

Stay within reach and never miss another important phone call with Find Me Service from Waitsfield and Champlain Valley Telecom. With Find Me Service, you determine how to manage incoming calls using up to six different phone numbers. Use Find Me to integrate your home, office and wireless phone so you can take calls no matter where you are. A call to your home can ring your wireless phone, your office phone, and your lake cabin, all at the same time or in any order that you decide. You can easily turn Find Me service on or off, make changes to the phone numbers that you want to include, or change your ringing patterns via your phone or the Web. Find Me is an intelligent service developed to be compatible with voice mail systems and answering machines.

- **Personalize it** — You decide when and how it works — set it to call different phone numbers one by one, all at once, and in any order you choose.
- **Easy to set up** — Our easy-to-use Setup Wizard will help you set up and manage your Find Me settings.
- **Web management** — Manage your settings anytime or anywhere via your phone, PC desktop or over the Web.

This service is ideal for:

- Real estate agents
- Contractors
- Small business owners
- Anyone who's always 'on the go'

How it works:

The service is installed on your Waitsfield and Champlain Valley Telecom phone line. You then configure via Web access, what numbers to include, what order to ring them in, or set them to ring simultaneously. When a caller rings your main number, the service will ring your phones in the pattern you set. While the additional numbers are ringing, you can have a *Searching For Party* announcement play while the service executes the dialing plan you have set. If you have enabled the *Verify* feature, when a phone number is answered, the service will ask if the party is available at this number. If the person answering confirms, the call will be connected. If not, the Find Me ringing sequence will continue. If the

subscriber is not available, most people will configure the Find Me service to ring to voice mail.

Setting Up Your Find Me Service

Prior to using your Find Me service, you will need to record your name announcement in order for your Find Me service to work.

1. Dial 434-9051 or 545-9051, whichever is local to you.
2. Press 1 for Find Me name recording.
3. Enter the 10-digit phone number that Find Me is programmed on.
4. Enter your Find Me PIN.
5. To record your name announcement, press 3, record your name, and press the # key when finished.
6. To turn the service on or off, press 1.
7. To change your Find Me PIN, press 5, enter your new PIN. When prompted, reenter your new PIN to verify the change.



Action: The number in this field is used to determine the order in which the phone numbers will be dialed. If the same Action number is used more than once, then all of the phone numbers with

Dialing Plan Tab

The Dialing Plan tab contains a list of phone numbers that the Find Me service will dial while trying to locate you. The Dialing Plan may contain a maximum of six entries. The properties associated with each phone number in the Dialing Plan are described below:

that Action number will be dialed simultaneously. Entries in the Dialing Plan can be quickly reorganized by editing this number for each row until they are in the desired sequence.

Number To Dial: The 10-digit phone number to be dialed. The same phone number may be used for more than one Action in the Dialing Plan.

Verify: Should the service verify that you are present when this phone number is answered (as opposed to being directly connected, which would be the case if the call is answered by voice mail or an answering machine)? *Yes* or *No*.

Wait Seconds: The maximum number of seconds the service should wait for this phone number to answer before moving on to the next Action number. The valid range for this field is 1 to 60 seconds.

Dial Delay: The number of seconds the service should wait to dial this phone number after reaching this Action. The valid range for this field is 0 to 60 seconds.

Allow Forward: Should calls placed to this phone number be forwarded if it has Call Forwarding activated? *Yes* or *No*.

Managing Your Find Me Service From the Web

You can also manage your Find Me Service settings via the Internet. This feature has the following requirements:

- A Windows-based operating system and the Internet Explorer Web browser (required for full compatibility of ActiveX components).
- Your Web browser must have ActiveX enabled.

The Find Me Web interface is divided into two tabs — Dialing Plan and Configuration.

Once logged in, you can configure, make changes to, or turn on/off your Find Me Service

1. Visit www.voicemail.wcvt.com.
2. Enter your 10-digit phone number and password.
3. Under Select Service, click on *Find Me*.
4. The **Dialing Plan** tab allows you to add, delete, or make changes to the phone

Adding Rows to the Dialing Plan

To add a new row to the Dialing Plan, click the *Add* button located below the Dialing Plan list. The Add/Edit Action window will be displayed. The properties in this window are described in the list above.

In the Add/Edit Action window, select an Action number, enter the Number To Dial, and adjust the rest of the properties. When the fields are set to the desired values, press the *OK* button to add the new entry to the Dialing Plan. New Dialing Plan entries will not become

active until they are saved by pressing the *Save Changes* button in the lower-right corner of the Find Me screen.

