

# Speed Dial

For users with Polycom SoundPoint IP 450, Polycom SoundPoint IP 550, Polycom SoundPoint IP650, and Polycom SoundPoint IP 670 model telephones

User defined speed dial entries can be assigned from the user web portal, depending on the number of unused line keys on each phone. If only one extension is assigned to a phone, the number of unused line keys on each phone is as follows:

Phone Model	Unused Line Keys
Polycom SoundPoint IP 450	2
Polycom SoundPoint IP 550	3
Polycom SoundPoint IP 650	5 (without expansion console)
Polycom SoundPoint IP 670	5 (without expansion console)

## Change the Speed Dial Settings for Your Extension

1. Select the **Speed Dial** tab.
2. To add a number to your speed dial list, select the **Add Number** link.
3. Fill in the name and number you wish to add to your speed dial list.
4. With your supervisor's permission, you may select the **Subscribe to presence** option if you have a need to monitor incoming calls and busy status for another extension.



If you add more speed dial numbers than your phone has unused line keys, those speed dial entries will not be shown.

5. To save your speed dial entries and apply them to your phone, click the **Save and Update Phone(s)** button when you are ready for the phone to reboot. This process takes about 1 minute and 15 seconds.



**NOTE:** If you have call park extensions assigned to your phone, you should not remove these entries. Doing so will cause you to lose both the ability to see if the parking slot is in use and the ability to retrieve parked calls using the one touch retrieval method.