telephone first.

- 1. To Activate
 - a. Dial *72
 - Wait for confirmation tone, then dial the number to forward to b.
 - Wait for the courtesy call to be answered c.
 - d. Hang up the telephone

If the courtesy call is not answered, repeat steps a. and b. to manually activate without the courtesy call.

- 2. To Deactivate
- Dial *73 a.
 - Wait for confirmation tone b.
 - Hang up the telephone C.

Refer to Hunting section on page 10 for more information regarding Call Forwarding with hunting.

Remote Access to Call Forwarding

This service allows a call forwarding subscriber to access and change their call forwarding configuration from any phone. Subscribers are provided with a telephone number to call Remote Access to Call Forwarding which can be called from any phone.

- 1. To Activate
 - a. Call 573-388-2006
 - b. Enter your Telephone Number and PIN (same PIN as used for voicemail) when prompted.
 - Enter the Call Forwarding Access Code you require (for example, to access c. Call Forwarding, enter *72).
 - Configure the call service as for normal Call Forwarding configuration. d.

Refer to Hunting section on page 10 for more information regarding for Remote Access to Call Forwarding with hunting.

Call Forward Busy

This feature forwards incoming calls to another number when the originally dialed number is busy.

This feature will not be available for ABS or DBL packages.

Call Return

This service allows the subscriber to return the most recent incoming call.

1. To return the last call a. Press *69.

Call Block (Selective Call Rejection)

This service allows the subscriber to block the last incoming call by immediately dialing *60 after hanging up the phone.



Call Block and Hunting

If calling number is on reject list and calls Line 1 of the hunt group then it will get the reject message and will not hunt.

If it isn't on reject list then it will hunt as usual.

If Call Block is not on Line 1 of a hunt group but is on any other line in the hunt group, then the number on the reject list can call Line 1. However, when the call hunts to an other line which has the feature the customer will hear a busy tone.

Call Trace

This service allows a subscriber to request a trace of the last incoming call. This information is provided to the Service Provider, not the subscriber, and may then be passed on to an appropriate authority.

1. To perform a trace on the current or last call, press *57



Anonymous Call Rejection

This service automatically rejects all calls from withheld numbers.

- 1. To enable Anonymous Call Rejection, press *77
- 2. To disable Anonymous Call Rejection, press *87

Anonymous Call Rejection and Hunting

✓ If calling number (with anonymous number enabled) calls Line 1, it will be rejected and will not hunt.

✓ If Anonymous Call Rejection is not on Line 1 of a hunt group but is on any other line in the hunt group, then the caller with the anonymous number can call Line 1. However, when the call hunts to another line which has Anonymous Call Rejection, the customer will hear a busy tone.

Three Way Calling

Ш

This service allows a subscriber to call another party during an existing call and add that party to the call thus creating a three-way conversation.

- To add a third party to an active call, press the flash-hook and then dial the third party's number. If the third party answers, hit the flash-hook again to add both of you to the original call, connecting all three parties.
- If the third party does not answer or their line is busy, hit the flash-hook twice to rejoin the original call. If you hang up you will receive a ringback reminding you that the original call is still on hold, and can rejoin the call by picking up the phone. This service is known as Three Way Calling Ringback.

Call Waiting

This service notifies a subscriber that a second call is on the line and allows the subscriber to switch between the calls. The called party is notified by a tone when the call is waiting.

 When you hear a Call Waiting tone during a call, hit flash-hook to swap between the callers. If you hang up while a call is still on hold, you will receive a ringback reminding you to reconnect the call.

To disable Call Waiting for the next call only, press *70 before the call.

Refer to Hunting section on page10 for more information regarding for Call Waiting with hunting.

Cancel Call Waiting Per Call

This service allows a Call Waiting subscriber to disable Call Waiting for an individual call, so that important calls are not interrupted.

- 1. To disable Call Waiting for the next call, press *70 before the call.
- To cancel Call Waiting during an active call (when Three Way Calling is activated), press *70 during the call
- To cancel Call Waiting during an active call when Three Way Calling is not activated, flash-hook and press *70 during the call (assuming that global-level configuration supports this option).

Refer to Hunting section on page 10 for more information regarding for Call Waiting with hunting.

Call Transfer Disconnect

Give the customers the ability to transfer an incoming call from their phone or to any phone number of their choosing.

