



Setting BLF

10 Steps

Created by

Michael Tucker

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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

DAVE

🔒 Welcome to Dave by The Redcliffe Group!

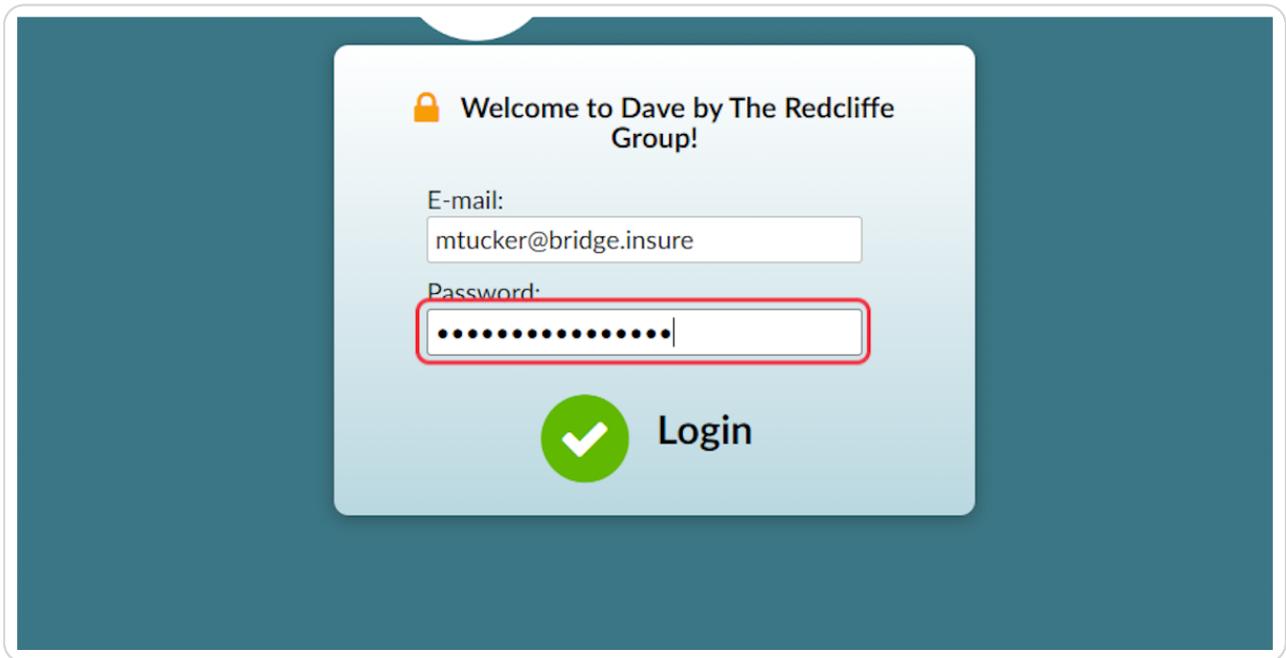
E-mail:

Password:

 Login

STEP 3

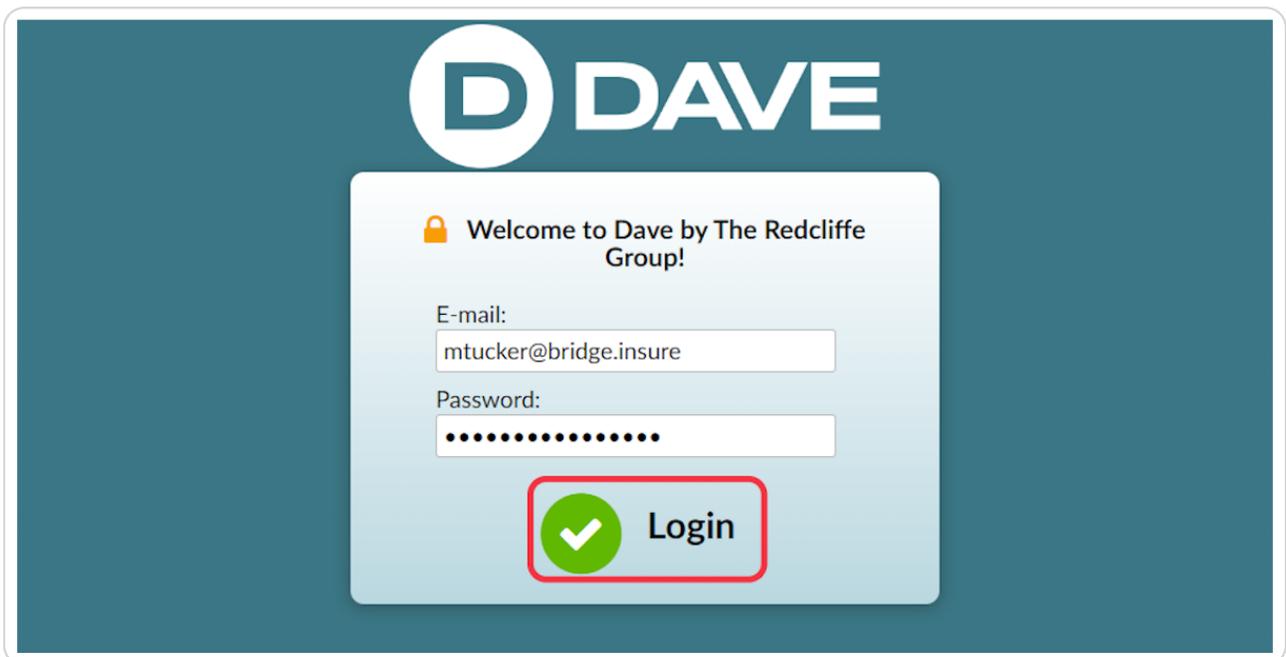
Enter your password



A screenshot of a login interface. At the top, it says "Welcome to Dave by The Redcliffe Group!". Below this, there are two input fields: "E-mail:" with the value "mtucker@bridge.insure" and "Password:" with a masked password of 12 dots. A red rectangular box highlights the password field. Below the fields is a green circular button with a white checkmark and the text "Login".

STEP 4

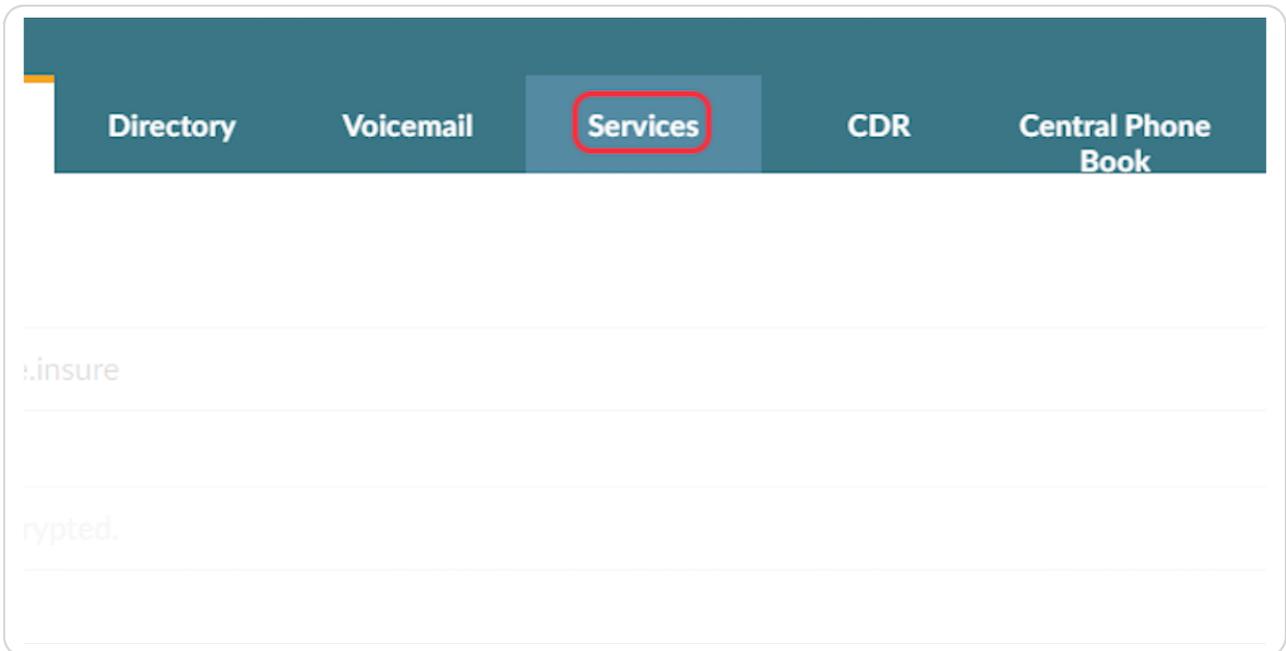
Click Login



A screenshot of the same login interface as in Step 3, but now with the "DAVE" logo at the top. The "Login" button, which is a green circle with a white checkmark, is highlighted with a red rectangular box.

