

Copyright

IMPORTANT LEGAL INFORMATION

The contents of all Service Guides constitute "Procedures" of The Depository Trust Company ("DTC") as defined in the Rules of DTC. If Participants or other authorized users of DTC's services fail to follow these Procedures precisely, DTC shall bear no responsibility for any losses associated with such failures.

From time to time, DTC receives from outside sources notices, other documents, and communications concerning financial assets. Although DTC may make certain of such documents and communications, or extracts therefrom, ("Information") available to Participants and other authorized users, it shall be under no obligation to do so nor, having once or more done so, shall DTC have a continuing obligation to make available Information of a certain type. Information is not independently verified by DTC and is not intended to be a substitute for obtaining advice from an appropriate professional advisor. Therefore, Participants and other authorized users are advised to obtain and monitor Information independently. In addition, nothing contained in Information made available to Participants and other authorized users shall relieve them of their responsibility under DTC's Rules and Procedures or other applicable contractual obligations to check the accuracy, where applicable, of Participant Daily Activity Statements and all other statements and reports received from DTC and to notify DTC of any discrepancies. **DTC DOES NOT REPRESENT THE ACCURACY, ADEQUACY, TIMELINESS, COMPLETENESS, OR FITNESS FOR ANY PARTICULAR PURPOSE OF ANY INFORMATION (AS DEFINED ABOVE) PROVIDED TO PARTICIPANTS AND OTHER AUTHORIZED USERS, WHICH IS PROVIDED AS-IS. DTC SHALL NOT BE LIABLE FOR ANY LOSS RELATED TO SUCH INFORMATION (OR THE ACT OR PROCESS OF PROVIDING SUCH INFORMATION) RESULTING DIRECTLY OR INDIRECTLY FROM MISTAKES, ERRORS, OR OMISSIONS, OTHER THAN THOSE CAUSED DIRECTLY BY GROSS NEGLIGENCE OR WILLFUL MISCONDUCT ON THE PART OF DTC.** Further, such Information is subject to change. Participants and other authorized users should obtain, monitor, and review independently any available documentation relating to their activities and should verify independently information received from DTC.

DTC SHALL NOT BE LIABLE FOR: (1) ANY LOSS RESULTING DIRECTLY OR INDIRECTLY FROM INTERRUPTIONS, DELAYS, OR DEFECTS ARISING FROM OR RELATED TO ITS SERVICES; AND (2) ANY SPECIAL, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, OR PUNITIVE DAMAGES.

The services provided by DTC to its Participants and other authorized users are provided only pursuant to the terms and conditions of the Participants Agreement, which references the Rules and Procedures of DTC, and/or other contractual documents (collectively, the "Contractual Documents"). DTC's obligations to Participants and other authorized users are therefore contractual in nature and are limited solely to those obligations expressly set forth in the Contractual Documents. Participants and other authorized users are obligated to, among other things, follow precisely the procedures outlined in the Contractual Documents and provide DTC with complete and accurate information. In accepting financial assets from Participants and/or providing services to other authorized users, DTC relies, among other things, upon the duty of Participants and other authorized users to exercise diligence in all aspects of each transaction processed through DTC.

Participants and other authorized users expressly acknowledge that the services provided by DTC are ministerial in nature. Moreover, as further reflected by DTC's fee structure (which typically bears no relationship to the dollar value of any given transaction), DTC does not accept any risk of loss to Participants, other authorized users and possible third party beneficiaries with respect to transactions being processed by DTC.

Copyright © 1999 - 2007 by The Depository Trust Company ("DTC"). All rights reserved. This work (including, without limitation, all text, images, logos, compilation and design) is copyrighted, is proprietary, and is intended for the exclusive use of DTC's Participants and other authorized users of DTC's services. If this work is received in any electronic medium, authorized users of this work are permitted the limited right to make reproductions and transmissions necessary for downloading and

storage of this work on the users' computers. Such users are also permitted to print one or more paper copies from the electronic version for their own use. Other than to this limited extent, no part of this work (including any paper copies thereof or print versions thereof) may be altered, reproduced or distributed (including by transmission) in any form or by any means, or stored in any information storage and retrieval system, without DTC's prior written permission.

