A. Regulations

- 1. Telephone Answering and Secretarial Service consists of facilities and services furnished to business customers enabling them to use their patron's service in the provision of answering and secretarial service to the patron. Such service as described in paragraphs A.4 and A.5, below, may be provided under the following arrangements:
 - a. One-Way Inward Service provides for answering of patron's incoming calls.
 - b. Two-Way Service provides for answering of patron's incoming calls and the placing of outgoing calls over the patron's line. Patron's residence lines may not be provided with twoway service.
 - c. Outward WATS Service provides for an extension of the patron's outward WATS line. The patron must submit a letter to the Company authorizing the Telephone Answering and Secretarial Service to place calls on this line.
- 2. Unless otherwise stated herein, the minimum contract period is one month.
- 3. The necessary floor space, power, wiring, power outlets and commercial power for the operation of these services are furnished by the customer who assumes all responsibility for the safe condition of such floor space, wiring, outlets and power.
- 4. Telephone Answering and Secretarial Service may be furnished to both flat- and message-rate business and residence customers by the following arrangements:
 - a. Extension Station Line connects the patron's central office line, Foreign Exchange line, Inward WATS line, Outward WATS line, PBX station lines or Centrex station lines with facilities located at a Telephone Answering or Secretarial Service location. One-way inward or two-way service may be provided.
 - b. Secretarial Answering Line is an arrangement whereby patron's main service, Foreign Exchange service or Inward WATS service is terminated at a Telephone Answering and Secretarial Service location. One-way inward or two-way service may be provided.
 - c. Primary Line Termination on Concentrator Unit is an arrangement whereby patron's main service, Foreign Exchange Service or Inward WATS service may be terminated directly on the concentrator unit. Only one-way inward service is provided.
 - d. Secondary Line Termination on Concentrator Unit is an arrangement whereby patron's main service, Foreign Exchange service or Inward WATS service is terminated at a Company-provided or customer-provided concentrator in addition to the main point of termination. Only one-way inward service is provided.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

A. Regulations (cont'd)

- 4. (cont'd)
 - e. Communication Between the Telephone Answering and Secretarial Service and Patrons

Telephone communication between the Telephone Answering and Secretarial Service and its patron may be accomplished in one of the following ways:

- 1. Through the general exchange network.
- 2. PBX station lines from the premises of the patron.
- 3. Private Lines contracted for by either the Telephone Answering and Secretarial Service or the patron.
- 4. Intercommunicating lines contracted for by either the Telephone Answering and Secretarial Service or the patron.
- f. Alternate Listings and Secretarial Listings See Part 12, Section 1.
- 5. The patron's service may be terminated as follows:
 - a. Individual service, PBX and Centrex station lines and Intraexchange Private Lines may be terminated in key arrangements.
 - b. Individual and two-party service, PBX and Centrex station lines may be terminated in 557B switchboards.
 - c. Individual, two-party, PBX and Centrex station lines and Intraexchange Private Lines may be (C) terminated in non-key arrangements.
 - d. Individual or two-party service may be terminated in concentrator equipment.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

A. Regulations (cont'd)

- 5. The patron's service may be terminated as follows: (cont'd)
 - e. The following services require Special Service Arrangements:
 - 1. Two-party service in key arrangements.
 - 2. Four-party service in key, 557B switchboards and concentrator equipment.
 - 3. PBX and Centrex station lines in concentrator equipment.
 - 4. Mobile service in non-key, key, 557B switchboards and concentrator equipment.
 - 5. Interexchange Private Lines in key, 557B switchboards and concentrator equipment.
 - 6. Interexchange Private Lines in 557B switchboards and concentrator equipment.
 - 7. Interexchange concentrator equipment when the concentrator or the identifier is located within different LECs.
 - 8. Trunk Line Extensions (excluding Secondary Line Terminations)
- 6. The patron's service may be used only for communication in which the patron has a direct interest.
- 7. The patron will be provided with one-way inward service unless authorization is given by the patron to terminate the line as two-way service. When the service is terminated as two-way service, responsibility for all local and long distance charges are assumed by the patron.
- 8. Where it is necessary to provide facilities over and above those normally provided to a Telephone Answering and Secretarial Service location that requires unusual expenditures, such costs will be assessed against the Telephone Answering and Secretarial Service.
- 9. TOUCH-TONE calling service is available with these systems. See Part 4, Section 2.

