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PRIVACY CONTROL/DO NOT DISTURB USER GUIDE

STANTON TELECOM





ADMINISTRATION OF YOUR PRIVACY CONTROL

DO NOT DISTURB SERVICE

This guide will provide you with instructions for set up and management of the Privacy Control/Do Not Disturb service. You can manage this service using your telephone or through the optional Web Portal. If you don't have Web Portal service, contact your service provider for more information .

PRIVACY CONTROL ADMINISTRATION USING YOUR TELEPHONE

The Privacy Control service selectively intercepts telemarketers, unknown callers and callers who have their number blocked from displaying on Caller ID .

From your home telephone, dial *95 and follow the voice prompt to access Privacy Control by pressing 2, where you will have the following options:

- Press 0 To *Block* the last caller
- To Add a number to your Blocked List Press 1
- To Remove a number from your Blocked List Press 2
- Press 3 To Remove All numbers from your Blocked List
- To Add a number to your Allowed List Press 4
- To turn the Entire service On. Press 6
- To turn the Entire service Off Press 7
- To *Block* Private Callers Press 8
- To Allow Private Callers Press 9
- Press * To Repeat menu options

If you wish to add the last caller's number to your Blocked list, simply hang up and dial *96.

Your version of the Web Portal may allow you to select specific contacts and groups to put into your *Friends List*, who are allowed to bypass Do Not Disturb when it's enabled.

Friends List	
Contacts	Friends List
✔ howard fuller	Scott meyer
Groups	
🗹 work	
	Delete List Entry

Click on the Contact or Group check box and then click on the arrow to move them to your *Friends List*. Remove a contact from your *Friends List* by highlighting a contact and clicking on *Delete List Entry*. All numbers associated with a Group count as a single *Friends List* entry.

The *Do Not Disturb Schedule* can block calls at specific times of the week.



Select a day from the *Day* drop down menu that you want to activate the service. The Start Time drop down gives you the choice of all day or specific times for the service to be active. If you select a Start Time, you also need to select an End *Time* from the drop down menu.

Click on Add to put this time frame into your *Do Not Disturb Schedule*. To delete an active service time, highlight the color bar and click on *Delete*. Click on *Save*, to put your changes into effect. Save

The *Blocked Number List* lets you enter specific numbers that your service will block from calling your number. Callers will hear a message telling them that your number doesn't accept calls from the number they are calling from.



Your version of the Web Portal may allow you to monitor recent incoming and outgoing calls and allow you to *Choose a Recent Call* to move into your *Blocked List*. Click on the check box and then click on the arrow to move a recent call to your *Blocked List*.

Numbers can be added to your *Blocked List* by putting their 10 digit number in the *Enter Phone Number* field, clicking on the arrow will add the number to your blocked list.

Remove a number from your *Blocked List* by highlighting a number and clicking on *Delete List Entry*. Click on Save to put any changes into effect.

Do Not Disturb

Do Not Disturb when enabled, tells callers that you are not accepting calls at this time. Callers who are given your PIN Override Number can bypass the service.

Access the service by clicking on the *blue arrow* in the *Do Not Disturb* tab of the Web Portal.

1 Do Not Disturb			
General		Statistics	
Enable Service: Override Code:	√ 9182	Max Friend Entries: 15 Calls Blocked: 0 Calls Completed (w/Code): 0	

In the *General Tab* you can *Enable* or Disable the service by clicking on the check box. The *Override Code* allows you to choose a 4 digit number to give to those callers that you want to bypass the DND service when it is activated. The *Statistics Tab* keeps track of incoming calls while the service is enabled. There are no features that you can control with this tab.

PRIVACY CONTROL FEATURE DESCRIPTION

Blocked List - If a number has been placed on your *Blocked List,* calls from that number will hear a message telling them that you do not accept calls from that phone number.

