

Advanced Networking, Inc.

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IPitomy Web Programming Instructions

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.

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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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**Telephone and Voice Mail Systems • Fax to Email Forwarding • Network Wiring
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1316 Philadelphia Pike

Wilmington, DE 19809

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

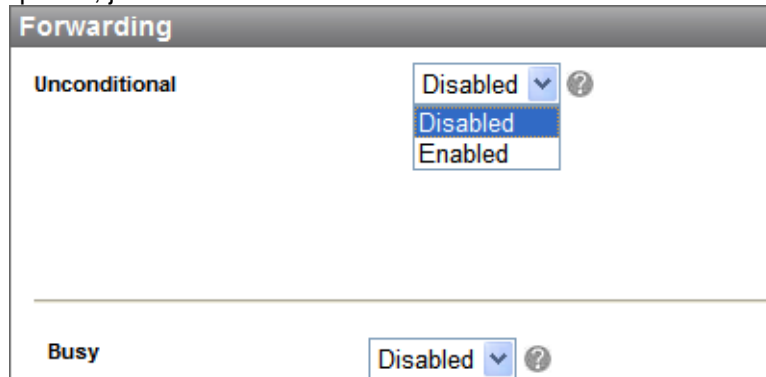
Voicemail Settings	
Mailbox	<input type="text" value="110"/> ?
Name	<input type="text" value="Melane"/> ?
Password	<input type="text" value="110"/> ?
User E-mail	<input type="text"/> ?
Attach to E-mail	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> ?
Delete after 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	<input type="text" value="90"/> Days ?

Forwarding	
Unconditional	Disabled <input type="button" value="v"/> ? Disabled <input type="button" value="v"/> Enabled <input type="button" value="v"/>
Busy	Disabled <input type="button" value="v"/> ?
No Answer	Disabled <input type="button" value="v"/> ?
Unavailable	Disabled <input type="button" value="v"/> ?

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 <input type="button" value="v"/> ?
<input checked="" type="radio"/> Phone Number	<input type="radio"/> Destination
<input type="text" value="7929200"/>	
Busy	Disabled <input type="button" value="v"/> ?

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

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"/>	From	Call Back #	Date	Time	Length
<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 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.



Home / My Account

Joe Eigenbrot Account Settings

[My Phone Settings](#) 

[My Schedule](#) 

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

Key Settings

#	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

5. You must press the **Save and Configure** button to save your changes.

6. DO NOT USE BUTTONS 0-3. These are the same on all phones. If you change the programming, you may not be able to park or pickup parked calls.

IPitomy Web Programming Instructions for the HD Phones

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.

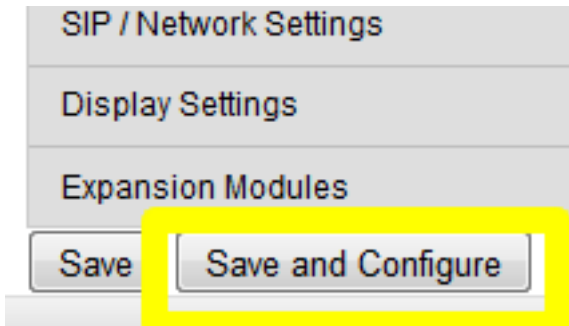
Print Labels

#	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	Speed Dial		
10	Park	Cisco WIFI	123:Cisco Cordless
11	Call Pickup	Record	
	Voicemail		
	Voicemail Gateway		
	Record		
	Fwd On		
	Fwd Off		
	Set Fwd		
	Fwd Gateway		
	Pause		
	Day/Night Mode		
	Page/BLF		

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.

4	Page/BLF	Joe	103:Joe Eigenbrot
5	Page/BLF	Rik	8001:Rik-Wall
6	Pause	Pause	
7	Page/BLF	Rik's Cell Phone	150:Rik-Cell Sip
8	None		

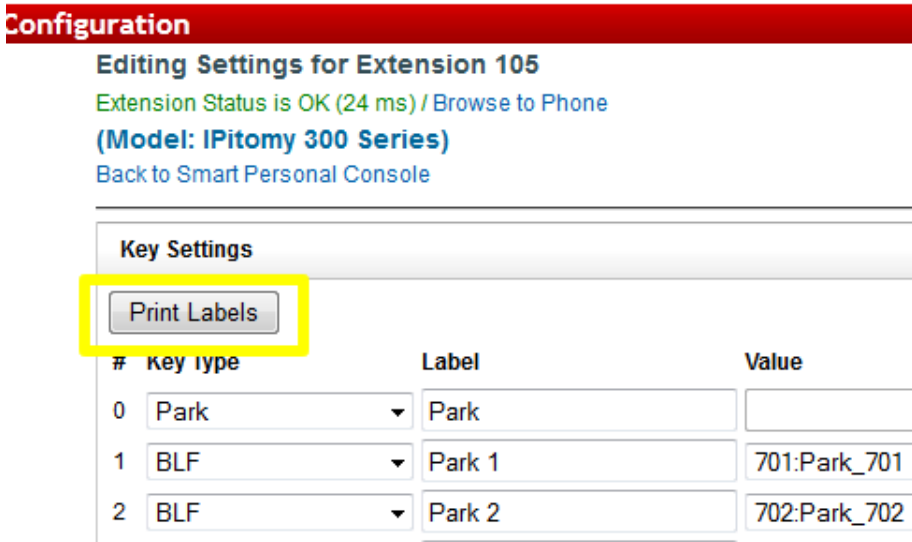
13. There are many other type of buttons that you can program, such as a speed dial, do not disturb, etc.
14. Once you are finished, be sure and click the **Save and Configure** button on the bottom left corner.



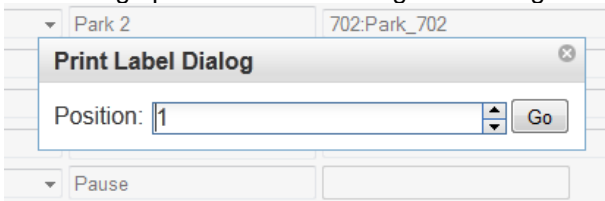
15. Go on to the next section to print your phone label.

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.