

QUICK REFERENCE GUIDE

Your Pin Number is used when using the telephone to record name announcement or turning the service on/off. Your password is used when logging into www.managemyphone.com internet management site.

Note: You must record your Name Announcement prior to using this service.

Using the Telephone for Service Changes

To Record Your Name Announcement:

1. Dial the administration number (319-626-9010) for the Find Me service.
2. Enter your Subscriber Number (10-digit telephone number).
3. Enter your PIN number.
4. Press 3 to record you name.
5. Record your name and press the # key when done.
6. Press 1 to turn the service On/Off.

To Turn the Service On/Off:

1. Dial the administration number (319-626-9010) for the Find Me service.
2. Enter your Subscriber Number (10-digit telephone number).
3. Enter your PIN number.
4. Press 1 to turn the service On/Off.

To Change Your PIN:

1. Dial the administration number (319-626-9010) for the Find Me service.
2. Enter your Subscriber Number (10-digit telephone number).
3. Enter your PIN number.
4. Press 5 to change your PIN number.
5. Enter your new PIN.
6. Reenter your PIN to verify.

ManageMyPhone.com Find Me Settings

Change PIN for Phone Access:

1. Log on to www.managemyphone.com.
2. Enter your username and password.
3. Click Find Me.
4. Select the Configuration tab.
5. Enter your new PIN for the Find Me service.
6. Click Save Changes.

Enable/Disable the Service:

1. Log on to www.managemyphone.com
2. Click Find Me.
3. Select the Configuration tab.
4. Check the Enable Service box.
5. Click Save Changes.

Change the Searching for Party

Announcement Setting:

1. Log on to www.managemyphone.com
2. Click Find Me.
3. Select the Configuration tab.
4. Check the 'Play Searching for Party Announcement' box to announce to the caller that the service is looking for you. Uncheck the box to not play the announcement.
5. Click Save Changes.

Change the Searching for Party

Announcement Delay Setting:

1. Log on to www.managemyphone.com
2. Click Find Me.
3. Select the Configuration tab.
4. Enter the number of seconds to delay the 'Searching for Party' Announcement (10 seconds recommended).
5. Click Save Changes.

ManageMyPhone.com

ManageMyPhone.com Settings

Change Username:

1. Log on to www.managemyphone.com.
2. Enter your username and password.
3. Click the Edit button next to the words 'User Information'.
4. Enter your New User ID.
5. Click Submit Changes.

Change Password:

1. Log on to www.managemyphone.com.
2. Enter your username and password.
3. Click the Edit button next to the words 'User Information'.
4. Enter your New Password.
5. Confirm your new password.
6. Click Submit Changes.