

## How to Change the Ringtone on a Cisco Phone

1. Press the **Settings** button.



2. Press **1** to select **User Preferences**.



3. Press **1** to select **Rings**.



4. Press the **Select** button. If your phone has more than one line, use the arrow buttons to highlight the line you wish to change before pressing **Select**.



5. Use the arrow buttons to select the desired ringtone and then press the **Select** button.



6. Press the **Save** button.



7. Press the **Settings** button to return to your phone's main screen.

