

Welcome to OTELCO A Guide for Subscribers

833-OTELCO1 otelco.com **Technology. Tradition. Together.**°

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Important Phone Numbers

Emergency **Dig Safe** Do Not Call Registry 888-382-1222

911 811

Call before you dig! www.donotcall.gov

OTELCO CUSTOMER CARE 1-833-OTELCO-1

Welcome to OTELCO

From OTELCO President and CEO, Richard Clark

Welcome to OTELCO!

We are excited that you have selected OTELCO as your Internet and Telecommunications provider. I hope you will find this welcome booklet helpful as you transition to our service. At OTELCO, we are proud to provide local customer care and service to our communities in Alabama, Maine, Massachusetts, Missouri, New Hampshire, Vermont, and West Virginia.

In this welcome kit you will find useful information about:

- OTELCO's Website
- OTELCO Email
- Billing and Payment Options
- Customer Care
- Technical Support
- The Lifeline Program
- Preferred Carrier Freezes



I encourage you to visit OTELCO's website (otelco.com) where you will find valuable resources such as FAQs, product information, special deals, and our weekly blog. In addition, the OTELCO homepage will be your dashboard for remote access to Email, Online Bill Pay, and for contacting us online.

OTELCO prides itself on our commitment to the communities we serve. The OTELCO Local section of the website provides you with a great way to get your community news out to the public – for free! We happily promote local school and library information, charity events, and non-profit organizations.

As an Internet provider, we understand the importance of Digital Literacy and are committed to facilitating free basic computer classes for the communities we serve. Keep an eye on OTELCO Local for OTELCO-sponsored courses in your area. Should you need any assistance with your new services, please call our customer care team who will be happy to guide you through the process.

Your complete satisfaction is our primary goal!

Sincerely,

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Navigating the Website

otelco.com

Managing Your Bill Online

You can efficiently manage your bill online with **OTELCO's SmartHub portal**. To access SmartHub simply click on the grey **"Pay Your Bill"** button on the top righthand corner of the page. You can also access the portal at the foot of the page, in the **"Quick Links"** menu.



Accessing Your Email

To access your email, scroll to the bottom of OTELCO's home page. Under the **"Quick** Links" menu select **"Access Your Email."**

BLOG PO	OSTS	LATEST NEWS	QUICKLINKS	SEARCH OTELCO
1	How the Town of Casco Stays Connected with a Hosted Phone System from OTELCO	OTELCO grows customer service team in Maine and Alabama OTELCO is pleased to welcome two new hires to its customer service team More »	 I I I I I I I I I I I I I I I I I I I	Search for:
	OTELCO has worked closely with The Town of Casco to More »	OTELCO to Appear at Information Session for Fiber Broadband Expansion in Alton.	Investor Relations	CONTACT US Click here to view a list of contact information for OTELCO.
	OTELCO Strengthens Community Ties in Blount County Here at OTELCO, we believe that our customers are the most important part More >	ME OTELCO, a telecommunications provider servicing areas of Alabama, Maine, More »		VERBED & SCORED

Residential Services

If you are interested in checking out more of OTELCO's **residential services** (including our high-speed **broadband options**, **calling features**, and **TV services**) select the **"Residential"** option on the **taskbar**.

<u>News</u>

Under the News tab, on OTELCO's homepage taskbar, you can access:

- **OTELCO's Blog:** Stay up to date on everything from industry news to OTELCO events by subscribing to our weekly blog.
- OTELCO Local: Learn about upcoming community events on OTELCO Local. If you are hosting an event or know of events happening in your area, we would love to post about it online. Just send the information to <u>otelco.local@otelco.com</u>.
- **Press Releases:** This is where OTELCO posts company news, such as new hires or project developments.

Resources

OTELCO's **"Resources"** tab is where you can find **helpful links**, **important documents**, and our **all inclusive guides**.

Contact Us

All of OTELCO's contact information is available on the **Contact** tab. Give us a call or drop us a note by completing our **contact form** (see right).

