

# Advanced Networking, Inc.

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www.advnetwork.com

## IPitomy User Web Programming Instructions

Use this address to access the IPitomy System: (Contact Us for this address)

### 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.

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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	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 <input type="text" value="102"/> ?
	Extension: 102 <input type="text"/> ...
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	<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"/> ?

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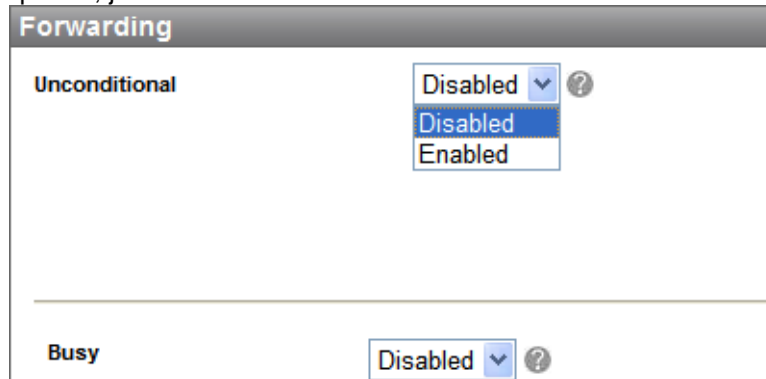
Voicemail Settings	
Mailbox	110 ?
Name	Melane ?
Password	110 ?
User E-mail	?
Attach to E-mail	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> ?
Delete after email	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/> ?
Turn Old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

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 <span style="margin-left: 100px;"><input type="radio"/> Destination</span>	
7929200	
Busy <span style="float: right;"><input type="button" value="v"/> ?</span>	

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

All  Current Folder [My Greetings](#)

Show Custom Folders



You are using an Unavailable Greeting.

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

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 IP Phone

This is a generalized instruction set to program buttons on your IP phone. Depending on the model, your screen will look a bit different than the one shown here as an example. This example is a Yealink T29 phone. However, the basics present here are the same across the range of phones. If you have any questions, please contact us.

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
1	None		
2	None		
3	BLF		202:Campus Center Postage Area
4	BLF		236:Title IX Office
5	BLF		555:Receptionist Communications
6	None		
7	None		
8	None		
9	None		
10	None		
11	None		
12	None		
13	None		
14	None		

Audio Settings

SIP / Network Settings

Display Settings / Call Control

Expansion Modules

Save Save and Configure

5. You must press the **Save and Configure** button to save your changes.
6. For this example, we will program a BLF button for extension 150. Once programmed, this /BLF button will enable you to call that extension and be able to see when extension 150 is on the phone.

- Key 6 is open. Select the pull down menu for key 6 under the Key Type column.

Key Settings			
#	Key Type	Label	Value
1	None		
2	None		
3	BLF		202:Campus Center Postage Area
4	BLF		236:Title IX Office
5	BLF		555:Receptionist Communications
6	BLF		225:Receptionist Desk Console
7	None		
8	BLF		
9	Speed Dial		
10	Call Pickup		
11	Voicemail		
12	Voicemail Gateway		
13	Fwd On		
14	Fwd Off		
	Set Fwd		
	Pause		
	Day/Night Mode		
	Page/BLF		
	Line		
	Multicast Page		
	Prefix		
	Park		
	DTMF		

- Select **BLF**.
- Under label, type in the **name** for this extension. (This does not have to match what is in the system).
- Next, select the **Value** from the pull down menu. In this case, it should be **225:Receptionist Desk Console**
- When it is all completed, the row should look like this.

3	BLF	CC Postage	202:Campus Center Postage Area
4	BLF	Title IX office	236:Title IX Office
5	BLF	Receptionist 555	555:Receptionist Communications
6	BLF	Receptionist 225	225:Receptionist Desk Console
7	None		

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