The contents of the Service Guides are updated in different formats on a periodic basis. Participants and other authorized users of the Service Guides will find the most current version of the Service Guides, as well as DTC Important Notices which address the contents of the Service Guides, on DTC's internet site, <https://login.dtcc.com/dtccorg>. DTC shall bear no responsibility for any losses associated with the failure of Participants or other authorized users to follow DTC's most current Service Guides and/or Important Notices. Participants or other authorized users may direct inquiries about the Service Guides, as well as requests for additional copies, to the Customer Training and Information Services Department, The Depository Trust Company, 55 Water Street, 27th Floor, New York, NY 10041-0099, USA; fax number: (212) 855-2283; e-mail address: training_administrator@dtcc.com.

UNIT:

Introduction

Overview

The Unit Swingovers (UNIT) function allows you to:

- Separate a unit into its component securities
- Combine component securities into the unit CUSIP
- Inquire about active unit offers and the status of separate and combine transactions.

About Units

A unit transaction is a book-entry transaction only; no transfer of securities occurs.

You must have sufficient position in your Free Account to satisfy a unit combine or separate instruction. If you do not, the unit transaction recycles until the request is satisfied or until the end of the deliver order recycling period.

When to Use

Use UNIT to process unit separations into their component securities and to separate component securities into the unit CUSIP, as well as to inquire.

UNIT is available from 8:00 a.m. to 6:15 p.m. eastern time.

List of Procedures:

Combining Components

Use the following procedure to combine components into a unit.

- 1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

- 2 Type 12 on the **Enter** Option field and press ENTER.

Result- The Units Menu appears.

- 3 Type 4 in the **Option field**.

- 4 Type the CUSIP number of the units you want to combine in the **CUSIP** field and press ENTER.

Result- The Unit Combines screen appears.

- 5 Enter values in each of the entry fields provided and press ENTER.

Result- The message 'Passed edit- press PF1/13 to confirm or PF5/17 to cancel' appears.

- 6 Press PF1/13.

Result- A Unit Combines Ticket prints on your designated PTS printer, displaying one of the following messages:

Unit Status:

- Unit fully made
- Unit pending

Component Status:

- Made
- Recycle made
- Recycle
- Dropped.

Note- To cancel the instruction before sending it to DTC for processing, press PF5/17.

Separating Units

Use the following procedure to separate units into their components.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 Type 12 on the **Enter** Option field and press ENTER.

Result- The Units Menu appears.

3 Type 3 in the **Option field**.

4 Type the CUSIP number of the unit you want to separate in the **CUSIP** field and press ENTER.

Result- The Unit Separates screen appears.

5 Enter values in each of the entry fields provided and press ENTER.

Result- The message 'Passed edit- press PF1/13 to confirm or PF5/17 to cancel' appears.

6 Press PF1/13.

Result- A Unit Separates Ticket prints on your designated PTS printer, displaying one of the following messages:

- Unit fully made
- Unit recycle made
- Unit recycle
- Unit dropped.

Note- To cancel the instruction before sending it to DTC for processing, press PF5/17.

Viewing New or Updated Units

Use the following procedure to view additions or changes to the list of eligible units that occurred within the last five business days.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 Type 12 on the **Enter** Option field and press ENTER.

Result- The Units Menu appears.

3 Type 2 in the **Option field and press ENTER.**

Result- The New/Updated Units screen appears, displaying a list of unit securities.

4 *Optional.* To bring a unit security to the top of the display, type the CUSIP number in the **Skip To CUSIP** field and press ENTER.

Result- The specified unit appears at the top of the display.