Careers

OTELCO is a dynamic workplace, and we are always looking to add smart and capable members to our team. Under the **"Careers"** tab you can explore all of OTELCO's current **career opportunities.**

OTELCO Deals

OTELCO posts all of our current deals and promotions on the **OTELCO Deals** page. To discover them head to **otelco.com/residential/hott-deals**.

Drop Us a Note	
fyou are having connection issues or need assistance fechnical Support from the drop-down below. If you h billing, or want to add or change service, please select whichever applies). Would you like to Refer a Friend to sponsorship of a community event? There are drop-do	with email or voicemail settings, please select ave general questions about products, services or either Residential or Business Customer Care or OTELCO, or are you seeking OTELCO participation or wn selections for those too.
First Name	Last Name
Email	Phone
Business Name (if applicable)	
Street Address*	
Please enter your street and house number	1
Fown / City Name and Zip Code*	
Enter the name of your town and your zip code Where do you live?*	-
ALABAMA	
Please select the state that you live in. need.*	
Technical Support	
Please select one. How can we help?*	
Please tell us why you're writing and provide any prefe	rred contact information.
'd Like More information About Special Offers	
General Technology Info	
Local News	
	SUBMIT



Server Settings

If you want to configure your email to work on a phone, tablet, or in applications like Outlook, use the following settings when prompted for the information:

For IMAP Connections

Server Name: mail.otelco.net Server Port: 993 Username: Your full email address (XXXX@otelco.net) Connection Security: SSL/TLS Authentication Method: Normal Password

For POP3 connections

Server Name: mail.otelco.net Server Port: 995 Username: Your full email address (XXXX@otelco.net) Connection Security: SSL/TLS Authentication Method: Normal Password

Outgoing Server Settings (SMTP)

Server Name: mail.otelco.net Server Port: 587 Username: Your full email address (XXXX@otelco.net) Connection Security: STARTTLS (SSL/TLS may work in some mail clients) Authentication Method: Normal Password

Email Inboxes

Accessing OTELCO WEBMAIL

- Go to otelco.com and scroll down to the bottom of the page to the "Quick Links" section and click "Access Your Email."
- Next, enter your email address and password and hit "Login."
- Select the **"Webmail"** option from the navigation panel at the left.
- Select one of two email desktop formats.
- Begin reading, deleting or sending email from your account.

SETTING UP ADDITIONAL EMAIL MAILBOXES

Need those additional mailboxes for other family members?

Log in to your webmail dashboard and follow these simple steps...





iome About	Click Here for 24/7 Repair	& Technical S	iupport					
OTELCO	Technology, Tradition, Together,	Business	Residential	Cloud	Wholesale	News	Resources Logo	Contac ut Helş
Logged in as: customer@otelco.net	Create Mailbox You can create a new mailbox under your a	ccount.						
Main Menu		Creat	ng a New Mail	lbox <u>Heip</u>				
Home	Email Address:		0	otelco.net	•			
webmail	First Name:			(optional)				
Spam Management	Last Name:			(optional)				
My Email Octions	Password:		(P)	* (min 5 char	5)			
Manana Malboves	Confirm Password:		ψ					
Help	Create Mailbox							
Locout						Peturn I	o Mailbox Ma	naner
Security Status								
Anti-Spam / Anti-Virus								
Enabled Enabled								

Click on "Manage Mailboxes"

Click the blue button on the right labeled **"New Mailbox"**

Complete the form and click **"Create** Mailbox"

	Creating a New Mailbox Help
Email Address:	≜ otelco.net ▼ *
First Name:	(optional)
Last Name:	(optional)
Password:	(min 5 chars)
Confirm Password:	(P) •

SUCCESS! From here you can **edit** your **mailbox**(es), or repeat the steps to create another new mailbox.



