Setting BLF

10 Steps

Created by	Creation Date	Last Updated
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STEP 1

Click on Self Care or Go to your Server URL

You should have received instructions when given credentials for DAVE.
Server URL example... blucom1.yourbluewave.com

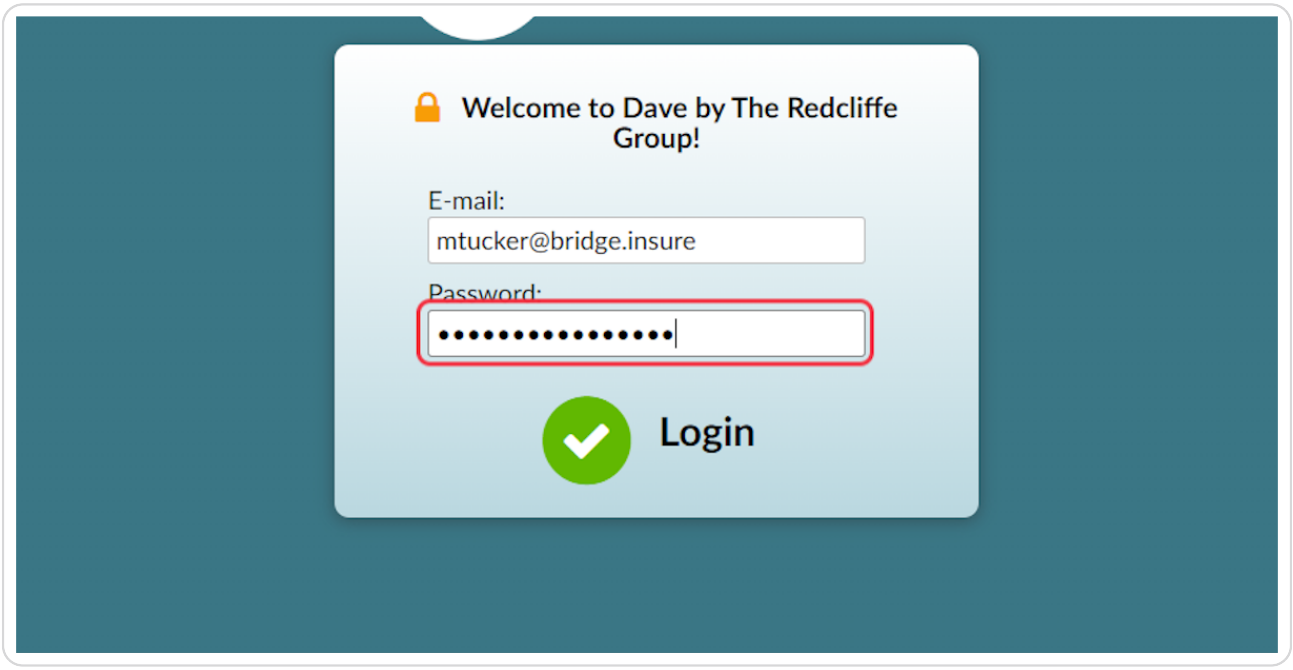
If you use Self Care, skip to step 5

STEP 2

Enter your email

STEP 3

Enter your password

