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IPitomy Web Programming Instructions with Aastra 57i Phone

Use this address to access the IPitomy System:

Logging into Your Extension

Open your Web Browser. (Internet Explorer is recommended for this)
1. Type in the address in the web browser that is listed above.
2. You will see a page come up like this.

3. For sake of this example, we are going to use extension 103.
4. On the *right* side, under **User Login**, enter your **extension** number in the User Name field.
5. Enter your **voicemail password** in the Password Field.
6. Press **Login** button.
7. This will bring up the Home Screen.

Click an Item Below for More Detailed Instructions

My Account Screen
Setting Up Email Addresses, Password

Voicemail Screen
Checking messages, setting up folders, managing greetings

Programming Call Forward to an Outside Number
Set up Call Forwarding

Programming Keys on Your Phone
Programming soft keys

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The My Account Screen
From the home screen, click on the **My Account**.

This will bring up various settings you may modify.

- Change the email address your voicemail messages are sent to.
- Change your password. PLEASE CHANGE YOUR PASSWORD!
- Change the Forwarding of your phone.
    i. Unconditional is any call that comes into your phone. This is normally disabled so calls ring at your desk.
    ii. Busy is when you're on the phone.
    iii. No Answer is when the phone is not answered.
    iv. Unavailable is when you have your IP phone unplugged or the system does not recognize that your phone is connected.

Enter or Change your Email Address
To receive your voicemail as a wav file, enter in your email address in the User E-mail address field as shown below. Also, it is recommended you change your password. This password is for access to your mailbox and web programming which you are in now. See below for the fields that can be altered.

1. Change your **Password**. This can be 3-6 digits long. You must only use numeric characters.
2. Enter **your Email Address** if you wish to receive voicemail to email notifications to your email address.

3. Select **Yes** to Attach to E-Mail
4. **Delete After E-mail**. Select **yes** if you want the system to delete the message once it has been sent to your email. This makes it so that you won't have the same message on your phone as you already received through your email.
5. If you do not want to setup an email address, make sure to select No for Attach to E-mail.
6. **SAVE** THE CHANGES BY SELECTING the Save Changes button at the bottom. ![Save Changes]
7. You can change the Call Forwarding features on this screen which explained in the next section.

To Forward Your Calls to an Outside Number

1. **Click** on the **My Account**.
2. The only thing you have to worry about is highlighted in yellow below under the **Forwarding** section.

3. To forward the calls, select the pull down menu under **Unconditional**.
4. Select **Enabled**.
5. Select **Phone Number** as shown below. (You could also select Destination if you wanted to forward it to another internal extension).
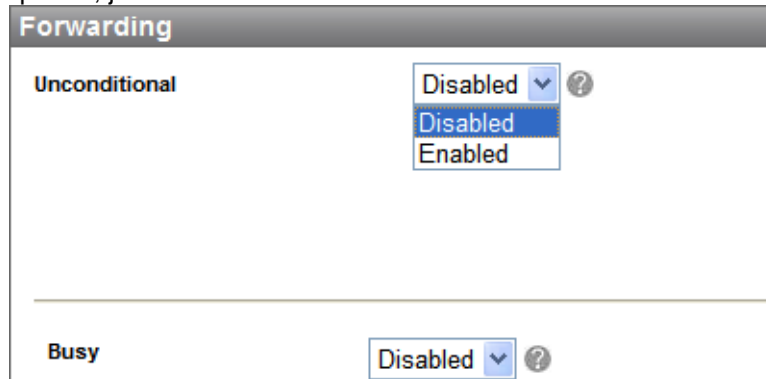6. After you do this, a field for the phone number will appear as shown below.

7. Enter the **phone number**. The system remembers the last number you entered. So, if this is the number you want, don't change it. If it is not, enter the new number.
8. Click **Save Settings** at the bottom of the screen.
9. Your phone is now forwarding all of its calls to the phone number you entered.
10. To **un-forward** your phone, just select **Disabled** as shown below.

