

NEIGHBORHOOD WATCH  
DIALMYCALLS.COM INSTRUCTIONS



Please contact Sharon Englehardt, your Neighborhood Watch DialMyCalls.Coordinator at 408-4869

**SIGNING UP AT DIALMYCALLS.COM WEBSITE**

- You will be given an Account Username (your email address)
- You will be given access to your own control panel to enter your telephone numbers similar to the way you create a category for your email addresses except you are entering telephone numbers.
- After you sign in to DialMyCalls.com, there is a tutorial that will walk you through the process one step at a time.

**LIMITATIONS OF DIALMYCALLS.COM**

- **You can only send one message per week.**
- Maximum telephone number per group is 25 – so if you want to send a message to more than 25 people, send one message to one group today and send the same message to the rest of the group the next week.
- The phone message must be less than 30 seconds.

**STEP 1 - SET UP A NEW GROUP CALL USING FREE SERVICE**

- Set up your contacts list and your call using this free service
- Create new recording (your message)
  - Title of Recording or Subject of the Message
  - Voice Gender - Select male or female
  - Are you using a touchtone phone
  - Add your telephone number – Click on “Call Me”

**STEP 2 – RECORDING YOUR MESSAGE**

- You record your message using your telephone, replay or re-record again. Recordings last 30 seconds. If you're satisfied with the recorded message, simply hang up.
- Return to your computer and click on “Recording Complete”

### **STEP 3 - ADDING CONTACTS FOR YOUR CALLS**

- Add your individual contacts for this call or select contacts from an existing group
- A list of your groups appears on the screen

### **STEP 4 - SENDING**

- Send the message to your own phone - Check this if you would like to receive your call on your phone so you can hear it the same time as your residents and know that the call has been placed.
- It will ask you if you want to use an answering machine detection service. Check this.
- It will ask you for the date and time you want to place the call. You may choose now or select a future time.
- It will also ask you which zone to use - Select Pacific Time Zone
- It will ask you if you want voice mail or answering machine – You do want to "check" answering machine detection

### **STEP 5 - RECEIVING MESSAGES**

- When you pick up your phone there will be an automated message stating “This is a DialMyCalls message.” Then the Mail Box Captains will introduce themselves to you and pass on the appropriate message. At the end of the voice message, you will receive some advertising for Dial My Calls which will say, “With Dial My Calls you can record and send messages to your entire phone list in just seconds. Check out Dial My Calls.com today and see why thousands use it to make their lives easier.” **You don’t have to listen to the advertising just simply hang up.**

### **NEAT FEATURES**

- It has really neat features. You can view online or print out a detailed telephone call report on who answered your message and which messages went to "voice" mail.
- Instructional Sheets available at our Neighborhood Watch table.

### **EXAMPLES OF POSSIBLE USES**

- Alerts
- National Night Out invitations
- Neighborhood Watch announcements
- Be creative