B. Rates

- 1. <u>Extension Line</u>^{/1/} Extension Line mileage charges are provided at rates specified in Part 15, Section 2.
- Secretarial Answering Line^{/1/}
 The patron will be billed the applicable business or residence rate as provided for in Part 4, Section 2 (Local Exchange Service) or Part 10, Section 1 (WATS).
- Line Terminations on Concentrator/Identifier and Electronic Concentrator In cases involving connection of Company-provided concentrator equipment, the patron will be billed the following charges in addition to guidebook charges for the facilities terminated:

Patron located in same serving office as that of the Concentrator-Primary or Secondary Line Termination as specified in this guidebook.

Patron located in different service office than that of the Concentrator-Primary or Secondary Line Terminations as specified in this guidebook, interoffice channel and interoffice channel terminals as specified in Part 15, Section 2.

In cases involving connection to customer-owned and maintained concentrator equipment, the patron will be billed the following charges in addition to guidebook charges for the facilities terminated.^{/2/}

Patron located in same serving office as that of the Concentrator-Secondary Line Termination as specified in this guidebook, Type 316 local channel as specified in Part 15, Section 2. The private line is measured from the patron's serving office or theoretical serving office to the concentrator.

Patron located in different serving office than that of the Concentrator-Secondary Line Termination as specified in this guidebook, Type 316 local channel measured from the serving office or theoretical serving office to the concentrator, interoffice channel and interoffice channel terminals as specified in Part 15, Section 2.

4. Patron Line Terminations in Switchboard

Patron lines may be terminated in switchboard equipment as Primary Line Terminations or Secondary Line Terminations.

Primary Line Termination - An arrangement whereby patron's main service, Foreign Exchange service or Inward WATS service is terminated directly on the switchboard. Only one-way inward service is provided.

Secondary Line Termination - An arrangement whereby patron's main service, Foreign Exchange service or Inward WATS service is terminated on the switchboard in addition to the main point of termination. Only one-way inward service is provided.

^{/1/} Refer to Part 3, Section 1 for the applicable service charges.

^{/2/} Line equipment charges for patron's lines are billed to the patron.

B. Rates (cont'd)

- <u>Telephone Answering and Secretarial Service Equipment</u>^{1//} The Telephone Answering and Secretarial Service will be billed by the Company for all equipment located on the Telephone Answering and Secretarial Service premises such as switchboards, identifiers and concentrators located in the central office.^(2/)
 - a. Concentrator-Identifier Equipment
 - Concentrator-identifier equipment is available for use in conjunction with 557B switchboard equipment to enable the identification and answering of calls to patrons. The concentrator equipment is installed in the central office serving the Telephone Answering and Secretarial Service. At the request of the customer, concentrator equipment may also be installed in central offices remote from the central office in which the Telephone Answering and Secretarial Service is located.
 - 2. Where a concentrator is located in a Company building which has two or more central office codes serving different central office areas, the Telephone Answering and Secretarial Service will specify which central office area is to be served by the concentrator. An additional concentrator may be contracted for by the Telephone Answering and Secretarial Service to serve the other central office area being served by the different switching equipment.^{/3/}
 - 3. Concentrator-identifier equipment may be provided on an Interexchange basis. See Part 15, Section 2 for applicable mileage charges.

/1/ Refer to Part 3, Section 1 for the applicable service charges.

