

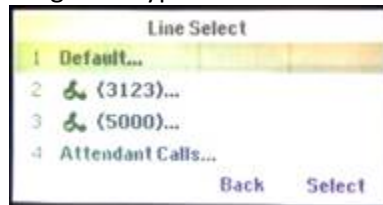
	TOWN OF OLD SAYBROOK Information Technology	<h1>Phone Tips</h1>
	<h2>Changing Ring Tones</h2>	

It is simple to change the ring tone for incoming calls on your new phone. Ring tones can be set up...

- To differentiate between calls coming in on different lines/numbers.
- To silence ringing on a single line/number by setting the line to “Silent Ring”
- To set a unique ring tone for specific contacts on your contact list (see separate instructions).

To change the ring tones (try it, it is simpler than the instructions look)...

1. Hit the **Home Button** to bring up functions in the display.
2. Using the **Navigation Arrows** go RIGHT 5 times to “Settings”.
3. On the keypad, **1** for “Basic”.
4. On the keypad, **4** for “Ring Type”.
5. You will now see the “Line Select” screen similar to the one below.
 - a. Item “1” is “Default...”. Changing this entry will modify the default ring tone which is used on all lines/numbers on the phone unless the lines are individually changed.
 - b. The other items list the incoming line/numbers on your phone.
 - c. Select an entry using the keypad. in this case keypad, **3** for “(5000)”.



6. You will now see a “Ring Type” screen similar to the one below.
 - a. Item “1” is “Default...”. Selecting this entry sets this line to use the default ring tone (see #5).
 - b. Item “2” is “Silent Ring”. Selecting this entry sets this line to not play an audible sound when ringing.
 - c. The other entries are different ring sounds.
 - d. Use the **Navigation Arrows** to highlight a ring sound and hit the **Play** soft key to listen to the sound.



7. When you find a ring sound you like hit the **Select** soft key, followed by **Back** to return to the “Line Select” screen.
8. When back at the “Line Select” screen, if you want to change the ring sound for another line, select the line and repeat this procedure; or
9. Hit the **Home Button** to exit “Settings”.

Note: Some ring sounds may provide unexpected results. The “Ring Splash”, for example, does not repeat after making the splash sound once.

If you have difficulty working through these instructions please reply to this email or call the IT Department (ext. 5000) for assistance.