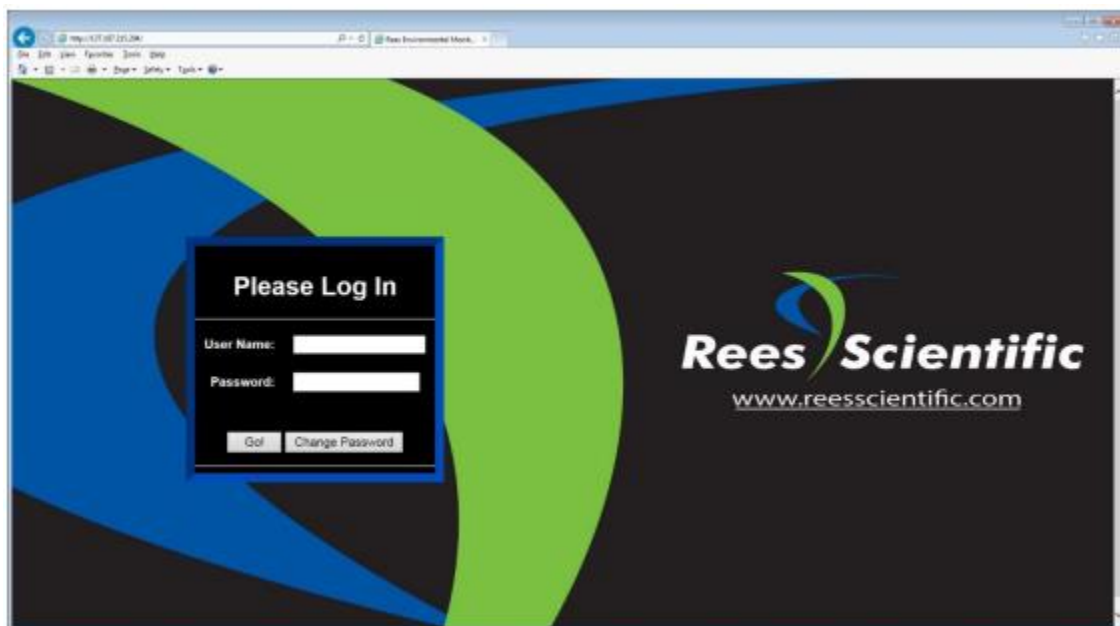


Rees Presidio “On the Go” Web Browser

Adding Current Contacts to Phone lists during alarm conditions

1. To access the Rees system, you must be on the Cleveland Clinic network (either onsite or VPN). Type in your URL <http://cc-clrees57> (Pharmacy), 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".

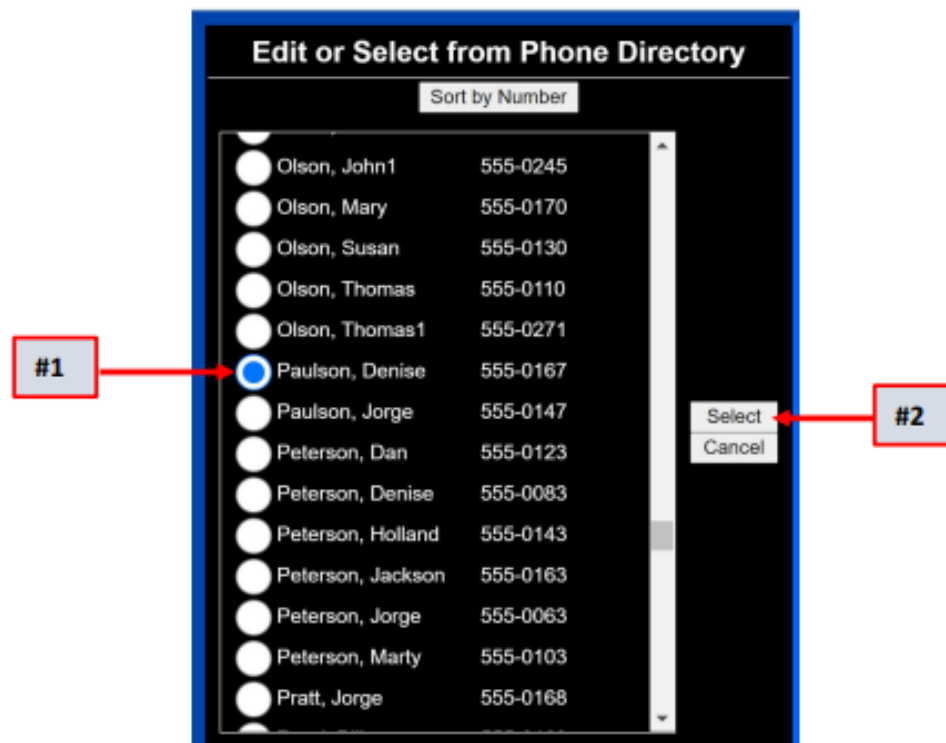
The screenshot shows a software interface titled "Please Select a List to Program". At the top, there is a dropdown menu currently displaying "Security desk 1". To the right of this menu are three buttons: "Add", "Chg", and "Del". Below the dropdown is a list of ten numbered spots, each with a radio button. The first three spots are filled with white radio buttons, and the fourth spot has a blue radio button. The names and phone numbers for the first three spots are: 1. Anderson, Dan (2619), 2. Clancy, Thomas (7933), and 3. Jones, Bill (2222). To the right of the list are four buttons: "Up", "Down", "Add", and "Del". At the bottom of the interface are three buttons: "Save!", "Cancel", and "Edit Directory".

Annotations with red boxes and arrows:

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

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

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.

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", with a red arrow pointing to it. To the right of the dropdown are three buttons: "Add", "Chg", and "Del". Below the dropdown is a list of ten entries, each with a radio button, a name, and a phone number. The fourth entry, "Paulson, Denise" with phone number "555-0167", has its radio button selected (indicated by a blue dot) and a red arrow pointing to it. The other entries are: 1. Anderson, Dan (2619), 2. Clancy, Thomas (7933), 3. Jones, Bill1 (2222), 5. (empty), 6. (empty), 7. (empty), 8. (empty), 9. (empty), and 10. (empty). To the right of the list are four buttons: "Up", "Down", "Add", and "Del". At the bottom of the interface are three buttons: "Save!", "Cancel", and "Edit Directory".

Number	Name	Phone Number
1	Anderson, Dan	2619
2	Clancy, Thomas	7933
3	Jones, Bill1	2222
4	Paulson, Denise	555-0167
5		
6		
7		
8		
9		
10		