Managing Your Account Online SmartHub

SmartHub Registration

If you are looking to pay your bill online, you must first register in the **OTELCO SmartHub Portal.**

- Click on the **"PAY YOUR BILL"** button at the top right hand corner of the **www.otelco.com** homepage.
- Click the link next to **"New User"** at the bottom of the page.
- Enter the requested information
 - You can find your billing account number on the top of your billing statement.
- You will be prompted to enter a security phrase enter it in the space provided and click **Save.**
- Once you set your security phrase, the OTELCO SmartHub Dashboard will appear.
- During future logins to SmartHub, if you forget your password, or which email account is associated with online bill pay, click the "Can't access your account?" link on the SmartHub Portal and follow the prompts.



SmartHub Dashboard

The **SmartHub Dashboard** is where you can find a summary of your account(s), pay your bill, manage your account, and access past bills and payment history.

					Log Out Help Otelco Homepage Pay Now >
Home Billing & Payments -	My Profile - Notifications - Contact Us				Have a Question? Get Help. »
Quick Links	Communication / Alerts				
I want to	Under Construction				
 Pay My Bill Manage My Registered Accounts 	This site is under construction. Please contact the provide	er before continuing.			
View Billing History	Delinquent Bill				
Get Help	A bill totaling \$15.02 was due on 04/28/2018 for account	123455			
Webmail AL	Apps now available!				
Webmail MO	Download SmartHub from Google Play or the iTunes App	stores today.			
Available on the App Store	Account Overview				Pay all outstanding balances »
Google play	Jane Doe	Next D 04/28/2	ue: Amou 018 \$15.	unt: 02	Total Due: \$15.02 Make Payment »
					▼ See Less
		Account	Date Due	Amount \$15.02	
		(111) 222-3333	04/28/2018	Unbilled Toll »	Pay Account »

To manage your accounts, click on the **"My Profile"** tab and then select **"Manage My Registered Accounts"** from the **Quick Links** menu on the left. If you have multiple accounts, this is where you can manage them by either adding or removing accounts to pay online.

Home Billing & Payme	nts - My Profile -	Notifications +	Contact Us				Have a Question? Get Help. »
My Information	Update Manag	My E-Mail Address or Par Manage My Registered Ac ge My Stored Payment Ac	ssword Ma Use counts Wor	nage My Registere this page to add existing account uld you like to add an existing acc	ed Accounts is to your registration, remove specific accounts for ount to your registration? Add Account	om the registration, or delete the registration for all a	ccounts by unsubscribing.
		Update My Security	Phrase	Customer	Account(s)	Address	Action
		Update My Secret Hint Qu Update My Printed Bill S	ettings	Jane Doe-123456	123456	11 Road St.	Unsubscribe

Updating Your SmartHub Profile

To update any information previously entered into **SmartHub**, log in to the **SmartHub Portal** and select **"My Profile"** from the top menu. **Remember to hit the "Save" button if/when you change anything.** From this screen, you can update your:

- Registered Accounts
- Stored Payment Options
- Security Phrase
- Secret Hint Question
- Bill Printing Settings

Updating Your Security Phrase

If you change your Security Phrase, remember to look for it the next time you log in and enter financial information. **If your updated Security Phrase is not there DON'T enter any sensitive information and contact Customer Care.**

Update My E-Mail Address or Password	My Security Phrase This phrase will be displayed for your security when you make payments, store or undate credit cards and back accounts for future payments, or sign up for Auto Pay. If the value
Manage My Registered Accounts	displayed does not match your chosen phrase, please DO NOT enter any personal information and contact customer service.
Manage My Stored Payment Accounts	You may update your security phrase and click Save. Your currently selected phrase is not displayed here for your own security.
Update My Security Phrase	Security Phrase
Update My Secret Hint Question	Minimum of 5 characters in length
Update My Printed Bill Settings	What's a good security phrase?
	Save

Updating Your Password and Email

If you change your email address, remember that it will be your username the next time you sign in to **SmartHub.** If you change your password, **write it down somewhere safe**

