

# Managing Your Phone Buttons

## Step 1

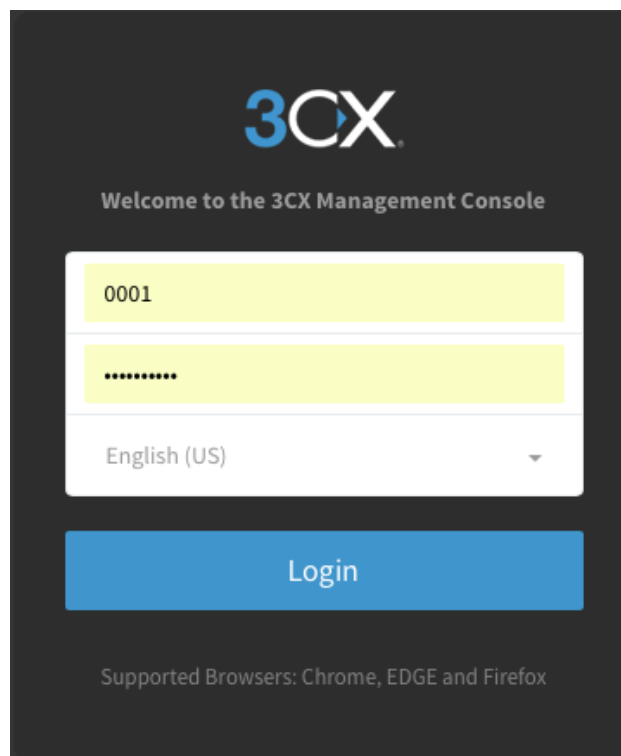
Open a web browser and enter the address below:

<https://wes.oh.3cx.us/webclient/>

## Step 2

Log in with the same username and password provided in your welcome email. If you need the email re-sent, please contact Information Services.

\*\* The username will be your extension number.

The image shows the login interface of the 3CX Management Console. At the top, the 3CX logo is displayed in blue and white. Below it, the text "Welcome to the 3CX Management Console" is centered. The login form consists of three stacked input fields: the first contains the extension number "0001", the second contains a masked password represented by eight dots, and the third is a language dropdown menu currently set to "English (US)". Below these fields is a prominent blue "Login" button. At the bottom of the form, a note states "Supported Browsers: Chrome, EDGE and Firefox".

## Step 3

Select SETTINGS then BLF SETTINGS in the main menu on the left.

|                                                                                   |                     |                 |
|-----------------------------------------------------------------------------------|---------------------|-----------------|
|  | People              | General         |
|  | Contacts            | Personalize     |
|  | Chat                | Call Forwarding |
|  | Call History        | Greetings       |
|  | Voicemail           | Integration     |
|  | Schedule Conference | Scan QR Code    |
|  | WebMeeting          | BLF Settings    |
|  | Switchboard         |                 |
|  | Settings            |                 |
|  | Help                |                 |

# Step 4

You will be presented with 10 programmable slots regardless of your phone model.

**BLF Settings**

|   |       |   |
|---|-------|---|
| 1 | Blank | × |
| 2 | Blank | × |
| 3 | Blank | × |
| 4 | Blank | × |
| 5 | Blank | × |
| 6 | Blank | × |
| 7 | Blank | × |
| 8 | Blank | × |

+ Add more BLF's

Depending on your phone model, the following buttons will fit on a single page:

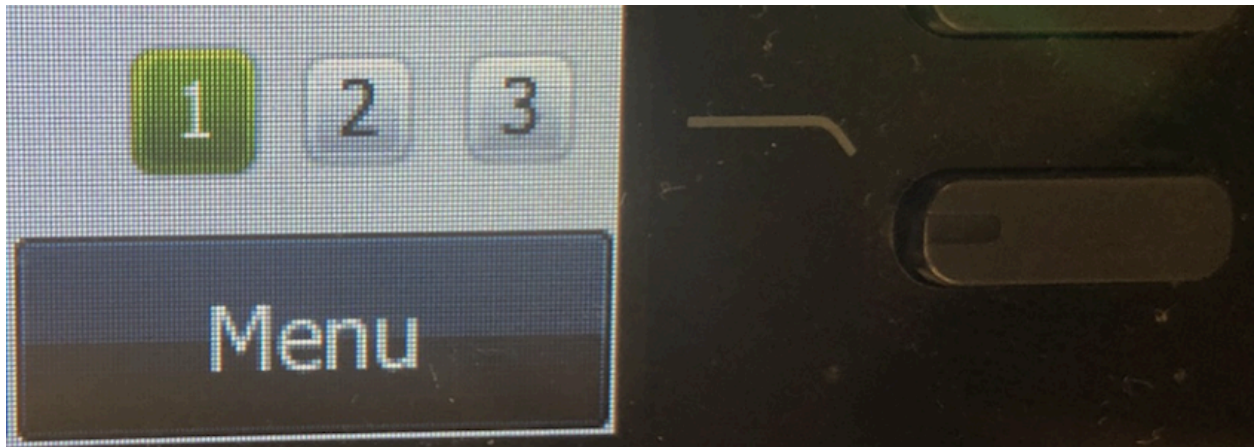
T-46S = 27 Buttons

T-42S = 15 Buttons

T-23G = 3 Buttons

(The model of your phone is located on the bottom right corner of your phones' screen.)