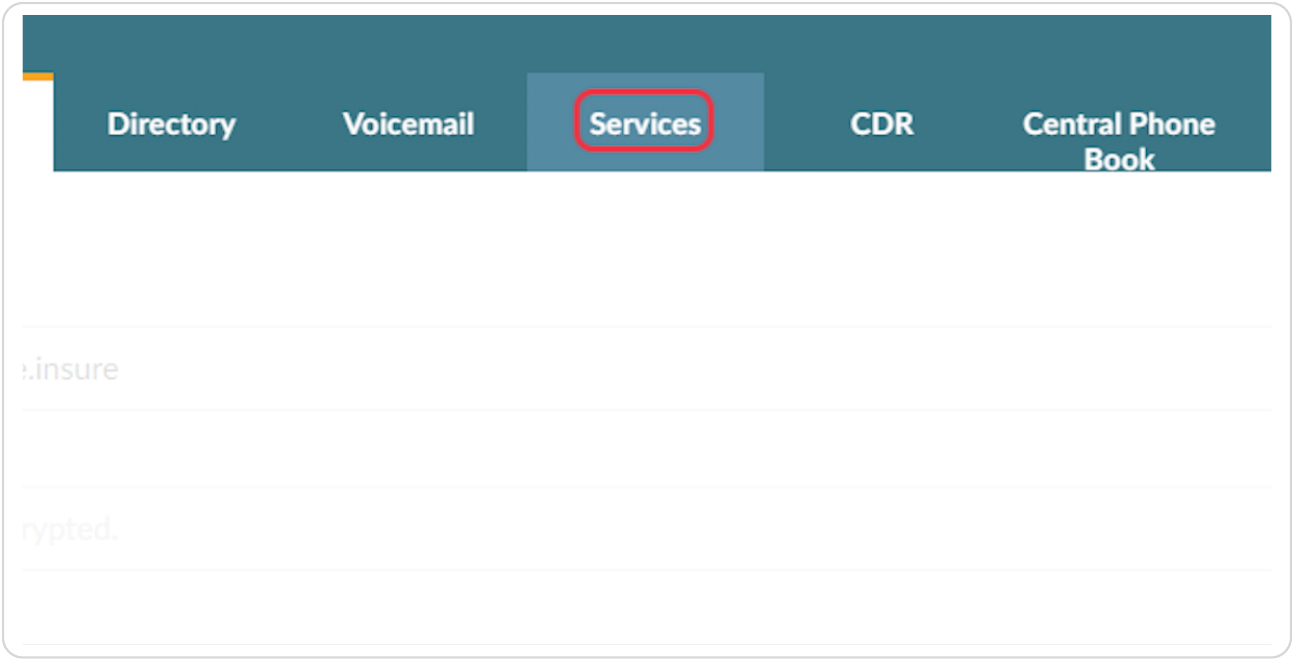


STEP 4

Click Login

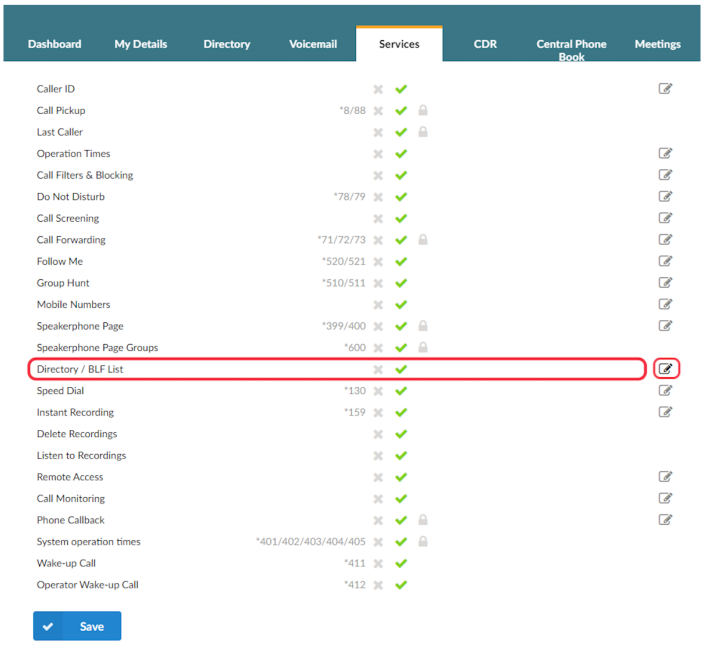
STEP 5

Click on Services



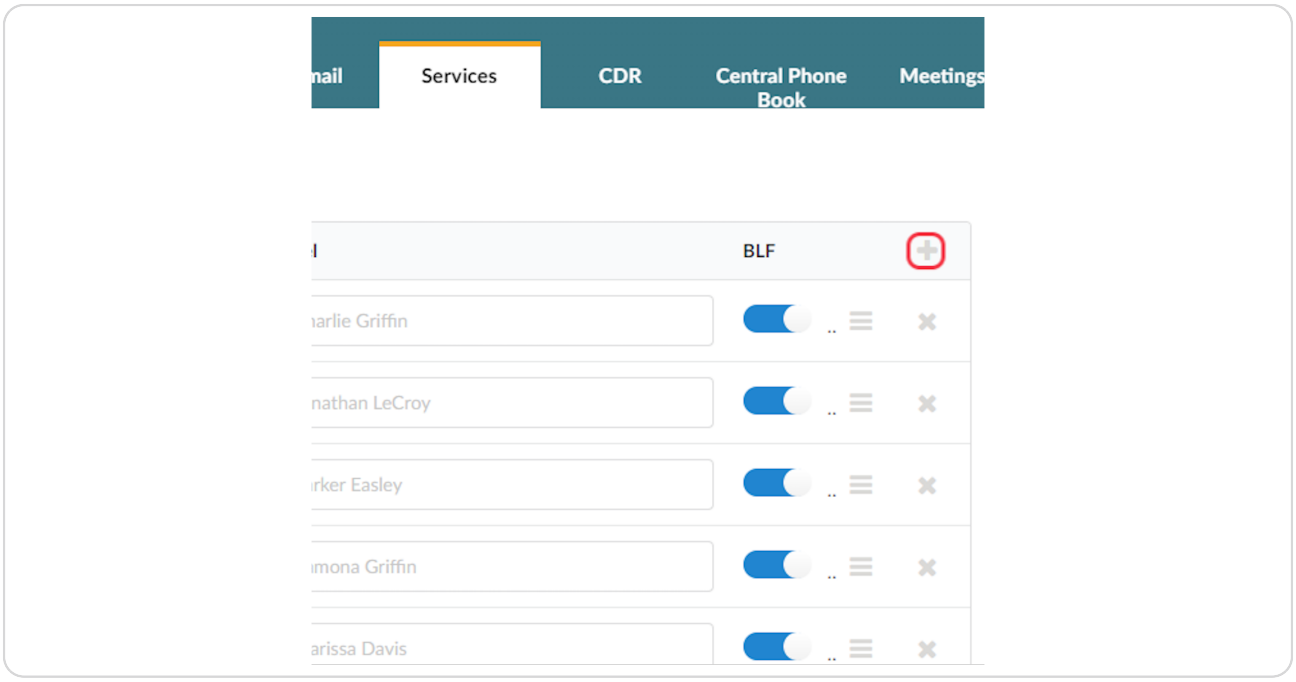
STEP 6

Scroll down to DIrectory/BLF List and click the pencil icon