OTELCO		Le	og Out Help Oteico Homepage	Pay Now > Report An Issue/Inquiry
Home Billing & Payments • My Profile • Notifications •	Contact Us +			Have a Question? Get Help. »
My Information Upd	date My E-Mail Address or Password Manage My Registered Accounts	My E-Mail Address & Password You may update your e-mail address or password and click Save. Fields marked with a " are required		
Ma	lanage My Stored Payment Accounts	F-Mail Address		
	Update My Security Phrase	Current E-Mail Address		
	Update My Secret Hint Question	carol.grover@otelco.com		
	Update My Printed Bill Settings	New E-Mail Address'		
		Confirm E-Mail Address"		
		Password*		
		Save E-Mail Address		
		Password		
		Current Password"		
		New Password*		
		Confirm Password* Password Strength		
		8-character minimum; 18-character maximum; at least one uppercase letter; at least one numeric character; at least one special character		
		Save Password		
Billing & Payments My Profile Notifications Contact Us	3			Call Us: 833-683-5261

Your Bill Understanding and Printing

Understanding Your Bill



		τώθο ΔΗΟ, Ο ΙΦΗ ΟΟΙ Δερισμή τη ΝΟ. ΟΠΙ ΟΔ΄ τη Φι ΙΦΗ ΟΜΙ Η ΝΟ. Ραγγ > α1 >	י אונאנאנאנאי מענגאנקוידה	
Description	Date	Quar	ntity	Amount
PREVIOUS BALANCE DUE TELEPHONE FEATURES STATE SURCHARGE FEDERAL SURCHARGE FEDERAL EXCISE TAX FED. UNIVERSAL SERVICE FUND STATE TAX OTELCO TELEPHONE TOTAL INTERNET INTERNET PACKAGE / PRODUCT NAME	xx/xx/20xx E	X@ 5 X@ 5 X@ 5 X@ 5	XX, XX XX, XX XX, XX XX, XX XX, XX XX, XX	559.79 530.30 530.30 530.30 530.30 537.90 518.85
	(11:	1 (222-3333 *	TOTAL	\$95.85
SUMMARY FOR: (111)2223333				
NTRENET XXXX-> PKG CM MODEM RENT SALES TAX	****	:@\$>	(XX)	\$XX XX \$XX XX

A: The Bill Header Section is a quick way to look at your previous and current balance, along with any payments or adjustments that have occurred in the last billing cycle.

B: Bill at a Glance is a summary of each service and associated charge.

C: Always check the **Message Center** for important information from OTELCO.

D: Tear off the **Remittance Stub** to return with your payment. **No staples, or paperclips, please.**

E: In the **Monthly Usage** Section you can find a more detailed explanation of charges associated with each service. We itemize charges for each type of service.

** Your bill may vary from the samples provided. You may see additional pages based upon usage or the number of services on your account. If you have specific questions, please call our office.

Print Settings

OTELCO offers you two options for receiving your bill: electronic statements and paper statements. You can manage how you receive your bill online at the **SmartHub Portal**.

Electronic Statements

Eliminate bulky paper statements by electing to receive your monthly bill electronically. OTELCO will send you an email notification when your bill is available for review and payment in the **SmartHub Portal**. As our thanks, OTELCO will credit your account \$0.50 each month.

Paper Statements

Receive your payments via U.S. Mail each month. Statement arrive 3-5 days after mailing from our billing center.

Setting Your Preferences

To receive electronic statements:

- 1. Log into the SmartHub Portal
- 2. Select " My Profile" from the top menu
- 3. Select **"Update My Printed Bill** Settings" from the left menu



4. Move the toggle switch under **"Printed Bill Status"** to **On.**

Update My E-Mail Address or Password	Printed Bill Settings Please review your printed bill settings.		
Manage My Registered Accounts			
Manage My Stored Payment Accounts	Customer	Account	Printed Bill Status
Update My Security Phrase	Jane and John Doe	123456	ON
Update My Secret Hint Question			
Update My Printed Bill Settings			

Payment Options Management and Customization

With OTELCO, you have two options for paying your bill, electronically through our **SmartHub Portal** or by phone with **OTELCO SmartPay**.

When paying online, you may set up either **Auto Pay** or **Online Bill Pay** on your own by following the directions below. If you need assistance, you may call us at **1-833-OTELCO1** (833-683-5261).

