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## Internet Control - ManageMyPhone.com

Manage My Phone allows subscribers to access their voice mail messages and personal settings from the Web. Subscribers simply log on to the website [www.ManageMyPhone.com](http://www.ManageMyPhone.com). Subscribers have access to listen to their voice messages, save or delete messages, and change personal configuration settings for their PIN and e-mail notification address.

### *To Access Personal Voice Mail Settings Online:*

1. From a web browser, visit [www.managemyphone.com](http://www.managemyphone.com).
2. Enter username (10 digit phone number) and password (1234 is default password.. be sure to change this password after accessing this service the first time).
3. Select the Voice Mail service.

There are two tabs in Voice Mail – 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.

### *To Access Voice Messages:*

At the bottom of the Messages section, there are four buttons that may be used to interact with the listed voice messages.

The screenshot shows a web interface titled "Advanced Telephone Services Administration System". It has two tabs: "Messages" (selected) and "Settings". The "Messages" section displays a table of messages with the following data:

Type	From	Received	Length
New	605-996-1301	04/17/2002 at 14:53:19	14 seconds
New	605-996-1304	04/17/2002 at 14:55:01	60 seconds
New	605-996-1303	04/17/2002 at 14:55:44	05 seconds
New	605-996-1303	04/17/2002 at 14:56:02	11 seconds
Saved	605-996-1301	04/17/2002 at 14:48:37	15 seconds
Saved	605-996-1303	04/17/2002 at 14:56:21	10 seconds
Saved	605-996-1306	04/17/2002 at 14:57:07	30 seconds

At the bottom of the interface, there are four buttons: "Play", "Stop", "Save", and "Delete".

Select the voice message in the list and click one of the following buttons:

1. Click Play to retrieve the selected voice message and play it over the PC Speaker.
2. Click Stop to stop playing a voice message.
3. Click Save to save the selected voice message. A confirmation dialog will appear. When you click Yes to save the message, the Type will change from “New” to “Saved.” Click No to cancel the save.
4. Click Delete to delete the selected voice message. A confirmation dialog will appear. Click Yes to delete the voice message, or click No to cancel the deletion.

## 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 subsection.

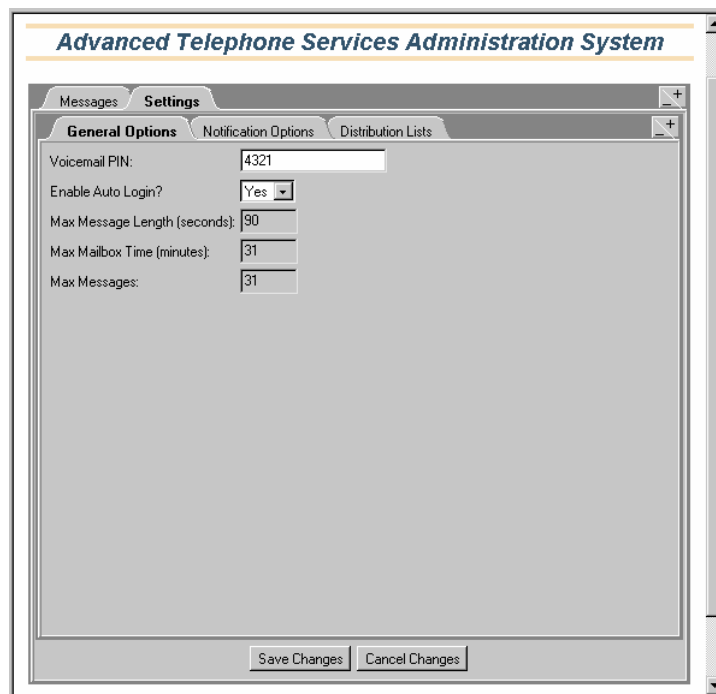
General Options

Notification Options

Distribution Lists (Enhanced Plus Subscribers only)

## General Options

The General Options section displays the standard voice mailbox properties. An example of the General Options subsection can be seen below.



The screenshot shows a window titled "Advanced Telephone Services Administration System". Inside, there is a "Settings" tab with three sub-tabs: "General Options", "Notification Options", and "Distribution Lists". The "General Options" sub-tab is active and contains the following fields:

- Voicemail PIN: 4321
- Enable Auto Login?: Yes (dropdown menu)
- Max Message Length (seconds): 90
- Max Mailbox Time (minutes): 31
- Max Messages: 31

At the bottom of the window, there are two buttons: "Save Changes" and "Cancel Changes".

