Quick Reference Guide
Changing Ringtones

This guide will explain how to change the ringtone of your digital or IP handset.

Change Ringtone using your Desk Phone

Follow the steps below to change the ringtone of your extension

1. Press the "**Left**" arrow key.

2. Press the button to the left of where you see "**Settings**" appear on the screen.

3. Press the button to the left of where you see "**Phone**" appear on the screen.

4. Press the button to the left of where you see "**Ringing**" appear on the screen.

5. Press the button to the left of where you see "**ExtMelody**" appear on the screen.

6. Use the "**Up**" or "**Down**" arrow keys to scroll though the different ringtones, and then press "**OK**" to accept your selection.

7. Press the "**C**" key 4 times to return to the main menu.

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