5 Type P in the **CMD** field and press ENTER.

Result- The Envelope Component Breakdown screen appears.

Viewing the Components of a Specific Security

Use the following procedure to view the components of a specific security by CUSIP number.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 Type 12 on the **Enter** Option field and press ENTER.

Result- The Units Menu appears.

3 Type 1 in the **Option field and press ENTER.**

Result- The Units Envelope Inquiry screen appears, displaying a list of unit securities.

4 *Optional.* To bring a specific unit to the top of the display, type the CUSIP number in the **Skip To CUSIP** field and press ENTER.

Result- The specified unit appears at the top of the display.

5 Type X in the **CMD** field and press ENTER.

Result- The Envelope Component Breakdown screen appears.

Viewing Unit Transactions

Use the following procedure to view transactions involving units.

1 Type REOG on the Enter Function screen and press ENTER.

Result- The Reorg Selection Menu appears.

2 Type 12 on the **Enter** Option field and press ENTER.

Result- The Units Menu appears.

3 Type 1 in the **Option field** and press **ENTER**.

Result- The Units Envelope Inquiry screen appears, displaying a list of unit securities.

4 *Optional.* To bring a unit security to the top of the display, type the CUSIP number in the **Skip To CUSIP** field and press **ENTER**.

Result- The specified unit appears at the top of the display.

5 Type T in the **CMD** field next to a specific CUSIP and press **ENTER**.

Result- The Units Transaction Inquiry screen appears, displaying any transactions for the specified unit.

6 Type D in the **CMD** field next to a transaction and press **ENTER**.

Result- The Transaction Detail screen appears, displaying the details of the selected transaction.

List of Screens:

Envelope Component Breakdown Screen

The Envelope Component Breakdown screen appears when you enter P in the **CMD** field on the Unit Envelope Inquiry screen, and displays the components that make up a particular unit.

Sample Screen

```

00002199-99          REORGANIZATION DEPARTMENT          DATE: MM/DD/YY
X$VC                ENVELOPE COMPONENT BREAKDOWN      TIME: HH:MM:SS
-----
UNIT CUSIP:  G2347HAA1  DESC:  =U=REGSCONCEL   BE-#   EXPIRATION DATE:  09/01/99

COMPONENT      COMPONENT
NUMBER         CUSIP          CUSIP DESCRIPTION          RATIO
-----
  001          N93195118      GWTSREGSVERS=U= BE+#       2.000000
  002          N93195AD2      GCBREGSVERS=U=F BE+#       3.000000
  003          N93195118      GWTSREGSVERS=U= BE+#       4.000000
  004          U01771AA9      GCBREGSAZCPN=U= BE+#       5.000000
  005          U01771119      94858EGS2308=U= BE+#       6.000000
  006          U02453AA3      CBREGSA11.25=U= BE#        7.000000
  007          U02453105      WTSREGS12102=U= BE#        8.000000
  008          U12557AA9      REGS13%61505=U= BE+#       9.000000
  009          U12557101      REGSWTS61505=U= BE+#       1.100000
  010          U2123PAA7      CBREGSCON13%=U= BE+#       1.200000
-----
PF10/22 BACKWARD          PF11/23 FORWARD
PF 7/19 PREVIOUS SCREEN   PF8/20 END FUNCTION      PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click |

| This field | Displays |
|------------------|---|
| | below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |
| Unit CUSIP | The CUSIP number of the unit. |
| Desc | A description of the unit. |
| Expiration Date | The date the unit expires. |
| Component Number | A unique number, 1-999, consecutively assigned to components as they are added to the unit CUSIPs. |
| Component CUSIP | The CUSIP number of the component security. |
| Description | A description of the component security. |
| Ratio | The ratio of the security quantity of the component CUSIP to be received per share of unit CUSIP. |

New/Updated Units Screen

The New/Updated Units screen appears when you select option 2 on the Units Menu, and displays all additions and changes to the list of eligible units that occurred within the past five business days.

Sample Screen

