



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

Enter Username	7016621100
Password	0000

*enter your ten-digit phone number*

*change this default at first login*

Sign In

[Forgot Password?](#)

Change Password, Sign Out or select Main Menu icon  and choose Find Me



Click here to change your Password

Change Password

Click here to Sign Out

Sign Out - 7016621100

Main Menu 

 Find Me



**Enable Services:** Default is Yes, click the down arrow to select No.

**Forward to Voicemail:** select yes if you want Find Me to forward to your Voicemail box if you're unable to answer.


**Announcement Delay:** number of seconds the service should wait before announcing the delay.

You have the option to change your Admin Access **PIN** if you are using your phone to Enable or Disable the Find Me/Single Number Service.

Select **Call Sequence** to add New Forward Numbers to your service.

Enable Service:	Yes ▼
Forward to Voicemail:	Yes ▼
Announcement Delay:	18 seconds ▼
Admin Access PIN:	....

**Call Sequence** is used to manage the list of Forward phone numbers the Service will use in trying to locate you.

Select the Green Search Icon  and select Add Number or Delete Number from the Setup Forward Number window.

Setup Forward Number

Main

Schedule

Number to Dial:	Enter Address
Enabled:	Yes
Order:	1
Verify:	No
Call Attempt Time (sec):	30
Call Delay Time (sec):	0
Transfer Digit:	None

Save

Cancel

**Number to Dial:** enter the ten-digit phone number of a number you want the service to attempt to reach you at. You can select up to 9 forward phone numbers that you want Find Me/Single Number Service to contact.

**Enabled:** select yes to Forward number or No to Disable the Forward number. Wireless (cell) numbers are also allowed.

**Order:** allows you to select the calling order for a specific Forward number in your calling sequence. In this example, the forward number will be set as the first number (1) the service will call in the search sequence. Forward numbers that share the same Order value will be dialed simultaneously.

**Verify:** Selecting Yes will trigger an Announcement that says, “Attempting to locate (your Recorded Name)” or (“Find Me Subscriber), if that person is available, press “1”, otherwise hang up.”

**Call Attempt Time:** The maximum number of seconds the service should wait for a number to answer before moving on to the next number in the Call sequence. The valid range for this field is 1 to 120 seconds. The default is 30.

**Call Delay Time:** The maximum number of seconds the service should wait before moving on to the next number in the Call sequence. The valid range for this field is 1 to 120 seconds. The default is 0

**Transfer Digit:** If you would like to transfer calls between various numbers in your Single Number calling sequence, you can select a Transfer Digit number from the drop down menu. You can transfer a call to another number in the Calling Sequence by pressing \* followed by the corresponding Transfer Digit Number. The default is none.

Select the **Green Check** box to complete the addition of a new Forward number.

**Schedule** - Allows you to restrict incoming calls to any of the numbers you have entered into your Calling Sequence. By clicking on Schedule you will see a weekly calendar that you can use to choose the time and days when the selected phone entry is available to accept incoming calls, By default, the Schedule calendar is set for the number to be available for calls 24 hours a day, 7 days a week, and will remain so unless this schedule is changed.

**Sign Out** by selecting Sign Out under account.  Account