Allowed List - Your service provider has an established local calling area which the service considers as *Allowed* numbers. Callers from outside this local calling area or unknown callers will hear the Telemarketer Screening Announcement. Once a caller has pressed 1 after hearing the announcement, they will then be automatically added to the *Allowed* caller list and will not hear the announcement with subsequent calls.

Private Callers - This feature addresses those numbers that are shielded from Caller ID service. The announcement gives an additional option for the caller to press 1 to reveal their Caller ID information which will allow the call to be completed.

DO NOT DISTURB ADMINISTRATION USING YOUR TELEPHONE

The Do Not Disturb service allows you to designate quiet times where callers will be blocked from calling you unless they have a 4 digit PIN override access number.

From your home telephone dial *95 and follow the voice prompt to access Do Not Disturb by pressing 1, where you will have the following options:

Press 1	To turn Do Not Disturb <i>On or Off</i>
Press 4	To <i>Change</i> your <i>Override Code</i>

Override Code - By entering a 4 digit number on their phone pad, callers can bypass the Do Not Disturb service when it is activated. You have the option of using a 4 digit number of your choice.

PRIVACY CONTROL ADMINISTRATION USING THE WEB PORTAL

Use the Web Portal to manage your Privacy Control service which selectively intercepts telemarketers, unknown numbers and callers who have their number blocked from displaying on Caller ID.

After logging into the Web Portal, click on the *My Settings Tab* to access your services. The My Calls and My Contacts tabs may not be included in your version of the Web Portal.



Privacy Control can be administered by clicking on the *Call Management Tab* and then clicking on the *blue arrow* in the *Terminating Call Management Tab*.



In the *General Tab*, click on the *Enable Service* check box to turn on or off the service.

General		
Enable Service:	\checkmark	
Private Number Treatment:	Challenge Call	•
Unknown Number Treatment:	Challenge Call	•

Private Number Treatment refers to incoming callers that are blocking their number from displaying on a Caller ID service. When your service is enabled, any Private Number will be *Challenged*, meaning the caller will be allowed to press 1 to reveal their number on Caller ID and the number will go through to your phone.

Unknown Number Treatment refers to incoming numbers that cannot be identified by your service provider, which would normally be calls considered to originate from telemarketers. When your service is enabled, any Unknown Number will be *Challenged* and the caller will be notified that you do not accept calls from telemarketers, but are allowing callers who aren't telemarketers to press 1 to go through to your phone.

Statistics			
Announcement Hits:	0	Disconnects:	0
Calls Blocked:	0	Dial Throughs:	0
Max Blocked Numbers:	15	Max Allowed Numbers:	15

The *Statistics Tab* tracks incoming calls while the service is enabled. There are no features that you can control with this tab. Max Blocked Numbers and Max Al*lowed* Numbers are the total numbers that you can have in your Blocked and Allowed lists. The maximum size of these lists are preset by your service provider.

The Allowed Number List lets you enter specific numbers that you would like to be allowed to dial through the service without interception.

Allowed Number List		
Choose a Recent Call	Allowed Ltst	
✓ Ucknown Name 612-996-1605 Today 11:46 AM ✓ Ucknown Name 612-996-1605 Today 11:45 AM Unknown Name 612-996-1605 Today 11:38 AM	* 605-996-6787 612-996-1605	
Enter Phone Number 6059907202		
	Delete List Entry	1

Your version of the Web Portal may allow you to monitor your recent incoming and outgoing calls and allow you to *Choose a Recent Call* to move into your Al*lowed List* of numbers that will not be intercepted by the service. Click on the check box and then click on the arrow to move a recent call to your *Allowed List.*

Numbers that you want in your *Allowed List* can be added by putting their 10 digit number in the *Enter Phone Number* field, clicking on the arrow will then add the number to your allowed list. These numbers once entered and saved will not be intercepted by the service.

You can remove a number from your *Allowed List* by highlighting a number and clicking on *Delete List Entry*.

Click on Save to put any changes into effect. 👩 🔤