```

00002199-99          REORGANIZATION DEPARTMENT          DATE:  MM/DD/YY
XXXX                NEW/UPDATED UNITS                  TIME:  HH:MM:SS
-----
<=== SKIP TO CUSIP
CMD   UNIT CUSIP      CUSIP DESCRIPTION          EXPIRATION   LAST UPDATE
----  -
      N93195AD2       GCBREGSVERS=U=F BE+#          99/99/99     99/99/99
      N93195118       GWTSREGSVERS=U= BE+#          99/99/99     99/99/99
      U01771AA9        GCBREGSAZCPN=U= BE+#          99/99/99     99/99/99
      U01771119        94858EGS2308=U= BE+#          99/99/99     99/99/99
      U02453AA3        CBREGSA11.25=U=  BE#           99/99/99     99/99/99

LINE COMMANDS:  P = COMPONENTS
-----
PF10/22 BACKWARD          PF11/23 FORWARD
PF 7/19 PREVIOUS SCREEN   PF8/20 END FUNCTION     PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|-------------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |
| Skip to CUSIP | An entry field that allows you to move a unit to the top of the display. Type the unit's CUSIP number and press ENTER. |
| CMD | An entry field that allows you to view the components of a specific unit. Type P and press ENTER. |
| Unit CUSIP | The CUSIP number of the unit. |
| CUSIP Description | A description of the unit. |
| Expiration Date | The date the unit expires. |
| Last Update Date | The last date on which the unit information was changed. |

Transaction Detail Screen

The Transaction Detail screen appears when you enter D in the **CMD** field on the Unit Transaction Inquiry screen, and displays the details for the selected transaction.

Sample Screen

```

REORGANIZATION DEPARTMENT
00002199-99          TRANSACTION DETAIL          DATE: MM/DD/YY
X$VC                TIME: HH:MM:SS
-----
UNIT CUSIP:  U27807AB9  DESC: =U= 144A ECOPHONE  +#  DOCUMENT NUM:  UX$MM112082302
PARTICIPANT: 2199      NAME: ABC SEC          ENTRY DATE:   04/22/99
TRAN TYPE:   SEPARATE          SECURITY QTY:         40
COMP. NO     COMP. CUSIP      CUSIP DESCRIPTION      RATIO              SECURITY
-----
001          U27807AA1      CBREGS13.5%=U= BE+#   1000.000000        40,000
002          U27807103      WTSREGSE7107=U= BE+#   1.000000           40
-----
PF10/22 BACKWARD          PF11/23 FORWARD
PF 7/19 PREVIOUS SCREEN   PF8/20 END FUNCTION      PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|------------|----------|
|------------|----------|

| This field | Displays |
|-------------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |
| Unit CUSIP | The CUSIP number of the unit. |
| Desc | A description of the unit. |
| Document Num | The unique number assigned to the instruction. |
| Participant | The Participant for which the transaction was entered. |
| Entry Date | The date the unit was entered into the system. |
| Tran Type | The type of transaction; separate or combine. |
| Security Qty | The total number of shares in the unit. |
| Comp. No. | A unique number, 1-999, consecutively assigned to components as they are added to the unit CUSIP. |
| Comp. CUSIP | The CUSIP number of the component security. |
| CUSIP Description | A description of the component security. |
| Ratio | The ratio of the security quantity of the component CUSIP to be received per share of unit CUSIP. |
| Security Quantity | The number of shares of this security incorporated into the unit. |

Unit Combines Screen

The Unit Combines screen appears when you select option 4 on the Units Menu, and allows you to enter combine instructions for a specified unit.

Sample Screen

