HPBX Sidecar PROGRAMMING INSTRUCTIONS



HPBX SIDECAR PROGRAMMING

HOW TO PROGRAM YOUR HPBX SIDECAR:

- Log in to portal.brainerd.net with your CTC phone number and password.
- Use your 10 digit number, no spaces or dashes.

= CTC				
CommPortal	Web			
Please log in bel	Please log in below.			
Number:	2184541234			
Password:				
Remember me on this computer.				
Login If you have forgotten your password, please contact customer support.				

AFTER LOGIN:

• A number of options will appear, click on "Devices" in the bottom left.

Home	Messages and Calls Contacts			Make Call CTC Training Admin -
	Phone Status			
	Summary	Rules	Weekly Schedule	Special Days
	When I receive a call		Additional options	
	Ring my phone Forward to Send to voicemail Call Manager lets you decide who, how a		These options apply in all case have your phone ring. If I don't answer: O Forward to enter a number m © Send to voicemail	
	more		 Reject the call 	
	Set up rules for more advanced control.	ules based on time, or day of the w	If I'm in a call: Forward to enter a number Send to voicemail Reject the call What audio should callers hear answered? Gue default ringback Use custom ringback record	before their call is
Y	Your Services	gs Message Settings	Notifications Reminders	
СТ Ма	ersonal Details C Training Admin arketing vvices	Security Change Password Change Call Services PIN Change Voicemail PIN	Support Help Downloads Send Feedback	

SET KEYS:

• This will populate a pop-up window asking you to select which device (if you have multiples). Select "Set Keys"

Devices			
Desk Phone	(218) 454 1194	set keys	
			ОК

PHONE IMAGE WINDOW:

- A new window will populate with an image of your phone. Click anywhere on the phone or select the edit button.
- Note: In most cases, you will only have one phone to choose from.



PROGRAMMABLE KEYS:

• Click on the button that you wish to set for a key.



DROP DOWN MENU:

- Select the drop down menu that appears either:
 - For extensions within your business, select "Enhanced Monitored Extension"
 - All other numbers, you will use "Enhanced Speed Dial"

the second states			
	✓ Sidecar 1 ✓ Key 1		
	Soft key action	None	
	✓Key 2	None Enhanced Speed Dial	
	Soft key action	Enhanced Call Park Automatic Callback Automatic Recall	
	✓Key 3	Trace Call Directed Pickup	
7 8 9 1 1	Soft key action	Last Caller ID Erasure Line Identity Voicemail	
	✓Key 4	Enhanced Monitored Extension Park Call	
* 0 # .	Soft key action	Retrieve Parked Call Group Pickup Intercom	
	✓Key 5	Group page	
Sidecars	Soft key action	Custom None V	-
	✓Key 6		
	Soft key action	None	·
	★Key 7		
	Soft key action	None	•
	✓Key 8		
Delete	Soft key action	None	·
	★Key 9		
Add sidecar	Soft key action	None	·

LABELING A NUMBER:

- Select the line you want to call this number from. In most cases, this will be Line 1.
- Fill in the telephone number, no dashes or spaces, and label it to be descriptive to you.
- If you must dial the number with 1 and area code, you will need to enter that here.

♥ Sidecar 1		
✓Key 1		
*Soft key action	Enhanced Speed Dial	~
*Line 🕢	Line 1	~
*Number	2184541234	
Label	Main Service Line	

SAVE CHANGES:

- After you are done making all of the changes you want, select "Save Changes" at the bottom.
- Note: If the check mark in the bottom right indicates "update phone(s) immediately when saving," the phone may or may not take the update automatically. If it does not, you may need to manually update the phone.

			Group filter:Sidecar	1 Clear
=	✓ Sidecar 1 ✓Key 1	Main Service Line		
=	"Soft key action	Enhanced Speed Dial	~	Reset
				Pases.
	*Line O	Line 1	~	
123 81	*Number	2184541234		
4 5 6 6 6	"Label	Main Service Line		
289 21	✓Key 2			
	Soft key action	None	~	Reset
	✓Key 3			
Sidecars	So Click to open or collapse this group	None	~	Reset
	✓Key 4			
	Soft key action	None	~	Reset
	✓Key 5			
	Soft key action	None	~	Reset
	✓Key 6			
	Soft key action	None	~	Reset
Delete	✓Key 7			
Add sidecar	Soft key action	None	~	Reset
	✓Key 8			
	Soft key action	None	~	Reset
	✓Key 9			
	Soft key action	None	~	Reset
	✓Key 10			
	Soft key action	None	~	Reset
	✓Key 11			
	Soft key action	None	~	Reset
	✓Key 12			
	Soft key action	None	~	Reset
lapse all Reset all to defaults			Update phone(s) immediately when saving X Discard characterization	inges Save changes

CLOSING AND LOGGING OFF:

- Close out of the pop up window.
- Log out from the upper right of the screen.
- You must reboot your telephone before the changes will take effect. (See next page.)

🗃 Manage your phones - Google Chrome	- 🗆 🗙					
https://portal.brainerd.net/test/session3df967b905fa2e8d/line/phoneprofiles.html						
♠ Phone selection for CTC Training	/ 2184540001					
Manage your phones						
525 Training	Home Messages and Calls Contacts			Make Call CTC Training Admin +		
	Phone Status			Logout		
Edit	Summary	Rules	Weekly Schedule	Special Days		
				Apply Cancel		
	When I receive a call		Additional options			
Create new profile	Ring my phone Forward to		These options apply in all cases w have your phone ring. If I don't answer:	here you've chosen to		

UPDATE AND CONFIGURATION ON YOUR PHONE

CISCO 514

- 1. Press the Settings button
- 2. Use the arrow button to highlight 12 Reboot
- 3. Press the select key
- 4. Press the "OK" softkey when prompted on the screen with the following: Confirm System Reboot?

NOTE: The phone will go through a 2-step process of rebooting. After the first time, it will appear functional, but will reboot one more time.

CISCO 525

- 1. Press the Settings button
- 2. Use the arrow key to highlight 9 Device Administration
- 3. Press the Select softkey
- 4. Use the arrow button to highlight 4 Restart
- 5. Press the Select softkey
- 6. Press the OK softkey when prompted on the screen with the following: Do you want to reboot the system?

NOTE: The phone will go through a 2-step process of rebooting. After the first time, it will appear functional, but will reboot one more time.