

Please enter your Username and Password to sign in to your NotifyPlus account

Enter Username 7016621100 enter your ten-digit phone number

Password 0000 change this default at first login

Sign In

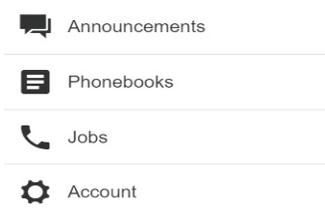
[Forgot Password?](#)

For Tablets and Smartphones

From the App Store or Market, load your **ManageMyNotify App**



There are four administrative features to this service: Announcements, Phonebooks, Jobs and Account.



Announcements - Manage audio files that are available to be played for notification calls.

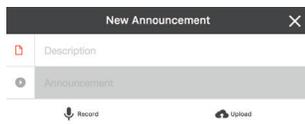
Phonebooks - Organize and store your phone numbers, email addresses and text addresses.

The **Jobs** - Add, delete, manage and activate your ManageMyNotify jobs.

Account - Change your password or log out of the service.

Announcements - recorded messages that you can send to your Phonebook contacts. From the Main Menu press Announcements to access your current Announcement library.

- To record a new announcement press the Blue + button to open the Actions window and select Add Announcement.
- Enter a description for your New Announcement in the Description field.



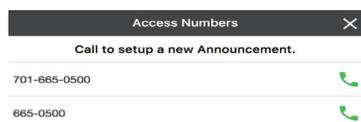
You can use your device or computer to Record by pressing the Mic button if displayed. Press Stop when you have finished recording your message. Press the add button  to Save your Recording.



The Cloud button if displayed allows you to upload a pre-recorded announcement from your Computer.



You can also call the ManageMyNotify Admin Center to record your announcement. Press the Phone button for a list of Access Numbers.



Admin Center Phone-In Announcement Recording Instructions: After dialing in you will be asked for your subscriber ID (10 digit phone number) and your password (default is 0000).

Once you have logged in, if there are no recorded announcements in your library you will hear: "You currently have no active announcement" prior to hearing: "Announcement Menu"

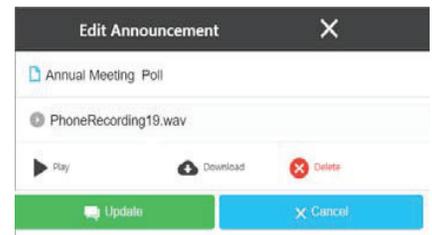
- Press 1 to play your Announcement
- Press 2 to re-record your Announcement
- Press 3 to delete this Announcement
- Press 5 to pick a new Announcement
- Press 8 to change your Password.
- Press 0 to hear these instructions again

You have the option of recording up to 20 notification announcements, using the Pick a New announcement (5) option and using your phone pad select a number for your announcement from "0-19". If the number you select has no previously recorded announcement the prompt will say, "You currently have no active announcement."

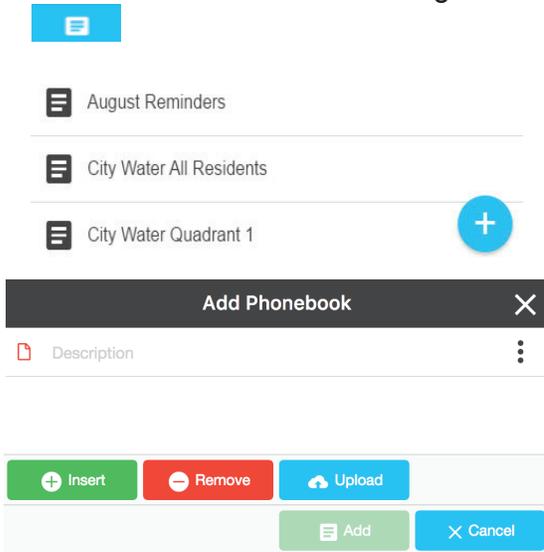
After you have recorded your Announcement press the # key. Once your announcement has been recorded, the announcement will have a date and timestamp which you can rename from the Edit Announcement window.

Edit your announcements by selecting an announcement from your announcement list which will open the Edit Announcement window.

- To listen to the selected announcement press the Play button
- To change the Announcement description type in the new description.
- The Download button allows you to save a copy of your recorded Announcement.
- To Delete this Announcement press the Red Delete button.
- Press the Update button to update the Announcement.



Phonebooks are used to organize and store your Phone numbers, Email addresses and Text addresses.

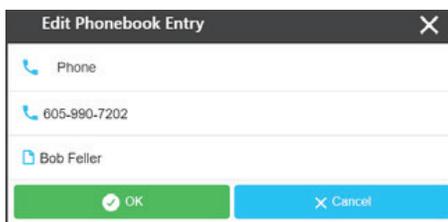


- From the Main Menu press Phonebooks to access your current Phonebooks.
- To create a new Phonebook press the Blue + button and select the Add Phonebook option.
- In the Description field create a name for your new Phonebook.
- Press the Green Insert button and choose from the drop down options to add your Phone, EMail or Text Contact. If Text Message is not displayed, please contact our office if you want to activate this feature. Phone contacts must include their Area Codes. Upload multiple contacts at one time with the Cloud button.

See instructions on uploading multiple contacts from a Spreadsheet .

- Press the Green Check button to finish adding your contact to the Phonebook.
- Select the Add  to save your entries.

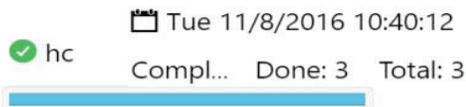
Edit Phonebook Contacts by opening the Phonebook and clicking on a contact



Selecting any of the three fields will allow you to change the type of notification (Phone, Email or Text message), the contact phone number or the name of the contact.