```

00002199-99          REORGANIZATION DEPARTMENT          DATE: MM/DD/YY
X$VC                UNIT COMBINES                        TIME: HH:MM:SS
-----
UNIT CUSIP:  G2347HAA1  DESC: =U=REGSCONCEL  B  EXPIRATION DATE:  09/01/99
PARTICIPANT: 2199      NAME:                SECURITY QTY:
CONTACT NAME:                CONTACT PHONE: (    )  -
                                SECURITY
                                QUANTITY
COMP. NO  COMP. CUSIP  CUSIP DESCRIPTION  RATIO
-----
001      N93195118  GWTSREGSVERS=U=  BE+#  2.000000
002      N93195AD2  GCBREGSVERS=U=F  BE+#  3.000000
003      N93195118  GWTSREGSVERS=U=  BE+#  4.000000
004      U01771AA9  GCBREGSAZCPN=U=  BE+#  5.000000
005      U01771119  94858EGS2308=U=  BE+#  6.000000
006      U02453AA3  CBREGSA11.25=U=  BE#   7.000000
007      U02453105  WTSREGS12102=U=  BE#   8.000000
008      U12557AA9  REGS13%61505=U=  BE+#  9.000000
009      U12557101  REGSWTS61505=U=  BE+#  1.100000

```

```

010      U2123PAA7      CBREGSCON13%=U= BE+#      1.200000
-----
PF1/13 CONFIRM      PF5/17 CANCEL      PF10/22 BACKWARD      PF11/23 FORWARD
PF7/19 PREVIOUS SCREEN      PF8/20 END FUNCTION      PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|-------------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |
| Unit CUSIP | The CUSIP number of the unit. |
| Desc | A description of the unit. |
| Expiration Date | The date the unit expires. |
| Participant | An entry field that allows you to specify a Participant number. (<i>Group Users only.</i> For individual Participants, this field displays your Participant number and cannot be modified.) |
| Name | The Participant's name. |
| Contact Name | An entry field that allows you to specify a contact name. Required. |
| Contact Phone | An entry field for the contact's phone number. Required. |
| Component No | A unique number 1-999, consecutively assigned to components as they are added to the unit CUSIPs. |
| Component CUSIP | The CUSIP number of the component security. |
| Description | A description of the component security. |
| Ratio | The ratio of the security quantity of the component CUSIP to be received per share of unit CUSIP. |
| Security Quantity | An entry field that allows you to specify the number of shares of the security you want for the unit. |

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can also use PF5/17 on the Unit Combines screen to cancel the current instruction.

Unit Separates Screen

The Unit Separates screen appears when you select option 3 on the Units Menu, and allows you to enter separation instructions for a specified unit.

