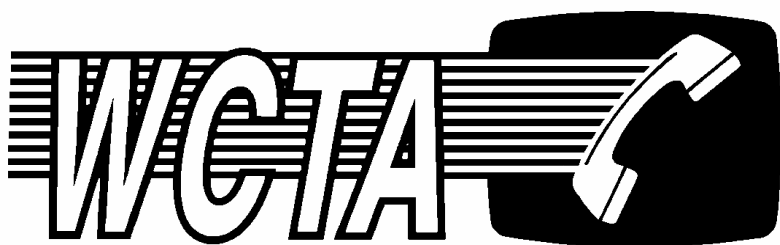


**WCTA**  
***Find Me Service***

***Find Me  
Service Setup  
Guide***



**1-800-592-6105**  
**[www.wctatel.net](http://www.wctatel.net)**  
**704 E Main - Lake Mills, Iowa**

# Introduction

WCTA's Find Me service is a dynamic calling service that can be configured to ring multiple telephone numbers at the same time, or in a predetermined order.

There are two parts to the Find Me configuration process: The Web Configuration and the Telephone Configuration. Both parts must be completed before the Find Me service will function. The steps outlined in this Setup Guide will walk you through both parts of the configuration process. These same steps can be repeated to change the configuration of your Find Me service.

## Web Configuration

**Note:** You must have a Windows based computer to access the Web Configuration tool. During this process, you may be asked to install an ActiveX control. You must install this control to configure the Find Me service.

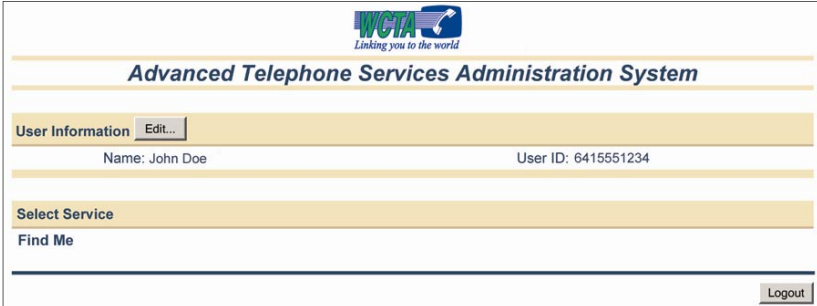
### Logon to your Find Me account:

1. Access the following website:

**www.managemyphone.com**

2. Enter your Username and Password. Your Username is your 10 digit telephone number. Your default Password is "0000". **Important Note: The password that is used for Web Administration is not the same as the password you use to access your mailbox via telephone.**

You should then be at the Main Screen which looks similar to the image below.



The screenshot shows the main interface of the 'Advanced Telephone Services Administration System'. At the top, there is a logo for WCTA with the tagline 'Linking you to the world'. Below the logo, the title 'Advanced Telephone Services Administration System' is displayed. The main content area is divided into sections. The first section is 'User Information' with an 'Edit...' button. Below this, the user's name is listed as 'Name: John Doe' and the user ID as 'User ID: 6415551234'. The second section is 'Select Service', which currently shows 'Find Me'. At the bottom right of the page, there is a 'Logout' button.

### To change your Login Password:

1. From the Main Screen, press the "Edit" button in the User Information section of the screen. You should then be at the User Information Screen which looks similar to the image on the next page.

The screenshot shows the "Advanced Telephone Services Administration System" interface. At the top is the WGA logo with the tagline "Linking you to the world". Below the logo is the title "Advanced Telephone Services Administration System". The page is titled "User Information" and displays the following details:

- Name: John Doe
- User ID: 6415551234
- New User ID: [Text Input Field]
- New Password: [Text Input Field]
- Confirm New Password: [Text Input Field]
- Buttons: Submit Changes, Cancel Changes
- Note: Please note that your Password identifier is case-sensitive.
- Logout button in the bottom right corner.

2. Enter your User ID (your 10 digit phone number) and your new password. Confirm your new password by re-entering it.
3. Press the Submit Changes button to change your password.
4. To complete the process, press the Logout button.

### Configure the Find Me service:

Log into your mailbox by following steps in the **Logon to your Find Me account** section. Then, click the Find Me option under the Select Services section. You should see a screen which looks similar to the image below.

The screenshot shows the "Find Me" configuration interface. At the top left is the "Find Me" logo. Below it are two tabs: "Dialing Plan" (selected) and "Configuration". The "Dialing Plan" tab contains a table with the following headers:

Action	Number To Dial	Verify	Wait Seconds	Dial Delay

Below the table are three buttons: Add, Edit, and Delete. At the bottom right of the window are two buttons: Save Changes and Help.

The Find Me configuration screen has two tabs; Dialing Plan and Configuration.

