How To: Add a speed dial to your Cisco desk phone

**Preamble:**
Some people like to have speed dials.

**Service:**
Phones phones phones

**Prerequisites:**
Access to a phone that is assigned to your user account

1. Go to https://phones.lclark.edu/ucmuser/
2. Login with LC credentials. Should see something like so ---

![Phone Settings](image)

3. Go to Phone Settings:
4. **Add Speed Dial Numbers:**

5. Access to Speed Dial Numbers on a 7821 phone hit the bottom of the green hula hoop wheel to scroll through Speed Dial numbers.