

How to Manage Your Button Programming



Getting Started

SNAPbuilder is a user-friendly interface that allows for device button customization, template deployment, mass editing, assigning phone directories, and viewing per device configuration files.

Using the User Web Portal

Each extension of your Cloud PBX system has access to a powerful web portal for managing your phone system.

Accessing the Portal

To access the web portal:

1. Open a web browser
2. Go to <https://portal.alliance-hpbx.com>. Google Chrome is the preferred browser.
3. On the login page, enter your login name and password.

Please contact Alliance Communications at hpbxsupport@alliance.coop if you need your log in and/or password information.

ALLIANCE COMMUNICATIONS **HOSTED VOICE**

Login Name

Password

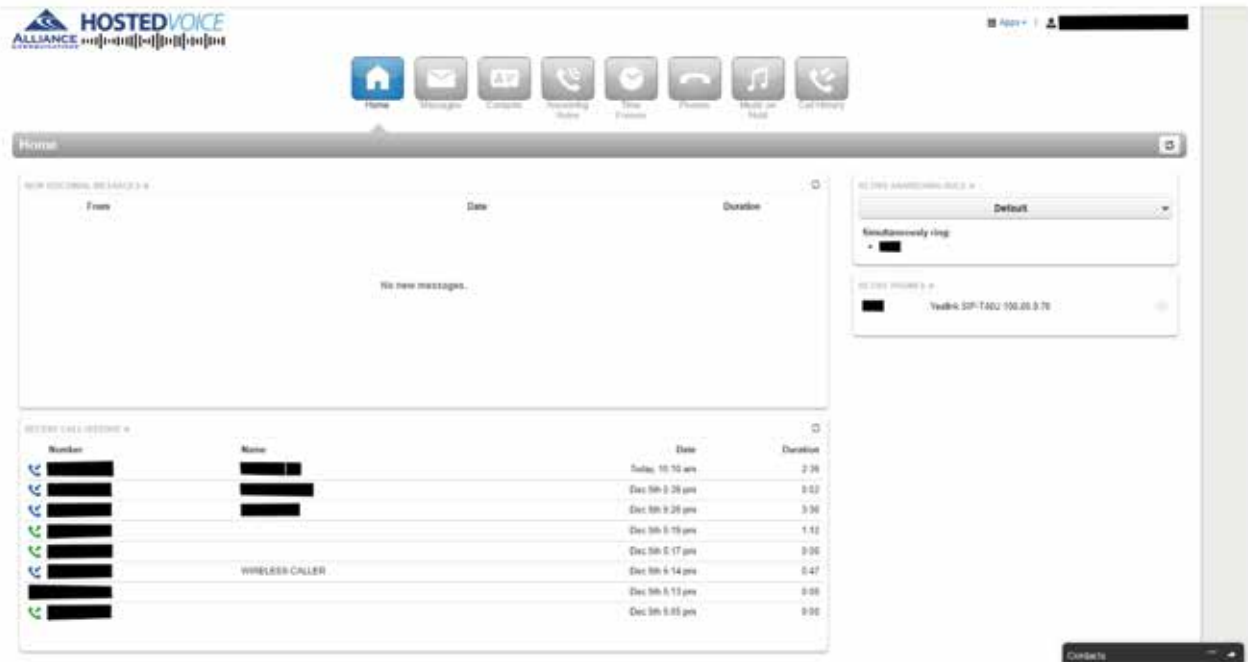
Log In

[Forgot Login Name](#) | [Forgot Password](#)

[Are you a new user?](#)

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HOW TO MANAGE YOUR BUTTON PROGRAMMING



Phones

Phones allow you to control specific device buttons. You can configure buttons using the Phones page. To display this page, click the Phones icon at the top of the page.



