

Changing Phone Settings

You can personalize your Cisco Unified IP Phone by adjusting the ring tone, volume, and other settings.

Customizing Rings and Message Indicators

You can customize how your phone indicates an incoming call and a new voice mail message. You can also adjust the ringer volume for your phone.

If you want to...	Then...
Change the ring tone per line	1. Choose  () > Settings > User Preferences > Rings. 2. Choose a phone line or the default ring setting. 3. Choose a ring tone to play a sample of it. 4. Press Select and Save to set the ring tone, or press Cancel.
Adjust the volume level for the phone ringer	Press the Volume button while the handset is in the cradle and the headset and speakerphone buttons are off. The new ringer volume is saved automatically. Note Check with your system administrator to see if a minimum ringer-volume setting was configured.
Change the way that the voice-message light on your handset works	1. Log in to your Cisco Unified CM User Options web pages. (See Accessing Your User Options Web Pages, page 65.) 2. Access your message indicator settings. (See Controlling Line Settings on the Web, page 72.) Note Typically, the default system policy is to indicate a new voice message by displaying a steady light on the handset light strip.
Change the way the audible voice-message indicator sounds on your phone	1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 65.) 2. Access your message indicator settings. (See Controlling Line Settings on the Web, page 72.)

Tip

You can customize your phone to have up to six distinctive ring tones. In addition, you can have a default ring tone.

Customizing the Phone Screen

You can adjust the characteristics of the phone screen.

If you want to...	Then...
Change the phone screen brightness	1. Choose  () > Settings > User Preferences > Brightness. 2. To make adjustments, press the Volume button. 3. Press Save, or press Cancel. Note If you change the brightness setting on your phone, do not unplug the phone from its power source for at least one minute, or the brightness setting will not get saved.
Change the language on your phone screen	1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 65.) 2. Access your user settings. (See Controlling User Settings on the Web, page 71.)
Change the line text label	1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 65.) 2. Access your line label settings. (See Controlling Line Settings on the Web, page 72.)
Adjust contrast	1. Choose  () > Settings > User Preferences > Contrast. 2. To make adjustments, press the Volume button. 3. Press Save, or press Cancel.
Turn off the backlight	Contact your system administrator to see if this optional feature is available to you. This feature allows you to turn off the backlight for a pre-determined time (as set by your system administrator).