MY SERVICES
MANAGE YOUR DVR ONLINE

FREE with your qualifying NDTC TV Package & DVR Service

Left town and forgot to set your DVR to record the big game? My Services allows you to access the guide and set up your recordings from any Internet connected device, so you no longer have to worry about missing out on the action!

LOGIN TO MY SERVICES

In your web browser type in ***myservices.gondtc.com***. Enter your Username (ten-digit phone number for example 7016621100) and Password. Your default Password is 0000. Please change your password when you login for the first time. If you do not have telephone service, your username will be your TV agreement number, which can be found on your NDTC bill statement. For example: (701)500-xxxx or (701)600-xxxx.

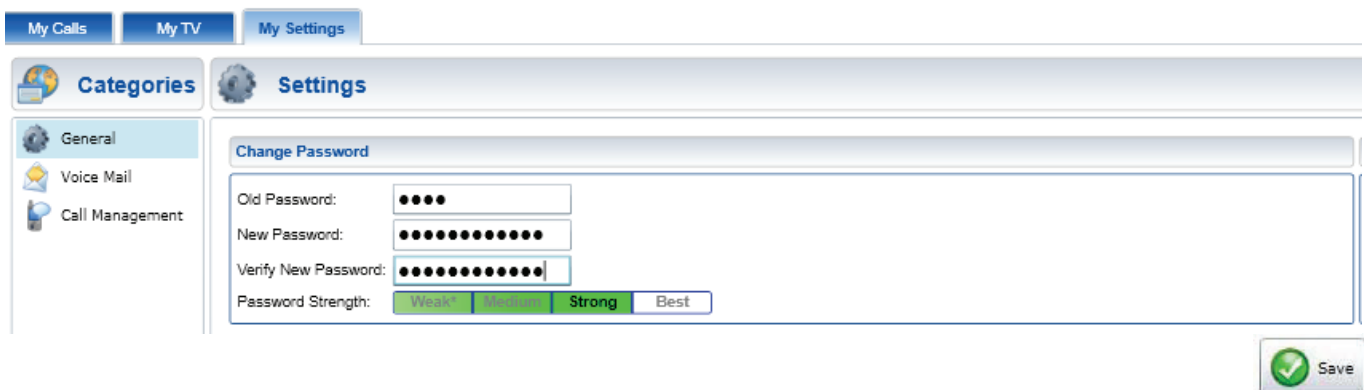*Your phone/agreement number with area code* ▶ Username: 6621100
Password: ••••
☐ Remember Password   Login
Hide Login

The My Calls Tab opens by default. The first time you login, go to the My Settings tab to change your My Services Management Password.

MY SETTINGS - GENERAL
Password Change

Select the ***General category*** in the ***My Settings*** tab. This is where you change your password for web access to your My Services account. Fill out the Old Password, New Password, and Verify New Password. By alternating alphabet and numeric characters you will create a stronger password. The Password Strength indicator will show the security strength of the new password. Click on Save in the lower right-hand corner of the screen to save the new password.

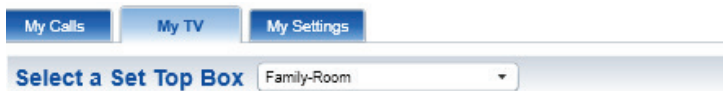The show and hide buttons ⬇ (down arrow) next to the Search, Recordings, and Guide category sections headings are used to expand or collapse the sections.

MY TV - RECORDINGS

Select a Set Top Box

The **Select a Set Top Box** selection menu may be used to manage and view a set top box's previous recordings and any future recordings, available folders, and available disk space.

Search Category

Press the down arrow in the ***Search category***. *Notice when the selected field is expanded, the arrow points up.* To search for programs within the guide, enter a keyword or program name and click the Find button at the top of the screen. This will find all instances (for up to twelve days) of programming that matches the entry and display them in the Search category window. By hovering over a program in the search, the program window will expand to show more information about the recording.

