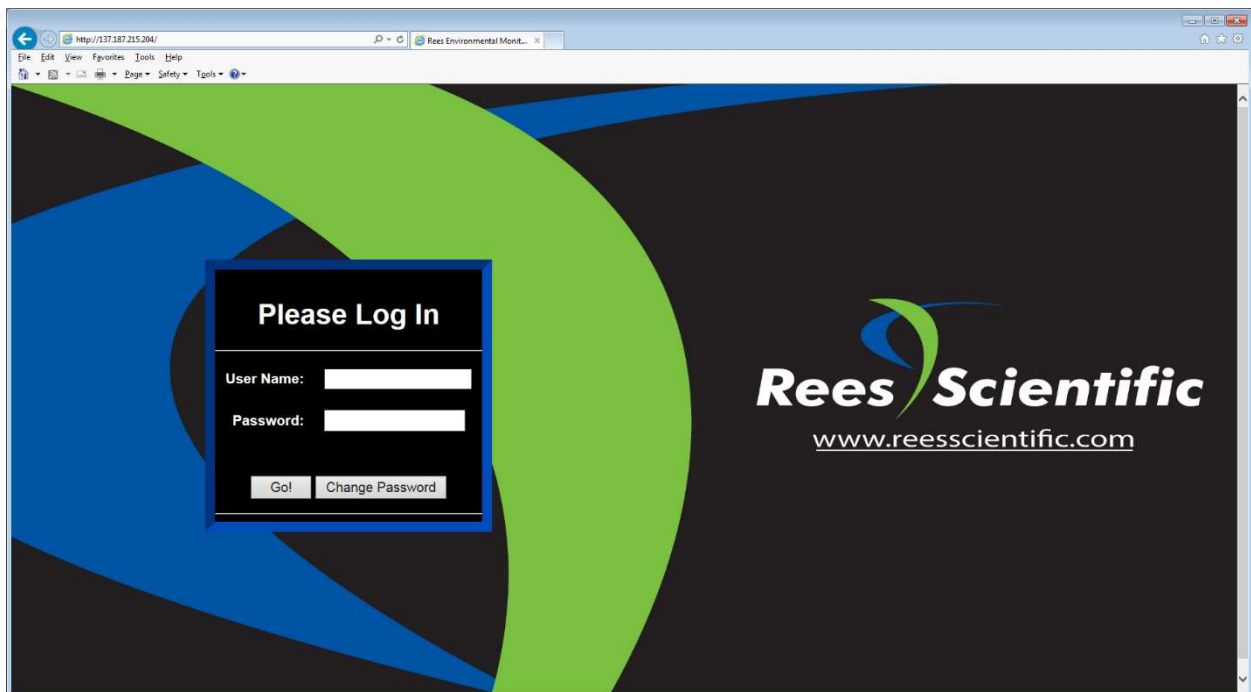


Rees Presidio “On the Go” Web Browser

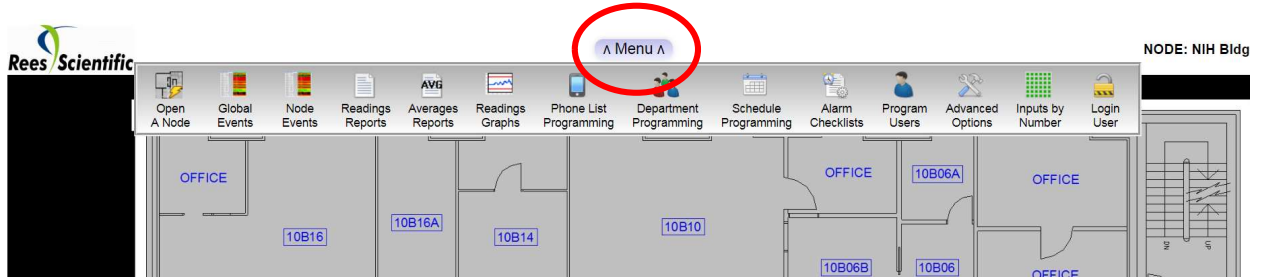
Adding Current Contacts to

Phone lists during alarm conditions

1. To access the Rees system, you must be on the NIH network (either onsite or VPN).
Type in your URL 165.xxx.xx.xx into the bar at the top of any web browser.
2. Log in to the Rees system with your lab’s user name and password.



