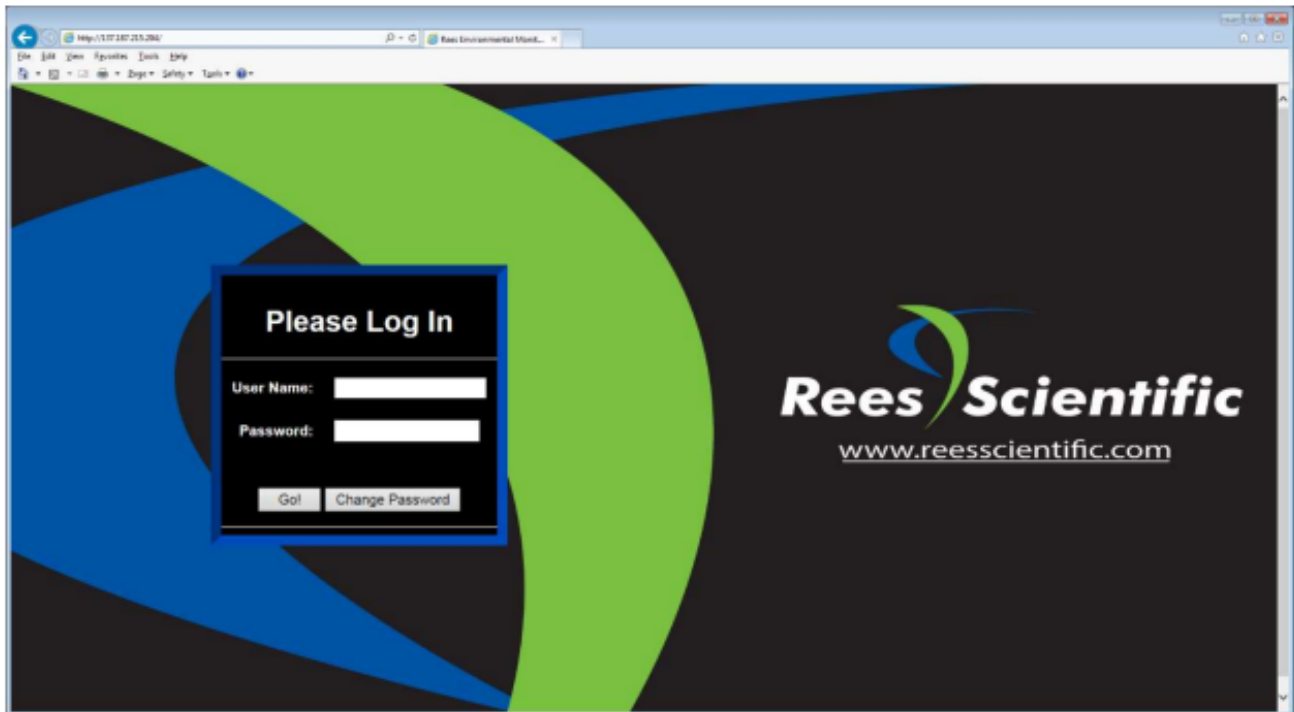# Rees Presidio "On the Go" Web Browser

Adding Departments for Call List

1. To access the Rees system, you must be on the Cleveland Clinic network (either onsite or VPN). Type in your URL into the bar at the top of any web browser. i.e. http://cc-clrees57 (Pharmacy).

2. Log in to the Rees system with your department's user name and password.
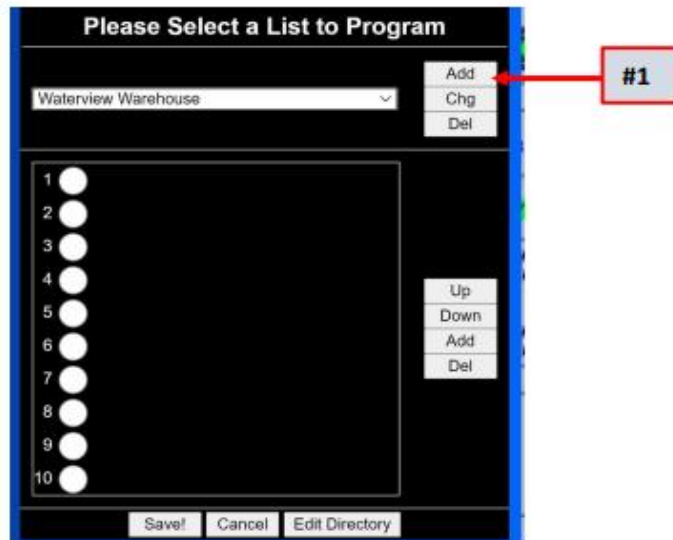
3. Select menu on the top of the status page screen.