The search results produced by a word or short phrase entered in the Find field may be filtered to narrow a search to only new programs and/or only HD programming. The results may also be sorted by Date, Name or Channel.
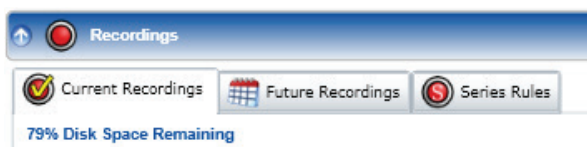
Recordings Category

Press the down arrow in **Recordings category**. This category contains all past and future recordings and their management options and settings. The recording category is divided into the following tabs:
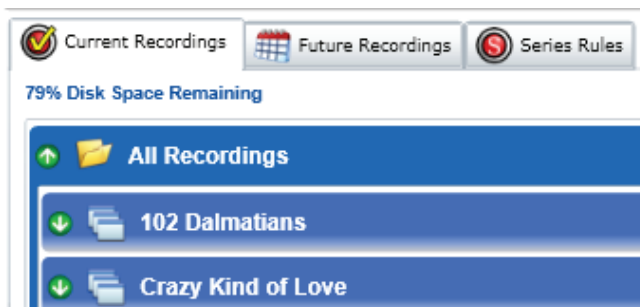
- *Current Recordings*
- *Future Recordings*
- *Series Rule*

Note: All recording category tabs will display the current amount of available disk space. The percentage of remaining disk space will be located at the top of the tab window.
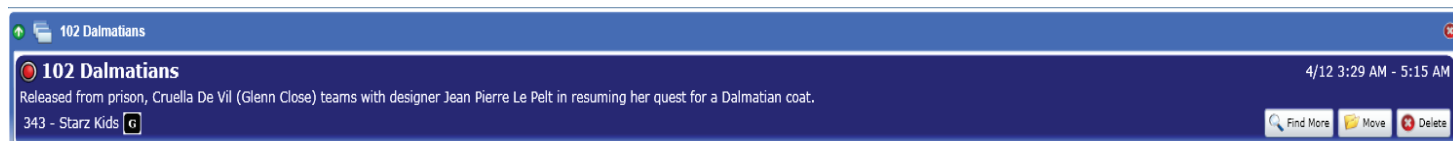

