



## T. ROWE PRICE BROKERAGE TELE-TRADER GUIDE

This flexible service can be accessed toll-free from any touch-tone telephone within the United States, features voice recognition, and offers a \$35 flat commission for stock trades of up to 1,000 shares, plus \$.02 per share thereafter. And when you place option orders through Tele-Trader, you'll save an extra 10% off of our regular representative-assisted commissions (subject to a minimum commission of \$35).

To reach Tele-Trader, simply call **1-800-638-8879** and follow the easy instructions. You may also call T. Rowe Price Brokerage at **1-800-225-7720** and, after entering your identifying information, select option 1 to be connected to the Tele-Trader system.

You'll be prompted to say or enter your nine-character Brokerage account number and will receive instructions on how to create a new personal identification number (PIN), to ensure confidentiality, before you begin. Remember to keep your new PIN secure because you will be responsible for all orders entered through your account number using your PIN.

### With Tele-Trader You Can

#### Place Orders for Stocks, Options, and Mutual Funds.

For stocks, you can enter market, limit, or stop orders; for options, market or limit orders; and for mutual funds, market orders. You may also cancel open orders and replace existing orders for all of the above securities.

**Access Real-Time Quotes.** For stocks and options and check on key market indicators.

**Review Account Information.** You can confirm your buying power and money market sweep balance and the total market value or equity value of your account and review individual stock, option, and mutual fund positions.

**Create Personal Model Portfolios.** So you can quickly monitor prices and trading volumes of selected securities.

### Getting Started With Tele-Trader

<b>Step 1</b>	<p><b>Call Tele-Trader directly at 1-800-638-8879</b> or <b>Call T. Rowe Price Brokerage at 1-800-225-7720</b>, and select option 1 after entering your information.</p>
<b>Step 2</b>	<p><b>Speak or enter your Brokerage account number</b></p> <p><i><b>Note:</b> For touch-tone entry, you are required to select only one number on the keypad to represent the alpha portion of your account number, and then verify the account prefix (30A, 30B, 30P, 30Q, T3P, or 30R).</i></p>
<b>Step 3</b>	<p><b>Enter your PIN</b></p> <p><i><b>Important:</b> First-time callers—your initial PIN is the primary account holder's date of birth (MMDD). You should select a new four-digit PIN of your choice.</i></p>

### How to Use Tele-Trader

Tele-Trader features intuitive voice prompts to help you along the way. From the main menu, you can go to any point in the service by speaking or by pressing the corresponding key whenever you hear a command. Anytime you want to return, simply say **Main Menu** or **press \*1**. You can always say **Representative** or **press 0** to be transferred to T. Rowe Price Brokerage for assistance. To end your call, just hang up.

Refer to the table on the next page for contents of each menu section.

## Tele-Trader Main Menu Overview

Option	Function
Say <b>Trading</b> or <b>press 1</b>	<ul style="list-style-type: none"> <li>Place orders for stocks, mutual funds, ETFs, or options.</li> <li>Access open orders or orders executed on the same business day.</li> <li>Change or cancel open orders.</li> </ul>
Say <b>Quotes</b> or <b>press 2</b>	<ul style="list-style-type: none"> <li>Get quotes for stocks, options, mutual funds, or levels of market indices.</li> <li>Create, review, update, or delete model portfolio watchlists.</li> </ul>
Say <b>Account Information</b> or <b>press 3</b>	<ul style="list-style-type: none"> <li>Retrieve account balances, positions, and recent trade history.</li> </ul>
Say <b>Preferences</b> or <b>press 4</b>	<ul style="list-style-type: none"> <li>Set up or change your callback preference when a trade executes in your account.</li> <li>Change your Tele-Trader PIN.</li> </ul>
Say <b>Change Account</b> or <b>press 5</b>	<ul style="list-style-type: none"> <li>Switch to another T. Rowe Price Brokerage account.</li> </ul>

### Help Menu Options

For more information, say **Help** or **press 6** for a demonstration.

For a tutorial about available shortcuts, **press 7**.

For a general tutorial, including instructions on using the keypad on your touch-tone phone, **press \*9**.

For assistance, say **Representative** or **press 0**.

### What Tele-Trader Can Do

The following tutorial details Tele-Trader functions and includes instructions on using voice recognition or your touch-tone keypad to help you place orders, access account information, or get quotes.

#### To Access the Trading Menu—Say “Trading” or Press 1

From the **Trading** menu, you may place stock, mutual fund, or option orders and access your open orders and any orders that executed in your account within the same business day.

##### Security types supported

Stocks  
Mutual funds  
Stock options and LEAPS  
ETFs

##### Order types available

Market/Limit/Stop  
Market  
Market/Limit  
Market/Limit/Stop

##### Order qualifiers available

Day  
90 day  
All or none  
Do not reduce

##### Account types supported

Cash  
Margin

In the **Trading** menu, you can say a company name or a ticker symbol for the stock you want, or you can say **Options, Mutual Funds, Order Status, Change an Order, Cancel an Order, or Main Menu**. Please be sure there are sufficient funds (cash, money market sweep, buying power for margin accounts) or shares in your account before placing an order via Tele-Trader.

