

Single Number Service—Scheduling Instructions

1) Open Internet Explorer, and go to <http://173.224.22.236>

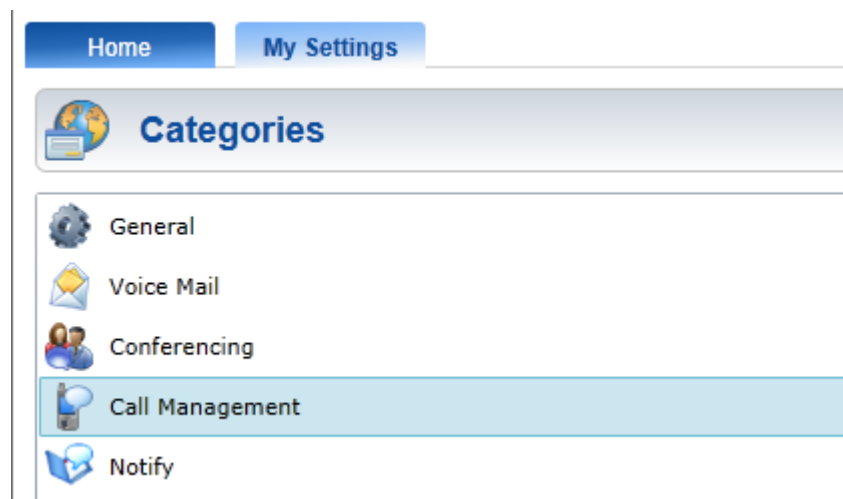


2) You will be prompted to install Microsoft Silverlight. Please click 'install' and follow the prompts. You will need Microsoft Silverlight to access the web portal.

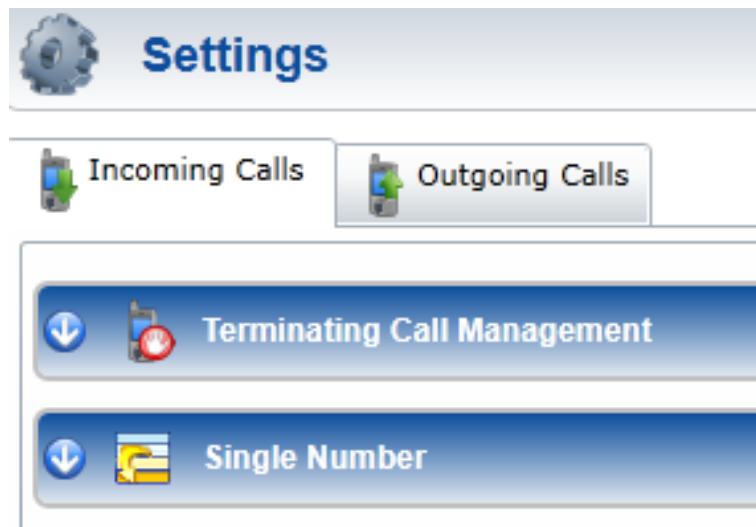
3) Enter your Username (your 10-digit home phone number) and Password (default is 0000) and click 'Login'. You will be able to change your password after logging in.

A screenshot of a login form with a blue background. It contains two input fields: "Username:" with the text "402439XXXX" and "Password:". Below the fields is a checkbox labeled "Remember Password" and a "Login" button.

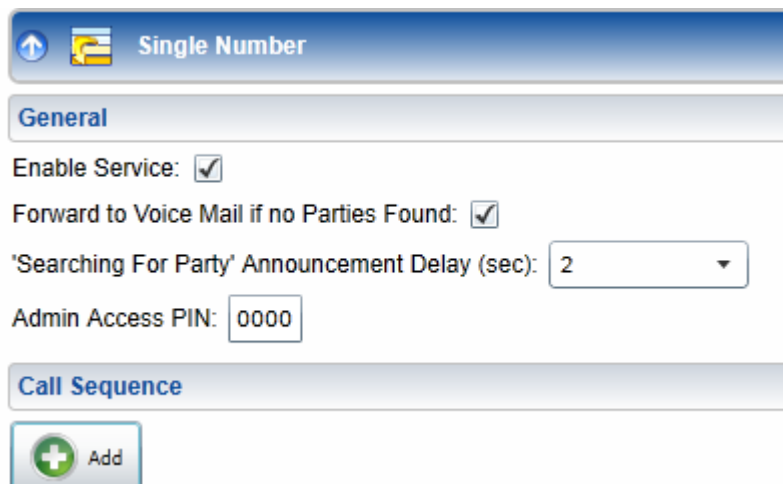
4) Once you've logged in, you will see your Home Screen. Click the 'My Settings' tab, and then click 'Call Management.'



5) Select the 'Incoming Calls' tab, then select the blue drop down arrow by 'Single Number'



6) Once 'Single Number' has been dropped down, you will see 'General' and 'Call Sequence'. Check the box next to 'Enable Service'. This turns the feature on. If you have Stanton Voice Mail, you may check the 'Forward to Voice Mail if no Parties



7) Click 'Add' underneath 'Call Sequence' to add desired phone numbers.

8) After selecting 'Add', a pop-up will appear. Enter the phone number desired.

Edit Phone Entry **Main Schedule**

Number To Dial:

Order:

Verify:

Call Attempt Time (seconds):

Call Delay Time (seconds):

Transfer Digit:

9) Select 'Schedule' in the upper right corner of the pop-up.

Main Schedule

10) A Schedule will appear. Use the 'Day', 'Start Time', and 'End Time' drop down options to select the schedule for the new entry. When the schedule is complete, select 'Apply'.

Edit Phone Entry **Main Schedule**

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
12:00 AM	All Day	All Day	All Day	All Day	All Day	All Day	All Day
1:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
2:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
3:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
4:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
5:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
6:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
7:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
8:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day
9:00	All Day	All Day	All Day	All Day	All Day	All Day	All Day

Day: Start Time: End Time:

11) Select



12) Repeat steps **7** through **11** to add multiple phone numbers.

13) Refer to step **6** to turn the feature on or off.