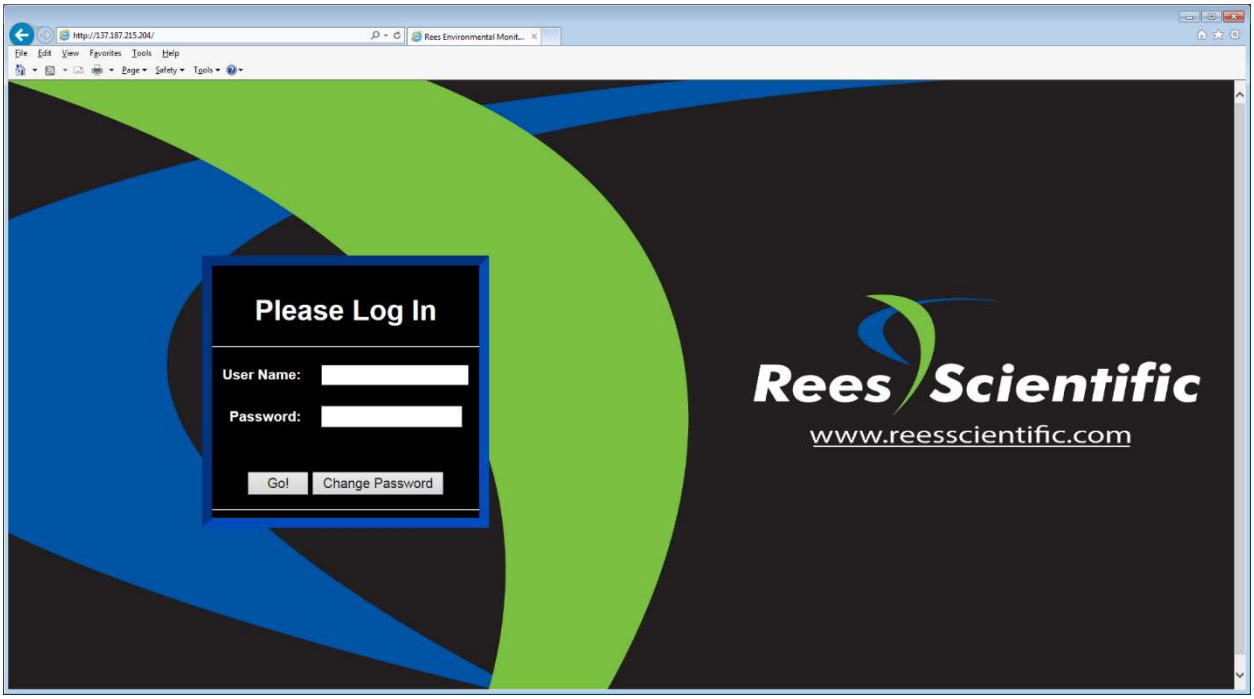
Rees Presidio “On the Go” Web Browser

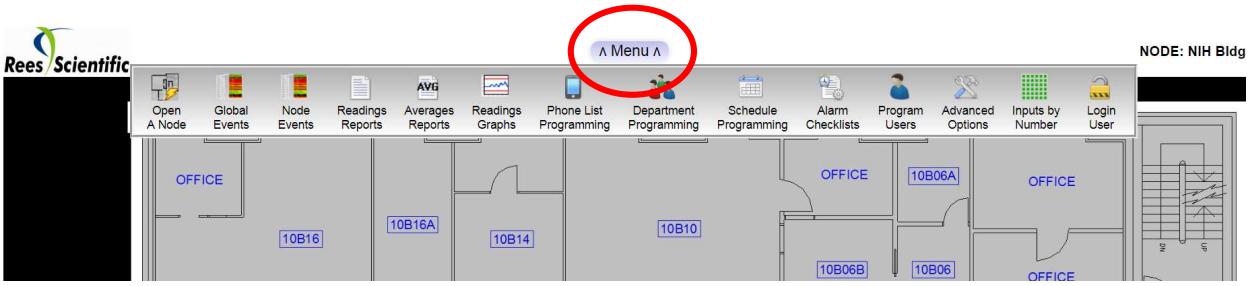
Adding *New* Contacts to

Phone lists during alarm conditions

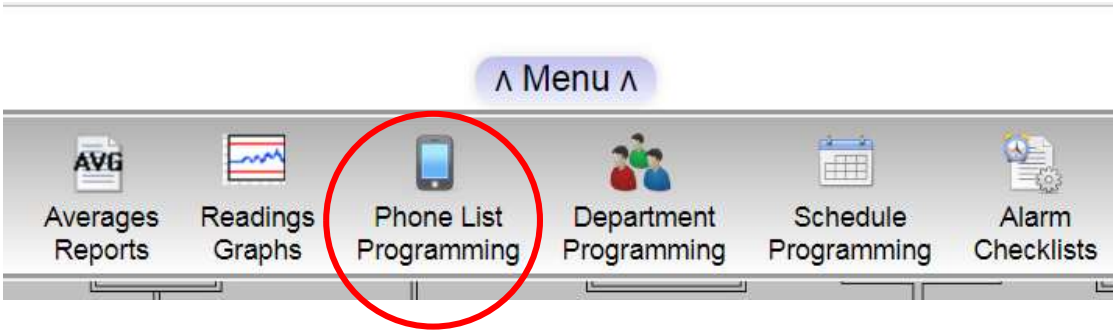
1. **To access the Rees system, you must be on the NIH network (either onsite or VPN). Type in your URL 165.xxx.xx.xx into the bar at the top of any web browser.**
2. **Log in to the Rees system with your lab’s user name and password.**



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