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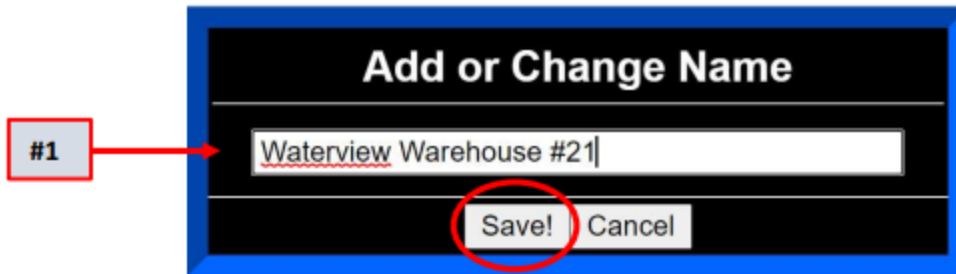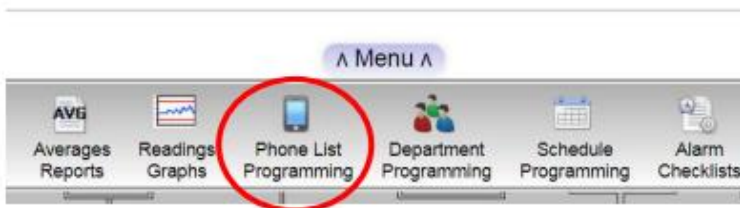

5. Select "Add" at top of menu
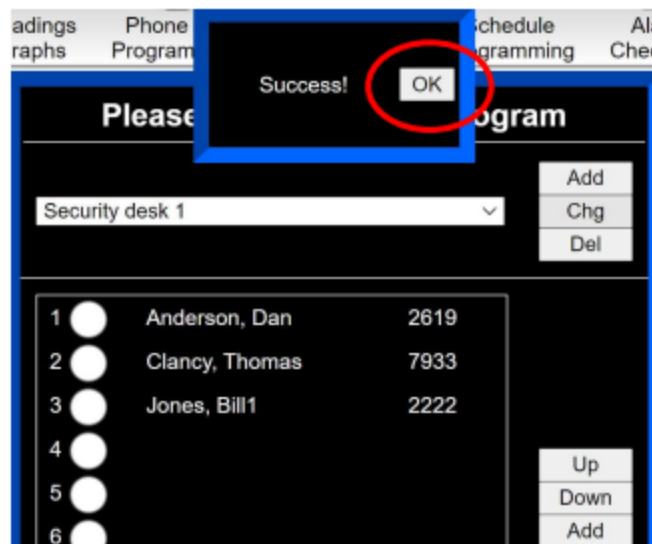
6. **Add or Change calling list name will appear**

7. **Type in calling list name, then select Save!**

8. **System will show Success! on your newly created call list. Hit OK**

9. From main menu select drop down to find your new call list.

Please Select a List to Program

				Add
Security desk 1			⌄	Chg
				Del

1	○	Anderson, Dan	2619	
2	○	Clancy, Thomas	7933	
3	○	Jones, Bill1	2222	
4	○			Up
5	○			Down
6	○			Add
7	○			Del
8	○			
9	○			
10	○			

Save! | Cancel | Edit Directory

10. Scroll down until you find your new call list. Once located, select "Add" to populate names and numbers from the Master directory.

Please Select a List to Program

				Add
Waterview Warehouse #21			⌄	Chg
				Del

1	○		
2	○		
3	○		
4	○		Up
5	○		Down
6	○		Add ← #1
7	○		Del
8	○		
9	○		
10	○		

Save! | Cancel | Edit Directory

11. Scroll down until you find the names and numbers of personnel you want to receive you calls for this list during alarm conditions. Repeat steps 10 & 11 until you have all the names listed for that specific call list.

Edit or Select from Phone Directory

Sort by Number

Name	Number
Anderson, Dan	2619
Anderson, Denise	555-0104
Anderson, Holland	555-0164
Anderson, Jorge	7909
Anderson, Marty	555-0124
Appleton, Bill	555-0148
Appleton, Cathy	2392
Appleton, Cathy1	555-0230
Appleton, Chris	555-0191
Appleton, Gina	2190
Appleton, Jack	555-0108
Appleton, Jack1	555-0269
Appleton, Jane	9,669-0646
Appleton, Jane1	555-0204

#1

#2

Select
Cancel

Please Select a List to Program

Add
Chg
Del

Waterview Warehouse #21

#	Name	Number
1	Appleton, Bill	555-0148
2		
3		
4		
5		
6		
7		
8		
9		
10		

Up
Down
Add
Del

Save!   Cancel   Edit Directory