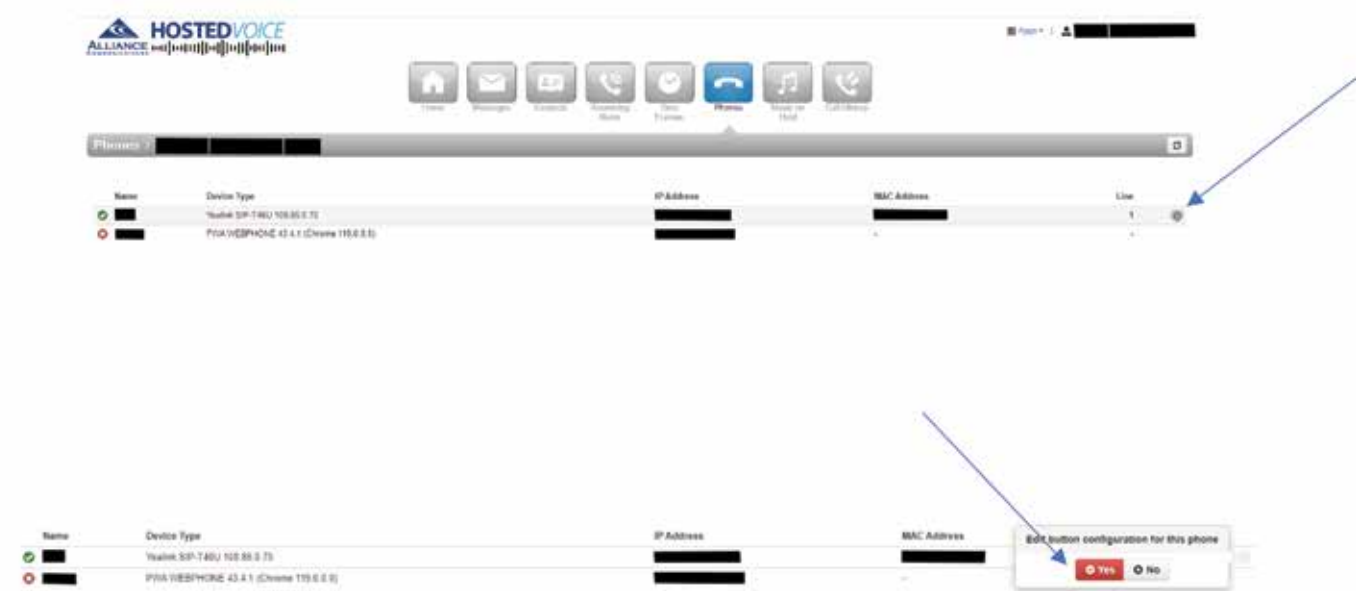
You will see a list of any phone hardware and apps that are tied to a specific extension.



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To Edit Buttons

1. Click the SNAPbuilder gear icon across from your registered extension.
2. Click Yes to edit the button configuration for this phone.

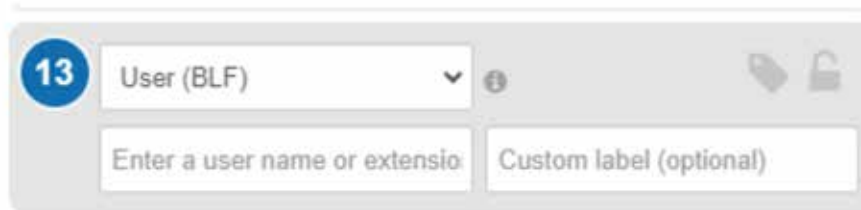


3. All existing buttons that are currently programmed will display. You can rearrange the buttons by clicking on the button number and dragging it to the new location.
4. To program a button, click on the drop-down menu to select a feature.
 - a. Speed Dial: Used to program a number that is not an extension in your phone system.
 - b. BLF: Used to program a number that is an extension in your phone system.
 - c. For an external number, like a person's cell phone number, use the Speed Dial option.

