

## WebLink: Directory

Many of the FreedomVoice Polycom phones provide a contact directory and speed dial within the phone. You can configure any supported FreedomVoice phone's directory or speed dial via WebLink.

- Allows for configuration of any activated phone
- Visually confirms phone via screenshot as well as make/model
- Provides a quick overview of the phone's E911 address
- Add new contacts; choose whether the contact gets a speed dial entry
- View, Edit and Remove existing contacts
- Remotely reboot phone to activate changes
- And more!

### Configure Phone Contacts:

1. Log in to <https://weblink.freedomvoice.com>
2. Click on the **Settings** tab
3. Under the **Phones** heading, select **Directory**
4. Use the drop-down menu under **Identify Phone** to select the phone you wish to configure
5. Click **Add New Contact** to create a new entry, or use **Edit** or **Remove** to make changes
6. In the window that appears, select any speed dial for this contact and enter their information
7. Click **Save** when finished

Repeat the final three steps until all desired contacts have been added to the selected phone.