

managemyphone.com

Manage My Phone allows you to access your voice mail messages and personal settings from the Web - no matter where you are!

You simply log on to the website:

www.managemyphone.com

You will have access to listen to your voice mail messages, save or delete messages, and change personal configuration settings for your PIN, e-mail notification address, and much more!

There are two tabs accessible in *managemyphone.com* –Messages and Settings.

Messages Tab

A list of existing voice messages from your mailbox will appear (if there are messages).

The following information is displayed for each voice message:

Type - Displays 'New' if the voice message is new or 'Saved' if the message is an old message that has been saved.

From - The 10-digit number of the caller.

Received - Date and time the message was recorded.

Length - Length of the voice message.

Available in Silver & Gold Voice Mail Plans.

Settings Tab

Existing Voice Mail properties that may be modified will be displayed. The Settings window is divided into three sections, which may or may not be visible, depending on whether or not you have access to the features related to each section: General Options, Notification Options, Distribution Lists.

End User PC Requirements

✓ Internet Access (best used with a high speed connection)

✓ Microsoft Internet Explorer (latest version available)

VOICE MAIL WEB ACCESS



“Phone Central” Interface

Phone Central is a PC Desktop application allowing Valley Voice Mail subscribers to play or delete messages and maintain and manage personal settings directly from their computers.

Available in Silver & Gold Voice Mail Plans.

Upon Voice Mail Activation, you will receive a link via an automatically generated email message to install the Phone Central application.

End User PC Requirements

The *Phone Central* user interface has been developed using the latest Microsoft .NET technology and must run under the Microsoft .NET environment. Therefore, your computer must be running one of the Microsoft operating systems that support the .NET environment: **Windows 2000 or Windows XP**. The **.NET Framework version 1.1** must also be installed on your computer.

If you are running the **Windows Vista** operating system, you will need to have the **.NET Framework version 2.0** installed on your PC. When installing the software, you should 'run as administrator' and will need to change the location from the default of C:\Program Files\Phone Central to C:\Phone Central.

If the appropriate environment is not available on the computer when *Phone Central* application is installed, you will be prompted to install the correct .NET Framework before continuing with the *Phone Central* installation.

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SIMPLE ■ CONVENIENT ■ RELIABLE

THAT'S VOICE MAIL.



USING PHONE CENTRAL



Play Voice Mail Messages in Phone Central

1. In Phone Central, open the Voice Mail menu.
2. Click Messages.
3. Either double-click the message you want to play OR
4. Highlight the message you want to play and click the PLAY button (green arrow) OR
5. Select the message, right-click on it, and select 'Play Selected Message'.

Set Phone Central to Notify you of New Messages.

1. In Phone Central, open the Voice Mail menu.
2. Click Notifications.
3. Click the New Msg Notify tab.
4. Check the box 'Enable New Voice Mail Popup Notification' to show a screen pop AND/OR
5. Check the box 'Play Sound on New Voice Mail' to play a sound.
6. Click Save.

Set Phone Central to Run Automatically When You Log on to the PC

1. In Phone Central, open the Settings menu.
2. Click Preferences
3. Check the box 'Run at Startup'.
4. Check the button 'Just for Me'.
5. Click Save.

Change your Phone Central PIN/Password

1. In Phone Central, open the Settings menu.
2. Click Change Password.
3. Enter your new password in the 'New Password' field.
4. Enter your new password again in the 'Confirm Password' field.
5. Click Save.

Save Voice Mail Messages in Phone Central

1. When you have played a voice mail message, click the SAVE MESSAGE button (the envelope icon) OR
2. Select the message, right-click on it, and select 'Save Selected Message'.

Set Phone Central to be Visible When You Start Your PC

1. In Phone Central, open the Settings menu.
2. Click Preferences.
3. Click the box 'Start Visible'.
4. Click Save.

Set Phone Central to Run Automatically on the PC no Matter Who Logs On to the PC

1. In Phone Central, open the Settings menu.
2. Click Preferences.
3. Check the box 'Run at Startup'.
4. Check the button 'For Everyone'.
5. Click Save.

Change your Voice Mail PIN/Password from Phone Central

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the General Settings Tab.
4. Enter your new PIN/Password in the 'PIN' field.
5. Click Save.

Delete Voice Mail Messages in Phone Central

1. When you have played a voice mail message, click the DELETE MESSAGE button (the envelope with the red x) OR
2. Select the message, right-click on it, and select 'Delete Selected Message'.

Change the Current Voice Mail Greeting in Phone Central

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the Custom Greetings tab.
4. Right-click on the greeting that you want to make current and select 'Set as Current Greeting'.
5. Click Save.

**Some features may not be available in all packages.*