



# Advanced Networking, Inc.

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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.

The image shows two side-by-side login panels. The left panel is titled 'ADMIN LOGIN' and contains two input fields: 'User Name:' and 'Password:', each followed by a text box. Below these fields is a 'Login' button. The right panel is titled 'USER LOGIN' and also contains two input fields: 'User Name:' and 'Password:', each followed by a text box. The 'User Name:' field in the right panel is highlighted in yellow. Below these fields is a 'Login' button.

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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**.

Voicemail Settings	
Mailbox	103
Name	Joe Eigenbrot
Password	103
User E-mail	joe@advnetwork.com
Attach to E-mail	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Delete after email	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/>
Turn Old After Emailing	Yes <input type="radio"/> No <input checked="" type="radio"/>
Say Caller Id	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Allow Review	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/>
Allow Operator	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Play Envelope Message	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Delete Messages in	90 Days

Follow-Me	
Manage	Numbers & Settings
Forwarding	
Unconditional	Enabled
<input type="radio"/> Phone Number <input checked="" type="radio"/> Destination	Extensions Extension: 102
Busy	Disabled
No Answer	Disabled
Unavailable	Disabled

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.

Voicemail Settings	
Mailbox	105
Name	320 Local
Password	105
User E-mail	
Attach to E-mail	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/>
Delete after email	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/>

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.
7. You can change the Call Forwarding features on this screen which explained in the next section.

**Save Changes**

### 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.

Melane Account Settings My Phone Settings My Schedule

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Voicemail Settings	
Mailbox	110 <span style="float: right;">?</span>
Name	Melane <span style="float: right;">?</span>
Password	110 <span style="float: right;">?</span>
User E-mail	<input type="text"/> <span style="float: right;">?</span>
Attach to E-mail	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> <span style="float: right;">?</span>
Delete after email	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/> <span style="float: right;">?</span>
Turn Old After Emailing	Yes <input type="radio"/> No <input checked="" type="radio"/> <span style="float: right;">?</span>
Say Caller Id	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> <span style="float: right;">?</span>
Allow Review	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/> <span style="float: right;">?</span>
Allow Operator	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> <span style="float: right;">?</span>
Play Envelope Message	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> <span style="float: right;">?</span>
Delete Messages in	<input type="text" value="90"/> Days <span style="float: right;">?</span>

Forwarding	
Unconditional	Disabled <span style="float: right;">?</span> <div style="border: 1px solid black; padding: 2px; width: fit-content;">                     Disabled                      Enabled                 </div>
Busy	Disabled <span style="float: right;">?</span>
No Answer	Disabled <span style="float: right;">?</span>
Unavailable	Disabled <span style="float: right;">?</span>

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.

**Forwarding**

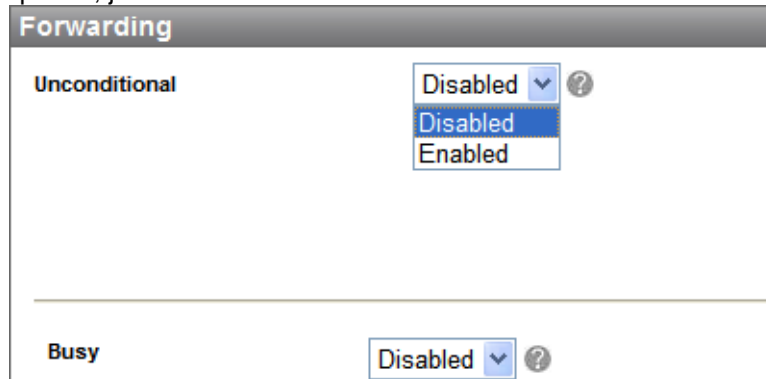
**Unconditional** Enabled ▼ ?

Phone Number       Destination

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**Busy** ▼ ?

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



Home / Voicemail

Joe Eigenbrot Voicemail Details

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Search  All  Current Folder [My Greetings](#)

Show Custom Folders

[New \(1\)](#) [Family](#) [Friends](#) [Work](#) [Old](#)

You are using an Unavailable Greeting.

Delete Selected Move Selected to Folder v New 1 Message | Previous 1-1 Next

Voicemail					
<input type="checkbox"/>	<a href="#">From</a>	<a href="#">Call Back #</a>	<a href="#">Date</a>	<a href="#">Time</a>	<a href="#">Length</a>
<input type="checkbox"/>	Anonymous	429-9000	07/28/10	08:40:15 AM	01:04

[Download New Folder](#)

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.



Home / My Account

Joe Eigenbrot Account Settings

[My Phone Settings](#) 

[My Schedule](#) 

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



[Top](#)

Key Type	Label	Value	Idle	Connected	Incoming	Outgoing
1. BLF	Park 1	701:Park_701	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. BLF	Park 2	702:Park_702	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. BLF	Park 3	703:Park_703	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Park	Park		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Voicemail	Voicemail		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. DND	DND		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Bottom](#)

Key Type	Label	Value	Idle	Connected	Incoming	Outgoing
1. Page/BLF	Joe	103:(103) - Joe Eigenbrot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Page/BLF	Rik	7001:(7001) - 7001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Page/BLF	Aastra Phone	7143:(7143) - Aastra 9143i Demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Speed Dial	Weather Line	4299000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Speed Dial	Adv Network	7929200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Page/BLF	Joe iPhone	160:(160) - Joe iPhone/Droid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0. None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

- 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Page/BLF	Rik's Laptop	115:Extension: 115	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Page/BLF	Joe's iPhone	151:Extension: 151	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Speed Dial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Park			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	DND			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Blind Transfer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Call Pickup			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Voicemail			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Voicemail Gateway			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Record			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Fwd On			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Fwd Off			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Set Fwd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Fwd Gateway			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Intercom			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Pause			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Day/Night Mode			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Page/BLF			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

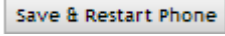
- Select **Page/BLF**.
- Under label, type what you want displayed as the label for this button (ie the person's name, the feature of the button, etc).
- Select the Value from the pull down menu. In this case, 150:Extension: 150. The next columns are for when the button you are programming should appear 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.*

- When completed, the row should look like this:

Key	Type	Label	Value	Idle	Connected	Incoming	Outgoing
1.	Page/BLF	Rik	110:Extension: 110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Page/BLF	Rik's Laptop	115:Extension: 115	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Page/BLF	Joe's iPhone	151:Extension: 151	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Page/BLF	Rik's Cell Phone	150:Extension: 150	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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  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.