Selective Call Forwarding – Enhanced

Stay in touch with the people most important to you, no matter where you are. With Selective Call Forwarding – Enhanced, calls from certain numbers can be forwarded to you at another local, long-distance or wireless telephone number. You'll be able to program your Privileged Caller List with up to 25 telephone numbers* of the people you want to reach you. Callers who are not on your privileged list will ring to your business as usual.

IT IS VERY IMPORTANT that you set up Selective Call Forwarding immediately to prevent others from improperly billing long-distance calls to your account.

Warning – How to avoid unauthorized use

If you did not order Selective Call Forwarding, please notify CenturyLink immediately. Our records show it has been ordered for your business. Unfortunately, unscrupulous people sometimes try to use Selective Call Forwarding to improperly bill long-distance charges to other people's accounts.

About Selective Call Forwarding

When you first order Selective Call Forwarding, it is turned OFF and your phone will work as usual. To start forwarding certain calls, you first need to turn the service ON and program a list of numbers you want to forward. Complete programming instructions can be found on the back of this sheet.

*Available in most areas. Some restrictions apply. Measured service and long-distance charges may apply for completed calls.

Which numbers can be forwarded?

- Program up to 25 different numbers into your Selective Call Forwarding List.

- Forwarded numbers can be in several formats:
  10-digits: individual telephone numbers (303-000-0000)
  6 digits: area code + telephone prefix (303-000-   )
  3 digits: area code only (303-   )

- Add the last number that called you to your list, even numbers that show as Private over Caller ID.

- Calls from numbers that are not on your privileged list will proceed as usual.

See reverse for complete programming instructions.

1 800-238-5100 for customer assistance
centurylink.com/bizwelcome

CenturyLink™
Business

How to set up Selective Call Forwarding

- To set up your permanent Security Code, call the CenturyLink Update Center by dialing ⚹ 7 8 from your office telephone.
- If prompted, enter your area code and telephone number.
- You will be asked for a security code. If it's the first time you've called the Update Center, enter the temporary code 1 2 3 4.

  Note: If you've already set up another service through the Update Center, such as Call Rejection, you can use the same security code for Selective Call Forwarding too. Enter your existing code instead of 1-2-3-4. You do not need to set up a new code.

- Recorded instructions will then guide you through setting your own permanent 4-digit security code. For your security, do NOT use the last four digits of your telephone number.
- Select **Selective Call Forwarding** from the main menu. An announcement will tell you if forwarding is ON or OFF.
- Press 1 to turn Forwarding ON and start using your service.

  Since you have not yet added anyone to your Selective Call Forwarding List, you will be prompted to ADD an entry. Follow the recorded instructions to add up to 25 numbers to your list.

- Now press 2 to ESTABLISH/CHANGE your Forward To Number. Enter the telephone number* you want calls forwarded to.

You may also:

- Press 3 to EDIT your Selective Call Forwarding List.
- Press 4 to HEAR your Selective Call Forwarding List.
- Press 5 to ADD the Last Calling Party to your list.
- Press ⚹ to return to the Update Center Main Menu.

Making changes to Selective Call Forwarding

- Call the CenturyLink Update Center by dialing 1 888-(your area code)-8052** from any touch-tone phone, or call ⚹ 7 8 from your office telephone number.
- Select **Selective Call Forwarding** from the main menu.
- Press 1 to turn Selective Call Forwarding OFF if it is on, or ON if it is off.
- Press 2 to ESTABLISH/CHANGE your Forward To Number.
- Press 3 to EDIT your Selective Call Forwarding List.

  In order to remove a Private number from your list, all Private numbers will need to be removed. You will need to add the ones you want to keep back on to the list.

  If you remove every number from your list, Selective Call Forwarding will automatically be turned OFF until you turn it ON again and create a new list.

- Press 4 to HEAR your Selective Call Forwarding List.
- Press 5 to ADD the Last Calling Party to your list.
- Press ⚹ to return to the Update Center Main Menu.

Important: For your protection, the initial setup of your Security Code can only be done from your office telephone by dialing ⚹ 7 8 to access the CenturyLink Update Center. Afterward, any changes to your service can be made by dialing ⚹ 7 8 or by dialing the Update Center toll-free at 1 888-(your area code)-8052** from any touch-tone phone.

** In Minnesota area codes 763 and 952, call 1 888-612-8052 to reach the Update Center. In Iowa area code 641, call 1 888-515-8052. In Arizona area code 928, call 1 888-520-8052. In Oregon area code 971, call 1 888-503-8052. In Oregon area code 458, call 1 888-541-8052.