

Procedures for Changing Dialer to 10-Digit Number

Windows 95/98

1. Double click on the My Computer icon with your left mouse button.
2. Double click on the Dial-Up Networking icon with your left mouse button.
3. Click on the RTOL icon with your right mouse button.
4. Click on Properties with your left mouse button
5. Click in the telephone number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The telephone number field should now read: 304-462-4800
6. Remove the checkmark in the box that reads "Use area code and Dialing Properties"
(Some systems may have this box labeled as "Use country code and area code" instead) Click "OK"

Windows ME

1. Click on Start, highlight Settings.
2. Click on Dial-Up Networking.
3. Click on the RTOL icon with your right mouse button.
4. Click on Properties with your left mouse button
5. Click in the telephone number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The telephone number field should now read: 304-462-4800
6. Remove the checkmark in the box that reads "Use area code and Dialing Properties "
(Some systems may have this box labeled as "Use country code and area code" instead)
7. Click "OK"

Windows NT

1. Double click on the My Computer icon with your left mouse button.
2. Double click on the Dial-Up Networking icon with your left mouse button.
3. Double click on the RTOL icon with your right mouse button.
4. Click More, then click Edit entry and modem properties
5. Click in the telephone number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The telephone number field should now read: 304-462-4800
6. Click "OK"

Windows 2000

1. Left click the Start menu, select Settings and click Network & Dial-up Connections.
2. Click on the RTOL icon with your right mouse button.
3. Click on Properties with your left mouse button
4. Make sure that the option "Use dialing rules" is NOT checked
5. Click in the telephone number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The telephone number field should now read: 304-462-4800
6. Click "OK"

Windows XP

1. Click on the Start button with your left mouse button.
2. Click on the Control Panel icon with your left mouse button.
3. Click on the Network and Internet Connections icon with your left mouse button.
Note: Users using the classic view will skip this step and go directly to step 4
4. Double click on the Network Connections icon with your left mouse button.
5. Click on the RTOL icon with your right mouse button and click on the properties option with the left mouse button
6. Under the general tab, make sure the box labeled "Use dialing rules" is unchecked
7. Click in the telephone number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The telephone number field should now read: 304-462-4800
8. Click "OK"

Windows Vista & XP (w/IE Update)

1. Click on your RTOL Dialup Connection, or Try to Start Internet Explorer or Outlook Express(Windows Mail in Vista).
2. In the "Dial" field, change the number to include your area code before the number you currently dial to connect to RTOL, then click the "Dial" button.
3. When prompted to make the change permanent, click "Yes".

Macintosh OS 9

1. Open the PPP dialer by clicking on the Apple, then Control Panel, and then PPP
2. Click in the number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The number field should now read: 304-462-4800
3. Click the close square in the upper left corner of the PPP dialer. You will be asked whether or not you want to save the changes. Click SAVE and your ten digit number will be saved

Macintosh OSX

1. Click on the Apple in the top left hand corner of the screen. Highlight location, and click on Network Preferences.
2. Click on the PPP tab at the top.
3. Click in the telephone number field, in front of the RTOL dial-up number. Type in the 304 area code.
Note: The telephone number field should now read: 304-462-4800
4. Click Apply Now.