**DIRECTIONS FOR TRANSFERRING**

**PHONES FOR THE AA HOTLINE**

**July 2020**

**To Call Forward:**

**1. When your shift begins transfer the phone line to yourself by:**

**2. Calling 1-877-482-4888**

**3. When prompted enter: 808-245 6677# (don’t forget the # sign).**

**4. When prompted enter the PIN: 776654# (don’t forget the # sign). This is our Hotline number in reverse (just those six numbers)**

**5. Enter your phone number including the area code and #**

**6. If you are unable to forward the phone line to yourself or have any hotline issues: please contact either David 808-639-8329 (Hotline Chairperson) or Janelle at 907-888-8573 (Alternate Hotline Chairperson).**