





Cisco Phone Customization and Additional Features

Adjust the Volume in a Call



1. Press **Volume**   left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume


1. Press **Volume**   left or right to adjust the ringer volume when the phone is not in use.

Navigating the Menus


When you are making selections in the Phone Menus, you have two options:

1. Use the Navigation Cluster  on your phone to highlight the option and then press the center circle to select your option. (OR) Enter the Menu Number via your telephone keypad.
2. Use the Back  to return to the previous screen.


Change the Ringtone

1. Press **Applications** .
2. Select **Settings > Ringtone**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Set** to save a selection.


Customize Rings

1. Press **Applications** .
2. Select **Preferences**.
3. Select **Ringtone**.
4. Highlight a ringtone.
5. Press **Select** button or **Edit** softkey.
6. Press the **Play** softkey to sample ringtone.
7. Press the **Set** softkey to apply the ringtone.
8. Press **Apply** to confirm your selection or **Cancel** to go back.


Adjust the Screen Brightness

1. Press **Applications** .
2. Select **Settings > Brightness**.
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press **Save**.

Screen Contrast

1. Press **Applications** .
2. Select **Preferences**.
3. Select **Contrast**.
4. Make adjustments using the Navigation Bar.
5. Press **Save** to set, or press the **Cancel** to exit.


View Call Directories

1. Press **Directories** .
2. Choose Personal or Corporate Directories and follow the search prompts using the dial pad.
3. To use the Personal Directories you will need login information from your phone administrator.

Forwarding Calls

1. Select a line and press **Forward All** softkey.
2. Dial the number that you want to forward to or press Voicemail to forward your calls directly to voicemail.
3. To receive calls again, press the **Forward Off** softkey.

Mute Your Audio

1. Press **Mute**  the button will illuminate red – that means you are in active Mute and you can still hear the caller but they can not hear you.
2. To deactivate the mute function, press the mute key again, the red light will no longer be lit.