Quick Reference Guide
Changing Ringtones

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

Change Ringtone using your Desk Phone

Follow the steps below to change the ringtone of your extension

1. Press "**Transfer**" and then dial "**111**"
   The display shows [xxx] RINGTONE with xxx your extension number.
   Below it shows SELECTION 5

2. Use "**Volume up**" and "**down**" keys to change the ringtone. Each ringtone is played as you change the selection.

3. Once happy with your selection, press "**Transfer**" to save your changes