



ManageMyCalls

Mobile App & Web User Guide

Manage your call screening service,
Terminating Call Manager, with our easy-to-use
ManageMyCalls app.



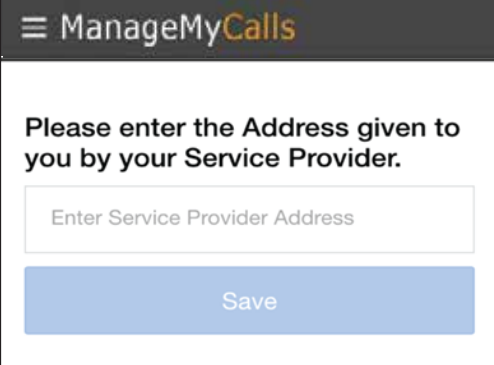
Step 1 – Download

Tablets & Smartphones: Download the ManageMyCalls app from the Google Play or Apple App stores.

Enter mycalls.utma.com in your App and press the Save button.

For PC ManageMyCalls – Find Me, enter the mycalls.utma.com/CallManagement in your PC's browser bar (supported in Google Chrome, Microsoft Edge and Mozilla browsers only) and when it opens, press the Save button.

If prompted after pressing the Save button, press the Continue button.



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Please enter the Address given to you by your Service Provider.

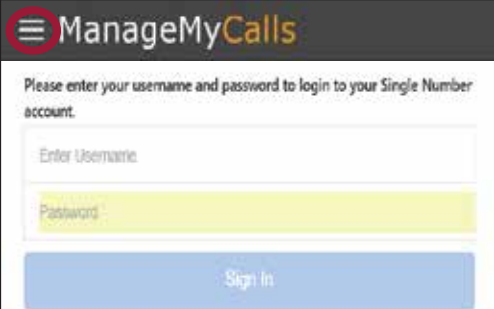
Enter Service Provider Address

Save

Step 2 – Log In

Please contact our office to receive your Username and Password and log in to the app.

To open the Main Menu, select the menu icon at the top left and choose 'Call Screening'.



ManageMyCalls

Please enter your username and password to login to your Single Number account.

Enter Username

Password

Sign In

Step 3 – Settings

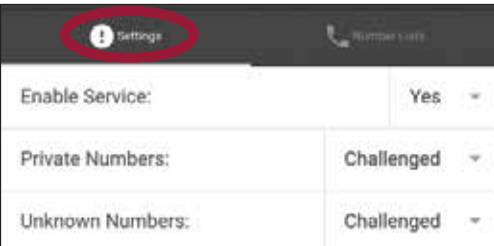
From the Settings screen, you can choose 'Yes' to enable the service or 'No' to disable it.

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

You have the option to use the drop down to allow or block all of these types of calls.

By using the challenge 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 challenge setting on both types of calls, to get the maximum benefit out of your call screening service.



Settings

Enable Service: Yes

Private Numbers: Challenged

Unknown Numbers: Challenged

Step 4 – Allowing & 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 Number' or 'Add 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 from 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 Numbers' list.

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

