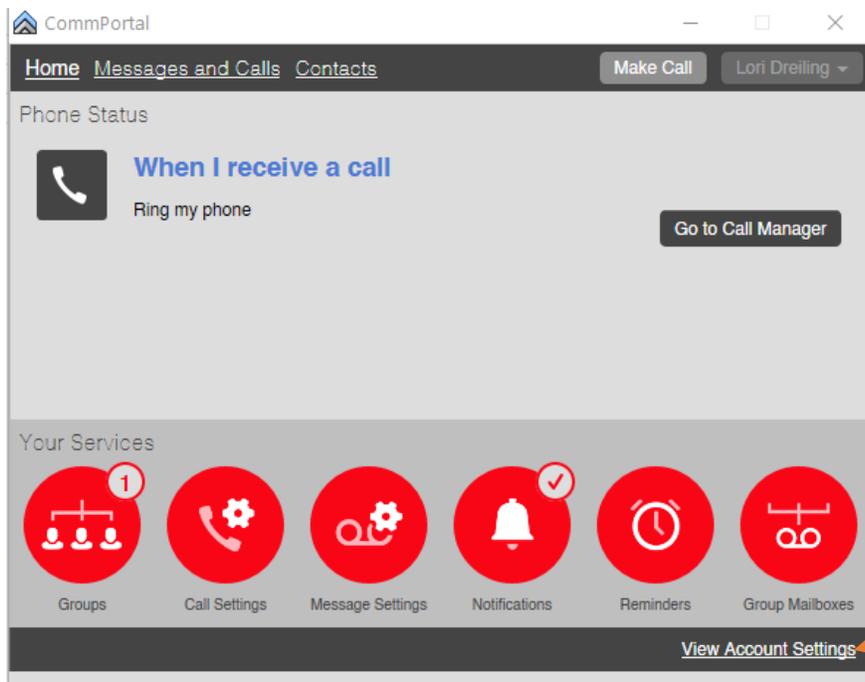


# How do I...?

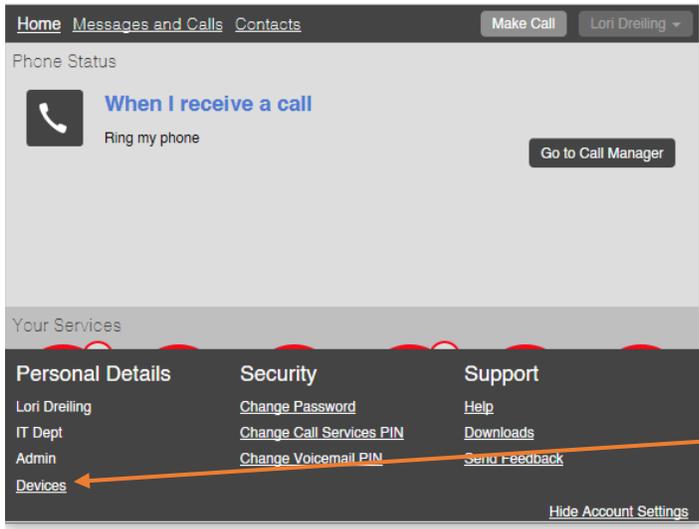
## Add a speed dial to my phone:

On your computer in the task bar you should see this symbol: 

Click on it and choose: Open Dashboard



Choose  
View Account Settings



Choose Devices



Choose set keys

Click phone picture

### Manage your phones



Click the arrow by Programmable Keys – Line to expand selection



Add sidecar

▼ Programmable Keys - Line	
▶ Key 1	
▶ Key 2	Mike
▶ Key 3	Dean
▶ Key 4	Doug
▶ Key 5	Greg
▶ Key 6	Ron
▶ Key 7	Kevin Desk
▶ Key 8	Kevin Cell
▶ Key 9	Park 25
▶ Key 10	Dispatch
▶ Key 11	
▶ Key 12	
▶ Programmable Keys - Bottom	

Click the arrow next to the Key to program.

15/voicemanager.nex-tech.com/ - Manage your phones - Internet Explorer  
 Polycom WX 800 - Edit settings for Ellis County and City of Hays (HRBX), IT Dept / 7858211773

Add sidecar

▼ Programmable Keys - Line	
▶ Key 1	
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▶ Key 8	Kevin Cell
▶ Key 9	Park 25
▶ Key 10	Dispatch
▶ Key 11	
▶ Key 12	
▶ Programmable Keys - Bottom	
▶ User	None
▶ Advanced	Automatic Callback
▶ Network Settings	Automatic Recall
▶ Paging Groups	Directed Pickup
▶ Push-To-Talk	Enhanced Monitored Extension
	Monitored Extension
	Enhanced Call Park
	Group Pickup
	Last Caller ID Ensure
	Line
	Line Identity
	Park Call
	Retrieve Parked Call (Specified Orbit)
	Speed Dial
	One Touch Transfer
	Trans Call
	VoiceMail
	Macro Soft Key

There are many options to choose, the most common ones are

Enhanced Monitored Extension – use this when wanting to dial an internal number

Speed Dial – use this to dial an outside number.

Once you have completed all your changes you need to click the save changes button on the bottom of the screen.



If you do see this, you need to minimized your screen. After clicking this button, you should see a black spinning wheel. After that is complete you can close the window.

For the changes to take effect immediately you will need to unplug the ethernet cable in the back of the phone. Wait approximately 20 seconds and plug it back in and let the phone update the configurations and the speed dials should be there.

If you have any questions give me a call at 785-621-1773.