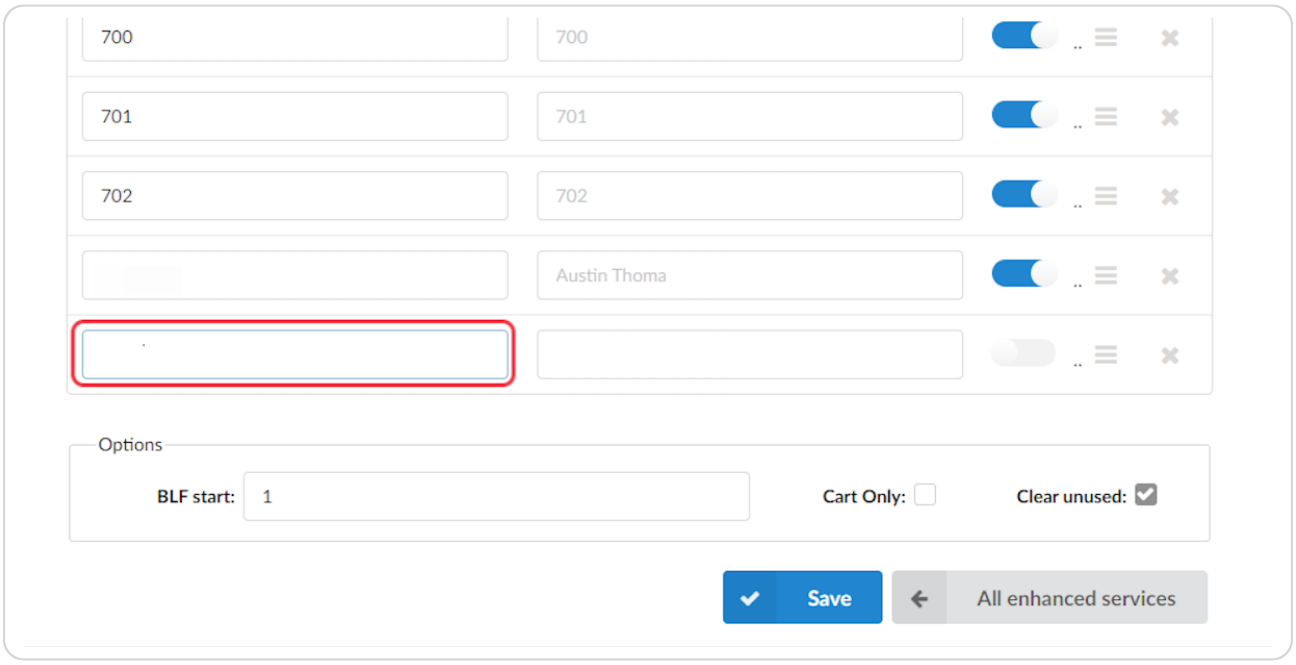
STEP 7

Click on Add Extension (+ Symbol)



STEP 8

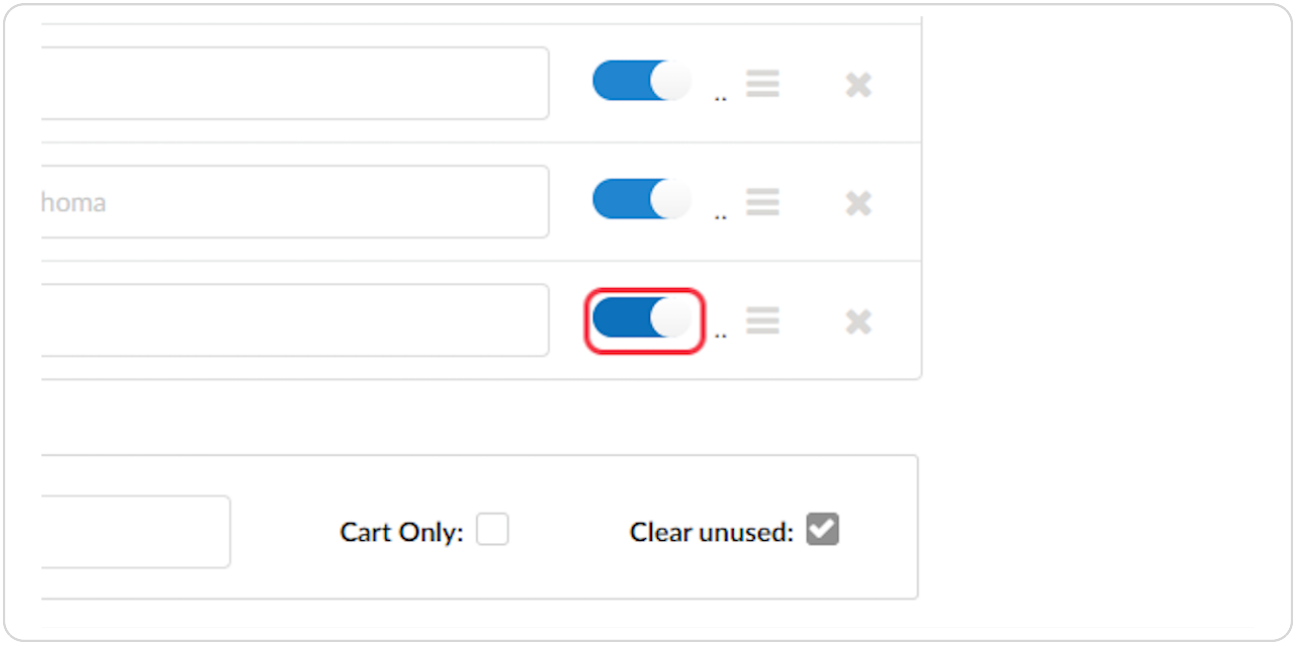
Type in the extension or ten digit number of the coworker you wish to add