Editing Rows in the Dialing Plan

Rows in the Dialing Plan can be edited by either double-clicking the row or selecting the row and clicking the *Edit* button. An Add/Edit Action window populated with the settings of the selected row will be displayed. Make any desired changes to the properties in the window and press the *OK* button to apply those changes to the Dialing Plan. Changes to rows in the Dialing Plan will not become active until they are saved by pressing the *Save Changes* button in the lower-right corner of the Find Me screen.

Deleting Rows from the Dialing Plan

To remove a row from the Dialing Plan, select the row and click the *Delete* button located below the Dialing Plan list. A confirmation window will appear. Select the *Yes* button in the confirmation window to continue with the deletion. If *Yes* is selected the row will be removed from the Dialing Plan, but will remain active until the deletion is saved by pressing the *Save Changes* button in the lower-right corner of the Find Me screen.

Configuration Tab

The Configuration tab is used to display and edit your general service settings. The following fields are found in this section:

Name: This field is for your name or some other descriptive information used to identify you. This field is optional and may contain up to

30 characters.

PIN: The 4-digit PIN used to manage your Find Me Service settings using a phone.

Play Searching For Party Announcement: Check this box if the Searching For Party announcement should be played to the calling party while the service executes the Dialing Plan. The delay before this announcement is played

for the first time is determined by the value entered in the *Searching For Party Announcement Delay* field.

Searching For Party Announcement Delay: The

number of seconds to wait before playing the *Searching For Party* announcement for the first time.

Name Announcement Recorded: This box will be checked if you have recorded your name for playback to the calling party, and will be unchecked if you have not. This field is read-only. You must have your name recorded for the service to operate.

Enable Service: This box may be checked to turn on the Find Me Service, or unchecked to turn off the Find Me Service. This box cannot be checked until the Name Announcement Recorded box is checked, which indicates that you have recorded your name for the service.

Changes to fields in the Configuration tab will not become active until they are saved by pressing the *Save Changes* button in the lower-right corner of the Find Me screen.

Configuring Find Me With Phone Central Software For Microsoft Windows PC Users

Phone Central software allows you to manage your Find Me service from your Windows PC. Once you have Phone Central installed on your PC please read the following instructions.

Call Sequence View

The Call Sequence section contains a list of phone numbers that the Find Me Service will dial while trying to locate the subscriber. If the Call Sequence interface is accessed while there are no phone numbers in the list, the Find Me Setup Wizard will be automatically displayed.



The Call Sequence list contains the following four columns of information for each entry in the list:

Order: The number in this column is used to determine the order in which the phone numbers in the list will be dialed. If more than one phone number share the same order number, then all of the phone numbers in that group 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 Call Sequence list.

Wait Seconds: The maximum number of seconds the service should wait for this number to answer before moving on to the next Order number.

Call Delay: The number of seconds the service should wait to dial this number after reaching this Order number.

Call Sequence Commands

Below the Call Sequence list is a row of four buttons: *Add*, *Delete*, *Edit*, and *Wizard*. The first three buttons are used to add entries to the list, remove entries from the list, and modify entries in the list, respectively. The *Wizard* button is used to access the Find Me Setup Wizard, which provides a step-by-step process for setting up the Call Sequence.

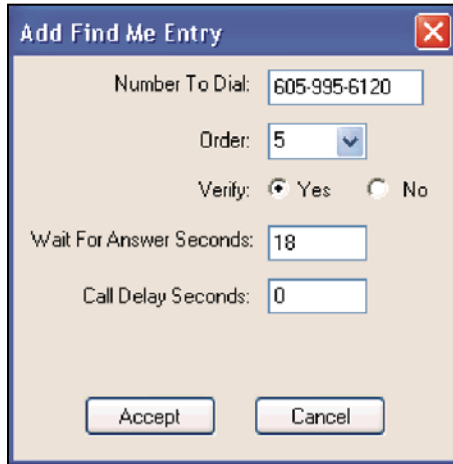
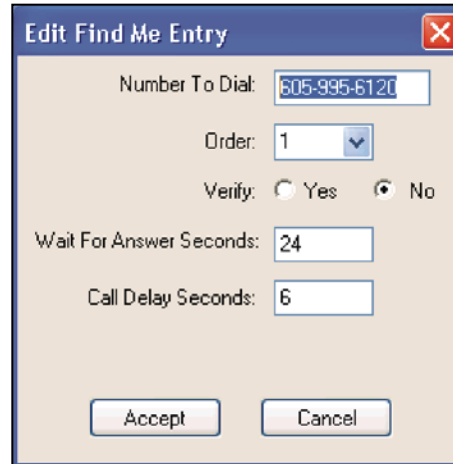
To Add List Item:

1. Click the *Add* button or select the *Add Item* command in the popup menu. Note: A maximum of six entries may be placed in the Call Sequence list. If six entries are present, the *Add* button and *Add Item* command will not be available until a list entry is deleted.