Sample Screen

```

00002199-99          REORGANIZATION DEPARTMENT          DATE: MM/DD/YY
X$VC                UNIT SEPARATES                     TIME: HH:MM:SS
-----
UNIT CUSIP:  G2347HAA1  DESC: =U=REGSCONCEL   B   EXPIRATION DATE:  09/01/99
PARTICIPANT: 2199      NAME:                SECURITY QTY:
CONTACT NAME:                CONTACT PHONE: (    )    -
-----
COMP. NO   COMP. CUSIP   CUSIP DESCRIPTION   RATIO   SECURITY
-----
001        N93195118   GWTSREGSVERS=U= BE+#   2.000000
002        N93195AD2   GCBREGSVERS=U=F BE+#   3.000000
003        N93195118   GWTSREGSVERS=U= BE+#   4.000000
004        U01771AA9   GCBREGSAZCPN=U= BE+#   5.000000
005        U01771119   94858EGS2308=U= BE+#   6.000000
006        U02453AA3   CBREGSALL.25=U= BE#    7.000000
007        U02453105   WTSREGS12102=U= BE#    8.000000
008        U12557AA9   REGS13%61505=U= BE+#   9.000000
009        U12557101   REGSWTS61505=U= BE+#  1.100000
010        U2123PAA7   CBREGSCON13%=U= BE+#  1.200000
-----
PF1/13 CONFIRM      PF5/17 CANCEL      PF10/22 BACKWARD   PF11/23 FORWARD
PF7/19 PREVIOUS SCREEN  PF8/20 END FUNCTION  PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|-----------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |
| Unit CUSIP | The CUSIP number of the unit. |
| Desc | A description of the unit. |
| Expiration Date | The date the unit expires. |
| Participant | An entry field that allows you to specify a Participant number. (<i>Group Users only.</i> For individual Participants, this field displays your Participant number and cannot be modified.) |
| Name | The Participant's name. |
| Contact Name | An entry field that allows you to specify a contact name. Required. |
| Contact Phone | An entry field that allows you to enter the contact's phone number. Required. |
| Component No | A unique number 1-999, consecutively assigned to components as they are added to the unit CUSIPs. |
| Component CUSIP | The CUSIP number of the component security. |
| Description | A description of the component security. |
| Ratio | The ratio of the security quantity of the component CUSIP to be received per share of unit CUSIP. |
| Security | An entry field that allows you to specify the number of shares |

| This field | Displays |
|------------|---|
| Quantity | of the component security you want from the unit breakdown. |

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can also use PF5/17 on the Units Separate screen to cancel the current instruction.

Units Envelope Inquiry Screen

The Units Envelope Inquiry screen appears when you select option 1 on the Units Menu, and displays all eligible unit CUSIPs. From this screen you can select a CUSIP and view its component breakdown or transaction details.

Sample Screen

```

FIRST PAGE

00002199-99          REORGANIZATION DEPARTMENT          DATE:  MM/DD/YY
X$VC                UNITS  ENVELOPE  INQUIRY           TIME:  HH:MM:SS
-----
<=== SKIP TO CUSIP

CMD      UNIT CUSIP          CUSIP DESCRIPTION          EXPIRATION
-----
G2347HAA1      =U=REGSCONCEL  BE-#          10/01/00
G4481U205      =U= HIGHWAY    F    -          12/09/01
G54467132      =U=LEISUREPLANETHLD-          01/23/01
M01575154      =U=ACCENT SOFTORD F+          11/22/01
M49319136      =U=GENESISDEV ORD F+          01/29/02
M49319912      =U=GENESISDEV F    +          01/29/02
M52523129      =U= G.WILLI   F    +          05/18/00
M84116124      =U=SILICOM INCF ORD+          02/18/98
M90278140      =U=TVG TECH   +          08/05/99
U12557AB7      REGS =U=CELLNET BE+#          06/15/05

LINE COMMANDS:  P = COMPONENTS;  C = COMBINES;  S = SEPARATES;  T = TRAN INQUIRY
-----
PF10/22 BACKWARD          PF11/23 FORWARD
PF 7/19 PREVIOUS SCREEN  PF8/20 END FUNCTION      PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|---------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |
| Skip to CUSIP | An entry field that allows you to move a CUSIP to the top of the display. |
| CMD | An entry field that allows you to access other inquiries and options. Enter one of the following next to the CUSIP you want |

| This field | Displays |
|-------------------|--|
| | to view/update: <ul style="list-style-type: none"> • P: To view the component breakdown of the unit • C: To combine a unit's components • S: To separate a unit into its components • T: To view your transactions involving the unit. |
| Unit CUSIP | The CUSIP number of the unit. |
| CUSIP Description | The description of the unit. |
| Expiration Date | The date the unit expires. |

Units Menu

The Units Menu allows you to specify the type of Unit Swingover activity you want to perform.

