IPitomy Web Programming Instructions

Use this address to access the IPitomy System:

Logging into Your Extension

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

ADMIN LOGIN	USER LOGIN
User Name:	User Name:
Password:	Password:
Login	Login

4. For sake of this example, we are going to use extension 103.
5. On the *right* side, under **User Login**, enter your **extension** number in the User Name field.
6. Enter your **voicemail password** in the Password Field.
7. Press **Login** button.
8. 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

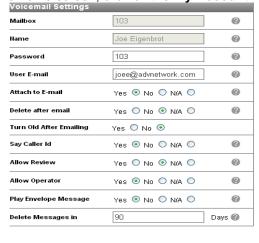**Programming Keys on Your Phone**
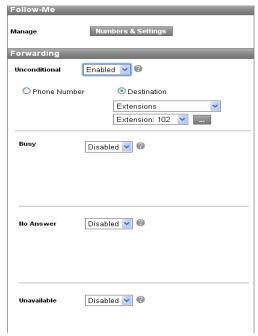*Programming soft keys*

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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	joee@advnetwork.com	❓
Attach to E-mail	Yes ⦿ No ○ N/A ○	❓
Delete after email	Yes ○ No ○ N/A ⦿	❓
Turn Old After Emailing	Yes ○ No ⦿	
Say Caller Id	Yes ⦿ No ○ N/A ○	❓
Allow Review	Yes ○ No ○ N/A ⦿	❓
Allow Operator	Yes ⦿ No ○ N/A ○	❓
Play Envelope Message	Yes ⦿ No ○ N/A ○	❓
Delete Messages in	90	Days ❓

Follow-Me	
Manage	Numbers & Settings

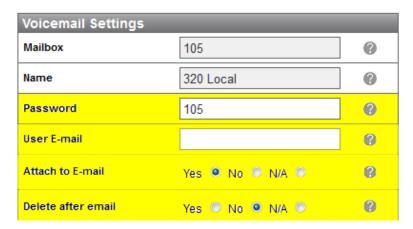| Forwarding		
Unconditional	Enabled ⌄ ❓	
	○ Phone Number ⦿ Destination	
	Extensions ⌄	
	Extension: 102 ⌄ ...	
Busy	Disabled ⌄ ❓	
No Answer	Disabled ⌄ ❓	
Unavailable	Disabled ⌄ ❓	

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 ⦿ No ○ N/A ○	❓
Delete after email	Yes ○ No ⦿ N/A ○	❓

1. Change your **Password**. This can be 3-6 digits long. You must only use numeric characters.
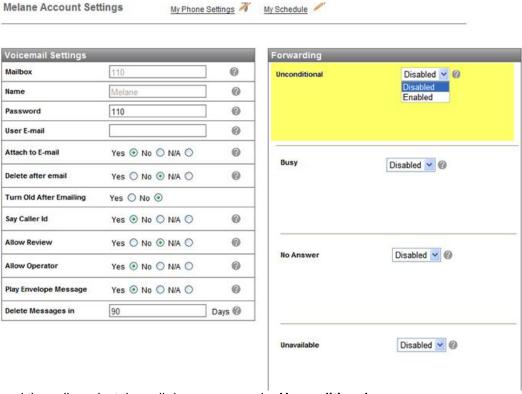
2. Enter **your Email Address** if you wish to receive voicemail to email notifications to your email address.
3. Select **Yes** to Attach to E-Mail
4. **Delete After E-mail**. Select **yes** if you want the system to delete the message once it has been sent to your email. This makes it so that you won't 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
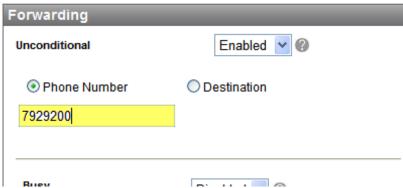7. You can change the Call Forwarding features on this screen which explained in the next section.

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).
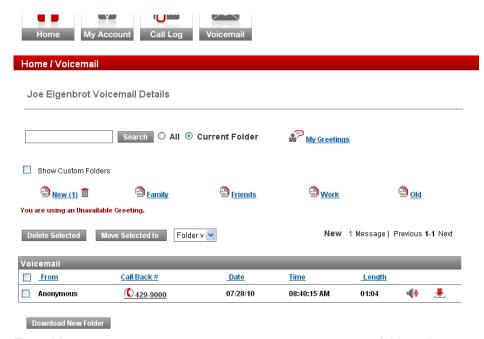6. After you do this, a field for the phone number will appear as shown below.