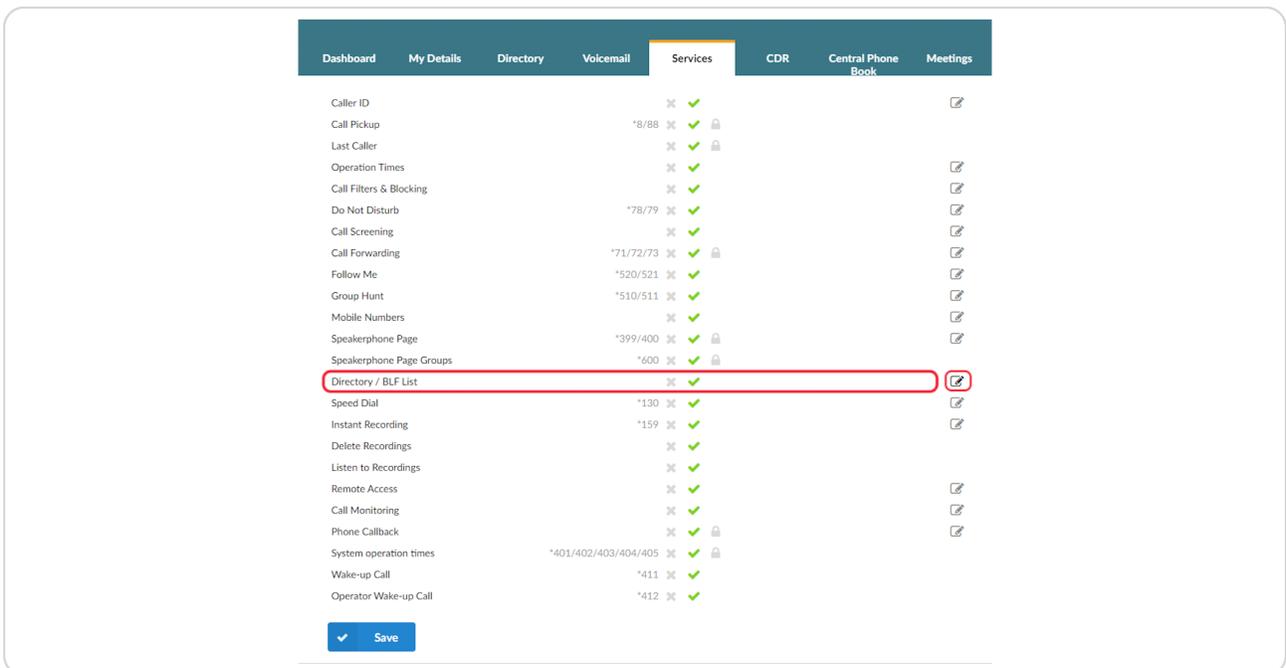
STEP 5

Click on Services



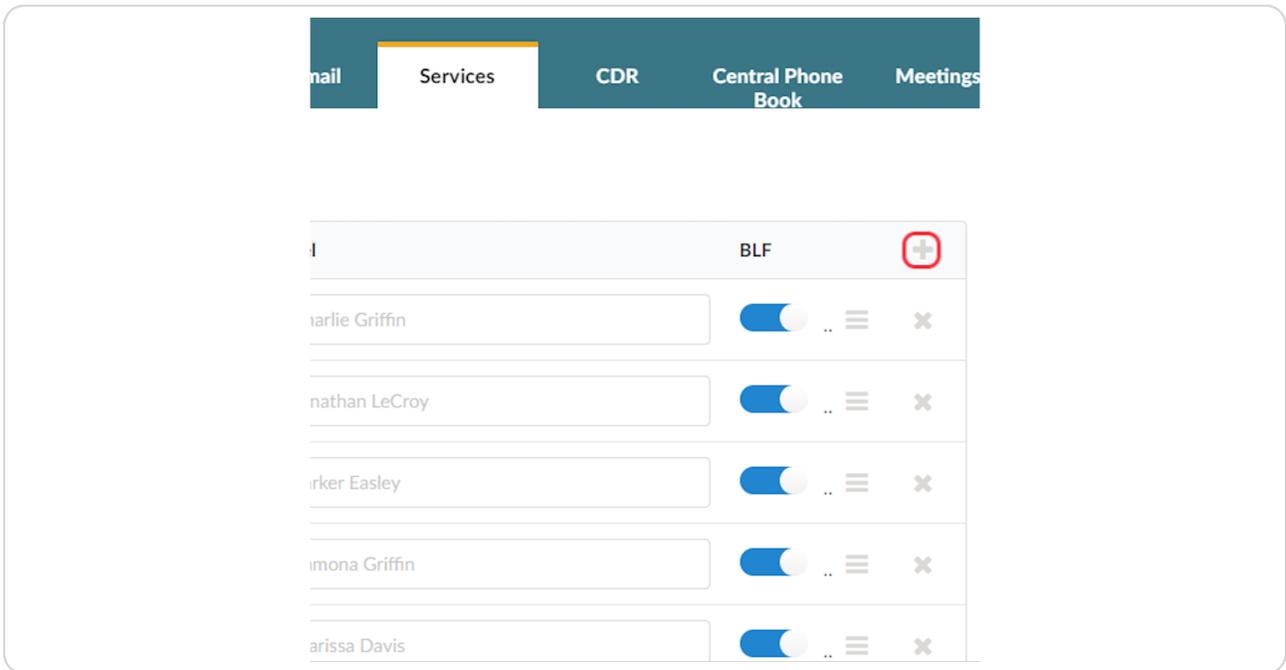
STEP 6

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



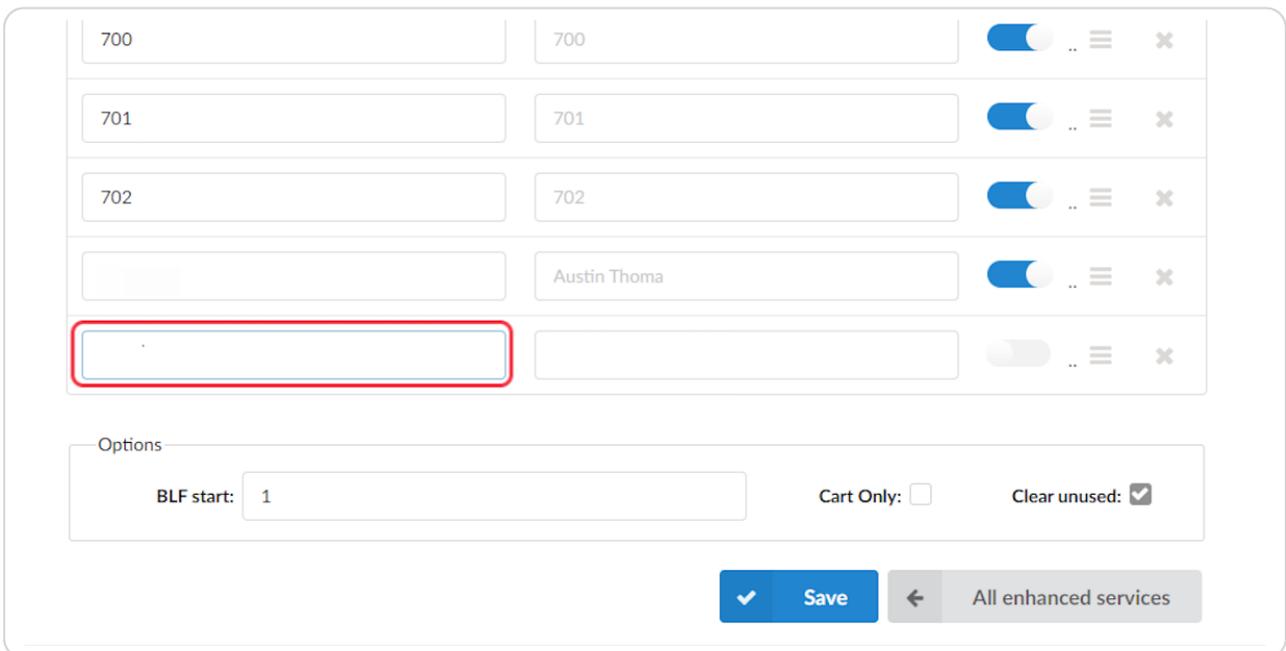
STEP 7

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

The screenshot shows a configuration interface with three rows of input fields. Each row has a text input field, a blue toggle switch, a double-dot menu icon, and a close icon. The bottom-most toggle switch is highlighted with a red box. Below the rows are two checkboxes: 'Cart Only' (unchecked) and 'Clear unused' (checked).

STEP 10

Click Save

The screenshot shows a configuration interface with three rows of input fields. The first row contains the number '702'. The second row contains the name 'Austin Thoma'. Each row has a blue toggle switch, a double-dot menu icon, and a close icon. Below the rows are two checkboxes: 'Cart Only' (unchecked) and 'Clear unused' (checked). At the bottom, there is a blue 'Save' button with a checkmark icon, highlighted with a red box, and a grey button labeled 'All enhanced services' with a left arrow icon.

