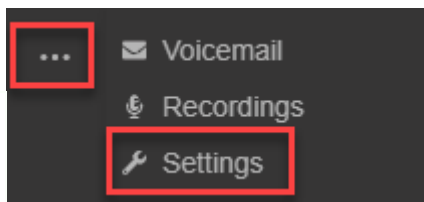
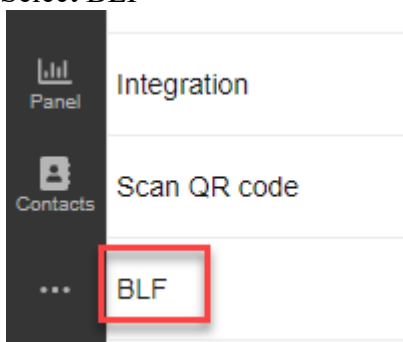


How to Edit your Phone Buttons (BLFs) - Version 18 Webclient

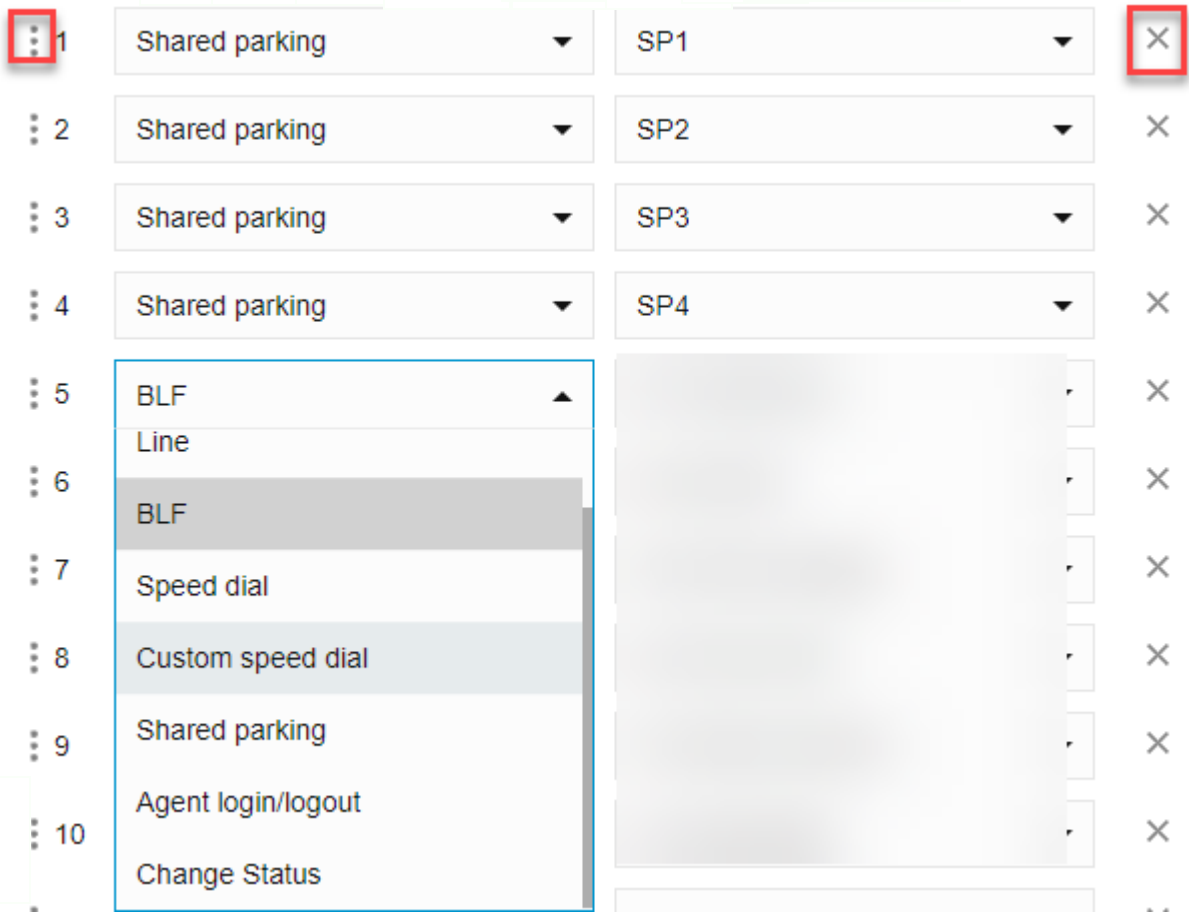
1. Using a web browser, go to your webclient. The links and password are in the phone system welcome email.
2. Click on the three dots at the left side of the screen, then click on Settings.



3. Then Select BLF



4. Click and drag the three dots on the left to move current buttons up or down. Select what type of key to be used with the dropdown shown below. (You'll also need to select the correct information in the column on the right). Delete specific buttons with the "x" found on the right side and at the bottom of the screen add more buttons, given there is space on your deskphone.



5. Here are the descriptions of the options available:

1. Line Key: Used to manage multiple calls on your extension. If using this, you should have 2 or more. If a given line is in use it will be solid green and a held call on your line will be flashing.
2. BLF: Busy Lamp Field. Used to show if another extension on the phone system is on a call or ringing.
3. Speed Dial: Use this to call a specific number with the touch of a button.
4. Custom Speed Dial: Same as speed dial but you can change the name for the button.
5. Shared Parking: Global hold keys for the entire phone system. Calls can be placed on Park on one extension and picked up on another.
6. Agent Login/Logout: Used for Call Queues to log your extension IN or OUT and to receive calls or not.
7. Change Status: Set a one press button to change your extension to one of the 5 statuses available.

After the buttons are in the correct places, use your deskphone to pull the new configuration with one of the 3 methods.

1. Wait up to 24 hours. The phone should pull the new configuration from the phone server.
2. Manual intervention - Reboot your phone
3. Manual intervention -
 1. Yealink T54 - Go to Menu>Basic>Update Configuration>OK
 2. Yealink T58 - Swipe down from top of the screen > Press Settings > Scroll down to the bottom > Press Update Configuration