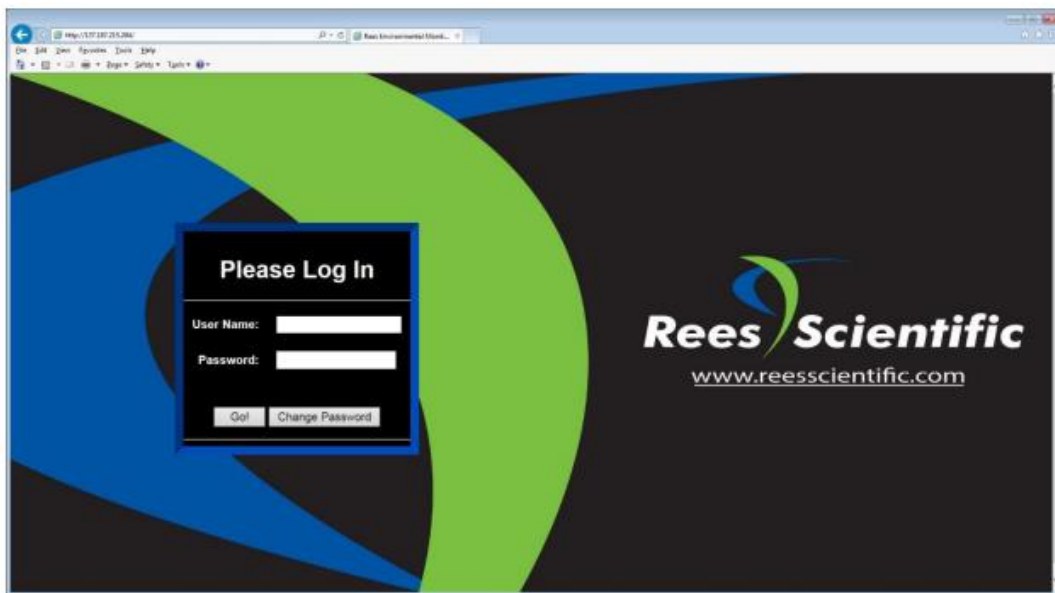# Rees Presidio "On the Go" Web Browser

Adding New Contacts to

Phone lists during alarm conditions

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 lab's user name and password.

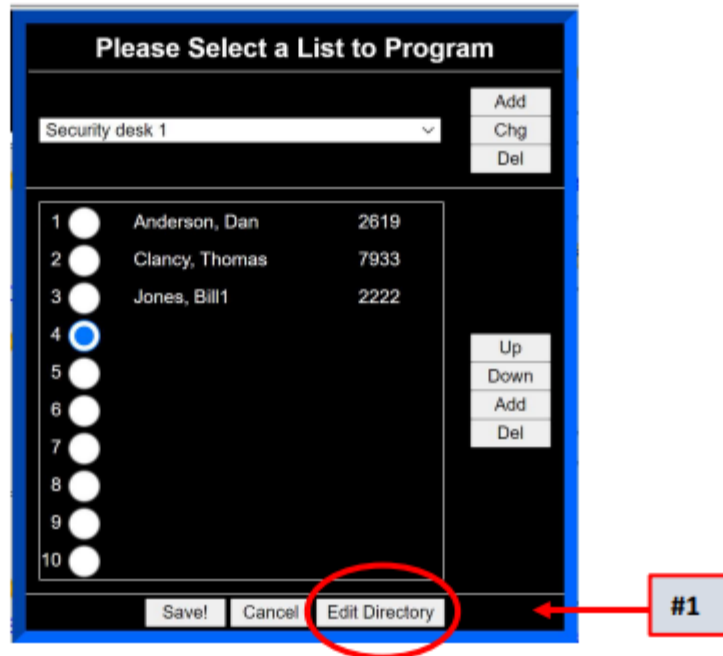3. **Select menu on the top of the status page screen**