Current Recordings Tab

Press the down arrow in to **All Recordings**. This will show all previously recorded programs. The programs will appear in the All Recordings folder, unless sorted into a previously created folder (Mom, Dad, Kids, etc.) The program recordings may be displayed strictly by Folder and/or Group (series or program group) by checking the filtering options at the right hand side of the window (see Programs Sorted By Group). The results may also be sorted by Newest First, Oldest First, Name or Channel.
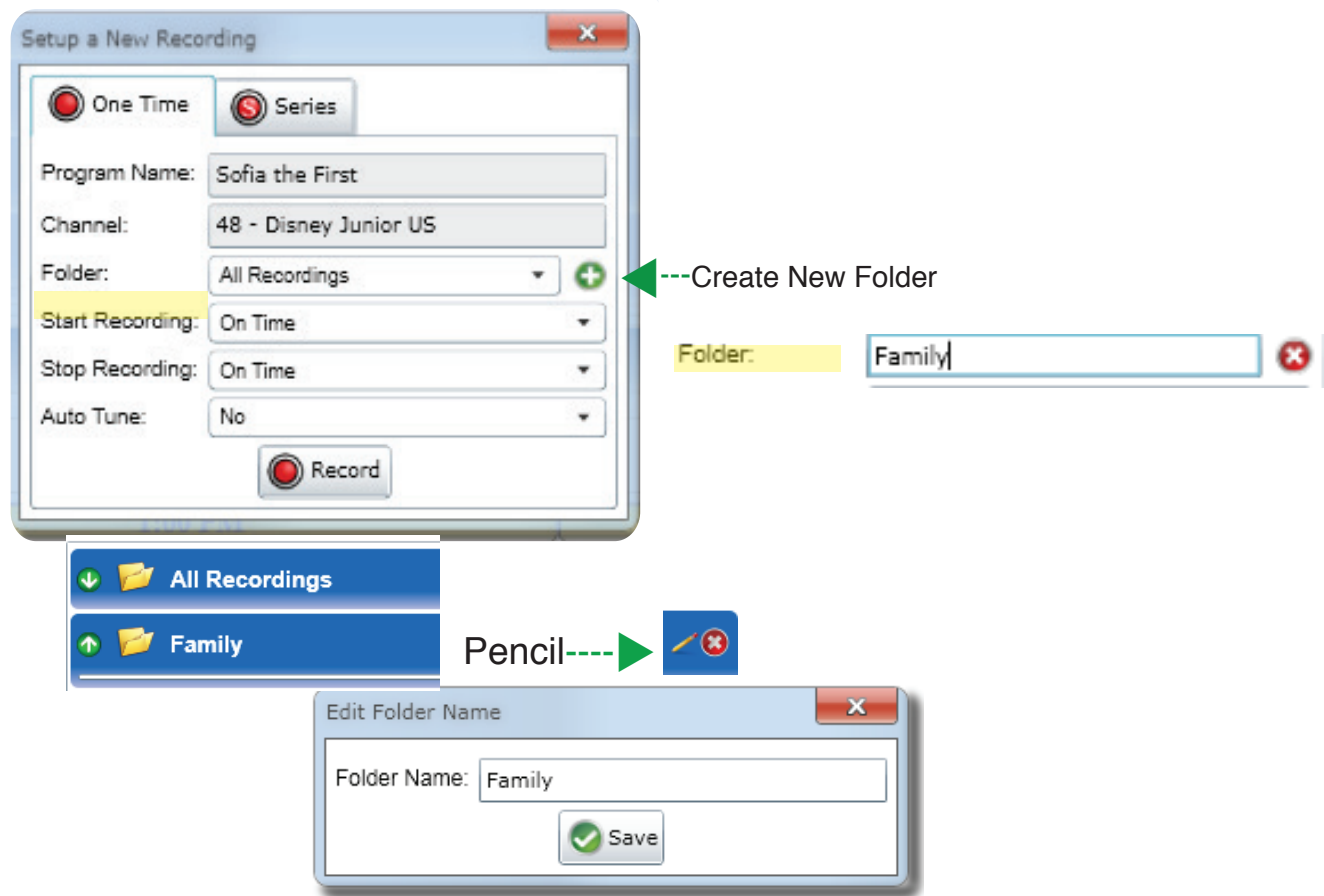

Press the down arrow of the program that you want to see more information on.   By hovering over a program, the window will expand to show more information about the recording. You can search for more available airing times by selecting *Find More*. The scheduled recording may be removed by selecting *Delete*. You can also move the selected recording to a different folder, by selecting *Move*.
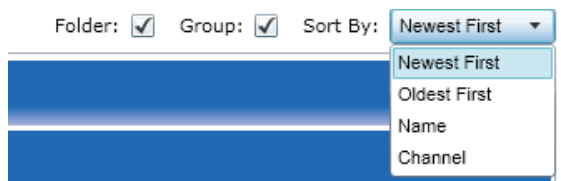
Managing Recordings Folders

Folders may be created from within the **Search Category** or the **Guide Category** while creating a new recording (see Creating a New Recording). After choosing which program you want to record, the **Set up a New Recording** box will appear. You will have the option to do a *One Time* or a *Series* record for the selected program. Once a recording type is selected, enter the appropriate fields, as described in the Series Rule Information and Action Section and select the *Record* button. ⦿ Record Press the green plus sign next to Folder to create a new folder. To edit an existing folder, select the folder and press the pencil icon. An Edit Folder Name window will appear, and the Folder Name may be changed. Once the name is changed, select the **Save** button. To delete an existing folder, select the folder and press the red X.

