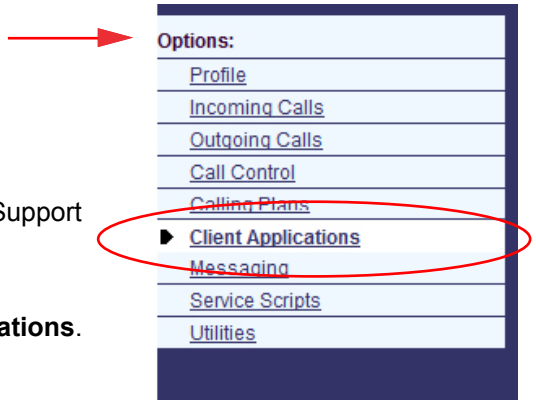
TouchTone communications
BUSINESS VoIP

Setting Up Your VoIP Phone Side Car

Setting up your sidecar is easy through TouchTone's Web Portal. This guide will show you step-by-step how to setup and use your VoIP phone's sidecar.

Business Support
Phone: 800.900.5474
E-mail: business.support@touchtone.net

Setting Up Your Sidecar

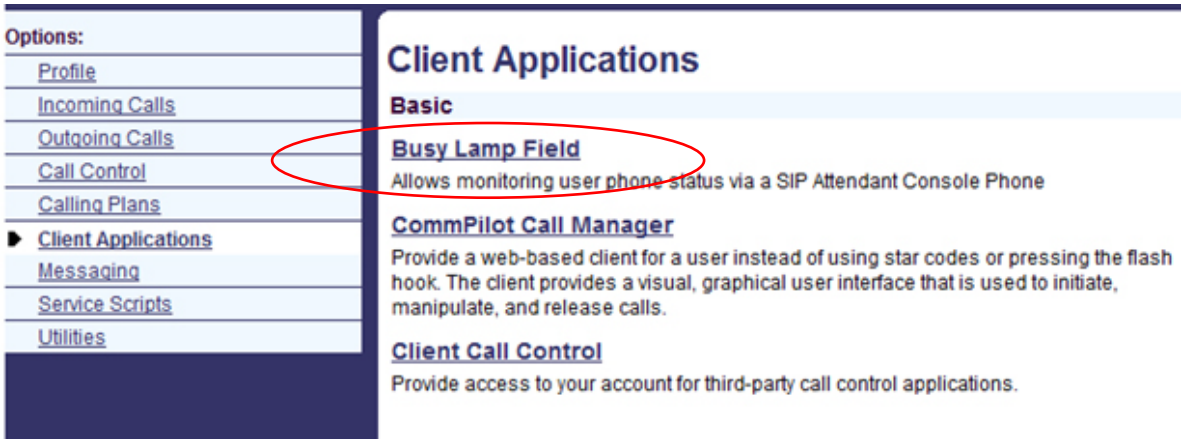


1. Log into your user account at businessvoip.touchtone.net.

   Your user name and password can be found in your Account Summary spreadsheet. If you cannot locate your credentials, please call Business Support at 800.900.5474.

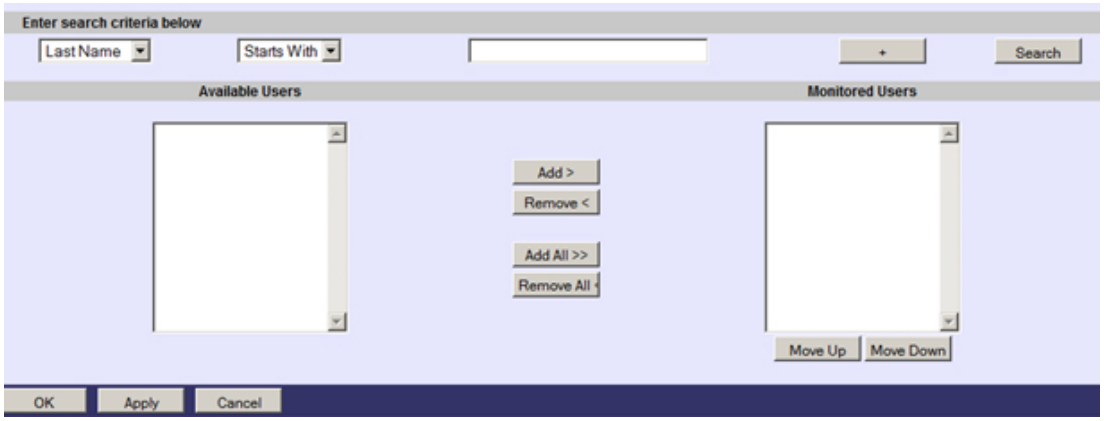
2. Under **Options** (on the left hand side of the screen), select **Client Applications**.

3. Click on **Busy Lamp Field**.



4. Select the **Search** button on the right hand side of the page.

   This will populate all of the users on your account that are available to be added to the sidecar. Select the users you wish to add to your sidecar from the **Available Users** List and click **Add**. *These users will now appear in the Monitored Users list.*



You can rearrange the order of the users on your list by highlighting the users name in the Monitored Users list and clicking the Move Up or Move Down buttons. Once you are satisfied with your configurations, click **OK**.

To finalize your sidecar setup, simply reboot your phone by unplugging the power supply and plugging it back in.