3. Select menu on the top of the status page screen



4. From the menu option select "Phone List Programming".



5. Select the department you want to add a **current** user in the directory. Select the spot you want to add them added on the call list. Then select “Add” to pull up the master directory. “In this example they will be the fourth person to receive a call during an alarm condition”.

The screenshot shows a software interface titled "Please Select a List to Program". At the top, there is a dropdown menu currently displaying "Security desk 1". To the right of this menu are three buttons: "Add", "Chg", and "Del". Below the dropdown is a list of ten numbered spots, each with a radio button. The list contains the following entries:

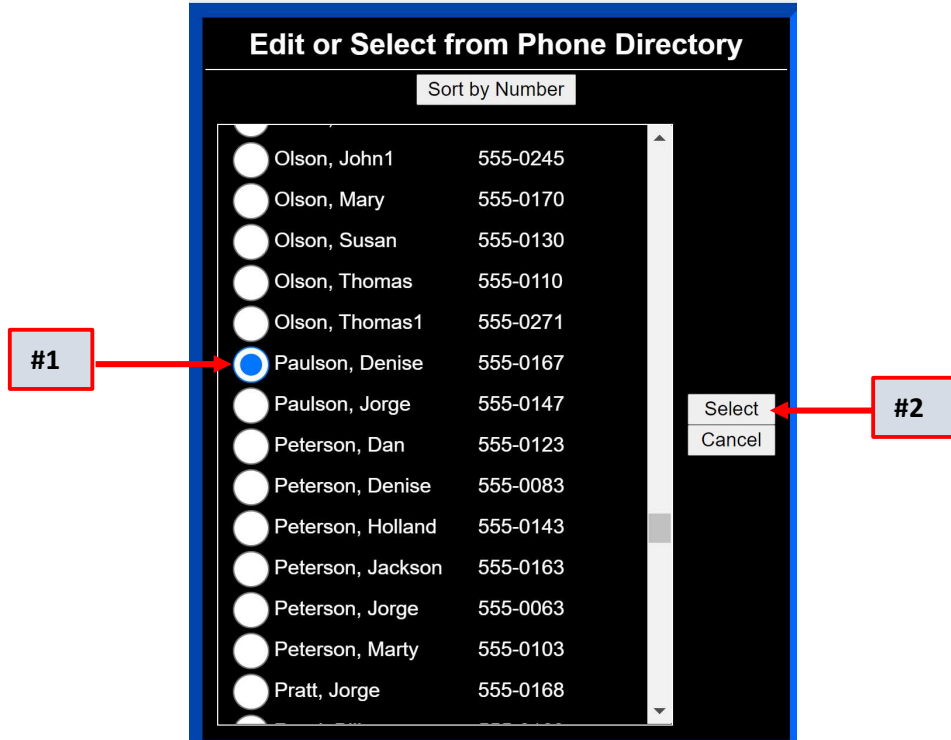
Spot	Name	Number
1	Anderson, Dan	2619
2	Clancy, Thomas	7933
3	Jones, Bill1	2222
4		
5		
6		
7		
8		
9		
10		

The radio button for spot 4 is selected. To the right of this list are four buttons: "Up", "Down", "Add", and "Del". At the bottom of the interface are three buttons: "Save!", "Cancel", and "Edit Directory".

Annotations:

- #1 points to the "Security desk 1" dropdown menu.
- #2 points to the radio button for spot 4.
- #3 points to the "Add" button.

6. Scroll down the Master phone directory to select a **current** person in the system you want added to a specific call list, then hit select.



7. Denise Paulson will now be the fourth person to receive a telephone call during an alarm condition on the Security desk call list 1.

Please Select a List to Program

Security desk 1

1	<input type="radio"/>	Anderson, Dan	2619
2	<input type="radio"/>	Clancy, Thomas	7933
3	<input type="radio"/>	Jones, Bill1	2222
4	<input checked="" type="radio"/>	Paulson, Denise	555-0167
5	<input type="radio"/>		
6	<input type="radio"/>		
7	<input type="radio"/>		
8	<input type="radio"/>		
9	<input type="radio"/>		
10	<input type="radio"/>		