\*\*\* The bottom right button will become a button to scroll through the pages of buttons you have created. You will use this button to move between pages as the indicator on the screen shows you the page you are on.



## Step 5

There are 2 types of buttons you will use.

**BLF** - This is for an extension on the phone system. It will show you the status of the extension. **Green** for available, **Blinking** when their phone is ringing and **Red** when they are on a call.

**Customer Speed Dial** - This is for any number off system. Example: 4405551234

Click the first button to begin and select the type of button you want from the 2 described above. In the first example, we will select BLF.

**BLF (Busy Lamp Fields)**

Assign BLF buttons to presence of other extensions, speed dials, shared parking or other functions. These settings are appli

1

✓ Blank  
Line Key  
BLF

2

Speed Dial  
Custom Speed Dial  
Shared Parking  
Agent Login/Logout  
Change Status

3

4

Blank

A new line will appear to the right of the drop-down you just used.

1

BLF

0000 Operator

In the second field, you will select the extension you wish to add. This field is completely searchable so you may type an extension number, first or last name to narrow the list.

shirley nix

1000 Shirley Nixon

Once you select the extension you want, you can move to the next field.

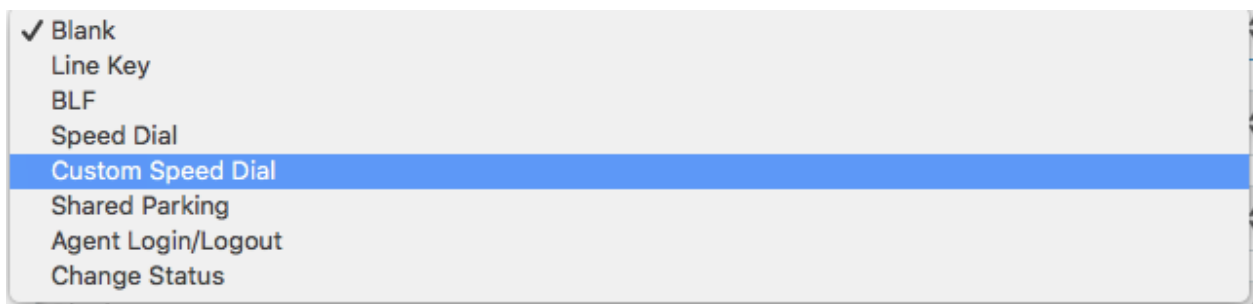
1

BLF

1000 Shirley Nixon

Next, we will do a Custom Speed Dial.

Select the “Custom Speed Dial” option from the left drop-down menu.



3 Fields will open to the right of a Customer Speed Dial.

The Number To Dial

First Name

Last Name

|                              |                       |
|------------------------------|-----------------------|
| <div>Custom Speed Dial</div> | <div></div>           |
|                              | <div>First Name</div> |
|                              | <div></div>           |
|                              | <div>Last Name</div>  |
|                              | <div></div>           |

Fill in the desired information.

|                       |
|-----------------------|
| <div>5551112222</div> |
| <div>First Name</div> |
| <div>Micky</div>      |
| <div>Last Name</div>  |
| <div>Mouse</div>      |

Continue this process until you have added the buttons you wish to have on your phone.

Your entries are saved as you make them. There is NOT a save button you need to hit when you finish.

# Drag and Drop Sorting

You may now re-order the buttons using drag and drop by grabbing the small icon to the left of each line with your mouse and moving it where you want that entry. Left-click and hold this icon, then move it to the desired slot.



## Reboot Your Phone

The last step is to reboot your phone. DO NOT factory default your phone. This will work but your phone will have to boot two times and will take your phone offline for 5+ minutes.

Reboot your phone with the following steps:

1. Press the MENU soft key along the bottom of your screen.
2. Use the arrow keys to highlight "SETTINGS"
3. Use the arrow keys to highlight "BASIC SETTINGS"
4. Use the arrow keys to highlight "REBOOT"
5. Press the OK button in the middle of the arrow keys.
6. Press OK again to confirm.

Your phone will reboot and when it comes back up, you will have your buttons. This process takes around 90 seconds.

**\*\* You may also unplug the ethernet cable on the bottom of your phone labeled "INTERNET" for a second or two then plug it back in.**