#### **Stock Order**

Say the company name or its ticker symbol or press \*9 to learn how to enter the symbol via your touch-tone phone. You will be prompted to choose an action (buy or sell) and designate the number of shares, type of order (market, limit, or stop), and account type (cash or margin). After entry, the order will be read back, and you will be prompted to say **Place the Order** to submit or **Cancel**. After the order is sent for processing, an order number will be provided, which you should retain for your reference.

#### **Mutual Fund Order**

Say **Buy Funds** or **Sell Funds** to begin your mutual fund order. You must then provide the name of the fund or its symbol, verify that you have read and understand the fund prospectus, and indicate whether you wish to reinvest dividends.

You must specify a dollar amount for the order. After entry, the order will be read back, and you will be prompted to say **Place the Order** to submit or **Cancel**. After the order is sent for processing, an order number will be provided, which you should retain for your reference.

### **Option Order**

Say the company name, underlying stock symbol, or option root. Say an expiration month (for LEAPS, an expiration year), state a specific **Strike Price**, or say **List Price** for a valid list of available strike prices. Specify **Put** or **Call**, choose an action (buy to open, buy to close, or sell to close), and indicate the number of contracts and type of order (market or limit). After entry, the order will be read back, and you will be prompted to say **Place the Order** to submit or **Cancel**. After the order is sent for processing, an order number will be provided, which you should retain for your reference.

### **Order Status—Change or Cancel Orders**

Say **Order Status** to access a list of open orders, orders executed on the current business day, or a combined list of open and executed orders. While listening to your orders, you can say any of the following commands:

**Change**—modify open orders

**Cancel**—submit request to cancel open order

**Next**—skip ahead to another order

**Repeat That**—hear the same order again

**Go Back**—repeat previous order

**I'm Done**—return to the main menu

The description of each order will include the order ID. You can say **Change** to adjust shares, order type, or time in force, or say **Cancel**.

### **All Tele-Trader orders are subject to prior approval by T. Rowe Price.**

*Open mutual fund orders cannot be changed or canceled via Tele-Trader; contact a T. Rowe Price representative for assistance.*

*If you prefer to enter symbols via the keypad on your touchtone phone when placing orders, refer to the letter conversion table in the quotes section on the next page.*

### **To Access the Quotes Menu—Say “Quotes” or Press 2**

From the **Quotes** menu, you may obtain individual stock, mutual fund, option, or index quotes and create up to 20 model portfolios, each containing a total of 20 symbols, for easy access to groups of symbols you wish to track.

### Quotes Supported

- Exchange listed, NASDAQ, and OTC Bulletin Board stock
- Mutual funds
- Stock options, index options, and LEAPS
- Major market indices, including Dow Jones Industrial, NASDAQ, and S&P 500

### **Stock Quotes**

In the **Quotes** menu, you can say the name of the company or its ticker symbol to obtain a quick quote, including the symbol, bid, ask, last trade, and change from the previous day's closing price. Tele-Trader then asks if you want to place an order for that symbol, get details, or add the symbol to a model portfolio. If you choose to get details, an expanded quote is provided including today's volume, opening price, and trading range.

### **Option Quotes**

For option quotes, say **Options** from the **Quotes** menu to redirect to the option script. The next prompt will be for company name, underlying symbol, or option root. You will be asked to state the expiration month—or, for LEAPS, expiration year—or elect to hear a complete list of current expirations for the specified symbol. The next prompt will be for **Strike Price**, or you can elect to hear a complete list of valid strike prices. After you've identified the underlying stock or index, expiration month, and strike price, you will be prompted to specify whether you want a quote for a **Put** or **Call**. Option quotes include the bid, ask, and last trade. After the quote is provided, you will be asked if you want to **Place an Order, Get Details** (expanded quote, including volume, opening price, and trading range), or **Add Symbol** to a model portfolio.

### **Mutual Fund Quotes**

For mutual fund quotes, say **Mutual Funds** from the **Quotes** menu to redirect to the mutual fund script. Say the fund name or symbol to obtain the net asset value, or price, and change from the previous day's closing price. To enter a trade, you may say **Place an Order** or **Add Symbol** to add the fund to a model portfolio.

### **Index Quotes**

To obtain the current level of the Dow Jones Industrial, NASDAQ, or S&P 500 Index, say **Indices** from the **Quotes** menu. You will then be prompted to say the index name or enter its symbol for a quote. You may also choose to say **How's the Market** for a current indication of all three indices or, if you wish, add to model portfolio for easy retrieval next time.

## Model Portfolio

The user-friendly model portfolio utility lets you create and access lists of ticker symbols for easy tracking, rather than entering individual symbols every time you call.