- 1. Answer the incoming call.
- 2. While on the phone with caller press the flash button.
- Wait for the dial tone.
- 4. Dial the number to which to transfer the caller.
- 5. Hit flash button again.
- 6. When all 3 parties are on the phone you may hang up.
- Only incoming calls can be transferred. Originating calls cannot be transferred.

Record OnCue

With Big River's advanced network, you can record your Important telephone calls.

- To begin recording, press the following keys on your telephone keypad in quick succession; **0**.
- To stop the recording, press the following keys on your telephone keypad in quick succession; **0**.



Sim Ring (Simultaneous Ring)

This service allows up to 4 phones to ring at one time. When the call is picked up either by the customer or voicemail then the other phones stop ringing. At least one of the phone numbers must have service provided by Big River.

1. To activate, dial *96

2. To deactivate, dial *97

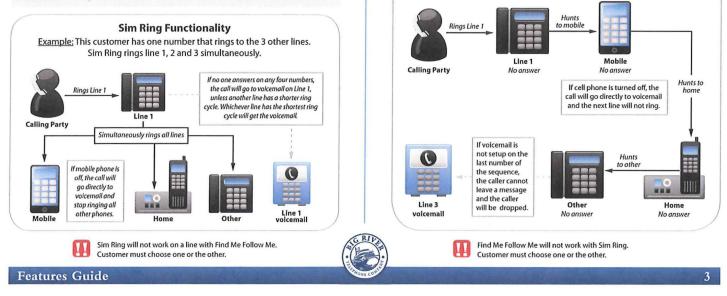
Sim Ring is activated by default.

It can be added via the portal. If on an ABS or DBL order the Sim Ring will have to be entered in the special instructions.

Refer to Hunting section on page 10 for more information regarding for information about Sim Ring with hunting.

Cell Phone Information

✓ If a cell phone number is set up as one of the Sim Ring numbers and that cell is turned off then when the originating Sim Ring number is called it will go directly to voicemail on the cell phone after 1.ring.



Find Me Follow Me (Sequential Ring)

This service provides a way for subscribers to configure additional numbers that will ring instead of or as well as the subscriber's own number, any of which can answer the call.

- 1. To enable Find Me Follow Me, press *371
- 2. To disable Find Me Follow Me, press *372

Cell Phone Information

✓ If there is a cell phone number as one of the Find Me Follow Me numbers and that cell is turned off when it hunts to that line it will go directly to voicemail on the cell phone.

Find Me Follow Me Functionality

Example: This customer has 1 line with 3 Find Me Follow Me numbers. The

calls go through each number in a sequence until the call is answered or

reaches voicemail.

Features

Do Not Disturb (DND)

This service allows the subscriber to block his or her line temporarily to prevent incoming calls. Outgoing calls can still be made as normal, but incoming calls are not connected; instead, the caller hears an announcement that the subscriber is not currently accepting calls.

- To enable DND, press *78 1.
- To disable DND, press *79 2.

Short Code

A 2-digit number that maps to a frequently used number such as: corporate headquarters, supplier, or any number of the customer's choosing. (Applies to individual lines and business group lines.)

For commercial customers this feature is only available on ABS packages and can be added to the package during the work order entry on the commercial side. If added later it must be done manually through Provisioning.

Telebranch

Telebranch service automatically forwards calls to your main number from designated numbers outside your calling area. When you set up Telebranch service, we'll assign you a telephone number in the calling area(s) you choose (Big River must have numbers in the area you choose).

This service is handy for businesses who want to have a seemingly local presence without actually having an office in that town. Then the people in that town call that local number and they are forwarded to the customer's office location unknowingly.



Long Distance Charges

✓ The customer owning the Telebranch will be responsible for any applicable long distance charges associated with forwarding to that number.

Distinctive Ring

This feature allows customers to have one line and two phone numbers. Each number rings with a distinctive pattern so the owner knows which number is being called. Typically, the original number rings with the standard ring pattern. Regardless of what ring pattern the called party hears; the calling party hears the standard ring pattern.

vFax

vFax stands for virtual fax. This feature allows you to receive incoming faxes directly to one or multiple email addresses. The person sending the fax sends it to a ten-digit number just like a traditional fax. However, instead of receiving it in paper form on your fax machine, it will show up in your email inbox.

