

Web Portal User Guide

1. Open your Internet Browser (Firefox, Internet Explorer, etc.)
2. Type mytv.greenhills.net in the address bar.
3. You may receive an “activate Silverlight” icon. If so, click on it. You will receive a pop up asking you to “allow” mytv.greenhills.net to run. Click “allow now”
4. Enter your user name and password & click login.

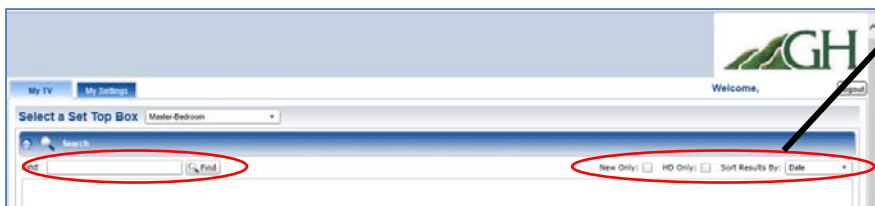
“My TV” tab allows you to search and record programs

IMPORTANT: Before modifying anything under this tab, make sure you are on the correct set top box.



1. To search & record a program:

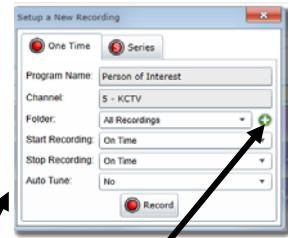
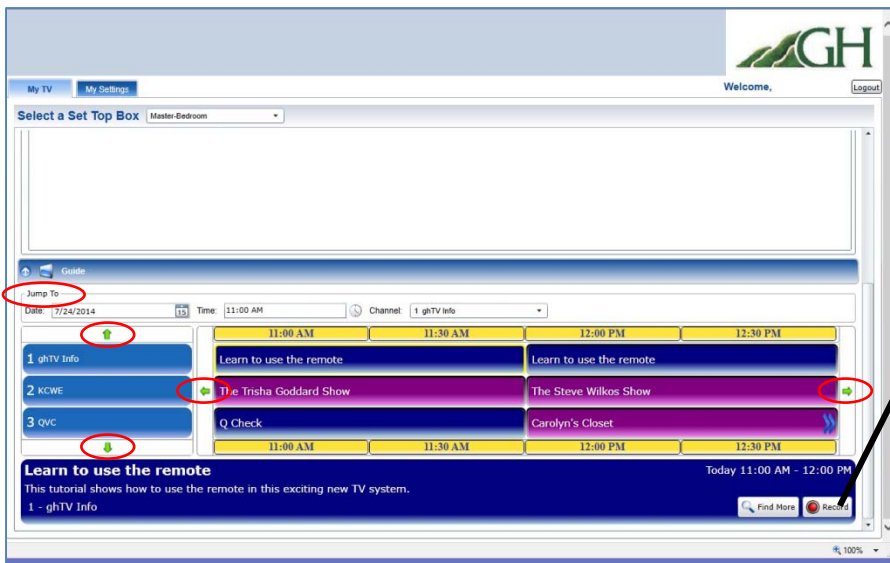
- Option 1:** Click on the “Search” Category (Click on the arrow beside each category to open & close.) Enter a keyword or program name and click “find”. This will locate all instances (for up to twelve days) of programming that matches the entry. Hovering over the program will expand the box to display more information and allow you to click the record button. You can narrow your search by selecting “new only, HD only, or sort by date, name, or channel” in the upper right hand corner of the screen. A “setup a new recording” screen will appear. Choose either the “one time” or “series” recording tab and complete the other fields as desired.



This button allows you to create new folders to organize your recordings.

- Option 2:** Click on the “Guide” Category (Click on the arrow beside each category to open & close.) You can either go to the “jump to” section to locate a program by date, time, and channel OR use the green arrows to scroll for channels and programs. Once you locate your program, click on the program to display the description at the bottom of the screen. To record, click the record button in the lower right hand section of the description screen. A “setup a new recording” screen will appear. Choose either the “one time” or “series” recording tab and complete the other fields as desired.





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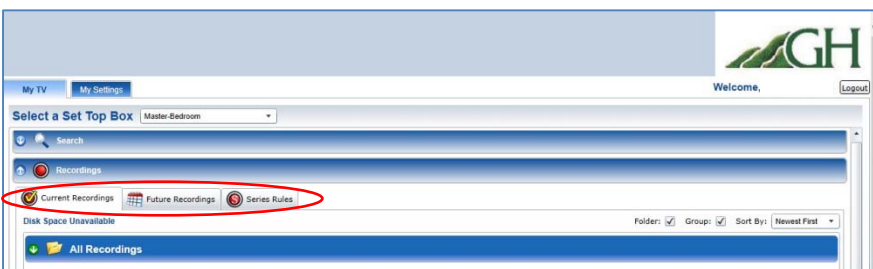
2. To View Your Recordings:

Click on the “Recordings” Category (Click on the arrow in front of each category to open & close.) There will be three tabs within this category: Current Recordings, Future Recordings, and Series Rules which will contain past and future recordings, along with management options and settings. Folders that are displayed here were created when scheduling your recording.

- a. **To edit the name of an existing folder:** click on the pencil.
- b. **To delete a folder:** click on the red button.

Note: The functions on a & b are only available if you have created new folders other than the system default folder called “all recordings”.

Disk space: The percentage of remaining disk space will be located below the tab names.



- a. **Current Recordings Tab:** This tab displays your past recordings. Programs may also be sorted by Newest First, Oldest First, Name, or Channel. Click on the green arrow to open the folder you wish to view. Here you will see the programs you have previously recorded. By hovering over the program, you can find more airing times, move to a different folder, or delete the recording.
- b. **Future Recordings Tab:** This tab displays your future recordings. Programs may also be sorted by Date, Name, or Channel. Click on the green arrow to open the folder you wish to view. Here you will see the programs you have set to record. By hovering over the program, you can “find more” airing times, move to a different folder, or delete the set recording.

- c. **Series Rules Tab:** This tab allows you to update, prioritize, and delete your Series recordings. When you recorded a program in the past, you were asked to record as a “One Time” or “Series” recording. If you chose “Series” then your recordings will appear here on the left in the “Select a Series Rule” box. When selecting a program on the left, the set of rules will appear on the right.

To update the series rules on an existing program: select the program on the left and click edit at the bottom. An “Edit Series Recording” screen will appear. Update the appropriate fields and hit save.

To delete a series rule: select the program on the left, click delete at the bottom, and then ok.

“My Settings” tab allows you to manage your settings

1. **To change your password:** Enter your information in the correct fields. The system will only accept letters and numbers, not special characters. As you type your new password, the “password strength” field will change colors as your password becomes stronger.
2. Click save in the lower right hand corner of the screen.

