

# ManageMyPhone.com Reference Guide

Manage My Phone allows you to access your voice mail messages and personal settings from the Web. You simply log on to the website [www.ManageMyPhone.com](http://www.ManageMyPhone.com). You have access to listen to your voice messages, save or delete messages, and change personal configuration settings for your password, e-mail notification address, personal distribution lists and pager notification.

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

1. From a web browser, visit [www.managemyphone.com](http://www.managemyphone.com).
2. Enter username and password.
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. 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 speakers.
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.

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.