ONLINE BILL PAY

Adding Your Payment Information

Before you pay your first bill, you must add your payment information:

- 1. From the blue taskbar at the top of the page select "My Profile."
- 2. You will arrive at **"My Stored Payment Accounts"** where you can add a card or bank account by selecting the appropriate green button.



3. A secure window will appear where you can enter your payment information.

			Security Phrase	(shet)
Payment Card Details				
Customer ID	123456			
Payment Method	Choose One	•		
Card Type	VISA 🨂 \cdots 📃			
Card Number				
Expire Date	Choose One Choose	s ¥		
Description (optional)				
Cardholder Details				
Name	Jane Doe			
Address	123 Road St.	See More		
City	Anytown			
State	American Samoa	•		
ZIP Code	00000			
I (we) hereby authorize Otelco Commi origination of charges to my (our) care	inications LLC to initiate debit d account must comply with th	entries to my (our) car e provisions of law.	d entered above. I (we) acknow	wledge that
Add Card	Reset			

Paying Your Bill

Once your payment information has been added you can easily pay your bill online. Click on **"Pay My Bill"** from the **Quick Links** menu at the left of the **SmartHub Portal** to get to the payment screen where you can enter the amount you'd like to pay and click **"Pay Now."**

AUTO PAY

With Auto Pay, your checking account, savings account, or credit/debit card will be automatically debited on the **15th of the month** *if your bill date is the* 1st. *If your bill date is the* 1st. *If your bill date is the* 10th *your account will be debited on the* **20th of the month**.

Follow these steps to set up Auto Pay:

1. From the Quick Links Menu choose "Pay My Bill."



2. From the Menu on the left select "Manage My Stored Payment Accounts."

3. From the "Manage My Stored Payment Accounts" page select "Auto Pay Program."

Home	Billing & Payments 🗸	My Profile 👻	Notifications -	Contact	US	Have a Question? Get Help. »	
My Information		Update My E-Mail Address or Password		ssword	My Stored Payment Accounts		
		Manage My Registered Accounts		counts s	Stored payment accounts are accounts that have been saved and can be used when paying your bill online. When you choose to store your bank account or card information, the stored payment account will become an available payment option when making future online payments.		
		Manage I	My Stored Payment Ac	counts	Do you want to update your Auto Pay accounts? If you would like to update your accounts enrolled in Auto Pay, go (Auto Pay Program »)		
			Update My Security	Phrase	Cards	Add New Card »	
		Update My Secret Hint Quest		uestion	None		
		U	pdate My Printed Bill S	ettings E	Bank Accounts	Add New Bank Account »	
				[None		

4. Click **"Sign Up for Auto Pay"** and then select your preferred payment option from the dropdown menu.

Jane Doe	Auto Pay Program Enjoy the convenience of having your bill automatically paid each month from your bank account or card when you enroll in Auto Pay. With Auto Pay, you no longer have to worry about due dates or late fees since your payment is automatically deducted from your account each month.						
	Are you looking for stored accounts? If you would like to add or update your stored payment accounts, go to Manage My Stored Payment Accounts >						
	Accounts	Auto Pay Payment Account ^{What's this?}	Actions				
	Account 123456 (111) 222-3333	None	Sign Up For Auto Pays				

5. You will be sent to a secure page where you will enter the necessary information for **Auto Pay** activation. After you have entered all of the information, click **Continue** and follow the prompts.

Paying By Phone

OTELCO SmartPay is a secure toll-free number you can use to make payments over the phone: **1-844-849-1517**. SmartPay allows you to pay by e-check or credit card. During each call you will need to enter your OTELCO **Account Number**. You can find your account number at the top of your bill statement.

Paying by E-Check

The first time you pay by e-check in place of a credit/debit card, you will have to validate your identity with either **the last four digits of your Social Security Number or your Federal Tax ID Number**. From there, you can create a **4-digit PIN** that you will use in future calls (the PIN cannot be all zeros). If you have difficulty with validation, please contact **Customer Care at 833-OTELCO-1** for assistance.