- /2/ Line equipment charges for patron's lines are billed to the patron.
- /3/ Patrons connected to the concentrator unit must be located in the same central office area that the concentrator serves or mileage charges as described in Part 15, Section 2 are applicable.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

B. Rates (cont'd)

- 5. <u>Telephone Answering and Secretarial Service Equipment (cont'd)</u>
 - b. AUTOTAS Concentrator Service^{/5/}
 - 1. AUTOTAS Concentrator Service can be used with either Company-provided or customerprovided AUTOTAS equipment located on the subscriber's premises.

	Monthly <u>Rate</u>	Installation Charge	<u>USOC</u>
Concentrator-identifier equipment			
Concentrator-identifier ^{/4/} Primary line termination ^{/3/} Secondary line termination ^{/2,3/}	\$456.70 6.70 6.70	\$40,912.00 0.00 0.00	ST3 ST2ML ST2O1
Trunks connecting concentrator with identifier Type 317 ^{/1/}	See Part	15, Section 2	1LJKY

- /1/ Service connection and service charges are not applicable on these trunks.
- /2/ On an extension of WATS service, WATS extension line charges, both recurring and nonrecurring are applicable.
- /3/ The bridging charge will be billed to the Telephone Answering and Secretarial Service patron. Service charges as found in Part 3, Section 1 will apply.
- /4/ The telephone answering bureau will receive a credit of \$6.70 per patron connected. In no event will the credit given per account be greater than the amount billed for the concentrator identifiers.
- /5/ Obsolete restricted to existing systems at existing locations for existing customers.

C. Move and Change Charges

1. Changes

When changes of patron's lines terminating in the Telephone Answering and Secretarial Service equipment are made at the request of the answering bureau, charges for changes will be billed to the Telephone Answering and Secretarial Service. When such changes will affect the monthly charges applicable to the patrons, the Company will notify each patron before the change is made, so that the patron may elect either to assume the new charges or discontinue the service.

- 2. Outside Moves of Telephone Answering and Secretarial Service A Move to a New Premises
 - a. In-Service Move

When a Telephone Answering and Secretarial Service requests a move of its system to a new address, and the move is made by the installation of new equipment, (i.e., switchboards, identifiers, etc.), the Telephone Answering and Secretarial Service shall (1) pay the sum of any termination charges which may be applicable to existing service, (2) pay appropriate installation charges, (3) pay appropriate service connection charges for administrative central office lines, and/or trunks and miscellaneous circuits, and (4) pay charges for the retermination of patron's lines in the new system based on cost.

b. Out-of-Service Move

When the Telephone Answering and Secretarial Service requests an out-of-service move of all or part of its attendants' positions and identifiers, it will be given an option of moving the out-of-service portion on a cost basis. This option can be exercised in lieu of paying the outstanding termination charges and service charges, as explained in paragraph C.2.a, above. The cost of this move will include the cost of making the change in location, including the cost of removing all of the equipment from the old location, the cost of installing the same equipment at the new location, and the cost for reterminating patron's lines in the new system. In this case, the existing termination agreement will be made applicable to the new service address.

C. Move and Change Charges (cont'd)

- 3. Inside Moves of Telephone Answering and Secretarial Service Equipment A Move on the Same Premises
 - a. In-Service Move

In-service moves on the same premises of Telephone Answering and Secretarial Service equipment will be provided on a cost basis only. The cost of the move includes the cost of installing equipment at a new location, including the cost of material, the cost of removal of equipment at the old location, less the salvage value and the cost of rearrangements of extensions and wiring.

b. Out-of-Service Move

Charges for out-of-service moves of Telephone Answering and Secretarial Service equipment on the same premises will be applied in the manner as provided in paragraph C.2.b, above.

4. Retermination Charges

When the Telephone Answering and Secretarial Service requests that all of its patron lines be reterminated from a Company-provided or customer-provided concentrator to a new Company-provided or customer-provided concentrator, the patron lines will be reterminated based on cost and billed to the Telephone Answering and Secretarial Service.

