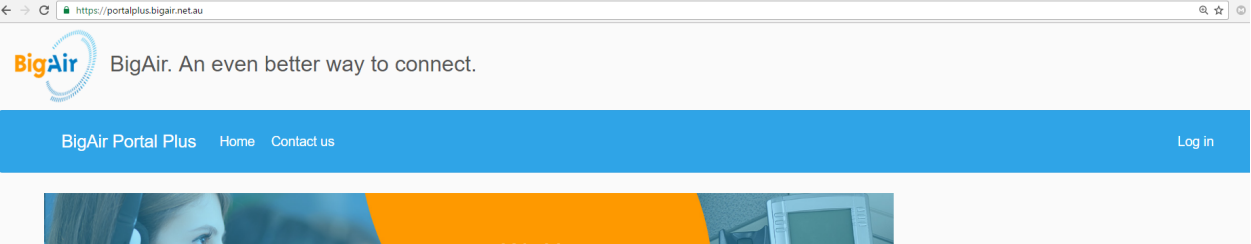


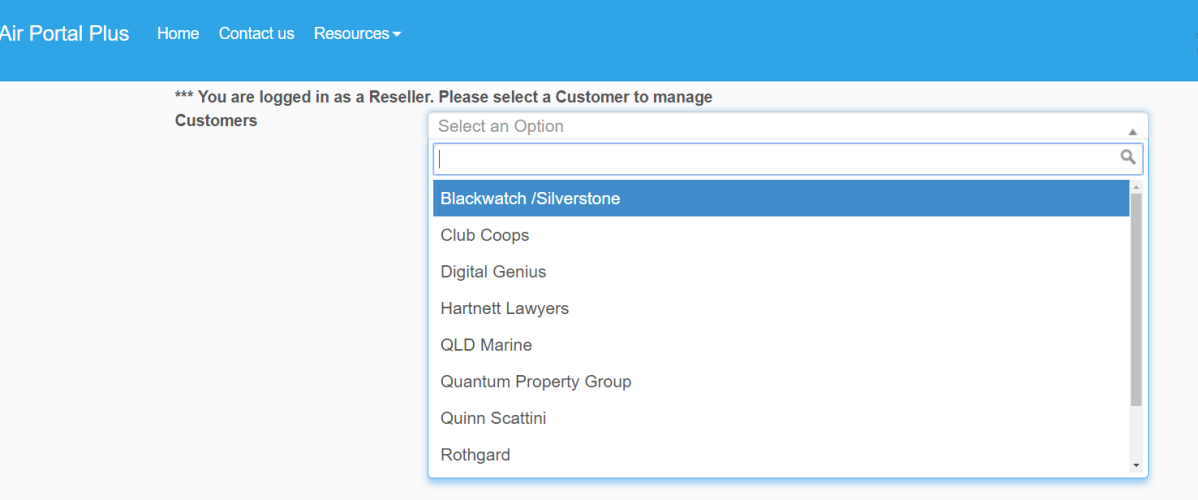
# Bigair Hosted Voice System

How to Edit Side Panel entries.

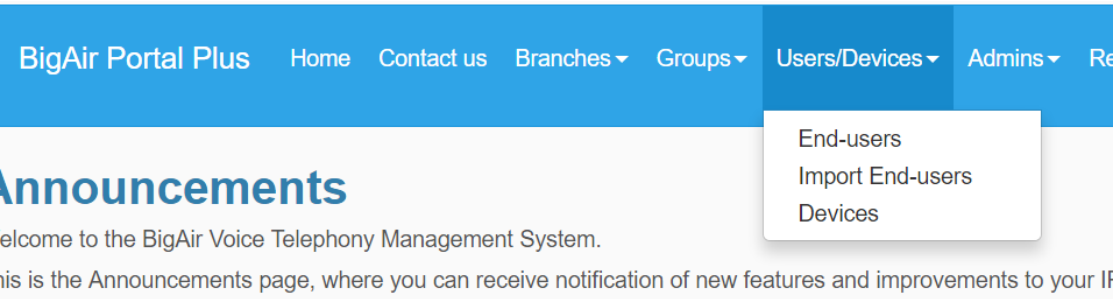
1. Login to Portal Plus (Details in Password State)



2. Locate and select customer required.



3. Go to User / Devices > Devices



4. Locate device requiring Side panel update.

ID	Customer	Branch location
22127	Hartnett Lawyers	Surfers Paradise QL
22130	Hartnett Lawyers	Surfers Paradise QL
22133	Hartnett Lawyers	Surfers Paradise QL
22136	Hartnett Lawyers	Surfers Paradise QL
22139	Hartnett Lawyers	Surfers Paradise QL
22142	Hartnett Lawyers	Surfers Paradise QL
22145	Hartnett Lawyers	Surfers Paradise QL
22148	Hartnett Lawyers	Surfers Paradise QL
22151	Hartnett Lawyers	Surfers Paradise QL
22154	Hartnett Lawyers	Surfers Paradise QL
22157	Hartnett Lawyers	Surfers Paradise QL

5. Select ID number on the left and Scroll Down and select Configure Presence Indication

PC

☒

☒

R6PFqWS2JadX

Imported on 2016-06-22 16:20:38, from [dooda/HartnettLawyersDeviceList.csv], by dylan (182321)

No. of line keys

Max. line keys

Intercom ☒

Electronic hookswitch ☒

Dylan Cottee on 2016-06-22 16:20:38

Fawaz Hassan on 2016-09-19 15:05:49

6. Make changes were required.

#### Configure presence for Device A120, Cisco: SPA525G2 IP Phone (22184)

Main details			
#	Name	Number	Monitor
1	Accounts	7	<input checked="" type="checkbox"/>
2	Amy McGrath	51	<input checked="" type="checkbox"/>
3	Amy Shi	8	<input checked="" type="checkbox"/>
4	Ausway Admin	4	<input checked="" type="checkbox"/>
5	Beau Admin	10	<input checked="" type="checkbox"/>
6	Beau Hartnett	57	<input checked="" type="checkbox"/>
7	Boardroom	5	<input checked="" type="checkbox"/>
8	Boardroom Polycom	32	<input checked="" type="checkbox"/>
9	Catherine Coleman	33	<input checked="" type="checkbox"/>
10	Emma Hogg	39	<input checked="" type="checkbox"/>
11	Emma Ryan-McGinn	37	<input checked="" type="checkbox"/>
33			<input type="checkbox"/>
34			<input type="checkbox"/>
35			<input type="checkbox"/>
36			<input type="checkbox"/>
37			<input type="checkbox"/>
38			<input type="checkbox"/>
39			<input type="checkbox"/>
40			<input type="checkbox"/>
41			<input type="checkbox"/>
42			<input type="checkbox"/>
43			<input type="checkbox"/>

7. Save Changes at bottom of page.

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

8. Once completed handset will need to be power cycled or rebooted.  
Either by removing power to the device or logging ticket to bigair to complete remotely.