Subscriber Information

Important Customer Materials

Acceptable Use Policy

OTELCO's AUP is designed to help protect OTELCO, OTELCO's customers and the Internet community in general from irresponsible or illegal activities.

You may not transmit, distribute, or store any information using your OTELCO services in violation of any applicable law or regulation. This includes material protected by copyright or trademark as well as material that is obscene, defamatory or constitutes an illegal threat

OTELCO may terminate your right to access certain OTELCO services if you are found to be infringing the intellectual property rights of others. You may not send unsolicited build email messages ("spam") from your OTELCO email

For a full explanation of OTELCO's AUP visit: www.otelco.com/pdfs/OTELCO_ACCEPTABLE_USE_POLICY_2017.pdf

Customer Proprietary Network Information

CPNI includes the type, technical arrangement, quantity, destination, and amount of use of telecommunications and Internet services and related billing for those services.

CPNI data <u>is not</u> to be shared with any non-OTELCO company. Under FCC rules, OTELCO may share your CPNI with other OTELCO companies that provide related services unless you tell us otherwise. If you do not want OTELCO to share your CPNI with its affiliates, you may "opt-out" by notifying us within the next **30 days** by:

- Calling our toll-free number 1-800-231-8767 anytime, twenty-four hours a day, seven days a week.
- Email optout@otelco.com with the following information:
 - o Your name
 - $\circ\;$ The name that appears on the account
 - The billing number of your account
 - o Say/type -"I wish OTELCO to restrict use of my CPNI"

For further information regarding your CPNI rights, please visit: <u>http://www.ottcommunications.com/pdfs/CPNI_Notification_2017.pdf</u>

Lifeline Program Information

Lifeline is a government benefit program under which eligible low-income customers may qualify for a discount for **residential local telephone service** or **stand-alone data services** (Internet) at their primary residence. Lifeline customers also qualify for free **toll blocking** to help control long-distance usage.

Under the **Native American Lifeline Program**, eligible residents of American Indian Tribal lands may qualify for additional monthly support of up to \$25 as well for the **Link Up Program** which defrays installation fees.

Only one Lifeline Program discount is available per household and is non-transferable.

To determine whether you are eligible, please visit: <u>https://www.otelco.com/lifeline-information/</u>

Important Documents

Visit <u>https://www.otelco.com/resource-center/important-subscriber-documents/</u> to review these subscriber documents.

Document Name	Description	Applicable Location
<u>Preferred Carrier</u> <u>Freeze</u>	Allow you to 'freeze' your carriers so they can't be changed without your knowledge	All of AL, ME, WV, VT, Granby, MA, and Middle MO.
<u>Rights and</u> <u>Responsibilities in</u> <u>Maine</u>	Explains telecommunication consumer rights and responsibilities per Maine law.	Maine only
<u>3rd Party</u> Notification	Protection for subscribers 65 and over from having service terminated without notifying a third party friend or family member.	Massachusetts only

Relay Services

Numbers by State

<u>Alabama 711</u>

1-800-548-2547 (Voice) 1-800-548-2546 (TTY/HCO) 1-800-548-0259 (VCO) 1-800-877-8973 (Telebraille) 1-800-548-8317 (Spanish)

<u> Maine 711</u>

1-800-457-1220 (V) 1-800-437-1220 (T) 1-888-890-9254 (ASCII) 1-888-890-9256 (STS) 1-888-890-9255 (Spanish)

Massachusetts 711

1-800-439-2370 (T) 1-800-439-0183 (V) 1-866-645-9870 (ASCII) 1-866-887-6619 (VCO) 1-800-439-2370 (English) 1-866-930-9252 (Spanish) 1-800-439-0183 (STS)

<u>Missouri 711</u>

1-800-735-2966 (TTY/ASCII) 1-866-735-2460 (Voice) 1-800-735-0135 (VCO) 1-877-735-7877 STS) 1-800-520-7309 (Spanish)

