



Phone Button Management

The "Phone Button" feature allows users to customize phone buttons / speed dial buttons within the Loop Portal.

- Login to your Loop Portal account
- Click on "My Extension"
- Click on "Phone Buttons" from the dropdown menu
- Do not edit or modify any of the options on Button lines 1 or 2, they are set by default and are required for your phone to function properly.
- **Type:** Line, **BLF**, Speed Dial, MultiCast Paging
 - ⇒ **BLF** can be selected for all button lines, no other option should be selected for internal extensions
 - ⇒ **SpeedDial** can be selected for outside numbers such as a business or cell phone number
- **Label:** Name as you would like it displayed on the phone
- **Value:** Extension Number to be programmed on this button line if type "BLF" is selected or 10 digit phone number if you select type "Speed Dial"
- **Account:** Account 1 should always be selected
- Click "Save and Update Phone" to save changes

	Type	Label	Value	Account
Button 1	Line			Account 1
Button 2	Line			Account 1
Button 3	BLF	Staff 1	1234	Account 1
		Staff 2	2345	Account 1
		Staff 3	3456	Account 1
Button 7	BLF			Account 1
Button 8	BLF			Account 1
Button 9	BLF			Account 1
Button 10	BLF			Account 1

If you have any questions – please reach out to Loop Communications at 704-754-5000, Option 1 or send us an email at support@loopcommunications.com