From the **Quotes** menu, say **Model Portfolio** to access an existing portfolio or create up to 20 new portfolios of 20 symbols each. While listening to your model portfolio, you can say any of the following commands:

**Review**—to hear the quotes in your list

**Update**—to add or delete symbols on an existing list

**Create**—to add a new list

**Delete**—to remove a list

## Touch-Tone Keypad Symbol Entry

You may use the keypad on your touch-tone phone to enter ticker symbols instead of speaking the symbol or company name. For instructions, please refer to the following tutorial and handy letter conversion table.

### Using the Touch-Tone Keypad to Enter Symbols

<b>Step 1</b>	Press the key that contains the letter.
<b>Step 2</b>	Press 1, 2, or 3 to indicate whether it's the first, second, or third letter on the key.
<b>Step 3</b>	After entering all letters in the symbol, press #.  <b>Example: Using touch-tone keypad for a quote on IBM:</b>  I is on the 4 key and is the third letter—enter 4, 3. B is on the 2 key and is the second letter—enter 2, 2. M is on the 6 key and is the first letter—enter 6, 1. IBM symbol conversion = <b>43 22 61 #</b>

### Letter Conversion

A = 21	J = 51	S = 73
B = 22	K = 52	T = 81
C = 23	L = 53	U = 82
D = 31	M = 61	V = 83
E = 32	N = 62	W = 91
F = 33	O = 63	X = 92
G = 41	P = 71	Y = 93
H = 42	Q = 77	Z = 99
I = 43	R = 72	Decimal point = *

**Note:** Letters Q and Z have a special Letter Conversion Code as they are considered special characters. Please do not follow the instructions in Steps 1 and 2 for these letters.

### Using the Touch-Tone Keypad to Enter Special Symbols

#### Preferred or Class

For preferred or class symbols, enter the stock symbol followed by 12#.

After the prompt for class designation, enter the two-digit code for the letter corresponding to the class, followed by the # sign.

For a preferred stock, enter **7172** followed by the two-digit code for the series, or, if there is no series, enter **7172** followed by the # sign.

#### Example: BRK A or BRK B

<b>Step 1</b>	Enter 22 72 52 12#
<b>Step 2</b>	Hear prompt for class designation
<b>Step 3</b>	Enter 21 for Class A or 22 for Class B

#### Decimal Points

To enter a decimal point, press the \* key.

**Example: 20.00**

Enter 20\*00

## To Access Your Account—Say “Account Information” or Press 3

From the **Account Information** menu, you can retrieve balances, positions, and recent trade history.

### Balances

Say **Balances** from the **Account Information** menu for the following:

Balance Information	Definition
<b>Total Account Balance</b>	The total debit or credit balance from unsettled transactions, updated for intraday activity.
<b>Money Market Fund Balance</b>	Total balance of your money market sweep account.
<b>Buying Power</b>	For margin accounts only, total margin buying power as of the previous business day's close.
<b>Total Market Value</b>	Total value of your long positions, excluding commercial paper, precious metals, options, and annuities.
<b>Total Account Equity Value</b>	Market value of your account plus/minus any debit or credit balance.

### Positions

Say **Positions** from the **Account Information** menu to review individual positions with quantities updated as transactions occur. The quantity held, current quote, market value, and account type of each position is provided. When listening to your current positions, you may say **Close Position** to place an order to sell, **Next** to skip to the next position, **Repeat That** to hear a description of the position again, or **I'm Done** to return to the main menu.

### Recent Trade History

Say **Recent Trade History** for a list of all trades executed in your account during the current and previous two business days. Trade details include action, quantity, symbol, price, and net amount.

## To Access the Preferences Menu—Say “Preferences” or Press 4

The **Preferences** menu allows you to elect to receive an automated callback when an order executes in your account and features a function to change your Tele-Trader PIN.

### Callback Preference

Say **Callback** from the **Preferences** menu. Tele-Trader prompts you to enter the 10-digit phone number at which you wish to receive a computerized telephone call when a trade executes in your account. You may also change the phone number or cancel the callback provision through this function.

### Change PIN

Say **Change PIN** to select a new PIN to use when accessing Tele-Trader. The system prompts you to say or enter your current PIN, then enter your new PIN, and then reenter your new PIN for accuracy.

## To Access the Change Account Menu—Say “Change Account” or Press 5

The **Change Account** menu allows you to access another T. Rowe Price Brokerage account without having to end your Tele-Trader session.

### Change Account

You will be prompted for the new account number and asked to designate the account prefix and enter the appropriate PIN for the new account.

T. Rowe Price Brokerage is a division of T. Rowe Price Investment Services, Inc., member FINRA/SIPC. Brokerage accounts are carried by Pershing LLC (Pershing), member NYSE/FINRA/SIPC, a BNY Mellon Company. T. Rowe Price mutual funds not held as positions in your Brokerage account are serviced by T. Rowe Price Services, Inc., and are not carried by Pershing.