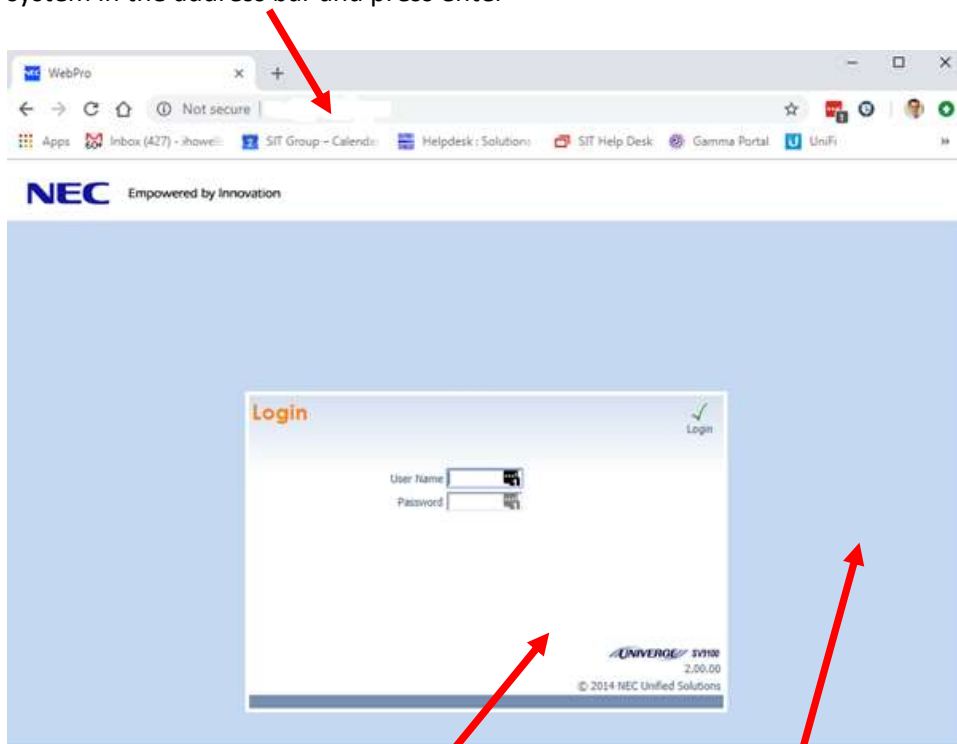
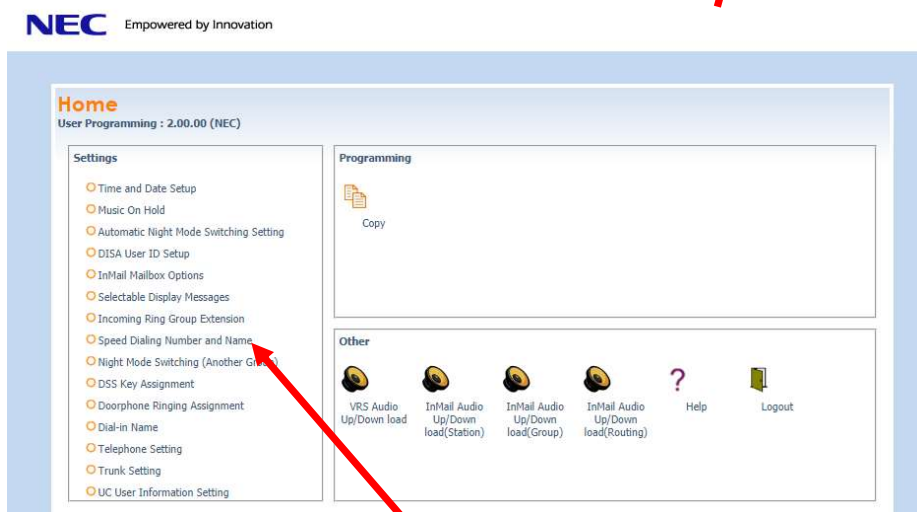


How to Program Speed Dial Numbers using WebPro

1. Open up a web browser (either firefox, chrome or internet explorer) and enter the IP address of the phone system in the address bar and press enter



2. Username is user1
Password is 487000
Click the login button and wait (It may take a few seconds)



3. Click Speed Dial Number and Name

Speed Dial	Number	Name	Transfer Mode	Destination Number	Incoming Ring Pattern	CR/PR Feature
0000			Not Defined		0	<input type="checkbox"/>
0001			Not Defined		0	<input type="checkbox"/>
0002			Not Defined		0	<input type="checkbox"/>
0003			Not Defined		0	<input type="checkbox"/>
0004			Not Defined		0	<input type="checkbox"/>
0005			Not Defined		0	<input type="checkbox"/>
0006			Not Defined		0	<input type="checkbox"/>
0007			Not Defined		0	<input type="checkbox"/>
0008			Not Defined		0	<input type="checkbox"/>
0009			Not Defined		0	<input type="checkbox"/>

Valid characters are 0-9, #, *, P, R, @.
P=Pause, R=Hookflash, @=Wildcard

- Complete the NUMBER and NAME field for each entry. Type the name in capital letters as it makes it easier to search. Note DO NOT fill in any other fields. Entries are shown in groups of 10. To move between pages, click the blue arrows
Note, each entry is given a number (i.e. first is 0000, then 0001 etc) referred to as a BIN number. If you want to be able to directly call a speed dial, you will need to know its BIN number. We advise you create a document which lists the name and BIN number to give out to staff. When you are finished, click the Home button

- Click the Logout Button to Exit
NOTE: If you don't logout and just close the browser, the entries WILL NOT be saved. You must logout to save the changes