



Phone Central

Quick Reference Guide for Find Me

Getting Started

Record Your Name Announcement:

1. **You will need to record your name announcement during the initial set up of Find Me in order for the service to function.**
2. To record your name announcement, dial the administration number for the Find Me service.
3. Enter your Subscriber Number (10-digit telephone number).
4. Enter your Find Me PIN. Your PIN will be a default of 0000 until you change it.
5. Press 3 to record your name.
6. Record your name and press the # key when finished.

Sign In to Phone Central:

Phone Central allows you to manage your Find Me service from your PC.

1. At the Phone Central User ID and Password prompt, enter your ten digit telephone number as your User ID, and your Phone Central password. Your password will be a default of 0000 until you change it.
2. Select **“Click here to Sign In”**.

Phone Central Settings

Change Your Phone Central Password:

1. Select **Settings** on the left side of the Phone Central application.
2. Select **Change Password**.
3. **Enter** and **Confirm** your new password.
4. Click **Save**.
5. Select **Ok** at the Save Complete window.

Change Your Preferences:

1. Select **Settings** on the left side of the Phone Central application.
2. Select **Preferences**.
3. Check **Start Visible** if you would like the login screen to be displayed when you start your PC.
4. Check **Run At Startup** if you would like Phone Central to start automatically when you turn on your PC. If you check **For Everyone**, Phone Central will start automatically when anyone logs onto your PC. If you check **For Just Me**, Phone Central will start automatically when you log onto your PC only.



Phone Central Find Me Settings

Change your Find Me PIN:

1. In Phone Central, open the Find Me menu.
2. Click **Settings**.
3. Enter your new PIN in the **PIN** field.
4. Click **Save**.

NOTE: You may also change your PIN by calling your Find Me administration number and pressing the number 5 on your key pad.

Enable/Disable Find Me:

1. In Phone Central, open the Find Me menu.
2. Click **Settings**.
3. Check the **Enable Service** box to enable the service. Uncheck the **Enable Service** box to disable the service.
4. Click Save.

NOTE: You may also enable or disable Find Me by calling your Find Me administration number and pressing the number 1 on your key pad.

Enable/Disable Searching for Party Announcement:

1. In Phone Central, open the Find Me menu.
2. Click **Settings**.
3. Check the **Play Searching for Party Announcement** to announce to the caller that the service is looking for you. Uncheck the box to not play the announcement.
4. Click Save.

Call Sequence Settings:

1. In Phone Central, open the Find Me menu.
2. Click **Call Sequence**.
3. Click **Wizard**. This wizard will help you set the list of phone numbers that Find Me will dial while trying to locate you. For additional assistance, please refer to the detailed instructions listed in your Find Me user guide. You can also watch our video demos on how to manage your Find Me settings at www.GraniteStateTelephone.com/demos.