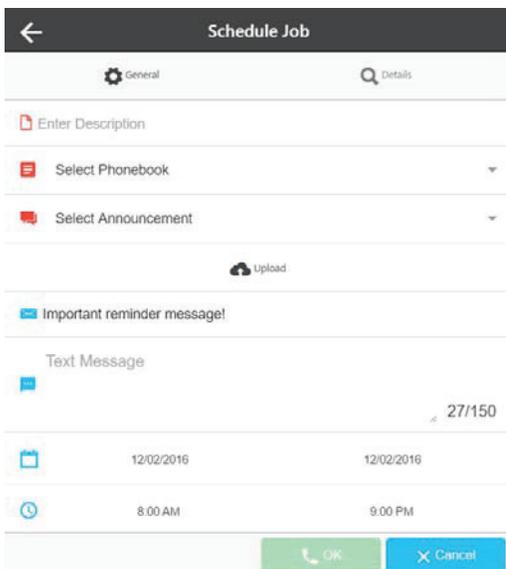
- Select OK to save changes.
- Click Update to close the entry and save the new changes in the Phonebook

Jobs section is for adding, deleting, and managing notification jobs. 



- From the Main Menu press the Jobs button, this will display completed and scheduled Jobs.
- Select any of the Jobs in your list to review details or to delete the Job.
- To schedule a new Job press the Blue + button to open the Actions window and select Add Job.

Quick Job Feature (Red Fields)



- Create a Description for your new Job in the Enter Description field
- Select a Phonebook,
- Select an Announcement
- Select the Phone button and your Job will start immediately!
- Use Upload to add a new announcement for this Job. Once an Announcement has been selected a Play button will allow you to listen to the Announcement. You can enter an Email Subject line if you are sending Email notifications.
- For Text Notifications enter the text message that you would like them to receive. Please contact our office if you would like to activate the Text Notification feature.
- Use the Calendar field to set specific Job Start and End dates. You can also use the Time field to select the time range that you would like the Job to run
- Press Set to complete your selections.
- Press the Phone button to schedule or send out the Notification Job to your selected Phonebook.
- The Calendar and Time fields allow for scheduling of future Jobs. By default Notify Plus will only send out Jobs between 8:00 AM and 9:00 PM. Please contact our office if there is a need to change those default times. When you signed up for this service we created certain defaults to meet your needs, refer to last pages for more information on the advanced features of this service.

Cloud Upload - If displayed, Notify allows you to upload files from your computer into the service. These files could be Announcement recordings or Phonebook contact entries.

Download - All addresses in a phone book can be exported to an Excel Spreadsheet file by opening a Phone

Use Download to Create a Template Spreadsheet for Your Contacts

To set up a template guide for creating large spreadsheet lists for import into your phonebook use this function after you have added to your Phonebook a single phone #, text or Email address.

Text Message Notification - Account must be activated if you wish to send text messages. Please contact our office. There may be a fee for sending text messages.

Jobs

The Details section provides additional features for your Notify Jobs that affect call notification attempts as well as special response options for your notification contacts. When you set this service up with us we created certain defaults to meet your needs so that you would not normally need to adjust settings in the Details section. The following glossary explains the functions:

Retries	Enter the number of times the job will re-dial each phone number that has not successfully answered a call. Note: Select “0” and the number will be called just once.
Delay (min)	Select the amount of time you want the service to wait before it attempts to redial Phone-book contacts who haven’t successfully received the recorded announcement
Double Delay	Selecting yes doubles the Redial Delay time between every attempt related to the Redial Delay feature.
Min time (sec)	The minimum number of seconds the announcement must be played for the call to be considered successful. This number should closely match the length of your Announcement if you want them to hear the entire notification message.
Email	“Send When Complete” allows the Notify service to send an Email report when the job is complete. To add or delete completion report Email addresses press the Blue + button and select Setup Job Report Email.
Digit	Choose the digit (0-9) on the phone that can be pressed to transfer the call. This setting will be disabled if Transfer is set to Disabled.
Transfer Type	Choose the type of transfer that will occur. Options include Address or Service. This setting will be disabled if Transfer is set to Disabled.
To	The target of the call transfer. If the Type is an Address then a 10 digit phone number must be entered in the field. If the Transfer Type is Service then a subscribed service like Voice Mail must be selected. This setting will be disabled if Transfer Enabled is set to No and is required if Transfer is set to Disabled.
*Opt Out	Select Enabled to give called numbers the option of opting out of future Notify Jobs. Select Disabled to turn off the Opt Out option.
*Digit	Choose the digit on the phone that can be pressed to opt out of future Notify jobs. <i>*Please see compliance note on page 5 of this brochure.</i>

How to Import Batches of Phone Numbers, Email and Text Addresses Spreadsheet File Creation Procedure

Data in this format needs to be created using three columns: Column A containing the 10 digit phone number, Email address or text phone number. Column B can have a description or can be left blank and Column C needs to have the number “0” if it is a phone number and the number “1” if it is an Email address or “2” if it is a text phone number. Use the CSV File type when you Save your Notification contact data.

	A	B	C
1	6059997438	scott phone	0
2	6055558888	scott text	2
3	tomtelephone@gmail.com	scott email	1

Important Note: You must save and close the newly created file before Uploading into a Phonebook.

Federal Robocall Restrictions May Apply!

Important Note!

You may be subject to FCC requirements to use the Opt Out option of this service and to record the name of your company in the Preamble Announcement (Introduction Message) if your jobs are purely for sales/telemarketing calls. Failure to do so may violate FCC regulations.

The FCC requires additional reporting for these types of calls. There are exemptions to this order that include political, non-profit and informational reminder notifications.

Refer to the FCC.gov website and search Telemarketing and Robocalls for further guidance.