D. AUTOTASSM Concentrator Service^{/1/}

1. General

AUTOTAS Concentrator Service is available to any subscriber who has a need for concentration of incoming calls to patron's central office exchange lines. The service is provided by the Company through the use of a concentrator located in the Company's central office. The concentrator concentrates incoming calls to some number of patron lines to some smaller number of channels connected to the subscriber's AUTOTAS premises equipment.

AUTOTAS Concentrator Service, upon detecting a ringing signal to the patron's line, will process the call, with unique identification, to the subscriber's AUTOTAS premises equipment.

AUTOTAS Concentrator Service can be used with either Company-provided or customerprovided AUTOTAS equipment located on the subscriber's premises.

- 2. Regulations
 - a. The following regulations are in addition to other regulations stated in this guidebook.
 - b. Provision of this service, or a portion thereof, is subject to the availability and operational limitations of the equipment.
 - c. The rates and charges for AUTOTAS Concentrator Service are in addition to the established monthly and nonrecurring charges applicable to services terminated in or used in conjunction with AUTOTAS Concentrator Service.
 - d. Channels connecting the concentrator, when in the central office, with the customer's premises shall be provided at rates specified in Part 15, Section 2.
 - e. Temporary suspension of service at the request of the customer, either partial or complete, is not applicable to equipment provided under this offering.
 - f. Nonrecurring Charges

AUTOTAS Nonrecurring and Installation Charges are in addition to Service Charges provided for in Part 3, Section 1. For those items designated as being available under Plan I, Installation Charges may at the customer's option be paid as additional monthly charges over selected fixed payment periods to coterminate with the Plan I payment period selected for the item of service. If the customer elects to pay Installation Charges as an additive to the Fixed Monthly Rate, the following annuity factors must be applied to convert the Installation Charges to the amount to be billed.

36 Months	60 Months	84 Months
.0329	.0214	.0166

- /1/ Obsolete restricted to existing systems at existing locations for existing customers.
- SM AUTOTAS is a Service Mark of Candela Corporation

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

D. AUTOTASSM Concentrator Service^{/1/} (cont'd)

- 2. Regulations (cont'd)
 - g. Moves and Changes
 - 1. Changes

When charges of patron's lines terminating in AUTOTAS equipment are made at the request of the Telephone Answering and Secretarial Service, charges for changes will be billed to the Telephone Answering and Secretarial Service. When such changes will affect the monthly charges applicable to the patrons, the Company will notify each patron before the change is made, so that the patron may elect either to assume the new charges or discontinue the service.

- 2. In-Service Move
 - (a) Move to a new Premises

When a Telephone Answering and Secretarial Service requests a move of its AUTOTAS system to a new address, and the move is made by the installation of new equipment, (i.e., Common Equipment, Operator Console, etc.) the Telephone Answering and Secretarial Service shall (1) pay the sum of the present worth amount of the Fixed Monthly Rates for the unexpired portion of the Fixed Rate Term, (2) execute a new Service Application for equipment at the new location, (3) pay appropriate service connection charges, new Installation Charges and Service Establishment Charges for the AUTOTAS equipment and for administrative central office lines, and/or trunks and miscellaneous circuits, and (4) pay charges for the retermination of patron's lines in the new system based on cost.

(b) Move on the Same Premises

Charges for in-service moves on the same premises will be applied in the manner specified in D.2.g.2.(a), above.

- 3. Out-of-Service Move
 - (a) Move to a New Premises

When the Telephone Answering and Secretarial Service requests an out-of-service move of all or part of its AUTOTAS system, it will be given an option of moving the out-of-service portion on a cost basis. This option can be exercised in lieu of paying the unexpired Fixed Rate Charges and service charges, as explained in D.2.g.2.(a), above. The cost of this move will include the cost of making the change in location, including the cost of removing all of the equipment from the old location, the cost of installing the same equipment at the new location, and the cost of reterminating patrons' lines in the new system. In this case, the existing Plan I and Plan II Service Application will be continued at the new service address.

(b) Move on the Same Premises

Charges for out of service moves on the same premises will be applied in the manner specified in D.2.g.3.(b), above.

