BLF Key Setup
Quick Reference Guide

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3 Line Keys
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Create a BLF Key

1. Log in to the Simplicity Portal
2. Select the **Phones** tab
3. Click the **SnapBuilder** button on the right

5. Select an open/unused line
6. Click **Select a Feature** drop down
7. Choose **User (BLF)**
8. Enter extension number
9. Click dropdown on **Save** button, select **Save and Resync**