



Changing Phone Settings

You can personalize your Cisco Unified IP Phone by adjusting the ring tone, background image, 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 | <ol style="list-style-type: none">1. Choose  > 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 | <p>Press  while the handset is in the cradle and the headset and speakerphone buttons are off. The new ringer volume is saved automatically.</p> <p>Note Check with your system administrator to see if a minimum ringer-volume setting was configured.</p> |
| Change the ring pattern per line (flash-only, ring once, beep-only, etc.) | <ol style="list-style-type: none">1. Log in to your Cisco Unified CM User Options web pages. (See Accessing Your User Options Web Pages, page 63.)2. Access your call ring pattern settings. (See Controlling Line Settings on the Web, page 70.) <p>Note Before you can access this setting, your system administrator may need to enable it for you.</p> |
| Change the way the audible voice message indicator sounds on your phone | <ol style="list-style-type: none">1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 63.)2. Access your message indicator settings. (See Controlling Line Settings on the Web, page 70.) |
| Change the way that the voice message light on your handset works | <ol style="list-style-type: none">1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 63.)2. Access your message indicator settings. (See Controlling Line Settings on the Web, page 70.) <p>Note Typically, the default system policy is to indicate a new voice message by displaying a steady light on the handset light strip.</p> |

**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 your phone screen.

| If you want to... | Then... |
|------------------------------------|--|
| Change the phone screen contrast | <ol style="list-style-type: none">1. Choose  > User Preferences > Contrast.2. To make adjustments, press Up, Down or .3. Press Save, or press Cancel. <p>Note If you accidentally save a very light or very dark contrast and cannot see the phone screen display, see Troubleshooting Your Phone, page 78.</p> |
| Change the background image | <ol style="list-style-type: none">1. Choose  > User Preferences > Background Images.2. Scroll through available images and press Select to choose an image.3. Press Preview to see a larger view of the background image.4. Press Exit to return to the selection menu.5. Press Save to accept the image or press Cancel. <p>Note If you do not see a selection of images, then this option has not been enabled on your system.</p> |
| Change the language on your screen | <ol style="list-style-type: none">1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 63.)2. Access your user settings. (See Controlling User Settings on the Web, page 69.) |
| Change the line text label | <ol style="list-style-type: none">1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 63.)2. Access your line label settings. (See Controlling Line Settings on the Web, page 70.) |