/1/ Obsolete - restricted to existing systems at existing locations for existing customers.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

D. AUTOTASSM Concentrator Service^{/1/} (cont'd)

- 2. Regulations (cont'd)
 - h. Plan I and Plan II Service
 - 1. As a condition to providing service under Plan I and Plan II, a written Service Application will be required from the customer for the equipment provided.
 - 2. The monthly rates under Plan I will consist of the sum of the Fixed and Variable Rates and will apply from the date the equipment is placed in service. The Fixed Rate will apply only for the selected payment period and will not be subject to Company-initiated changes during that period. The Variable Rate will apply for the time the equipment to which it applies is in service. Variable Rates are subject to change.
 - 3. In the event that a part or all of the equipment provided under Plan I is disconnected prior to the expiration of the Fixed Rate Term, the customer will be billed the sum of the present worth amount of the Fixed Monthly Rates for the unexpired portion of the Fixed Rate Term.
 - 4. Monthly charges for Plan II apply from the date the equipment is placed in service, and are subject to change.
 - 5. Subject to prior written consent of the Company, service provided under Plan I may be transferred to others upon payment of a transfer charge provided that the assignment does not require the Company to remove any of the equipment provided under Plan I from the premises where located. In addition, the assignee shall establish financial responsibility to the Company's satisfaction.

	Monthly <u>Rate</u>	Nonrecurring <u>Charge</u>
Transfer Charge	\$0.00	\$265.00

- 6. Additional equipment provided under Plan I and Plan II may be added, subsequent to the initial installation of the service, upon payment of applicable Installation Charges and subject to conditions and rates then in effect. The customer may select any Plan I or Plan II payment option for the equipment added. If a Plan I payment option is selected, the customer will be given a choice of a separate or coterminous Fixed Rate Term. A coterminous Fixed Rate Term will expire within the same billing period as that of the Fixed Rate Term of the initial service application. For the equipment added under a coterminous agreement, Fixed Rates will be adjusted on a present worth basis.
- 7. All equipment provided on a single customer order and offered under Plan I must be provided under the terms of the same Plan I Fixed Rate Term.
- 8. Plan I customers may elect to prepay all of the unexpired portion of the Fixed Rates during the Fixed Rate Term. The amount billed to the customer will be the present worth amount of the sum of the remaining monthly payments.
- /1/ Obsolete restricted to existing systems at existing locations for existing customers.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

D. AUTOTASSM Concentrator Service^{/3/} (cont'd)

- 2. Regulations (cont'd)
 - h. Plan I and Plan II Service (cont'd)
 - 9. Plan II customers may elect to change to any Plan I payment period. In this event, initial Plan I Installation Charges will not apply and the Fixed Rate term will commence as of the date the customer elects to make the change.
 - 10. Where present worth amount or basis is referred to in regulations stated for this offering, the percentage to be used will be nine percent per annum.
- 3. Patron Line Control is optional. This feature provides a means of eliminating possible interference between the TAS bureau operator and the patron when they both attempt to answer an incoming call that is processed through a concentrator.
- 4. Ring Counting is standard. This feature allows the patron's line to be answered immediately or after three or five rings; an option is also provided for no answer. This allows patrons flexibility in having their calls answered as described. Ring counts may be varied for a patron by time of day using the system administrative management console. The no-answer option would be employed for non-24 hour customers and would effectively deactivate their service as desired. Calls are displayed to the operator position by the traffic distributor only when the appropriate ring count is reached. If the management console is not selected as a system option, a non-optional default ring count of three is employed for all patron lines.
- 5. Rate Applications
 - a. Plan I and Plan II Rates

	Month	y Rate		
1	36	60	84	
<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	USOC
	14.01			

Electronic Concentrator Master Concentrator, each/1,2/

PLAN I Installation Fixed Variable PLAN II	\$8,585.00 164.25	\$9,435.00	\$312.65	\$201.40	\$159.00	HXJ HXJ HXJ
Installation Monthly	8,585.00 402.75					HXJ HXJ