2. Complete the fields as described below.

The Add Find Me Entry window contains the following fields:

Number To Dial: The 10-digit phone num-

ber to be dialed. The same phone number may be listed multiple times in the Call Sequence list.

Order: The number in this column is used to determine the order in which the phone numbers in the list will be dialed. If more than one phone number shares the same order number, then all of the phone numbers in that group will be dialed simultaneously.

Verify: Should the service verify that the subscriber is present when this number is answered (as opposed to being directly connected, which would be the case if the call is answered by Voice Mail or an answering machine)? Select *Yes* or *No*. This option cannot be set to *Yes* if the subscriber has not recorded their name for playback.

Wait For Answer Seconds: The maximum number of seconds the service should wait for this number to answer before moving on to the next Order number.

Call Delay Seconds: The number of seconds the service should wait to dial this number after reaching this Order number.

To Delete a List Item:

1. Select the row for the action you wish to delete. Click the *Delete* button.
2. Select *Yes* to continue the deletion.

To Edit a List Item:

1. Select the row for the action you wish to edit and click *Edit* button.
2. The Edit Find Me Entry window, will display.
3. Once the desired changes have been made, click *Accept* to apply the changes.

Call Sequence List Organization

There are three basic actions needed to orga-

nize the Call Sequence list: grouping list items, ungrouping list items, and reordering list items. The Call Sequence list can also be organized through a step-by-step process using the Find Me Setup Wizard.

To Group List Items:

Phone numbers that are grouped under one number in the *Order* column will be dialed simultaneously when the Call Sequence reaches that *Order* number. There are two ways to group multiple phone numbers under a single *Order* number:

1. Select all of the phone number rows that need to be placed in a single group
2. Right-click on one of the selected rows to display a popup menu
3. Select *Create New Group*.
4. All of the selected rows will be grouped together and highlighted in the same shade of blue.

OR

1. Click-and-hold the mouse pointer on a row that needs to be placed in a group.
2. Drag that row up or down to the target group or individual phone number the selected row should be grouped with.
3. If the target is a single, ungrouped phone number, a gray bar will appear above and below the target row.
4. Release the mouse button and the row that was dragged will be grouped with the target row.

Ungrouping List Items

To remove a phone number from a Group, it can either be deleted, or it can be moved to another location in the Call Sequence.

1. Click-and-hold the mouse pointer on the row that needs to be ungrouped.
2. Drag the selected row up or down until a red bar is displayed at the location in the Call Sequence where the selected row should be moved.
3. Release the mouse button and the selected row will be removed from the group and placed at the release location as an ungrouped phone number.

Reordering List Items

To move a single phone number row up or down the Call Sequence list:

1. Click and drag the row until a red bar appears at the desired location in the Call Sequence
2. Release the mouse button.

To move a group of phone numbers up or down the Call Sequence list:

1. Select all of the rows in the group and then click-and-drag until a red bar is displayed at the desired location.
2. Release the mouse button.

Find Me Setup Wizard

The Find Me Setup Wizard provides a step-by-step process for setting up the Call Sequence list. The Setup Wizard can be invoked using the following two methods:

- If the Call Sequence interface is accessed while there are no phone numbers in the list, the Welcome screen will automatically display.
- The *Wizard* button below the Call Sequence list can be clicked at any time to access the Find Me Setup Wizard.

When the Setup Wizard is started, the Welcome screen will display. Click *Next* to continue to the Numbers To Call First screen.

The Numbers To Call First screen is used to define the phone number(s) that should be simultaneously dialed first in the Call Sequence.

On the left side of the Numbers To Call First screen is the New Number Information section. This section is used to configure new phone numbers and to add those phone numbers to the Call Sequence list.

In the middle of the screen is the Call First list. The Call First list displays the numbers that are currently configured to be dialed first in the Call Sequence.