The General Options window contains the following fields:

<b>Voicemail PIN</b>	PIN used to access the mailbox (16 digits maximum)
<b>Enable Auto Login?</b>	If set to Yes, the subscriber can log into the mailbox without entering a password if the call is received from the phone subscribed to voice mail. This field is not available if the voice mail package does not allow auto login.
<b>Max Message Length</b>	Maximum message length (in seconds) of a Voice Mail message. This field is view-only.
<b>Max Mailbox Time</b>	Maximum total length (in minutes) of all Voice Mail messages per mailbox. This field is view-only.
<b>Max Messages</b>	Maximum number of Voice Mail messages allowed per mailbox (including the greeting). This field is view-only.

## Notification Options

The Notification Options tab is divided into three sections.

- Daily Notification
- Pager Notification (Enhanced Plus only)
- E-mail Notification

These are available only if the voice mail package allows for that type of notification.

**Advanced Telephone Services Administration System**

Messages Settings

General Options **Notification Options** Distribution Lists

**Daily Notification:**

Enable Daily Notification? Yes

Notify Time: 06:00 PM

Notify Number: 605-555-2637

**Pager Notification:**

Enable Pager Notification? Yes

Pager Type: Shared Number

Pager Access Number: 605-900-4000

Pager Number: 6509290009

Only Page Urgent Calls? Yes

**Email Notification:**

Enable Email Notification? Yes

Email Address: jim.jones@teleco.com;jane.jones@teleco.com

Save Changes Cancel Changes

The Notification Options window contains the following fields:

<b>Daily Notification</b>	The Daily Notification fields will not display if the package does not allow Daily Notification.
<b>Enable Daily Notification</b>	Select Yes to allow daily phone notifications of new Voice Mail messages, or No to turn off daily notification calls.
<b>Notify Time</b>	The time the notification call will be placed. The actual time the call will be placed is subject to the amount of traffic and resources available at that time.
<b>Notify Number</b>	10-digit number to dial for daily notification. This field must contain a valid number before the Voice Mail Web Administration changes can be saved.
<b>Pager Notification</b>	The Pager Notification fields will not display if the package does not allow Pager Notification.
<b>Enable Pager Notification</b>	Select Yes to send new Voice Mail notifications to a pager or phone number specified for this mailbox, or No to turn off pager notifications.

<b>Pager Type</b>	This field will be set to Phone (a telephone is paged), Unique Number (this pager has a unique access number), or Shared Number (this pager has an access number common with other pagers). This is a view-only field.
<b>Pager Access Number</b>	1 to 10-digit number to dial to leave pages.
<b>Pager Number</b>	1 to 10-digits to dial when connected to a pager service (only necessary for the Shared Number pager type).
<b>Only Page On Urgent Calls</b>	Select Yes to send a pager notification for only messages marked as urgent, or No to send pager notifications for all messages.
<b>E-mail Notifications</b>	The E-mail Notification fields will not display if the package does not allow E-mail Notification or if the account is set to only E-mail messages.
<b>Enable E-mail Notification</b>	Select Yes to send e-mail and leave the Voice Mail message on the system. Select No to not send e-mail.
<b>E-mail Address</b>	E-mail addresses (50 characters maximum, multiple addresses are separated by semi-colons) to send e-mail to for this mailbox.