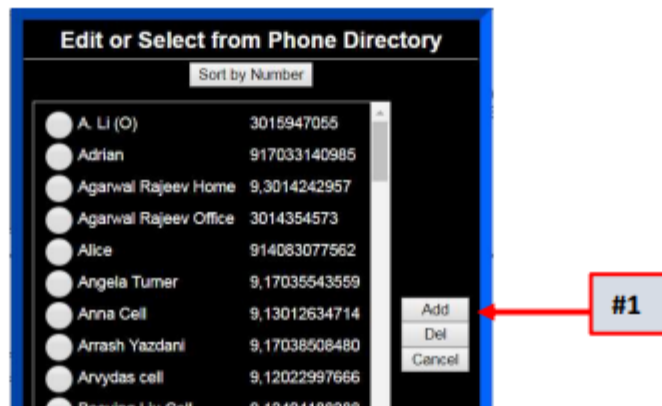4. **From the menu option select "Phone List Programming".**

Adding new contacts not listed in the Phone Directory:

5. If you need to add a new emergency contact to the directory, select "Edit Directory" on the bottom of the screen.

6. Select "Add" on the right-hand side of the screen.

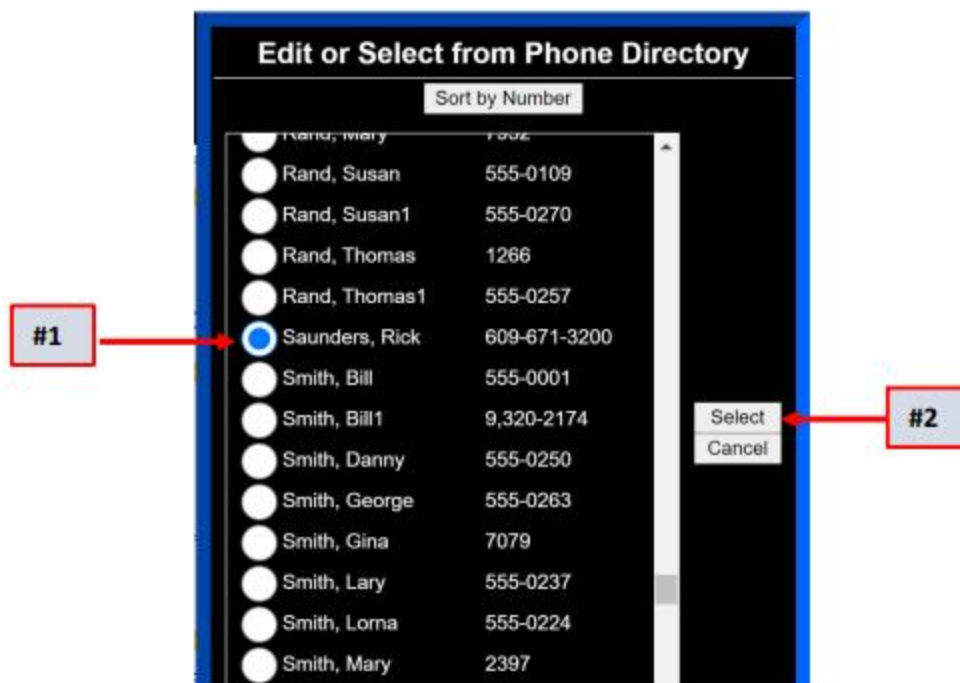7. Enter the correct contact information in the fields and select "Save!"

Add a Phone Number

Name:	Rick Saunders
Number:	609-671-3200

Save!   Cancel

8. The new contact information is now in the system and can be added to any of emergency contact list from the Master directory

Edit or Select from Phone Directory

Sort by Number

	Rand, Mary	1332
○	Rand, Susan	555-0109
○	Rand, Susan1	555-0270
○	Rand, Thomas	1266
○	Rand, Thomas1	555-0257
⦿	Saunders, Rick	609-671-3200
○	Smith, Bill	555-0001
○	Smith, Bill1	9,320-2174
○	Smith, Danny	555-0250
○	Smith, George	555-0263
○	Smith, Gina	7079
○	Smith, Lary	555-0237
○	Smith, Lorna	555-0224
○	Smith, Mary	2397

#1 → Saunders, Rick

Select → #2
Cancel