Note – please be next to your assigned IP Phone before using the IPTel Web Dialer

1. To access IPTEL Web Dialer Log on Page

- Open the browser and enter the following link:
  - Address: http://iptel.nus.edu.sg

- Click on Customer Service Tab, point it to E-Services and then IPTel Web Dialer.

- If you see the following screen click on the button. This screen may or may not pop up depending on the settings of your Internet Explorer. Otherwise proceed to Step 2.

   ![Security Alert]

   Information: you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site’s security certificate.

   - The security certificate is from a trusted certifying authority.
   - The security certificate is valid.
   - The name on the security certificate is invalid or does not match the name of the site.

   Do you want to proceed?

   - Yes
   - No
   - View Certificate

- Click the Log In button to Log In.
2. Log in to the IPTel WebDialer

- Type in your Staff ID and PIN in the next Screen.
- The Staff ID is your NUS Staff Number which is printed in the Staff Card omitting any Alphabets which may be present in your Staff ID.
- The Password will be your six-digit PIN.

![Image of IPTel WebDialer login screen]

3. Dial the Extension

- Enter the Extension or external phone number (with a '9' in front).
- Click the [Dial] button to make a call.
- You associated IP Phone will make a call to the number you entered.

![Image of IPTel WebDialer call screen]
4. Hang up the call

The above window will pop up when the Call is in progress. Click on button to hang up the call.

5. To make another call

Return to Steps 3 and 4 respectively.

Note that you will not be prompted to login again unless you logged out from the Web Dialer.

6. Log out from the IPTel WebDialer

To logout from the IPTel WebDialer, go back to Make call window and click on the logout icon.

Please return to Step 1 if you want to use the Web Dialer again.

NOTE:

Please do not use the Preferences icon unless you have multiple IP Phones associated with you and you want to select the phone to make the call.