- /1/ Should the subscriber desire the ability to change the ring cycle count in the Master Concentrator, a subvoice 150 baud teletype grade channel, as found in Part 15, Section 2, is required between the Master Concentrator and the customer premises.
- /2/ Also applicable where customer-provided AUTOTAS premises equipment is used.
- /3/ Obsolete restricted to existing systems at existing locations for existing customers.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

D. AUTOTASSM Concentrator Service^{/4/} (cont'd)

- 5. Rate Applications (cont'd)
 - a. Plan I and Plan II Rates (cont'd)

	an in Rates (con	1 <u>Month</u>	Monthly 36 <u>Month</u>	y Rate 60 <u>Month</u>	84 <u>Month</u>	USOC
Slave Concer	ntrator, each (m	aximum of two) per Master	Concentrat	or ^{/1,3/}	
PLAN I Installation Fixed Variable	\$3,073.65 55.10	\$2,967.70	\$97.50	\$63.60	\$48.75	HXN HXN HXN
PLAN II Installation Monthly	\$3,073.65 132.50					HXN HXN
Concentrator	Line Card, per	32 Patron lines	s or fraction t	thereof ^{/2,3/}		
PLAN I Installation Fixed Variable	19.10 10.85	1,218.85	40.30	25.95	20.15	HXL HXL HXL
PLAN II Installation Monthly	19.10 36.05					HXL HXL
Patron Line C	ontrol, per Con	centrator, per 2	25 station lin	e terminatio	ns or fraction t	thereof ^{/3/}
PLAN I Installation Fixed Variable PLAN II	180.20 9.25	863.80	28.60	18.55	14.30	HXQ HXQ HXQ
Installation Monthly	180.20 28.10					HXQ HXQ

/1/ Slave Concentrators must be located in the same location as the associated Master Concentrator.

/2/ Maximum of eight Concentrator Line Cards per each Master Concentrator and Slave Concentrator.

/3/ Also applicable where customer-provided AUTOTAS premises equipment is used.

/4/ Obsolete - restricted to existing systems at existing locations for existing customers.

TELEPHONE ANSWERING AND SECRETARIAL SERVICE (cont'd)

D. AUTOTASSM Concentrator Service^{/6/} (cont'd)

- 5. Rate Applications (cont'd)
 - b. Equipment or Feature Addition Changes

These charges consist of a System Charge and any applicable Unit Charges. These charges apply when rate elements are added to an existing system and are in addition to the Installation Charges shown for the rate elements being added.^{/1/}

	Nonrecurring <u>Charge</u>	<u>USOC</u>
System Charge, each occasion ^{/2/}	\$ 498.15	
Unit Charge, each unit Slave Concentrator Concentrator Line Card Patron Line Control	1,245.35 296.75 12.70	HXN HXL HXQ

c. Patron Line Terminations

Patron lines may be terminated in AUTOTAS Concentrator equipment as Primary Line Terminations or Secondary Line Terminations.

Primary Line Termination - An arrangement whereby patron's main service, Foreign Exchange service or Inward WATS service is terminated directly on the AUTOTAS concentrator unit. Only one-way inward service is provided.

Secondary Line Termination - An arrangement whereby patron's main service, Foreign Exchange service or Inward WATS service is terminated at the AUTOTAS concentrator in addition to the main point of termination. Only one-way inward service is provided.

	Installation <u>Charge</u>	<u>USOC</u>
Primary Line Termination	/3,5/	BC3
Secondary Line Termination	/3,4,5/	BC4

- /1/ Not applicable to Patron Line Terminations.
- /2/ Not applicable to Master Concentrator or Patron Line Control, if installed at same time as Master Concentrator.
- /3/ Apply Service Connection Charges as specified in Part 3, Section 1.
- /4/ For WATS terminations, WATS extension charges both recurring and nonrecurring are applicable.
- /5/ These charges should be billed directly to the patron.
- /6/ Obsolete restricted to existing systems at existing locations for existing customers.