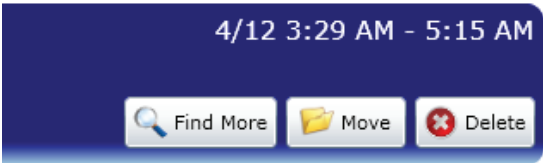---Create New Folder

Pencil---->

Future Recordings Tab

This tab shows scheduled program recordings. The programs will appear in the All Recordings folder, unless sorted into previously created folders (Mom, Dad, Kids, Family, etc.). The program recordings may be displayed strictly by Folder and/or Group (series or program group) by checking the filtering options at the right hand side of the window. The results may also be sorted by Date, Name, or Channel.
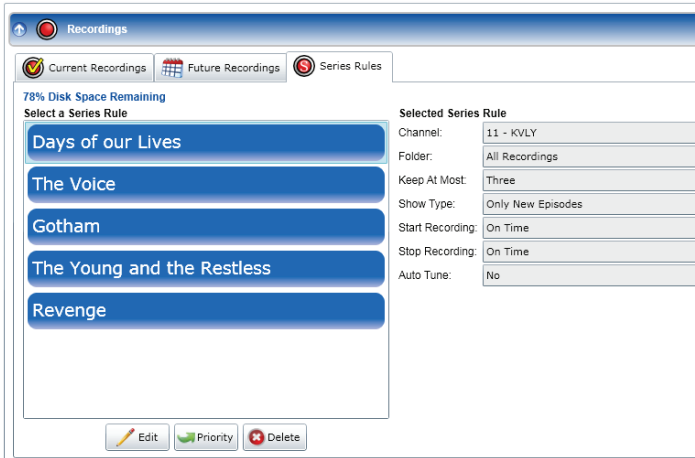
Press the down arrow of the appropriate folder or recording. Press the down arrow again to show upcoming recordings of each program. Hovering over the selected program will give a description of the program along with the air date and time. The program may also be used to search for more available airing times by selecting *Find More*. The scheduled recording may be removed by selecting *Cancel*. You can also move the selected recording to a different folder, by selecting *Move*.

Series Rule Tab

This tab contains options for scheduled program series recordings. Series rules are originally created when choosing to record a program (see Creating a New Recording) and the option to record it as a *One Time* recording or a *Series* recording is given. The Series Rules that have been previously created may have their options updated, prioritized or deleted.

Series Rule Information and Actions

Existing Series rules may be managed by selecting a program name from within the Select a Series Rules selection window on the left side of the Series Rules tab. Once a program has been selected, the Series Rule information will be displayed on the right side of the window.
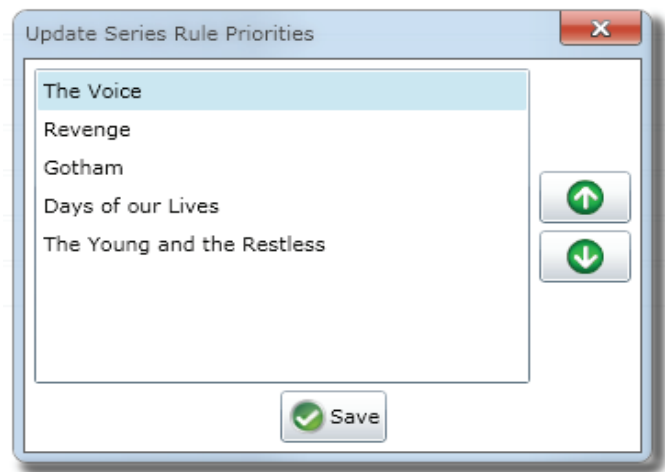
To update an existing Series Rule, select the program series and select the Edit button. An Edit Series Recording window will appear (see Edit Series Recording Window). Update the fields available (see Edit Series Recording Fields) and select the Save button.

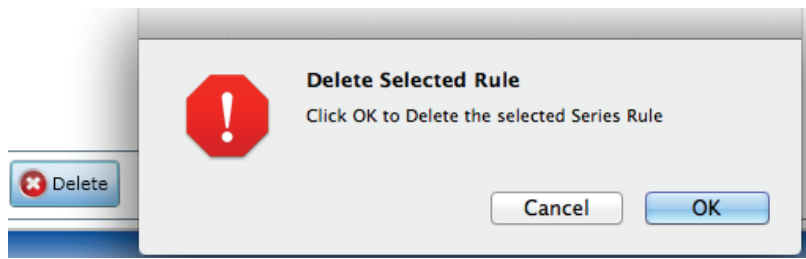*Note: Some fields may not be changed from within this window.*

Series Name   The name of the series recording. This field cannot be edited from within this screen.

