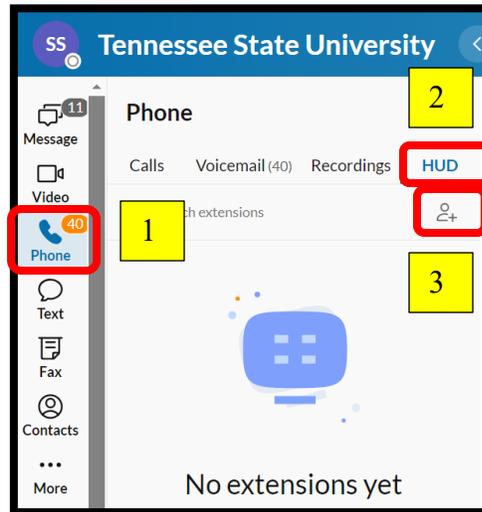


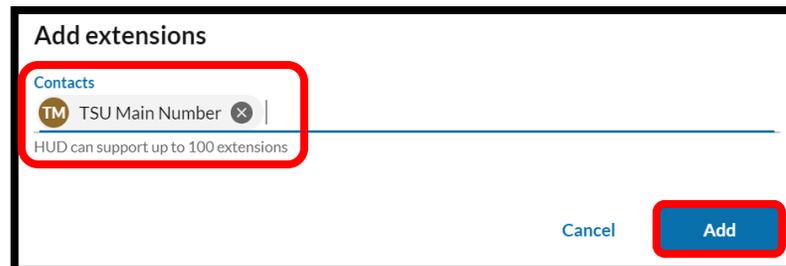
**Add/Edit Fast Dial (One Touch) Extension Options via RingCentral**

To add/edit your choices for one-touch fast-dial for specific contacts on your VOIP phone, you'll need to login to your RingCentral account and perform the following:

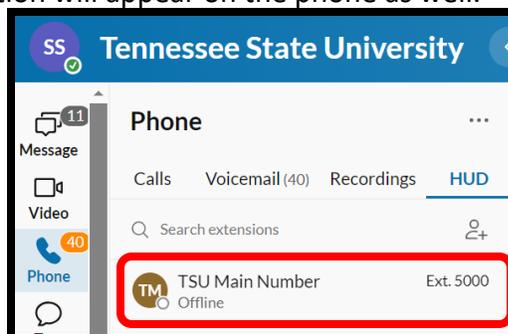
1. Click the **Phone app** option on your RingCentral App, click the **HUD** tab and then click the **add contact symbol** to add an additional contact.



2. Type the **Name or extension number** for the contact you would like to have assigned as a one-touch, fast dial contact. Select the contact then click **Add**.



3. The contact is now part of your one-touch, fast dial list. Your Yealink VOIP phone **will reboot** and your one touch contact option will appear on the phone as well.



**Office of Technology Services**

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