



An Informational User Guide for:

# Call Screening

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*CIMCO integrates the nation's most reliable network infrastructures with our passion for personal service and support.*

*Customers experience our passion for extraordinary service in the responsible, knowledgeable, and person-to-person way we meet their needs.*

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## **Activate Call Screening**

1. Depress \*60 from your touch tone phone (dial 1160 on a rotary phone).
2. Listen to the announcement giving the current status of the Call Screening list.

*The recording will give instructions on how to add and remove numbers on your Call Screening list, and how to turn off the Call Screening. For your convenience, below we have listed how to add and remove numbers from your Call Screening list for you.*

## **Add Numbers To Your Call Screening List**

1. Depress \*60 on your touch tone phone (dial 1160 on a rotary phone).
2. Push # (dial 12 on a rotary phone). Listen for the three confirmation tones and then dial the number you wish to add to your list.
3. Push # again if using a touch tone phone. You will hear a recording to help you designate a list of up to ten numbers you wish to block calls from.

## **Remove Numbers From Your Call Screening List**

1. Depress \*60 on your touch tone phone (dial 1160 on a rotary phone).
2. Push \* on your touch tone phone (dial 11 on a rotary phone). Listen for three confirmation tones.
3. Dial the phone number you wish to remove from the list. If using a touch tone phone, follow the number by pushing \*.

## **Important Features**

Those who call you from a number on your Call Screening list hear a recording saying that you do not wish to receive calls.

Long distance numbers or numbers outside the area served by this feature may not be screened.

During the recorded instructions for this service, you can dial 0 at any time to repeat the previous instructions or 1 to hear the numbers on your list.