11. You may change the other settings as well. Do this just as you did the Unconditional.
    - **Busy**
    - **No Answer** – You can have the system forward the call to your cell phone if you don't pick it up at the office. This is convenient because if you are there in the office, you can pick up the call at your desk. If you are not, it will bounce to your cell phone after a programmable number of rings.
    - **Unavailable** - When you have your IP phone unplugged or the system does not recognize that your phone is connected.

12. Don't forget to **Save Settings** after you make a change to any of these screens.

The Voicemail Screen

From this screen, you may see your messages, manage your folders, listen to and save your messages on to your computer hard drive, and much more. This means, if you have the IP address of the phone system, you can listen to your messages from your laptop halfway around the world, provided you have internet.

Programming the Programmable Keys on your Phone

1. Login to the system as described above.
2. From the home screen, click on the **My Account** button. If allowed by the installer, you will see a **My Phone Settings** link like shown below.

3. Click on the **My Phone Settings.**   You will a screen like this:

4. ***While you may change buttons on top, it is not recommended that you do this because you may change the Park keys and lose the ability to check Voicemail. Therefore, please do not change anything on the Top set of buttons.***

5. For this example, we'll program a **Page/BLF** button for extension 150. This Page/BLF button will enable you to call that extension. Their microphone will be live and they will be

able to respond without picking up the phone. You will also be able to see when extension 150 is on the phone (lamp lit) or ringing, as it will flash. If you only want to ring the phone and not announce yourself, be sure to program the button as a BLF.

6. Select the pull down menu for key 4 under the Type column.

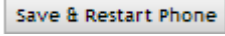| Key	Type	Label	Value	Idle	Connected	Incoming
1.	Page/BLF ▼	Rik	110:Extension: 110 ▼	☑	☑	☑
2.	Page/BLF ▼	Rik's Laptop	115:Extension: 115 ▼	☑	☑	☑
3.	Page/BLF ▼	Joe's iPhone	151:Extension: 151 ▼	☑	☑	☑
4.	None ▼			☐	☐	☐
5.	None			☐	☐	☐
6.	BLF / Speed Dial			☐	☐	☐
7.	Park / DND			☐	☐	☐
8.	Blind Transfer / Call Pickup			☐	☐	☐
9.	Voicemail			☐	☐	☐
10.	Voicemail Gateway / Record			☐	☐	☐
11.	Fwd On / Fwd Off			☐	☐	☐
12.	Set Fwd			☐	☐	☐
13.	Fwd Gateway / Intercom			☐	☐	☐
14.	Pause / Day/Night Mode			☐	☐	☐
15.	Page/BLF			☐	☐	☐

7. Select **Page/BLF**.
8. Under label, type what your want displayed as the label for this button (ie the person's name, the feature of the button, etc).
9. Select the Value from the pull down menu. In this case, 150:Extension: 150 . The next columns are for when the button you are programming should appear on your phone. You'll probably want them all checked.

> *Idle is when the phone is on-hook. Connected is when you are connected to a phone call. Incoming is when there is an incoming call ringing on your phone. Outgoing is when you are dialing an outgoing call but not yet connected to the call.*

10. When completed, the row should look like this:

Key	Type	Label	Value	Idle	Connected	Incoming	Outgoing
1.	Page/BLF ▼	Rik	110:Extension: 110 ▼	☑	☑	☑	☑
2.	Page/BLF ▼	Rik's Laptop	115:Extension: 115 ▼	☑	☑	☑	☑
3.	Page/BLF ▼	Joe's iPhone	151:Extension: 151 ▼	☑	☑	☑	☑
4.	Page/BLF ▼	Rik's Cell Phone	150:Extension: 150 ▼	☑	☑	☑	☑

There are many other type of buttons that you can program, such as a speed dial, do not disturb, etc

11. Once you are finished, be sure and click the Save & Restart Phone button at the top right corner of the screen. You must do this or your changes will not be saved.

12. When you do this, your phone will be reboot. **If your PC is connected to your phone, you will lose your connection to the network for a few minutes.**

A Note about the Programmable Buttons:

If you have more than 5 buttons programmed, a **More** button will appear on your phone on the sixth button. This will enable you to have four more layers of keys underneath the first layer. The next layer will appear on the upper left when you hit the **More** key**.**