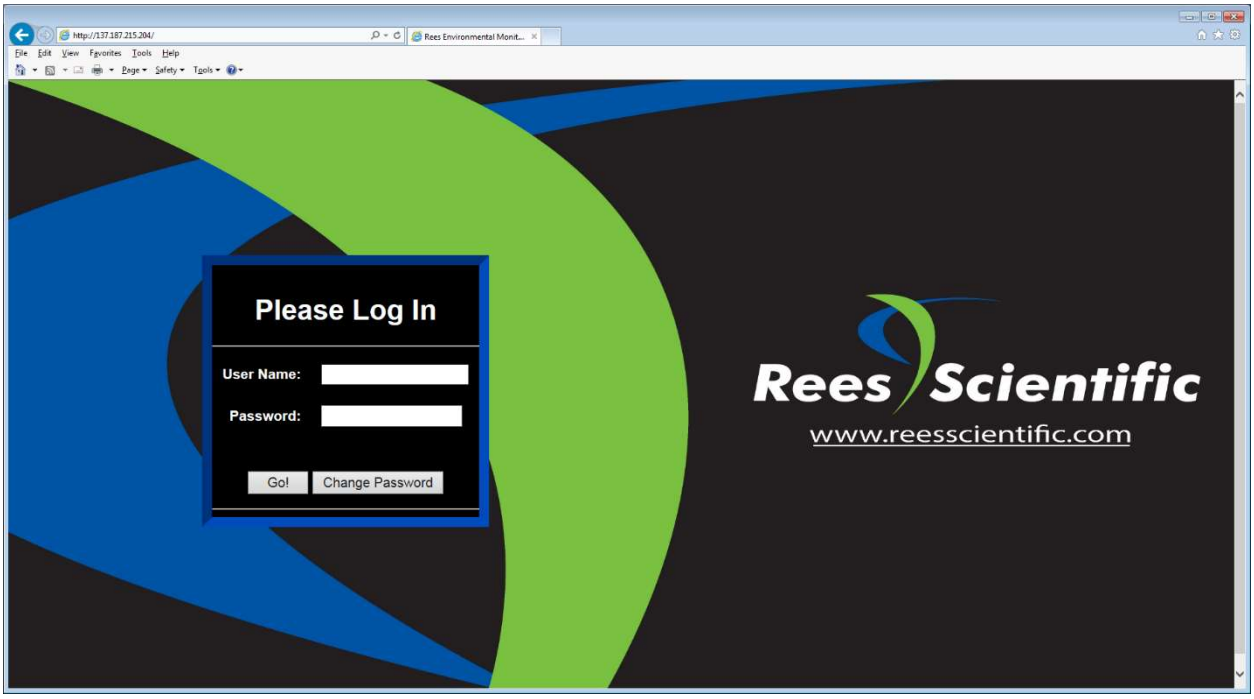
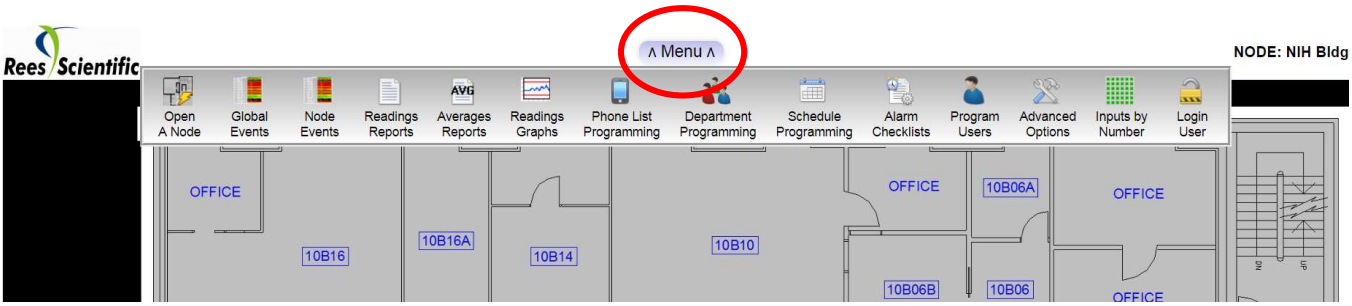
Rees Presidio “On the Go” Web Browser