Vermont 711

1-800-253-0195 (V) 1-800-253-0191 (T) 1-800-253-0191 (ASCII & Telebraille) 1-800-229-5746 (STS English) 1-866-260-9470 (STS Spanish)

West Virginia 711

1-800-982-8772 (Voice) 1-800-982-8771 (TTY/HCO/ASCII) 1-866-519-0570 (Speech-to-Speech) 1-866-519-0569 (Spanish to Spanish) 1-877-243-2823 (CapTel Voice-in) 1-877-298-3348 (Spanish to English) 1-877-298-3349 (Telebraille) 1-877-298-3330 (VCO Direct)

Customer Care and Technical Support

Customer care is our business! We do not outsource, when you call us you'll reach a team of well trained professionals whose primary concern is your satisfaction.

Our Network Operations Center, the NOC, provides 24/7/365 technical support. **833-OTELCO-1,** option 1

Our customer care staff is available for product, service, and billing inquiries during regular business hours from 8 A.M. to 5 P.M. Monday through Friday. **833-OTELCO-1, option 2.** Hours may vary by location.



Battery Back-Up For Fiber Based Phone Service

Your OTELCO fiber-based phone services, unlike traditional copper-based phone services, require electricity to function. OTELCO offers a battery back-up unit consisting of three batteries which can provide up to 24 hours of service during a power outage. **Stay Connected During Power Outages!**

Installation

Installation	Price	Notes
Installation During the Initial Service Install	\$200	Includes battery unit and installation by an OTELCO technician.
Installation After the Initial Service Install	\$300	You may order a battery at any time after your initial service installation. The charge includes the battery (\$200) and installation (\$100).

Replacement Batteries

Item	Price
Replacement units (3 batteries)	\$150 (Plus Shipping)
Replacement of Individual Batteries	\$100 (Plus Shipping)
Shipping	\$45

Service Limitations

The battery offered by OTELCO provides up to 24 hours of standby power to your modem and voice service. Battery time may be lower depending on battery age or if you keep your modem in a hot, cold or unclean environment. You can preserve battery life during a power outage by using your phone service sparingly and not using your internet services.

PLEASE NOTE: Battery back-up will only work with an "old fashioned" corded phone. It will not work with an electric powered cordless phone or medical/securitymonitoring system.

Battery Testing and Monitoring

You are responsible for monitoring and maintaining your backup battery. A visual indicator on the battery will show you when:

- Battery replacement is required
- Battery alarm has been silenced
- Unit is working on backup battery power
- Unit working on AC power and battery is normal

You can test the unit by disconnecting the AC power cord per the owner's manual. The DC visual indicator should turn green when AC power is disconnected and go out when AC is reconnected. The System Status visual indicator should stay green whether on AC power or battery power

Service Offerings OTELCO's Residential

OTELCO offers a variety of residential services ranging from high-speed broadband to smart home devices. Our availability varies depending on location. If you are interested in adding new services to your account visit our website at

www.otelco.com/residential or by contacting our customer service team at 833-OTELCO-1 option 2.

<u>Internet</u>

OTELCO provides Internet Speeds ranging as high as 250 Mbps, delivered via a variety of broadband methods, including:

- Wireless
- Satellite
- DSL
- Lightwave Fiber Internet

<u>Phone</u>

A copper line telephone is the most reliable piece of technology to have an emergency. If the power goes off and you can't charge your devices, a corded phone will still work. OTELCO offers basic phone plans, as well as packages that include up Long Distance and up to ten different calling features.

TV

OTELCO offers two TV solutions:

- **Traditional Cable TV:** Access all your favorite shows with our Digital, HD, and DVR services.
- **Internet TV:** Harness the power of the Internet to stream all your favorite channels, along with Hulu, Netflix, and Amazon.

Monitored Home Security and Medical Alert

OTELCO offers professionally installed, fully monitored home security systems in certain locations. We also offer medical alert solutions in select areas.

OTELCO also offers a suite of Business Solutions. To learn more please visit: <u>otelco.com/business</u>

OTELCO's services include:

High Speed Internet

Reliable High Quality Telephone Service

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