Add and Edit Speed Dial Buttons on the SPA525G and SPA525G2 Series IP Phones

Objectives

Speed Dial Buttons are often used to make the process of calling regularly used contacts quicker and with one button. This option is used in place of dialing the entire phone number in.

This document explains how to set the speed dial buttons on the SPA525G and SPA525G2.

Applicable Devices

- SPA525G
- SPA525G2

Add and Edit Speed Dial Buttons

Step 1. Press the Setup icon on the phone.

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Info	rmation and Settings		
1	Call History		
2	Directories		
3	Network Configuration		
4	User Preferences		
5	Status		
6	CME Services		× <mark>=</mark>
	LAB		
	Select		Exit

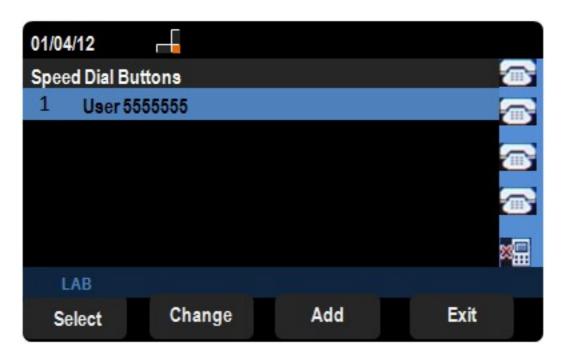
Step 2. Navigate to CME Services and press Select.

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CMES			
1	CME Service URL		
2	Voiceview Express		
3	Extension Mobility		
4	My Phone Apps		
			×
LAB			
Select		Exit	

Step 3. Navigate to MyPhoneApps.

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My P	<u></u>					
1	Speed Dial Buttons					
2	Personal Speed Dial					
3	Reset Phone					
4	Single Number Reach					
			×			
L	AB					
Select		Exit				

Step 4. Press **Select** to open Speed Dial Buttons menu.



Step 5. Press **Add** to add a new speed dial. Press **Change** to edit an existing speed dial. **Note:** To delete an existing speed dial press delete and disregard steps six and seven.

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New Speed Dial Button Entry 📨 📨						
Label						
Number						
			×.			
LAB						
Submit	<<	Exit				

- Step 6. In the Label field input the name of the contact.
- Step 7. In the Number field input the contact's phone number.
- Step 8. Press **Submit** to save the changes.