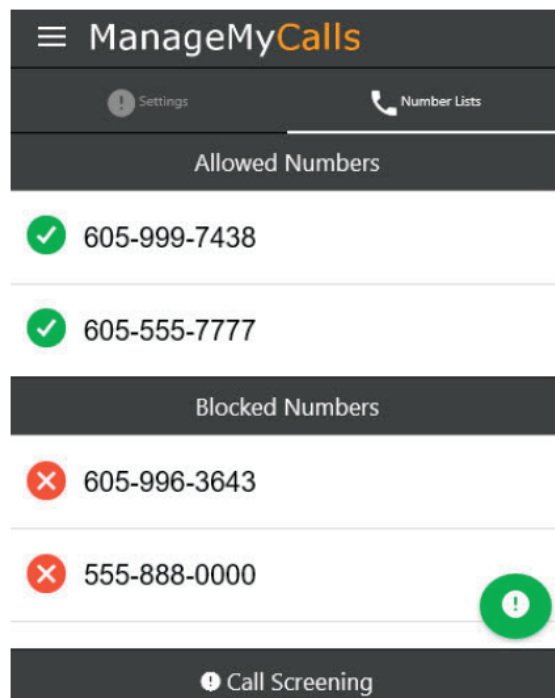# MANAGEMYCALLS - CALL SCREENING/DO NOT DISTURB MOBILE APP AND WEB USER GUIDE

## FOR TABLETS AND SMARTPHONES LOAD YOUR MANAGE MY CALLS APP FROM THE GOOGLE PLAY OR APPLE APP STORES

Enter the following Service Provider Address: **phone.hay.net/CallManagement** in your App and press the Save button.

For PC ManageMyCalls - Find Me, enter **phone.hay.net/CallManagement** in your PC's browser bar*, and when it opens press the Save button. If prompted after pressing the Save button press the Continue button.

## ENTER YOUR UNIQUE USERNAME AND PASSWORD TO LOGIN TO YOUR MANAGEMYCALLS - CALL SCREENING ACCOUNT
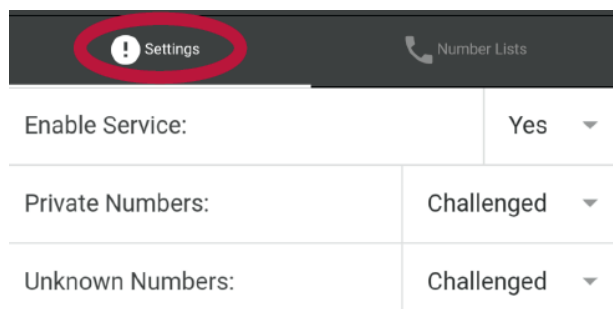
Please contact our office to receive your Username and Password at 519-236-4333 or hay@hay.net.

To open the Main Menu Select the icon circled in Red next to ManageMyCalls and choose:

From the Settings screen, you can choose **Yes** to enable the service or **No** to disable it.

Your service has been set to challenge all calls that are blocked from displaying on your CallerID (Private) and out of area (Unknown) calls.

You have the option with the drop-down to **Allow** or **Block** all of these types of calls. By using the **Challenged feature**, callers like your friends and family will have a chance to have their number ring through by pressing a digit on their phone.

We encourage you to use the Challenged setting on both types of calls to get the maximum benefit out of your Call Screening service.

*This service is only supported in Google Chrome, Microsoft Edge and Mozilla browsers.*

## ALLOWING AND BLOCKING SPECIFIC NUMBERS
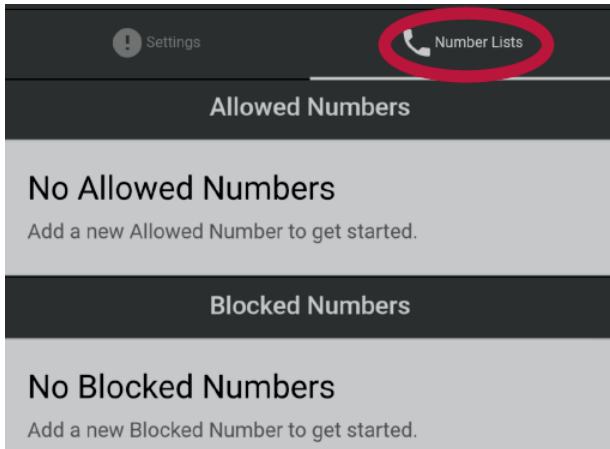


You can **Allow** numbers from friends and family to reach you without hearing the Challenge Message or you can choose specific numbers that you want to **Block** from getting through.

After selecting Number Lists select the Green icon which will open an Options window.
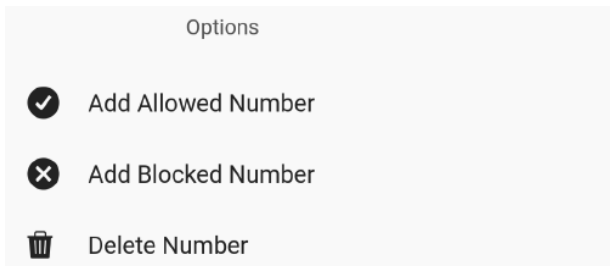




Choose **Add Allowed** or **Blocked** number and enter the ten-digit number (that includes Area Code) of the number (s) that you want Call Screening to Allow Unchallenged or Blocked from calling you.

Use Delete Number to remove any Allowed or Blocked numbers form your service list.
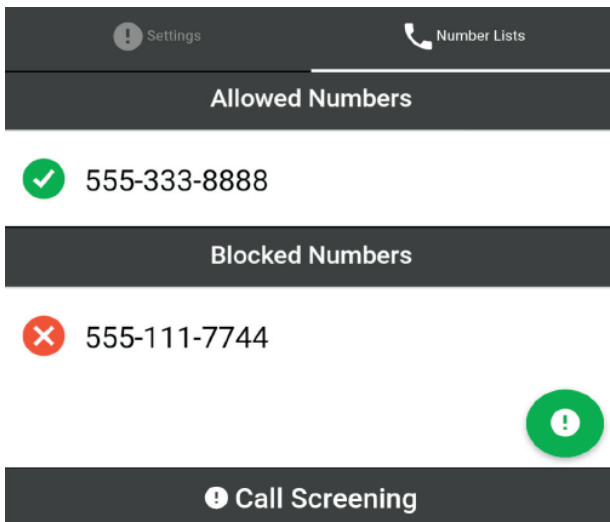




The service will remember your friends and family who have pressed the proper Challenge Digit response on their phone. They will be automatically added to the Allowed list.

If you need to increase the size of your Allowed or Blocked Number lists please contact us.

# Do Not Disturb Feature

 Do Not Disturb

From the ManageMyCalls Main Menu select **Do Not Disturb** if you would like to prevent people from calling you unless they have an **Override Access Code**. From the Settings screen choose to Enable or Disable the service.



Click on the Override Code field to change the access code that callers can use to get through to you when your Do Not Disturb is enabled.



Select Schedule to choose specific days and times that you want the service enabled.

Pressing the Green icon will open the Do Not Disturb Options window.



Choosing **Add Day** will open the New Schedule Entry window.  Selecting Yes from the drop-down will Enable the service for the entire day. Select No and fill in the time for the day that you want the service enabled.

**For example, if you do not want calls during dinner with your family use Schedule and set the service to be enabled during your dinner time each day.**