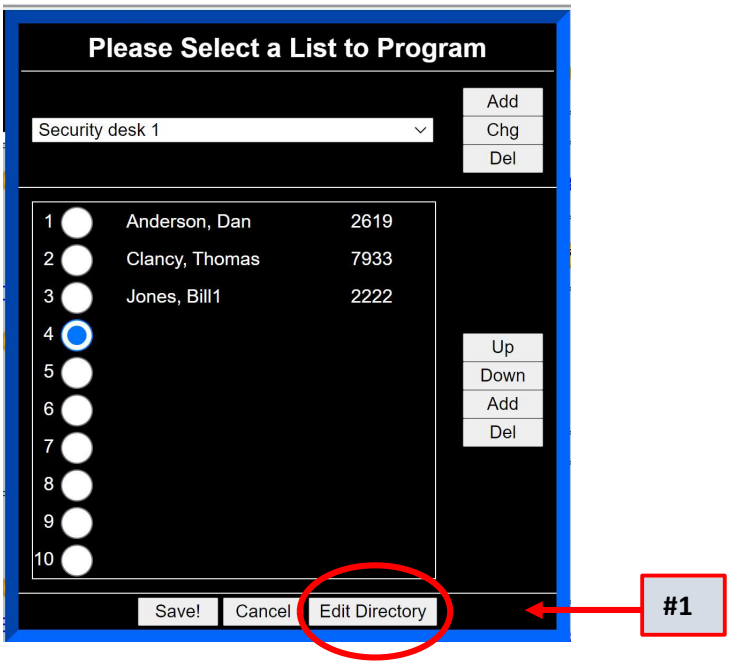


4. **From the menu option select "Phone List Programming".**

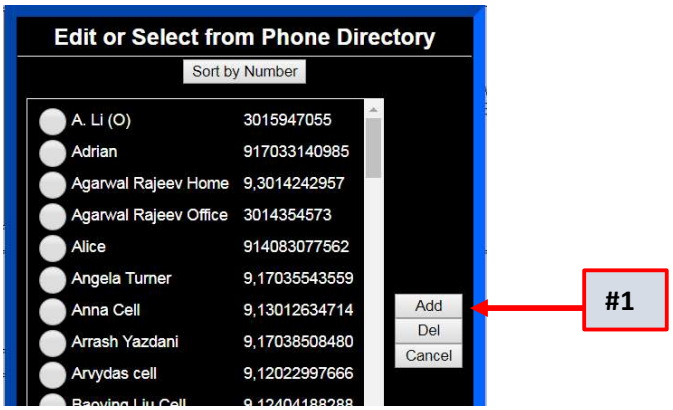


Adding new contacts not listed in the Phone Directory:

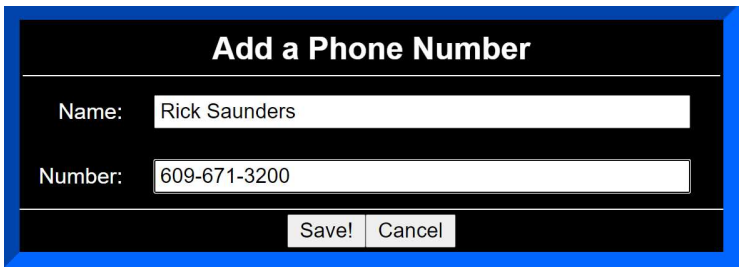
5. If you need to add a new emergency contact to the directory, select “Edit Directory” on the bottom of the screen.



6. **Select “Add” on the right-hand side of the screen.**



7. **Enter the correct contact information in the fields and select “Save!”**



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