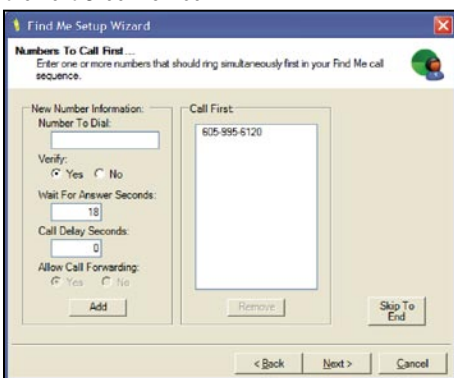
To Add a Number To The Call First List:

Populate the following fields in the New Number Information section and click *Add*.

Number To Dial: The 10-digit phone number to be dialed. The same phone number may be listed multiple times in the Call Sequence list.

Verify: Should the service verify that the subscriber is present when this number is answered (as opposed to being directly connected, which would be the case if the call is answered by Voice Mail or an answering machine)? Select *Yes* or *No*. This option cannot be set to *Yes* if the subscriber has not recorded their name for playback.

Wait For Answer Seconds: The maximum number of seconds the service should wait for this number to answer before moving on to the next *Order* number.



Call Delay Seconds: The number of seconds the service should wait to dial this number after reaching this *Order* number.

To Remove a Phone Number From The Call First List:

1. Click the number and press the *Remove* button located below the Call First list.
2. Once all the desired phone numbers have been entered into the Numbers To Call First screen, click the *Next* button to

continue the setup, or click the *Skip To End* button to go directly to the Summary screen. Since a maximum of six phone numbers may be entered in the Call Sequence, clicking the *Next* button will go directly to the Summary screen if six phone numbers have already been entered.

3. If fewer than six phone numbers were entered in the Numbers To Call First screen the Numbers To Call Second screen will display. If the Summary screen is displayed (indicating the maximum number of phone numbers has been reached), continue to the next step.

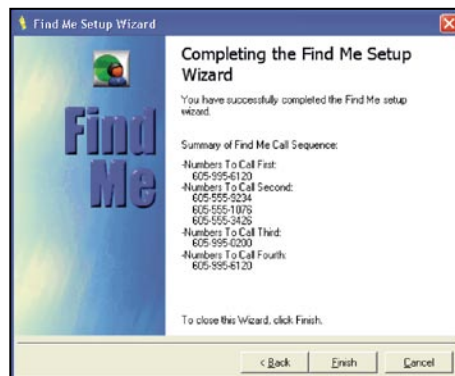
Numbers to Call Second Screen:

The Numbers To Call Second screen functions almost the same as the Numbers To Call First screen. The difference is that the phone numbers entered in this screen will be simultaneously dialed after the numbers entered in the Numbers To Call First screen. Subsequent screens (Numbers To Call Third, etc.) in the Find Me Setup Wizard will follow this pattern until either the *Skip To End* button is pressed or a total of six phone numbers have been entered in the Numbers To Call screens. Both of these scenarios will result in the Summary screen being displayed.

Summary Screen:

The Summary screen displays the Call Sequence that was created during this session of the Find Me Setup Wizard. The Summary screen will be displayed if the *Skip To End* button is clicked at any time in the Find Me Setup Wizard, or the *Next* button is pressed in any screen after a total of six phone numbers have been entered.

If the Call Sequence in the Summary screen is correct, click the *Finish* button to close the Setup Wizard and apply the entered phone numbers to the Call Sequence list.



Settings View

The Settings section is used to display and edit the general Find Me Service settings available to subscribers. If the subscriber has recorded their name for playback to the calling party, the Settings section will appear. If the subscriber has not recorded their name, the Settings section will appear with the text "Your name has not been recorded. Some options are not available." displayed to the right of the PIN field.

PIN: The 4-digit number used by the subscriber to manage their Find Me Service settings using a phone.



Enable Service: Check this box to turn on the Find Me Service, or uncheck this box to turn off the Find Me Service. The Find Me Service cannot be enabled if the *Require Name to be Recorded* option in the Subscriber Information section of the Find Me Subscribers add-on is turned on for this subscriber and the subscriber has not recorded their name for playback.

Play Searching For Party Announcement: Check this box if the *Searching For Party* announcement should be played to the calling party while the service executes the Call Sequence. This option cannot be set to *Yes* if the subscriber has not recorded their name for playback.

Searching For Party Announcement Delay: The number of seconds to wait before playing the *Searching For Party* announcement for the first time. This option will be disabled if the subscriber has not recorded their name for playback.