## Setting up Speed Dial

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

Ring	entral				
Overview	Messages	Call Log	Contacts	Settings	More

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

Call Log	Contacts	Settings	More	
$\vee$ Use	r Details			
∨ Dev	ices & Numbe	rs		
∨ Pho	ne			
✓ Personal Emergency Response Locations				

4. Click Presence.



5. Go to the Appearance tab and click Assign Extension

₽		Presence	
Appearance Permissions			
Ring my phone when any user	am monitoring rings		
Enable me to pick up a monitor	ed line on hold 🕥		
Customize Line Keys by Phone	Model		
For each phone model, select the I	xeys to display and customize layout order.		
Other Phones	~		Preview on my phone
Key Name	Ext. or Number	Кеу Туре	Actions
			Assign Extension
			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.

Attention	×			
Your phones will now be rebooted to reflect the changes you made. If a call is in progress the phone will reboot after it completes.				
No	Yes			