**How do I add speed dials to my Polycom VVX 300, 301 handset?**

**Answer**

* Press the **Home** key
* Use the directional key to scroll across to **Directories**
* Use the centre of the directional button to select
* Select **Contact Directory**
* Select **Add**
* Enter **First Name**, Last Name (optional) and the **Contact** number

To add this contact as a Favourite in the home screen:

* Go into the **Info** tab
* Select **Edit**
* Scroll down until **Favourite Index** is highlighted
* You need to select a number to add the contact to the Favourite Index. If this is the first contact being added to the Favourite Index, enter **1** then select **Save**
* Once Save is selected there will be a **\*** alongside the name of the contact. Press the **Home** key twice, then the contact will be listed on the Home screen as a speed dial