Traditional fax lines can be converted into vFax lines, just call Customer Service.

Selective Call Acceptance

This feature allows the subscriber to block the line temporarily to prevent any incoming calls that are not specifically permitted by the owner of the number. Outgoing calls can still be made as normal, but incoming calls from numbers that are not on the subscriber's configured list are not connected. Instead, the caller hears an announcement that the subscriber is not currently accepting calls.

1. To access Selective Call Acceptance, press *64.



Hunting and Selective Call Acceptance

✓ If the feature is on Line 1 then all calls (except those from numbers specifically permitted the subscriber) will be blocked and receive the announcement mentioned above. However, those calls from numbers permitted by subscriber will ring as usual and hunt.

✓ If Selective Call Acceptance is not on Line 1 of a hunt group but is on any other line in the hunt group, then any call can ring Line 1. However, if a call (from a number not specifically permitted by subscriber) tries to hunt to the line with the feature it will reject and simply ring back to the previous line.



Selective Call Forwarding

This service allows subscribers to select a list of calling numbers whose calls will automatically be forwarded. All calls from numbers on this list are forwarded on to a single alternative forwarding number.

To get to Selective Call Forwarding options dial "*63"

- 1. To add entry dial "#"
- 2. To remove entries dial "*"
- 3. To hear entries in list dial "1"
- 4. To hear instructions again dial "0"

To add entry

- 1. Dial "*63"
- 2. Dial "#"
- 3. Then it will ask you to enter in the 10-digit number you wish to forward and press "1"
- 4. Then enter in 10-digit number that you want forwarded
- 5. Or dial "01" to add last calling party
- 6. Then hit "#"
- To remove entries 1. Dial "*63"
- 2. Dial the 10-digit number you wish to remove
- 3. To remove all entries dial "08*"

4. To remove all anonymous entries dial "09*"

- Turn off Selective Call Forwarding
- 1. Dial "*63"
- 2. Dial "1"
- 3. Dial "3"
- 4. Hang up

Refer to Hunting section on page 10 for more information regarding for Selective Call Forwarding with hunting.

Headline News Line

For those times you have no access to the Internet and you want the latest headline news just dial the Big River Newsline. A simple call to the Big River Newsline will access the Internet upon the receipt of your call and will read the latest news headlines.

1. To retrieve the latest news dial "314-225-2620" from your Big River telephone line.



Features Guide

Caller ID Block Per Call

When you make a call your telephone number (including non-published numbers) will automatically appear to customers who subscribe to Caller ID service. When activated before dialing, your name and telephone number will not be transmitted to the party you are calling. This feature must be activated before every call.

1. To enable, press *67

Caller ID Block Per Line

This service is permanent on your line and blocks the Caller ID so when an outbound call is made the called party sees "private" instead of the Caller ID information. This feature is not set up by code. Provisioning has to set this for the customer.

Directed Call Pick Up

This feature gives you the ability to answer another ringing party's extension.

- 1. To answer another ringing extension, press *11
- 2. To answer a specific extension, press *12 then the Station ID

Station to Station Dialing

This feature only works with ABS packages. When the ABS package is built the lines in the business group have a 3- or 4-digit number mapped to their phone number. If there are 5 phones in the business group there will be 5 different Station IDs.

Example: Sara's Station ID is "1200". Jim, who is also in the same business group as Sara, picks up the phone and dials "1200" to call Sara instead of dialing her 7-digit number.

Voicemail

Setting up your mailbox

Access the voice messaging system:

- 1. Dial your phone number or *333, wait for your recorded message to begin playing, then press *.
- Enter your pass code after the prompt, and then hit the 4 key. (Your default pass code is the last 4 digits of your phone number). (Please note you must change your pass code to something other than the last 4 digits of your phone number for security reasons. If you do not, your voicemail could become unusable).
- 3. The following commands are available:
 - 1. Change Greeting
 - (1) Use system greeting
 - (2) Use personal greeting
 - (3) Create personal greeting
 - 2. Record Name
 - (2) Use recorded name
 - (3) Create recorded name
 - 3. Change Pass Code follow the prompts
 - 4. *Exit

Checking your messages via the telephone

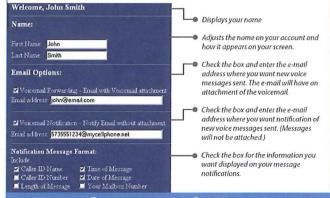
Access the voice messaging system:

- Dial your phone number, wait for your recorded message to begin playing, then press * and follow the prompts.
- 2. To listen, delete and save messages press the following key:
 - Replay current message
 - (2) Skip current message
 - (4) Skips back 5 seconds while playing a message
 - (5) Skips ahead 5 seconds while playing a message
 - (7) Delete current message
 - (8) *Exit

Refer to Hunting section on page 10 for more information regarding for Voicemail with hunting.

