Quick Reference Guide
How to change your ringtone

This guide will explain how to change your ringtone on your Mitel 400 series phone system. Please note this will change the ringtone for your handset only.

Changing your ringtone

1. On the **Foxkey**, press "**Menu**"

2. Scroll down using the navigation keys to **Settings**, then on the **Foxkey**, press "**Select**"

3. Scroll down using the navigation keys to **Audio,** then on the **Foxkey**, press "**Select**"

4. Scroll down using the navigation keys to **Ext. Melody**, then on the **Foxkey**, press "**Modify**"

5. Scroll up or down using the navigation keys to change the melody. To listen to the melody, press the **Foxkey** underneath where you see the word "**Listen**"

6. On the **Foxkey**, press "**OK**" when you are happy with your selection.

7. Press the "**C**" key 3 times to return to the main screen.