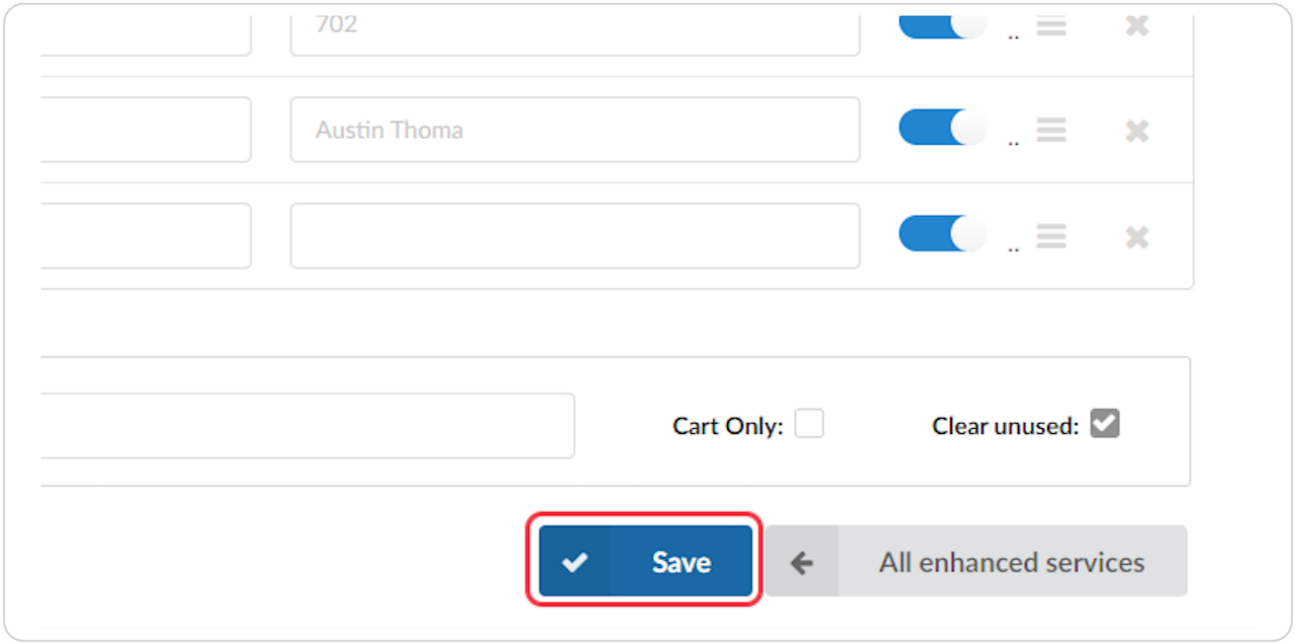


STEP 9

Toggle on BLF (should be blue)

The system will automatically place the coworker's name in the Label field



STEP 10

Click Save