Sample Screen

```

00002199-99          REORGANIZATION DEPARTMENT          DATE: MM/DD/YY
X$VC                U N I T S                          TIME:  HH:MM:SS
-----
                                1.  INQUIRY
                                2.  NEW/UPDATED UNITS
                                3.  SEPARATES
                                4.  COMBINES
                                OPTION:
                                UNIT CUSIP: 00002199- (REQUIRED FOR OPTION 3 & 4)
-----
                                PRESS ENTER TO PROCESS SELECTED OPTION
P8/20: END FUNCTION                                PF9/21: SIGNOFF

```

Field Descriptions

| This field | Allows you to |
|------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |

| This field | Allows you to |
|------------|--|
| Option | Enter one of the following: <ul style="list-style-type: none"> 1: To view all eligible unit CUSIPs 2: To view new and updated unit CUSIPs 3: To generate instructions for a separate. 4: To generate instructions for a combine. |
| Unit CUSIP | Enter the Unit CUSIP number of the separate/combine you want to view. <i>Required</i> for options 3 and 4. |

Units Transaction Inquiry Screen

The Units Transaction Inquiry screen appears when you enter T in the **CMD** field of the Unit Envelope Inquiry screen, and displays those transactions involving the specified unit.

Sample Screen

```

LAST PAGE
                                REORGANIZATION DEPARTMENT
00002199-99                      UNITS TRANSACTION INQUIRY                      DATE: MM/DD/YY
X$VC                                                                    TIME: HH:MM:SS
-----
UNIT CUSIP: U27807AB9  DESC: =U= 144A ECOPHONE +#
                                SECURITY
CMD  PART  DOCUMENT NUM      QUANTITY  ENTRY DATE  TRAN STATUS  TRAN TYPE
-----
   2199  UX$MM112082302          40    04/22/99    INTERIM      SEPARATE

LINE COMMAND: D = DETAIL
-----
PF10/22 BACKWARD                      PF11/23 FORWARD
PF 7/19 PREVIOUS SCREEN                PF8/20 END FUNCTION                    PF 9/21 SIGNOFF

```

Field Descriptions

| This field | Displays |
|------------|---|
| Menu Bar | Return to the Reorganization Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired selection, then press ENTER. <i>Note</i> -If you do not use a mouse, press HOME, press TAB until your cursor is positioned beneath the desired option, then press ENTER. |

| This field | Displays |
|-------------------|--|
| Unit CUSIP | The CUSIP number of the unit. |
| Desc | A description of the unit. |
| Skip to Part | An entry field that allows you to move a specific transaction to the top of the display. Enter the Participant number associated with the transaction and press ENTER. |
| CMD | An entry field that allows you to view the details of a specific transaction. Type D and press ENTER. |
| Document Num | The unique number assigned to the instruction. |
| Security Quantity | The total number of shares in the unit. |
| Entry Date | The date the unit was entered into the system. |
| Tran Status | The status of the transaction: <ul style="list-style-type: none"> Fully Made Interim Dropped Recycle Unit |
| Tran Type | The type of transaction: <ul style="list-style-type: none"> Separate Combine |

Messages

You may encounter the following messages when using the UNIT function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

| Message Text | Possible Cause | Suggested Resolution |
|---|---|--|
| BOTH UNIT CUSIP AND SECURITY QUANTITY MUST BE ENTERED | The unity security quantity was entered without the unit CUSIP or vice versa. | Enter the missing field. |
| CALCULATED COMPONENT QUANTITY GREATER THAN 9 DIGITS | The calculated component for one or more components may not exceed 999999999. | Decrease the security quantity. If necessary, submit a second instruction. |
| CONTACT NAME MUST BE ENTERED | The contact name was not entered. | Enter the contact name. |
| CONTACT PHONE INVALID | The contact phone number is not numeric. | Reenter the contact phone number. |
| CONTACT PHONE MUST BE ENTERED | The contact phone number was not entered. | Enter the contact phone number. |
| CURRENT DATE BEYOND EXPIRATION DATE | The expiration date for the unit CUSIP has passed. | Contact DTC's Reorganization Conversion Supervisor. |
| CURRENT TIME IS BEYOND | The cutoff time has been | Refer to When to Use for |

