

# Setup the function keys (speed dial)

To configure the white buttons adjacent to the phone screen, open

<https://isb2.wildixin.com/collaboration/> login and go to **Settings**. Select the **Fn keys** menu from the left-hand side.

You can remove Lines 1 and 2 - the default setup - and add a Colleague.

Change the type of function to **Colleague**, add an appropriate name (it will be visible on the phone), and search by name or input the extension. Do not forget to click on the eye to stop the notifications from popping up whenever your colleague is on a call and press **Save** at the end.

The screenshot shows the Wildixin web interface for configuring function keys. The left sidebar has 'Fn keys' selected. The main area shows a configuration for a 'Colleague' function key. A dropdown menu is open showing search results for 'Ivan Durdevici (308)'. Yellow arrows point to various UI elements with labels: 'Change type' points to the dropdown, 'Add key' points to the plus sign, 'Settings' points to the gear icon, 'Delete' points to the delete icon, 'Fn keys menu' points to the sidebar, 'Stop Sauron' points to the eye icon, 'Appropriate Name' points to the name field, 'Colleague' points to the search results, and 'Do not forget' points to the 'SAVE' button.

If you want to add a non-colleague phone number, change the type to **Speed dial** and add an appropriate name and the number. Do not forget to press Save.



Search or dial a number



Web



Personal

Features

**Fn keys**

Fax Server

Chat / Presence

Contact center

Web Phone

Extensions

Speed dial +



1 Colleague



Ivan

IT Ivan Durdevici (308) ×

2 Speed dial



911

×

911

911

SAVE

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