

Advanced Networking, Inc.

Telephone 302-792-9200 Facsimile 302-792-9294

www.advnetwork.com

IPitomy Admin Web Programming Instructions

Use this address to access the IPitomy System:

Your username is:

Your Password is:

Logging in as the Administrator of the System

1. Open up your **web browser**.
2. Put the **address** that is above in the address field of the browser.
3. It will bring up a window like this:

The image shows two side-by-side login forms. The left form is titled "ADMIN LOGIN" and the right form is titled "USER LOGIN". Both forms have a "User Name:" label followed by a text input field, a "Password:" label followed by a text input field, and a "Login" button below the fields.

Copyright © 2015 IPitomy Communications, LLC. All rights reserved. [EULA & Warranty Information](#)

4. Login using the **LEFT** side of the screen name with the credentials listed above.
5. It will bring up the home screen and say access denied. Do not worry about this.

Member: DE State Chamber of Commerce

-- 2017 Our 31st Year --

Telephone and Voice Mail Systems • Fax to Email Forwarding • Network Wiring
Dial Tone, Long Distance, & Internet Services • Voice Mail Rental Boxes

1316 Philadelphia Pike

Wilmington, DE 19809



Destinations / Extensions

Extensions – MABH

- ▶ System access denied
- ▶ Providers
- ▼ Destinations
 - Extensions
 - Groups
 - Menus
 - Conferences
 - Voicemail
 - Schedules
 - Branch Offices
- ▶ Applications
- ▶ Call Routing
- ▶ PBX Setup
- ▶ Reporting
- ▶ Diagnostics

6. Under the left column, select **Voicemail**.
7. This will bring up all the voicemail boxes on the system.

IPITOMY SMARTER BUSINESS COMMUNICATIONS

Destinations / Voicemail (pri

Voicemail – MABH

▶ System Add Mailbox

▶ Providers

▼ Destinations

- Extensions
- Groups
- Menus
- Conferences
- Voicemail
- Schedules
- Branch Offices

▶ Applications

▶ Call Routing

▶ PBX Setup

▶ Reporting

▶ Diagnostics

Mailbox	Name	E-mail	Actions
100	System Control Extension		
101	Advnet		
201	Wilm Recept 1		
202	Wilm Recept 2		
203	Wilm Recept 3		
204	Wilm Intern		
205	Wilm Off Mgr		
211	Wilm Office 1		
212	Wilm Office 2		

8. Click on the voicemail/extension you want to modify by clicking on the actual mailbox number. Do not click on the circle unless you want to clear out all messages and greetings from that mailbox.

IPitomy Admin Cheat Sheet

9. You can change the name, email address, password and other settings.
10. When done, click **Save Changes**.
11. You may change another voicemail box by clicking on Voicemail on the column again.
12. *Once complete, make sure to click **Apply Changes** in the upper right corner of the screen. If you do not, the settings will not be applied until you do.*



13. Once you have applied the changes, be sure to log out of the system.