Adding Departments for Call List

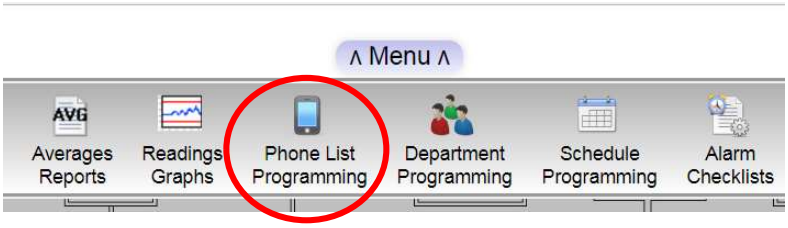
1. **To access the Rees system, you must be on the NIH network (either onsite or VPN). Type in your URL 165.xxx.xx.xx into the bar at the top of any web browser.**
2. **Log in to the Rees system with your lab’s user name and password.**



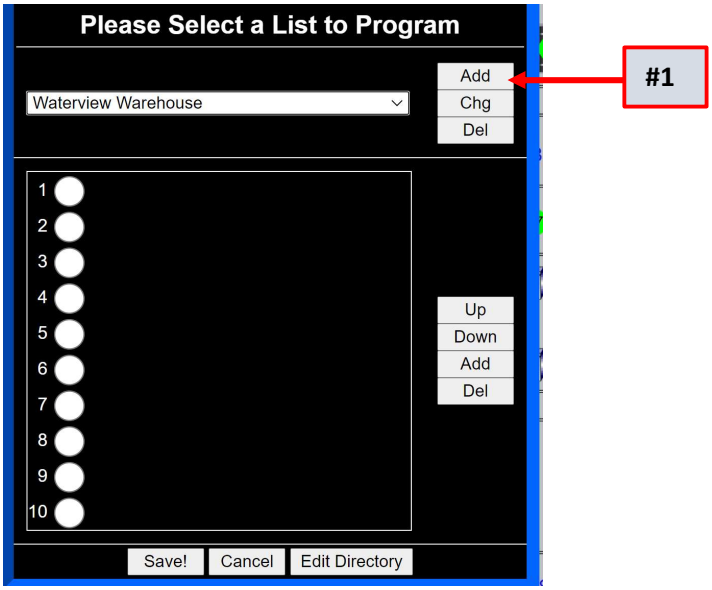
3. **Select menu on the top of the status page screen.**



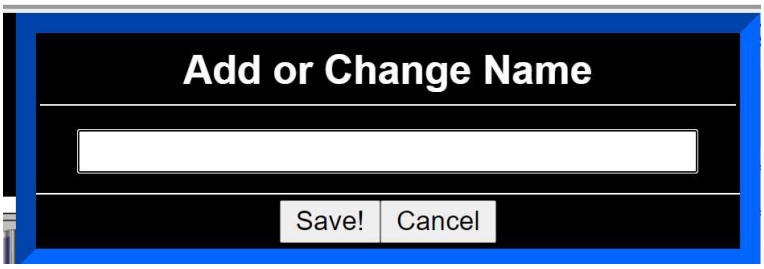
4. **From the menu option select "Phone List Programming".**



