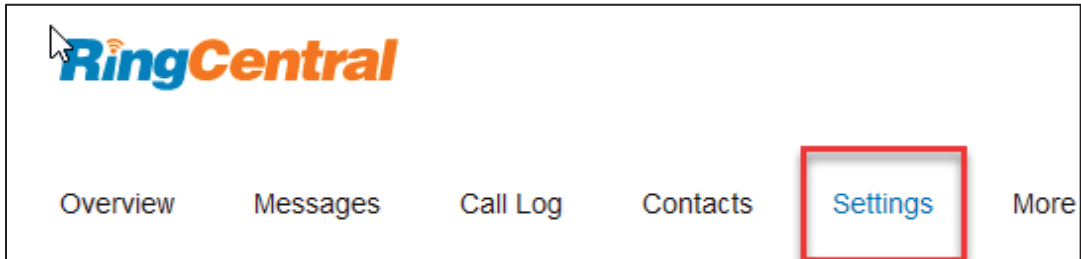
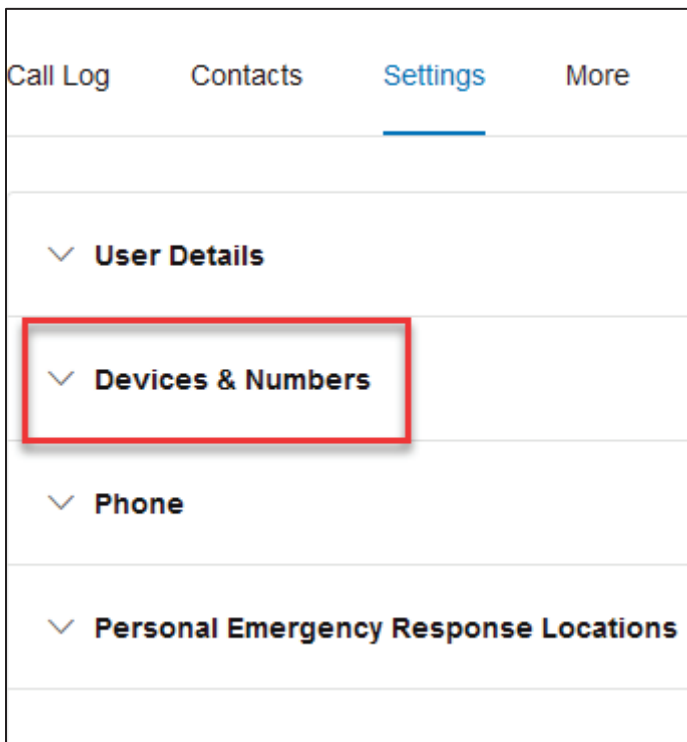


Setting up Speed Dial

1. Log in to <https://service.ringcentral.com> using Single Sign-on (SSO).
2. In the top menu bar, click **Settings**.



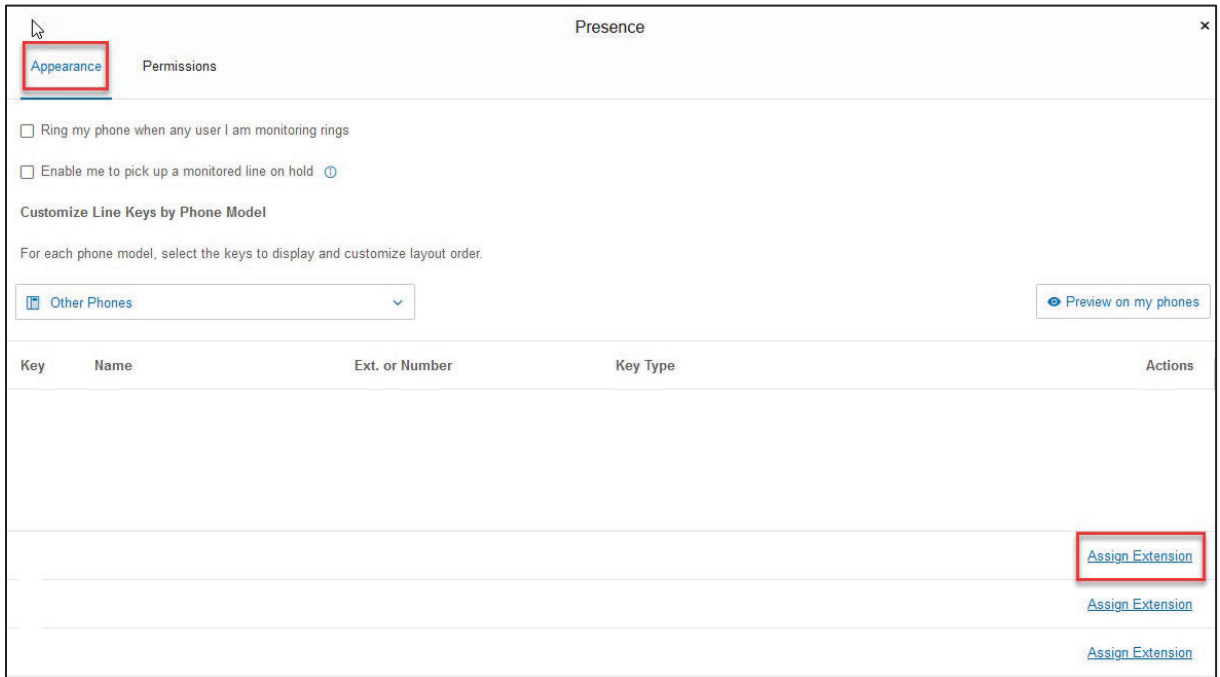
3. Choose **Devices & Numbers** from the drop-down menu.



4. Click **Presence**.



5. Go to the Appearance tab and click **Assign Extension**



6. Type the name or extension you want to add and press **Enter**. Select it from the list, then click **Assign**.

7. Verify that the extension now appears in your list, then click **Save**.

8. Click **Yes** to reboot your phone to reflect your changes.