### The Dialing Plan Tab

The Dialing Plan is the heart of the Find Me service. The information you enter here tells Find Me what telephone numbers to use to locate you, the order in which to dial the numbers, and the amount of time allocated to “Finding You.”

The Dialing Plan has five fields:

**Action:** This number determines the order in which the phone numbers will be dialed. If the same Action number appears in the list more than once, all of the phone numbers with that Action number will be dialed simultaneously.

**Number to Dial:** The 10-digit phone number to be dialed. The same phone number may be listed multiple times in the Dialing Plan.

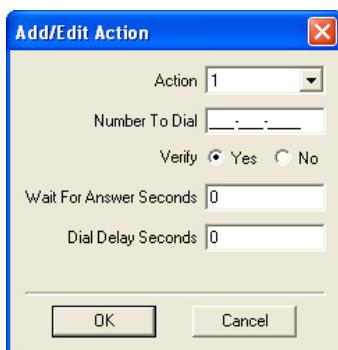
**Verify:** If set to Yes, the service will verify that the subscriber is present when the number is answered. **Note:** If you want the caller to be able to leave a message on Voice Mail or an answering machine, this should be set to No.

**Wait Seconds:** The number of seconds (1-60) the service should wait for the number to answer before moving on to the next Action number. One ring equals approximately 6-seconds.

**Dial Delay:** The number of seconds (0-60) the service should wait before dialing this number.

### Adding a Dialing Plan Entry

1. To add an entry to the Dialing Plan list, click the Add button located below the Dialing Plan list. You should see a pop-up window that looks similar to the image below. **Important Note:** The first entry (Action 1) should always be the telephone number that the Find Me service is assigned to.



2. Select Action number desired for this telephone number (Select 1 on the first entry to indicate that the Find Me service should ring this number first.)
3. Enter the desired 10 digit telephone number in the Number to Dial field.
4. Select whether or not you want the Find Me service to Verify that the caller is present. If set to Yes, the Find Me service will play an announcement when the call is answered stating who the call is for and asking if that caller is available.
5. In the Wait For Answer Seconds field, input the number of seconds that Find Me should wait for an answer at this number. Generally, 1 ring equals approximately 6-seconds.
6. The Dial Delay Seconds should generally be left at 0 seconds, but can be changed to meet your needs.
7. Select OK to add this entry to the Dialing Plan list.
8. Complete the steps above for any additional Dialing Plan entries.
9. When you are finished entering information into the Dialing Plan tab, press the Save Changes button.

## The Configuration Tab

Click on the Configuration Tab. You should see a screen that looks similar to the image below.



The image shows a web-based configuration interface for the 'Find Me' service. At the top left, there is a logo with a red dot and the text 'Find Me'. Below the logo, the interface has a blue header bar with two tabs: 'Dialing Plan' and 'Configuration'. The 'Configuration' tab is active. The main content area is light beige and contains several fields and checkboxes. The fields are: 'Name' with the value 'Your Name', 'PIN' with the value '0000', 'Play "Searching For Party" Announcement' with a checked checkbox, and '"Search For Party" Announcement Delay' with the value '0'. There are two checkboxes: 'Name Announcement Recorded' and 'Enable Service', both of which are checked. At the bottom right of the form, there are two buttons: 'Save Changes' and 'Help'.

There are six fields in the Configuration Tab.

**Name:** The subscriber's name. This field is optional.

**PIN:** The 4-digit number used to manage the Find Me Service settings. The default PIN is 0000.

**Name Announcement Recorded:** This box is checked if you have recorded your name for playback to the calling party. You must record a name for the service to operate.

**Play "Searching for Party" Announcement:** If checked, the Find Me service will play an announcement stating that it is searching for the desired party.

**"Search for Party" Announcement Delay:** The number of seconds to wait before playing the "Searching For Party" announcement. This should usually be set to 0.

**Enable Service:** If this box is checked, the Find Me service is active. **Note:** You will not be able to Enable the service until the Telephone Configuration has been completed.

When you are finished entering information in the Configuration Tab, press the Save Changes button.

## Telephone Configuration

The second part of the configuration process is the Telephone Configuration. To complete the Telephone Configuration process, follow the steps that begin on the next page.

### **Access the Find Me service:**

1. Access the Find Me service from a land-line telephone using one of these methods:
  - **From any WCTA exchange:** Dial XXX-6777 where XXX is the prefix of the WCTA exchange you are calling from (For example, in Lake Mills you would dial 592-6777). When prompted for your subscriber number, enter your 10 digit telephone number. Move to step 2.
  - **From any other telephone:** Dial (641)-592-6777. When prompted for your subscriber number, enter your 10 digit telephone number. Move to step 2.
2. When prompted, enter your PIN followed by the # key. Your PIN will be a default code of "0000" until you change it.