INTERNET ACCESS INSTRUCTIONS

After logging onto the Internet site, go to the "settings" tab off the main screen.
From here, you can change the following options on your e-mail account:



CHANGING YOUR SETTINGS

Click the messages button on your main screen to access voice messages. From the Messages Screen (below) you will be able to review, play and delete messages online.



6

TOLL FREE NUMBERS

General

- 1. Cost: pay per minute of usage
- 2. Toll free numbers are charged to the owner and not the caller.
- 3. Toll free numbers are not a physical line. They ride on another line in-
- stalled at the premises so we always have to have the "ring to" number. 4. Toll free numbers can start with 888, 877, 866 or 800.
- Unless your customer has a very unique name it's unlikely they will find a good vanity number like 800-PHONEME. It's best to tell them you will just pick one.

New Toll Free Procedure

- Email Robin Moore (rmoore@bigrivertelephone.com) and ask her to give you a new toll free number. You will need to supply her with the name on the account and the sub Id.
- 2. Fill out the sign up sheet and have the customer sign it. Then fax this to Robin Moore at 573-388-3250.
- 3. Once you have the number go to the portal and add it to the account.
- 4. Your toll free should start working within 4 days.

Existing Toll Free Procedure

- Have customer fill out and sign resporg and the sign up sheet. (Do not fill out the resporg ID or the resporg contact number - these are the grayed out areas. We will take care of that).
- 2. Current resporg is the company supplying the toll free currently.
- 3. Please be sure that the address info filled out on the resporg matches the billing address on their current toll free bill. We suggest you get the first page of their current toll free bill with the address showing so we can submit that with the resporg request.
- 4. Please be sure the person who signs the resporg is the person who either set the company up with the toll free or is the person responsible for that bill. The losing carrier will check to see if the names match.
- Submit the toll free port request in the portal. You can fax the paperwork to Robin at 573-388-3250 or scan and email it to her.
- 6. Porting a toll free typically takes about 10 days. The customer's toll free will continue to work the entire time, and they will have no interruption in service. Essentially porting a toll free is just a billing change. The toll free service is not affected or moved in any way.



HUNTING

There are two types of hunt groups: Basic and Enhanced.

Basic Hunt Group

If Line 1 is busy/no answer, the call will hunt to Line 2. If Line 2 is busy/no answer, the call will hunt to Line 3, if Line 3 is busy/no answer, the call will hunt to Line 4. This hunt sequence will continue until the call has reached the last number in the hunt group. At this point, the call will be sent to Line 1's voice-mail (VM). If a line in the hunt group that is NOT the main TN, receives a call that is busy/not answered, it will go to the line's VM. Example is shown below:

Main Line Kicks off Hunting with VM

- une1 Busy/No Answer hunts to:
- Line 2 Busy/No Answer hunts to:
- Line 3 Busy/No Answer hunts to:
- Line 4 Busy/No Answer hunts to:
- Lines Busy/No Answer hunts to:
- Line 1 Voicemail

Voicemail Details

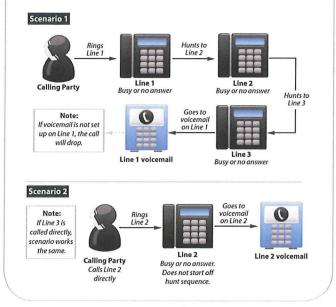
Can call into lines 2, 3, 4, & 5 and leave a VM for each individual line, will go to VM if busy/no answer.

✓ If Subscriber chooses not to have VM, the call will drop at the end of the hunt group.

Basic Hunting and Voicemail Functionality

Example:

This customer has 3 lines, each line having an individual phone number. Their hunt sequence has outside calls ring Line 1, first which hunts to Line 2 then hunts to Line 3 and then eventually goes to voicemail back on Line 1.