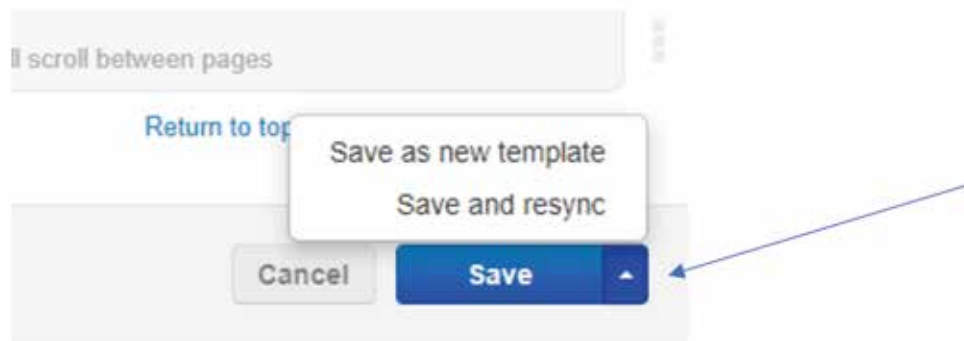


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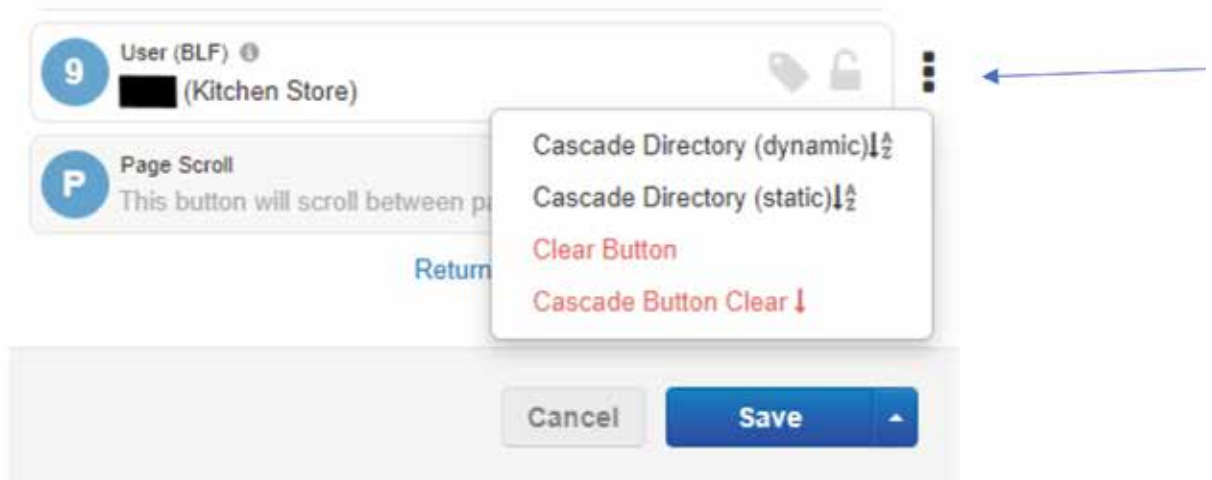
5. After selecting a feature, enter the username or extension for the BLF feature, or 10-digit phone number for the speed dial feature.
6. The custom label (optional) field is how the name will appear on your phone. You can enter a person's first name, nickname, or department in this field.



7. Once changes have been made, click on the arrow next to the Save button. Choose Save and resync. The changes will now be updated on your phone.



8. To delete a button programmed on your phone, click on the 3 dots next to that user or speed dial and choose **Clear Button**. **Cascade Button Clear** will delete the button assignments for all subsequent buttons.



9. Once any changes have been made, click on the arrow next to the Save button to save and resync your updates.

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Similarly, to modifying a device profile, a specific device's buttons can be re-configured and cleared. Choose a line feature option from the feature dropdown and enter the parameters needed for the feature options. For fields with autocomplete, start typing to see available options. If unsure what the entry should be, autocomplete can be accessed by pressing the down arrow key on the keyboard.

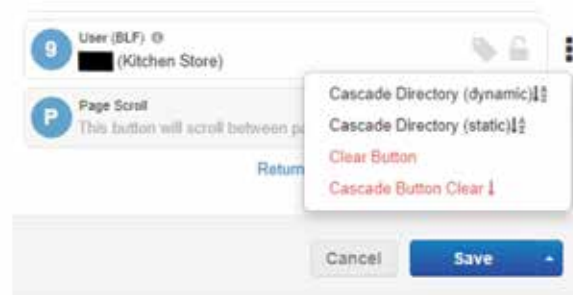
The **lock** icon prevents end users from editing the button from their phone.

The **tag** icon indicates a customer label for the button.

The **more** icon (3 vertical dots) opens the following options:

- **Cascade Directory (static)** is related to the Directory. After creating a directory, this option autofills the button assignments, and all subsequent buttons, with static BLFs for the current directory entries. These entries update whenever the phone resyncs.
- **Cascade Directory (dynamic)** is related to the Directory. After creating a directory, this option autofills the button assignments, and all subsequent buttons, with dynamic BLFs for the current directory entries. These entries update whenever the phone resyncs.
- **Clear Button** deletes the button assignment and resets it to initial state.
- **Cascade button clear** deletes the button assignments for all subsequent buttons.

Click on the more icon (3 vertical dots) next to a button and either select **Cascade Directory (static)** to fill in the directory names as BLFs starting in that row and proceeding down the list OR **Cascade Directory (dynamic)** to fill in the buttons as BLFs in the same order as "static" with the exception that when the phone resyncs, if the directory has changed, then the BLFs will update.



Need help? Email hpbxsupport@alliance.coop