### **The Find Me menu has 3 options:**

**Press 1:** Toggles Service On or Off

**Press 3:** Record your name

**Press 5:** Change your PIN

### **To turn the Find Me service On or Off:**

**Note:** You will not be able to turn the service On until you have recorded a name.

1. While at the main menu, press 1 to turn the service On or Off.

### **To record or change your name:**

**Important Note:** You must record a name for the Find Me service to function.

1. Press 3 to record your name. When finished, press the # key to end the recording.
2. You will be returned to the main menu after recording your name. Please move to the next section.

### **To change your PIN:**

**Note:** For security reasons, you should change your Personal Identification Number from the default.

1. Press 5 to change your PIN.
2. When promoted, enter your new 4 digit PIN.
3. When prompted, re-enter your new 4 digit PIN.
4. You will be returned to the main menu after changing your PIN.

## Final Notes and Examples:

If you have completed the steps outlined in this Setup Guide, your Find Me service should now be configured. If you haven't already done so, you need to enable the service. The service can be enabled by using a land-line telephone (See page 2 **To Turn the Find Me service On or Off**) or via the Web Configuration (See page 5 **The Configuration Tab.**)

### Tips:

**Action:** The Action number determines the order in which the Dialing Plan is executed. More than one telephone number can be assigned to an Action number (two Action #1's, for example). If two or more telephone numbers are assigned to the same Action number, all lines will ring at the same time. See Example #2.

**Voice Mail/Answering Machine:** The number of Wait Seconds can affect whether or not the caller is able to leave a message on Voice Mail or an answering machine. For example, WCTA's Voice Mail service is usually configured to answer after 4 rings. If the Wait Seconds are set to 18 seconds, or approximately 3 rings, the caller will not be able to leave a message. Also, the Verify option must be set to No if you want the caller to be able to leave a message. See Example #3.

**Ringling Multiple Numbers:** If you have the service dialing multiple telephone numbers at the same time, the number that answers the call first will be able to speak to the caller. Any other number that answers the call will hear an announcement stating that the call was answered at another number.

**Long Distance Calls:** It is not necessary to enter a 1 in the Dialing Plan if the call is long distance. Any toll charges will be billed to the telephone number that the Find Me service is assigned to.

What follows are some example Dialing Plans that demonstrate some of the ways you can configure the Find Me service.

### Example #1:

Action	Number To Dial	Verify	Wait Seconds	Dial Delay	
1	641-555-1234	No	18	0	
2	641-555-5678	No	18	0	

Add Edit Delete

Save Changes Help

In Example #1, the Find Me service is active on (641)-555-1234. When an incoming call is received, it will ring (641)-555-1234 for 18 seconds (approximately 3 rings). If there is no answer at (641)-555-1234, the service will ring (641)-555-5678 for 18 seconds (approximately 3 rings). If there is no answer at (641)-555-5678, the service will play an announcement stating the called party could not be reached.

## Example #2:

Dialing Plan		Configuration			
Action	Number To Dial	Verify	Wait Seconds	Dial Delay	
1	641-555-1234	No	18	0	
1	641-555-5678	No	18	0	
2	641-555-1111	No	30	0	

In Example #2, the Find Me service is active on (641)-555-1234. When an incoming call is received, it will ring both (641)-555-1234 and (641)-555-5678 for 18 seconds (approximately 3 rings). Because the Wait Seconds are set to 18 seconds (approximately 3 rings), the caller will not be sent to Voice Mail. If there is no answer at either number, the service will ring (641)-555-1111 for 30 seconds (approximately 5 rings). Note that the Wait Seconds are set to 30 seconds (approximately 5 rings) in Action number 2. If the call goes unanswered, the caller will be sent to Voice Mail (if available) or hear an announcement stating that the called party could not be reached.

## Example #3:

Dialing Plan		Configuration			
Action	Number To Dial	Verify	Wait Seconds	Dial Delay	
1	641-555-1234	No	18	0	
2	641-555-5678	No	18	0	
3	641-555-1234	No	30	0	

In Example #3, the Find Me service is active on (641)-555-1234. When an incoming call is received, it will ring (641)-555-1234. Because the Wait Seconds are set to 18 seconds (approximately 3 rings), the caller will not be sent to Voice Mail. If there is no answer at (641)-555-1234, the service will ring (641)-555-5678 for 18 seconds (approximately 3 rings). If there is no answer at (641)-555-5678, the caller will be sent back to (641)-555-1234. Note that the Wait Seconds are set to 30 seconds (approximately 5 rings) in Action number 3. If the call goes unanswered, the caller will be sent to Voice Mail (if available) or hear an announcement stating that the called party could not be reached.