

Advanced Networking, Inc.

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Ipitomy Web Programming Instructions

Use This Address From a Computer Inside the Office: _____/ippbx

Use This Address From a Computer Outside the Office: _____/ippbx

Logging Into the Ipitomy

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.

The image shows two side-by-side login panels. The left panel is titled 'ADMIN LOGIN' and the right panel is titled 'USER LOGIN'. Both panels 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. The background of the panels is a light gray with a subtle circular pattern.

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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, Forwarding, 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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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 ?

Phone Number Destination

Extensions v

Extension: 102 v ...

Busy Disabled ?

No Answer Disabled ?

Unavailable Disabled ?

This will bring up various settings you may modify.

- Change the email address you get your voicemail messages sent.
- Change your password.
- [Change the Forwarding of your phone.](#)
 - i. Unconditional is any call that comes into your phone.
 - ii. Busy is when you're on the phone.
 - iii. No Answer obviously is when the phone is not answered.
 - iv. Unavailable is when you have your IP phone unplugged.

The Voicemail Screen



Home / Voicemail

Joe Eigenbrot Voicemail Details

All Current Folder
 [My Greetings](#)

Show Custom Folders

[New \(1\)](#)

[Family](#)

[Friends](#)

[Work](#)

[Old](#)

You are using an Unavailable Greeting.

New 1 Message | Previous 1-1 Next

| Voicemail | | | | | |
|--------------------------|----------------------|-----------------------------|----------------------|----------------------|------------------------|
| | From | Call Back # | Date | Time | Length |
| <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.

To Forward Your Calls to an Outside Number

1. Click on the **My Account**.
2. This is what will appear.

| Voicemail Settings | |
|-------------------------|---|
| Mailbox | 103 ? |
| Name | Joe Eigenbrot ? |
| Password | 103 ? |
| User E-mail | joe@adnetwork.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 ? |

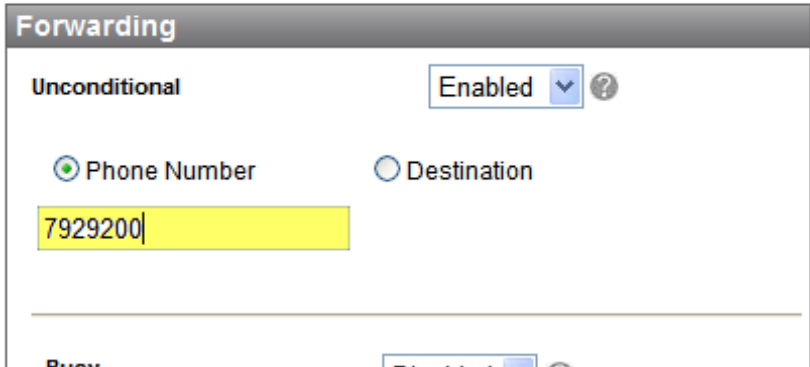
3. The only thing you have to worry about is highlighted in yellow below under the **Forwarding** section.

Melane Account Settings My Phone Settings My Schedule

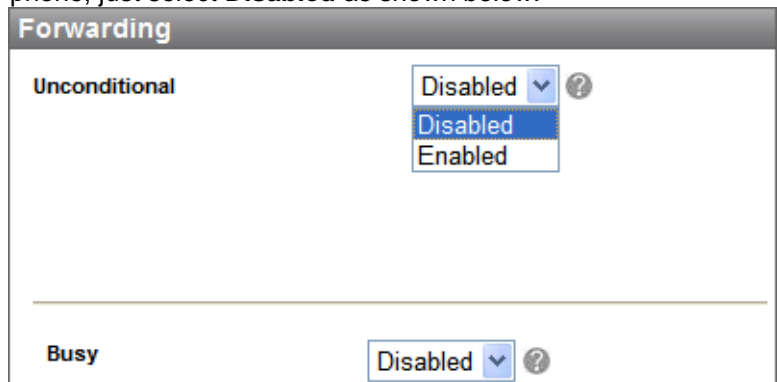
| Voicemail Settings | |
|-------------------------|---|
| Mailbox | 110 ? |
| Name | Melane ? |
| Password | 110 ? |
| User E-mail | ? |
| Attach to E-mail | Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> ? |
| Delete after email | Yes <input type="radio"/> No <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 ? |
| | Disabled |
| | Enabled |
| Busy | Disabled ? |
| No Answer | Disabled ? |
| Unavailable | Disabled ? |

