



*Communications*

Custom Calling Features



## Deluxe PhoneManager

### PhoneManager Instructions

1. Dial **717-721-8000** or **717-627-8000**.
2. Enter your **10-digit phone number**.
3. Enter your **access PIN**.
  - Your temporary access PIN is the last five digits of your telephone number.
  - We recommend changing your access PIN so that unauthorized changes cannot be made to your account. (Continue reading to learn how to change your PIN.)
4. Press the # key. You will hear the status of your service (which features are currently active)

### Using the Internet:

1. Go to [www.flexphone.com](http://www.flexphone.com)
2. In the Telephone Company ID field, enter **DETT** in uppercase letters.
3. In the 10-Digit Phone Number field, enter your **area code and phone number**.
4. In the User Password field, enter your **Internet password**.
  - Your temporary Internet password is the last five digits of your phone number.
  - We recommend changing your password so that unauthorized users don't access your account.
5. Click on the **Logon** button.
  - To change your password, complete the three fields at the bottom of this screen.
  - Passwords can be 4- to 10-digits long.
  - When finished, click on **Submit**.



6. Click on the **Update** button next to Deluxe PhoneManager to view your settings.
  7. Select whether you want the following on or off:
    - Entire Deluxe PhoneManager service
    - Announce Toll Calls feature
    - Restrict Toll Calls feature
    - Restrict 900 Calls feature
    - Restrict International Calls feature
    - Restrict All Calls feature
    - Restricted Numbers List feature
    - Never-Restricted Numbers List feature
  8. View and, if desired, change your Override PIN and your Touch-Tone Access PIN.
  9. To specify the hours during which the service is active, enter **Start and Stop times**. If you want it active 24 hours a day, either leave these fields blank or at the default setting (12:00 am to 12:00 am).
  10. Click on the **Update Values** button.
  11. To set up or change your Restricted Numbers List, click on the **Update** button next to it. Use this feature to block outgoing calls to entire area codes, exchanges, and specific phone numbers.
    - In the Phone Number field, type one of the following:
      - a 3-digit **area code**, such as 717
      - a **telephone exchange**, along with **area code**, such as 717-733
      - a **10-digit phone number**, including area code, such as 717-555-5555
- You don't need to type parentheses or dashes.
- In the Name field, type the name associated with the phone number.
  - Click on the **Update Values** button.
12. To set up or change your Never-Restricted Numbers List, click on the **Update** button next to it. You'll always be able to call these numbers — without entering the override PIN — no matter what restrictions are active.
    - In the Phone Number field, type the **area code and phone number**. You do not need to type parentheses or dashes.
    - In the Name field, type the **name** associated with the phone number.
    - Click on the **Update Values** button.
  13. To use the Restricted Numbers List and/or Never-Restricted Numbers List, you must activate them on the "Service Settings" screen. If you establish the lists but don't turn them on, PhoneManager will not apply their restrictions.
  14. When you're finished modifying your service, simply leave the web site to log off.



*Communications*

Custom Calling Features

© 2003 D&E Communications, Inc. All rights reserved. The D&E ball logo and all products or services denoted with a (tm) or ® are trademarks of D&E Communications, Inc. or its affiliates.