HUNTING

Enhanced Hunt Group

- 1. If Line 1 is busy/no answer, the call will hunt to Line 2. If Line 2 is busy/no answer, the call will hunt to Line 3, if Line 3 is busy/no answer, the call will hunt to Line 4. This hunt sequence will continue until the call has reached the last number in the hunt group. At this point, the call will be sent to Line 1's voicemail (VM).
- If a call goes directly to ANY line in the hunt sequence, it will hunt to the next 2. line if it is busy/no answer. For example, if Line 2 is busy/no answer, the call will hunt to Line 3 in the hunt group. If Line 3 is busy/no answer, the call will hunt to Line 4 in the hunt group. This hunt sequence will continue until the call has reached the last number in the hunt group. For this example the call would be sent to Line 2's VM.
- All numbers in the hunt group have VM and are made an alias to Line 1, so the 3. subscriber only has to check VM on the main line to receive all messages.
- 4. Any number in the hunt group will kick off the hunt group. Example below: Any line kicks off Hunting with VM.
 - Line 1 Busy/No Answer hunts to: Line 2 - Busy/No Answer hunts to: Line 3 - Busy/No Answer hunts to: Line 4 – Busy/No Answer hunts to: Lines - Busy/No Answer hunts to: Line 1 - Voicemail Line 3 – Busy/No Answer hunts to: une4 - Busy/No Answer hunts to: Lines – Busy/No Answer hunts to: Une 1 - Busy/No Answer hunts to: Line 2 - Busy/No Answer hunts to:

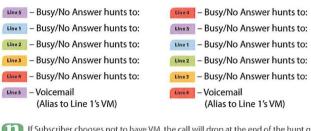
(Alias to Line 1's VM)

Line 2 - Busy/No Answer hunts to: Line 3 – Busy/No Answer hunts to: Line 4 – Busy/No Answer hunts to: Lines – Busy/No Answer hunts to: Line 1 – Busy/No Answer hunts to: Line 2 - Voicemail (Alias to Line 1's VM)





Line 3 - Voicemail



If Subscriber chooses not to have VM, the call will drop at the end of the hunt group.

Enhanced Features

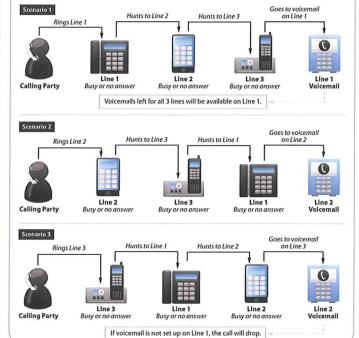
Enhanced Hunting lines can only be built with the following features: Voicemail, Short Code, Station to Station, Caller ID, and Call Transfer Disconnect.

Feature Functionality with Basic Hunting

- 1. Sim Ring
 - A. Sim Ring will work on any number in a hunt group (up to 30 numbers).
 - B. If any of the Sim Ring numbers have voicemail on them and the ring time is shorter than the hunting ring time, that incoming call will be directed to Sim Ring number's voicemail and not the voicemail box associated with the hunt group.
- 2. Call Forwarding
 - A. Call Forwarding only works on the first line of the hunt group. If Call forwarding is enabled on the first line of the hunt group, all the incoming calls will be forwarded.
 - B. If Call Forwarding is added to any other line in the hunt group it will **not** work. Hunting takes precedence over call forwarding.
- 3. Remote Access to Call Forwarding
- A. Works the same as Call Forwarding
- 4. Selective Call Forwarding
- A. Works the same as Call Forwarding.
- 5. Call Waiting
 - A. The feature will work with hunting.
 - B. Since this feature works on lines with hunting enabled you must make sure that Call Waiting is disabled on that line or the hunt group will not work correctly.
 - C. If the feature is left enabled it defeats the purpose of hunting. This is because when the phone is busy it is supposed to ring to the next available extension, not interrupt a call in progress.

Enhanced Hunting and Voicemail Functionality

Example: This customer has 3 lines, each having an individual phone number. Their hunt sequence has outside calls ringing Line 1 first, which hunts to Line 2 then hunts to Line 3. If all lines were busy or there was no answer, the call will hunt back to the voicemail of the first line that was called.