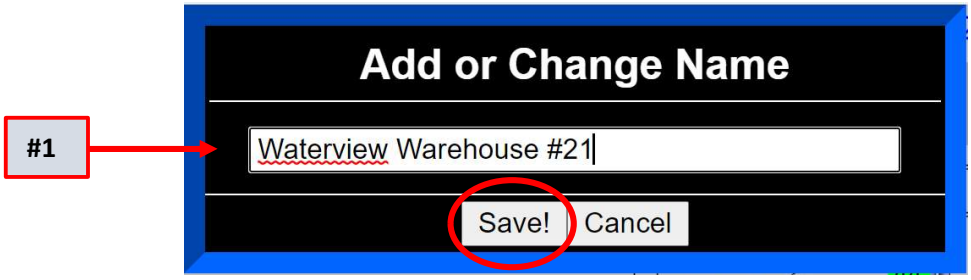
5. **Select "Add" at top of menu**



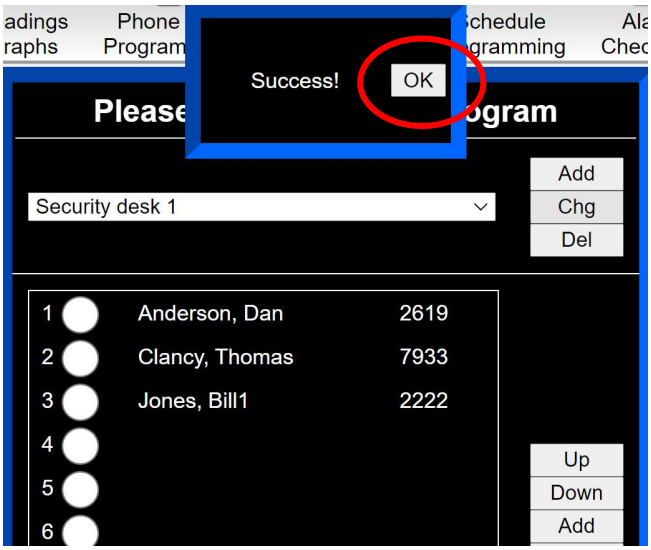
6. **Add or Change calling list name will appear**



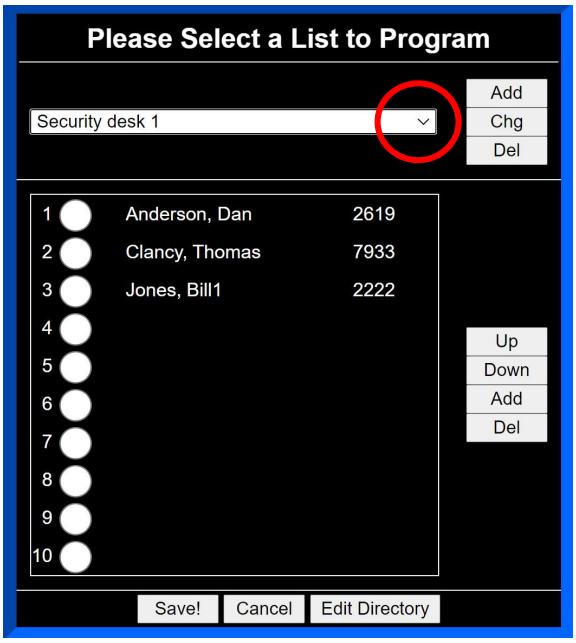
7. **Type in calling list name, then select Save!**



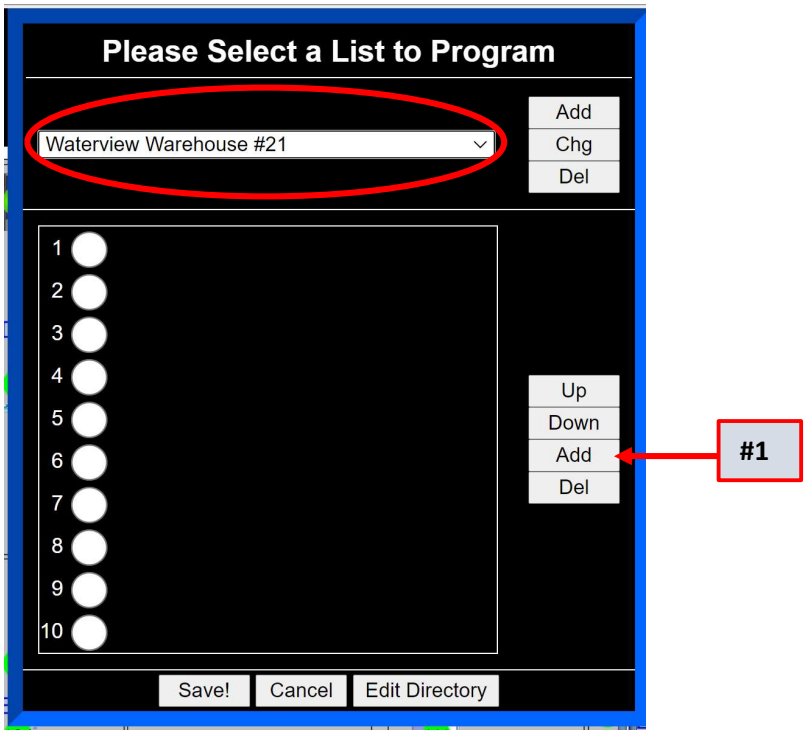
8. **System will show Success! on your newly created call list. Hit OK**



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



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