- To forward the calls, select the pull down menu under **Unconditional**.
- Select **Enabled**.
- Select **Phone Number** as shown below. (You could also select Destination if you wanted to forward it to another internal extension).
- After you do this, a field for the phone number will appear as shown below.



- Enter the **phone number**. The system remembers the last number you entered. So, if this is the number you want, then don't change it. If it is not, then type in the new number.
- Click **Save Settings** at the bottom of the screen.
- Your phone is now forwarding all of its calls to the phone number you entered.
- To **unforward** your phone, just select **Disabled** as shown below.



- Don't forget to **Save Settings** after you make a change to any of these screens.

Programming the Programmable Keys on your Phone

- Login to the system, as described above.
- From the home screen, click on the My Account button
- 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](#) 

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

Ipitomy Web Programming Instructions



[Advanced Settings](#)

Extension 103

Key Settings (IPitomy 550 Series Phones)

IPitomy 550

[Top](#)
[Bottom](#)

Top

| Key | Type | Label | Value | Idle | Connected | Incoming | Outgoing |
|-----|------|------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. | BLF | Rik Laptop | 115:Extension: 115 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. | BLF | Demo Phone | 110:Extension: 110 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. | BLF | Joe iPhone | 151:Extension: 151 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input 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"/> |
| 10. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | None | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Take note at the top right corner. The **Save & Restart** button at the top will be what you click when you are finished modifying your buttons. You must do this or it will not be saved.
6. For this example, we will program a Page/BLF button for extension 150. This Page/BLF button will enable you to call that extension and be able to see when extension 150 is on the phone. Ipitomy refers to these as BLF buttons.
7. Key 4 is open. 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"/> |

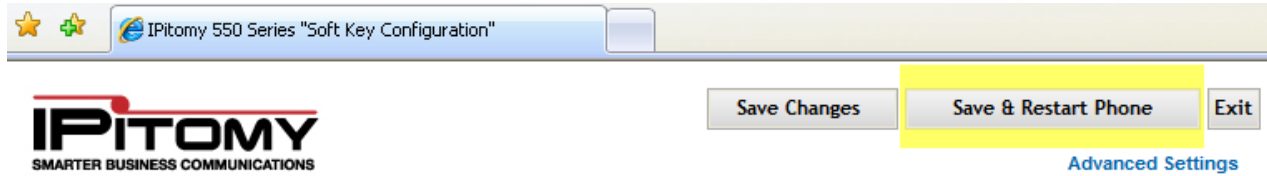
8. Select **Page/BLF**.

Ipitomy Web Programming Instructions

9. Under label, type in the **name** for this extensions. (This does not have to match what is in the system).
10. Next, select the **Value** from the pull down menu. In this case, it should be **150:Extension 150**.
11. The next columns are for when the label and button should appear on your phone. Almost always, you'll want all of them checked.
 - a. Idle is when the phone is on-hook.
 - b. Connected is when you are connected to a phone call.
 - c. Incoming is when there is an incoming call ringing on your phone.
 - d. Outgoing is when you are dialing an outgoing call but not yet connected to the call.
12. When it is all 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"/> |

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 & Restart** phone. *Be aware, this will restart your phone.*



Extension 103

Key Settings (IPitomy 550 Series Phones)

IPitomy 550

Things to Note About Programming 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 more layers of keys underneath the main layer. So the sixth programmed button will appear on your phone if you hit the More key.
- Although you can program more than 5 BLF/DSS keys, they will only light up on the first level of buttons. Meaning, if you programming a sixth button as extension 105, you will be able to call 105 but not see if 105 is on the phone. You will need to use Call Manager software if you need to see more extensions.