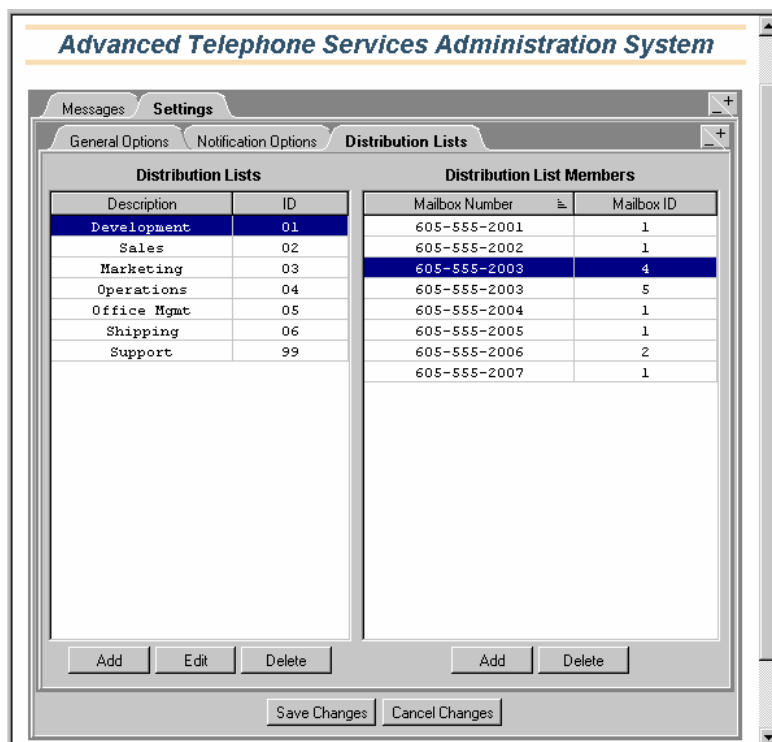
## Distribution Lists (Enhanced Plus only)

A distribution list is a collection of mailboxes assigned to a 2-digit list ID. Subscribers who have access to this feature may record and send new messages, or transfer existing messages to all mailboxes on a distribution list by entering the associated list ID.

The Distribution Lists tab displays the distribution lists for the subscriber and provides functions for adding, editing, or deleting distribution lists. This section is available to subscribers if they are not assigned a package, or if they are assigned to a package with the Distribution List feature enabled.

The Distribution Lists window contains the following functions:

- Add a Distribution List
- Edit a Distribution List
- Delete a Distribution List
- Add a List Member
- Delete a List Member



### ***To Add a Distribution List***

1. Click the Add button at the bottom of the Distribution Lists section.
2. An Add Distribution List dialog will appear.
3. Populate the fields listed below and click Accept to create a new distribution list. Click Cancel to exit without creating a new list.



The Add Distribution List window contains the following fields:

<b>Name</b>	Enter a short description (15 characters maximum) for this distribution list.
<b>List ID (of the new list)</b>	Select a List ID from 00 to 99 for this distribution list.
<b>Use Existing List</b>	Check this box to use a distribution list already defined in another mailbox.
<b>Mailbox Number</b>	Enter the 10-digit number of the subscriber that has the distribution list that is to be used by this mailbox. This field is not available if the Use Existing List checkbox is not checked.
<b>Mailbox ID</b>	Select the Mailbox ID of the mailbox with the existing distribution list. This field is not available if the Use Existing List checkbox is not checked, or if the subscriber number entered in the Mailbox Number and Mailbox ID fields does not exist.
<b>List ID (from existing list)</b>	Select the ID of an existing distribution list. This field is not available if the Use Existing List checkbox is not checked, or if correct values have not been entered into the Mailbox Number and Mailbox ID fields.

### ***To Edit a Distribution List:***

1. Select the list to edit in the Distribution Lists section of the window and click Edit.
2. An Add Distribution List dialog will be displayed.
3. All fields in the dialog will display their current values, and the List ID field for the current list will be disabled.
4. All fields other than the List ID for the current list will function as described in the Add Distribution Lists section.
5. Click OK to save the modified distribution list, or click Cancel to discard any changes made to the list

### ***To Delete a Distribution List:***

1. In the Distribution Lists section of the Distribution List Information window select the list to delete and click Delete.
2. A confirmation dialog will appear.
3. Click Yes in the confirmation dialog to complete the deletion, or click No to cancel the deletion.

***To Add a New List Member:***

1. Select the Distribution List to which you wish to add members.
2. Click the Add button beneath the Distribution List Members list. The Add List Member dialog will appear.
3. Enter the mailbox number (phone number) of the member you want to add.
4. Select the mailbox ID of the new member.
5. Click OK to save change, or click Cancel to discard changes.



***To Delete a List Member:***

1. In the Distribution Lists section of the Distribution List Information window select the list to delete and click Delete.
2. A confirmation dialog will appear.
3. Click Yes to complete the deletion, or click No to cancel the deletion.