



Combining innovative technology with unrivaled quality, **Prime Time Communications** provides you with reliable, lightning-fast **Digital Internet** service. This **Internet User Guide** contains detailed instructions for accessing your **Digital Internet and E-Mail**, so be sure to keep it near your home computer for quick and easy reference.

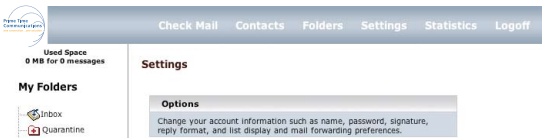
## Digital Internet Access

Accessing your **Digital Internet** is easy. The service is “plug-and-play,” so simply attach your home computer to an Ethernet jack (slightly larger than a phone jack) using a CAT5e cable. You will have Internet access within seconds! **Prime Time** offers a high speed **Digital Internet** connection that is *always on*, so there is no need to “dial-up,” and no modems or additional devices are necessary.

## E-mail Access

Your **Digital Internet** service provides you with up to five e-mail addresses. To set up additional e-mail addresses, please contact the **Prime Time Communications** Customer Service Center, where we will be happy to assist you.

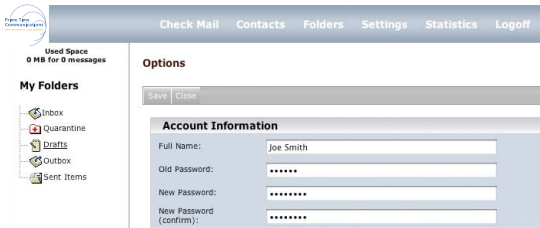
- To change your password, select the **Settings** option, followed by **Options** on the next menu.



### Checking E-mail

- Log onto <http://mail.primetimecommunications.net>
- You will be prompted for your e-mail address (example: [joesmith@primetimecommunications.net](mailto:joesmith@primetimecommunications.net))
- You will also be prompted for your password. When logging in for the first time, enter **password** as the default password. Once you are logged onto the system, we recommend that you change the default password to better protect the security of your account.
- On the **Login** screen, you can choose to be automatically logged onto the site when you visit in the future. To activate this option, check the box as shown below:

- From this page you will be able to easily change your password in order to keep your account secure. Don't forget to select the **Save** button after entering the necessary password information.



- You are now at the main screen of the e-mail site. Along the left navigation panel you'll find your inbox and folder options. Other administrative options appear across the top of the screen.

- From this page you can also perform several other functions:
  - Set your mail forwarding options
  - Define and set up your automatic signature
  - Change other display preferences

With the **Prime Time** online system, you may use the integrated contact feature to manage all of your e-mail addresses and you may also import your existing contacts from Outlook. Please don't hesitate to contact us with any questions you may have regarding your **Digital Internet and E-mail** services.