Features Grid Indicates these two feature cans work together on one line and will not interfere with each other's operations.
Indicates these features will not work together. Customer has the ability to turn some features on and off from their phone's keypad.
See Hunting Feature Functionality for Basic Hunting

					C1011												_			-
Hunting	Directed Call Pick Up	Station to Station	Short Code	Voicemail	Caller ID Block Per Line	Caller ID Block Per Call	Do Not Disturb	Find Me Follow Me	Sim Ring	CallWaiting	Call Transfer Disconnect	3 Way Calling	Anonymous Call Rejection	Call Trace	Call Block	Call Return	Remote Call Forwarding	Call Forwarding	Features	
0	0	0	0	0	0	\otimes	0	0	0	0	0	\otimes	0	\otimes	0	0	⇒	⇒	Call Forwarding	-
0	0	0	0	0	0	0	0	0	0	\otimes	0	0	0	0	0	0	⊳	☆	Remote Call Forwarding	
	⇒	I>	⇒		\$	⇒	0	⇒	☆	⇒	∽	∽	⇒	⇒	⇒	⇒	0	\oslash	Call Return	
☆	∽	☆	⇒	☆	₽	☆	0	⇒	Ď	Þ	∽	∽	⇒	⇒	☆	☆	\bigcirc	\oslash	Call Block	
Ď	Þ	₽\$	⇒	☆	⇒	⇒	\odot	⇒	⇒	⇒	⇒	☆	\bigcirc	⇒	∽	⇒	\oslash	\oslash	Call Trace	
0	₽	₽	⇒	⊅	₽	₽	0	₽	⊳	₽	∽	⊅	⊅	0	⇒	☆	0	0	Anonymous Call Rejection	(
☆	⊳	⇒	⇒	⊅	⇒	⇒	\otimes	⇒	₽	₽	₽	₽	₽	⇒	⇒	⇒	\otimes	\otimes	3 Way Calling	
☆	⊅	☆	₽	¥	₽	⇒	\otimes	⇒	⇒	∽	☆	⊳	₽	⇒	⊳	☆	\otimes	\otimes	Call Transfer Discon- nect	
\otimes	⇒	₽	⇒	₽	₽	₽	0	₽	₽	₽	⊅	☆	⇒	⇒	⇒	⇒	\otimes	\otimes	Call Waiting	
0	⇒	⇒	⇒	⇒	₽		\oslash	\oslash	⇒	☆	⇒	⇒	⇒	☆	⇒	☆	\oslash	\oslash	Sim Ring	
0	☆	☆	☆	☆	⇒	☆	0	☆	\otimes	₽	⊅	⊳	⇒	₽	₽	⊳	0	0	Find Me Follow Me	
\oslash	0	\oslash	0	\oslash	0	0	0	\oslash	\oslash	\odot	\odot	\oslash	0	\oslash	\otimes	☆	\bigcirc	\oslash	Do Not Dis- turb	
∽	⇒	Þ	⇒	☆	₽	₽	\odot	⇒	⇒	⇒	⇒	☆	⇒	⊳	⇒	☆	\oslash	\oslash	Caller ID Block Per Call	
☆	Ď	∽	∽	☆		☆	0	⊳	⇒	⇒	Þ	⇒	⇒	∽	⇒	∽	0	\oslash	Caller ID Block Per Line	
0	⇒	⇒	⇒	⇒	⇒	⇒	0	⇒	₽>	₽	₽	₽	1	⇒	₽	⇒	\otimes	\otimes	Voice- mail	
∽	⊅	Σ	⇒	☆	\$	⊳	\odot	∽	⇒	☆	☆	☆	∽	☆	⇒	∽	\oslash	\oslash	Short Cade	
☆	₽	⊅	⇒	☆	⇒	☆	\otimes	☆	₽	₽	₽	☆	⇒	⇒	⇒	⇒	\otimes	\otimes	Station to Station	
☆	⇒	☆	⇒	☆	⇒	⇒	\otimes	☆	⇒	₽	⇒	⇒	⇒	₽	☆	☆	\otimes	\otimes	Directed Call Pickup	
☆	⇒	⊅	⇒	0	⇒	⇒	\otimes	0	0	\otimes	⇒	⇒	0	☆	☆	☆	0	0	Hunting	