Programming a Speedial on a button on Polycom phone

Determine Phone IP Address

1. Press the home button on the right side of the phone
2. Use the arrow keys to go to 'Settings.'
3. Press the center button to select 'Settings.'
4. Scroll down to 'Status.'
5. Press the center button to select 'Status.'
6. Scroll down to 'Network'
7. Press the center button to select 'Network.'
8. Press the center button to select 'TCP/IP Parameters'
9. Then write down the IPv4 address, for example, 123.456.78.910
10. Wait 20 seconds for the screen to return to the default.

Configure Line Key

1. Go to a web browser and open a new window.
2. In the URL bar, type https://123.456.78.910 (This will be whatever your above phone IP address is).
3. Press enter
4. When the "Connection is not private" message appears, click "advanced" in the bottom left corner.
5. Click on the hyperlink at the bottom which says "proceed to 123.456.78.910 (unsafe)"
6. Then enter the default password '456'. And press 'Submit.' (Admin should be the "Login As" choice)
7. With your mouse, hover over the Utilities tab.
8. Then click on 'Line Key Configuration'
9. Click on 'Add Line Key Function'
10. A new window will appear below. Make sure 'Static BLF' is selected.
11. Enter the Name of the person or place you want to appear on the line key in the 'Label' field. For example, 'Harry's Cell.'
12. Then enter the number in the 'Address field.' For example, '7819847685' (DO NOT PUT any dash's or periods! Just put the 10 digit phone number)
13. Confirm the 'Type' is set to 'Normal.'
14. Click 'Add Line Key Function.' (this is in the center of the page)
15. Press 'Yes' to the Confirmation request.
16. Press 'Ok'
17. The new key will appear on the next available button on your phone.
18. Hover over 'Utilities'
19. And Click on 'Reboot Phone'
20. And select 'Yes' to reboot the phone.
21. Allow the phone to reset, then test the new button by pressing it.