Channel   Channel number, name and Call Sign. This field cannot be edited from within this screen.

Folder   The selected recording folder specified for this Series Rule. If a new folder must be created for this Series Rule, select the green icon to the right of the folder field, and enter a new folder name.

Keep At Most   The amount of recordings for this series that should be kept at any given time. If this amount is surpassed, the oldest recording from this series will be deleted. Options include:
- All
- 1-10 episodes

Show Type   The specified show type that will be recorded. Options include:
- Only New Episodes
- All

Start Recording   The time that the recording should begin. Recordings may be set to start before a program is scheduled to begin. Options include:
- On time
- 1-5 minutes early
- Ten minutes early
- Fifteen minutes early

Stop Recording   The time that the recording should end. Recordings may be set to stop after a program is scheduled to end. Options include:
- On time
- 1-5 minutes late
- Ten minutes late
- Fifteen minutes late
- Thirty minutes late
- Forty five minutes late
- Sixty minutes late

Auto Tune   The auto tune setting will determine if the set top box should automatically tune to the specified recording channel when an episodes begins to air and record (Yes or No).

To set the priority level of an existing Series Rule, select the program series and select the *Priority* button. An Update Series Rule Priorities window will appear (see Update Series Rule Priorities Window). Select the Series Rule that needs to be moved in priority level. To the right of the selection window, choose either the *Up* or *Down* button to move the selected series within the list. Select the **Save** button (Series rules at the top of the list, will have more priority during timing conflicts and space limitations).
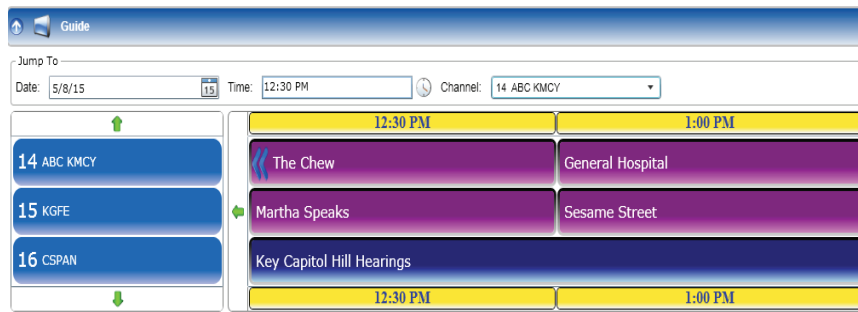

To delete an existing Series Rule, select the program series and select the *Delete* button.

Guide Category

Click the down arrow in the Guide category. The Jump to Bar allows easy navigation through the program listing selection window. The Bar also allows the user to find what is playing by Date, Time and Channel.

Jump To Bar

Press the Date selection menu and select the correct day. The Date selection menu allows searches for up to ten days into the future (including the current day). Enter the desired time within the Time selection menu. Press the *Up* or *Down* button to change from A.M. to P.M. Press the Channel selection menu and select the desired channel.

Current Program Information Window

This window appears at the bottom of the Guide category window and shows the current selected program. A title, brief description of the program, the channel number and name, rating information, and air date and time are provided in this window. From within this window, the user may choose to search for more airings of the current program by selecting the *Find More* button, or the program may be selected to be recorded by press the *Record* button.

Sister Act 2: Back in the Habit ★ ★
A Las Vegas singer (Whoopi Goldberg) teaches a mother superior's flock how to rock and save the school from closure.
30 - Lifetime TV-PG PG CC
5/15 7:00 PM - 9:32 PM
Find More   Record

Create a New Recording

To create a new recording, select a program from within the channel guide. In the program information window at the bottom of the guide, select the *Record* button. The Setup a New Recording window will appear. The recording may be either a *One Time* or a *Series recording*. Once a recording type is selected, enter the appropriate fields, as described in the Series Rule Information and Action Section and select the *Record* button.

Note: Some fields may not be changed from within this window.