| Message Text | Possible Cause | Suggested Resolution |
|---|--|--|
| CUTOFF- NO PROCESSING ALLOWED | reached for the UNIT function. | information about the availability of this function. |
| CUSIP CHECK DIGIT IS INVALID | The last digit of the unit CUSIP is invalid. | Reenter the unit CUSIP number. |
| CUSIP NOT ELIGIBLE | The CUSIP number entered is not DTC-eligible. | Reenter the unit CUSIP number. |
| CUSIP NUMBER IS INVALID | The CUSIP contains less than 9 characters, or it contains alpha characters in positions 1 through 5. | Reenter the unit CUSIP number. |
| FIRST PAGE | PF10/22 was pressed to page backward, but the first page of data has been reached. | Press PF11/23 to page forward. |
| FIRST PAGE- BACKWARD SCROLLING NOT ALLOWED | PF10/22 was pressed to page backward, but the first page of data has been reached. | Press PF11/23 to page forward. |
| INELIGIBLE CUSIP | The CUSIP number entered is not DTC-eligible. | Enter a valid DTC-eligible CUSIP number. |
| INSTRUCTION FILE UNDER EXCLUSIVE CONTROL BY ANOTHER PROGRAM- PLEASE TRY LATER | The unit CUSIP is being updated by DTC's Reorganization department. | Try again at a later time. |
| INVALID COMMAND | An invalid command was entered. | Refer to the command options at the bottom of the screen and select a valid command. |
| INVALID KEY PRESSED | An invalid key was pressed. | Reenter the data and press the correct key. |
| INVALID OPTION- PLEASE SELECT ANOTHER OPTION | The option selected is unavailable. | Select another option. |
| INVALID QUANTITY | A non-numeric security quantity was entered. | Reenter the security quantity. |
| LAST PAGE | PF11/23 was pressed to page forward, but the last page of data has been reached. | Press PF10/22 to page backward. |
| LAST PAGE- FORWARD SCROLLING NOT ALLOWED | PF11/23 was pressed to page forward, but the last page of data has been reached. | Press PF10/22 to page backward. |
| NO COMBINE INSTRUCTIONS ENTERED | No data was entered on the screen. | Enter the unit CUSIP and security quantity. |
| NO RECORDS FOUND | No records that matched the selection criteria were found. | Enter different selection criteria. |
| NO REQUEST ENTERED | No information was entered. | Enter the required information. |
| NO UNIT SEPARATE INSTRUCTIONS ENTERED | No data was entered on the Units Separate screen. | Enter the unit CUSIP and security quantity. |
| PAST CUTOFF TIME | The UNIT function cutoff time has passed. | Refer to When to Use for information about availability of this function. |
| REQUEST CANCELLED | The message appears after a request has been cancelled. | No action needed. |

| Message Text | Possible Cause | Suggested Resolution |
|--|---|--|
| REQUEST CONFIRMED | The message appears after a request has been confirmed. | No action needed. |
| SECURITY QTY x RATION (999999.99999) NOT EQUAL A WHOLE NUMBER (999999.99999) | The calculated component security value contains a fraction. For example: if the component rate = 1.2 and the number of units = 4, the component security quantity = 4.8. This is invalid. If the number of units = 5, the component security quantity = 6. | Adjust the unit security quantity accordingly. |
| SYSTEM BUSY- PLEASE TRY LATER | A systems problem has occurred. | Try the UNIT function at a later time. |
| TRANSMISSION ERROR- PLEASE REKEY DATA | An error was detected on the input screen. | Reenter all data. |
| UNIT CUSIP MUST BE ENTERED | The unit CUSIP number was not entered. | Enter the unit CUSIP number. |
| UNIT CUSIP NOT ON INSTRUCTION FILE | The unit CUSIP is not contained in the Instruction File. | Ensure that the unit CUSIP is correct. If it is, contact DTC's Reorganization Conversion Supervisor. |