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.
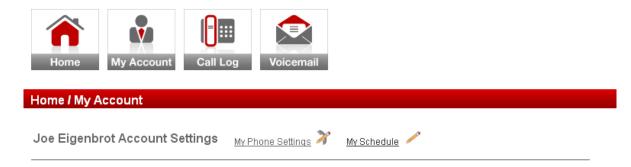

The Voicemail Screen

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.
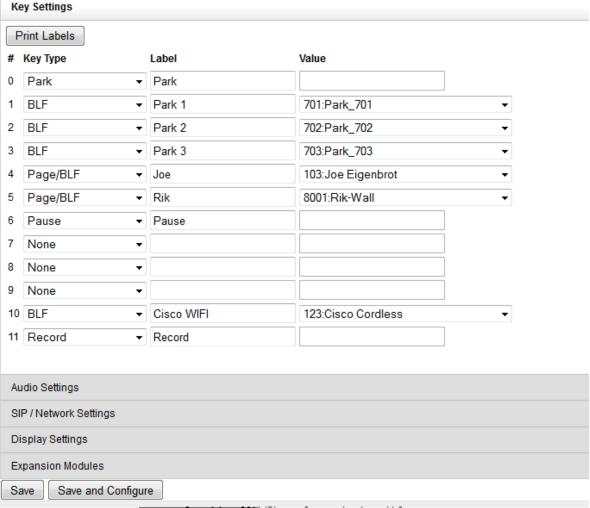
Programming the Programmable Keys on you HD Phone

1. Login to the system, as described above.
2. From the home screen, click on the My Account button
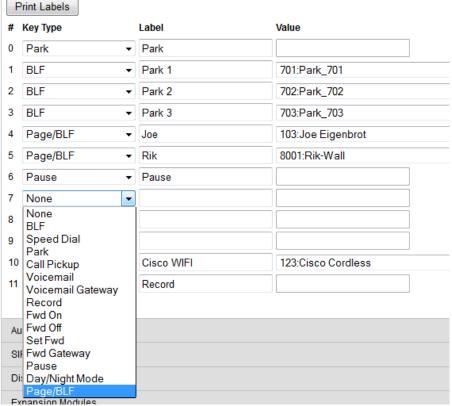3. From the My Account Screen, if allowed, you will notice a My Phone Settings link like shown below.

4. Click on the **My Phone Settings** to bring up a screen like this.

Key Settings

[Print Labels]

#	Key Type	Label	Value
0	Park ▾	Park	
1	BLF ▾	Park 1	701:Park_701 ▾
2	BLF ▾	Park 2	702:Park_702 ▾
3	BLF ▾	Park 3	703:Park_703 ▾
4	Page/BLF ▾	Joe	103:Joe Eigenbrot ▾
5	Page/BLF ▾	Rik	8001:Rik-Wall ▾
6	Pause ▾	Pause	
7	None ▾		
8	None ▾		
9	None ▾		
10	BLF ▾	Cisco WIFI	123:Cisco Cordless ▾
11	Record ▾	Record	

Audio Settings

SIP / Network Settings

Display Settings

Expansion Modules

[Save] [Save and Configure]

5. You must press the Save and Configure button to save your changes.
6. *DO NOT USE BUTTONS 0-5. These are the same on all phones. If you change the programming, you may not be able to park or pickup parked calls.*
7. For this example, we will program a Page/BLF button for extension 150. Once programmed, this Page/BLF button will enable you to voice-call or page that extension and be able to see when extension 150 is on the phone. If you program it as a BLF button, you will ring but not voice-call the programmed extension.
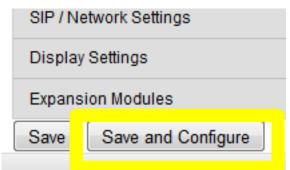
8. Key 7 is open. Select the pull down menu for key 7 under the Key Type column.

9. Select **Page/BLF**.
10. Under label, type in the **name** for this extension. (This does not have to match what is in the system).
11. Next, select the **Value** from the pull down menu. In this case, it should be **150:Extension 150**.
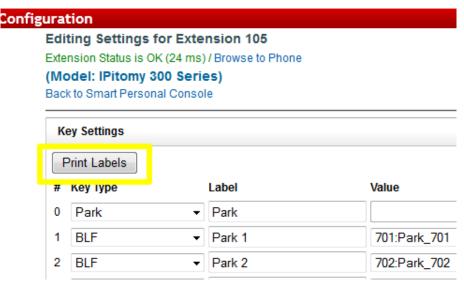12. When it is all completed, the row should look like this.

13. There are many other type of buttons that you can program, such as a speed dial, do not disturb, etc.
14. Once you are finished, be sure and click the **Save and Configure** button on the bottom left corner.

15. Go on to the next section to print your phone label.

Printing the Button Labels

1. From the Button Programming Screen you were just in, there is a button towards the top that says **Print Labels**.

2. Click the **Print Labels** button.
3. It will bring up a Print Label Dialog Box asking the Position number. Just hit **Go**.

4. It will bring up a separate browser window. You must have Adobe Reader or PDF viewer to use this feature.
5. You will see your label come up.
6. Go to the **File** Menu and select **Print**.
7. It will bring up the Print Window. Select whatever printer you want to use. *Make sure that the scale is set to Actual size or the printout may not be the right size*.
8. **Print**, cut, and install the label. You will need to cut a small arc in the bottom of the label to have it lay flat on the phone set.