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Cisco 8831 Conference Phone: Change the Ringtone

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To change the Ringtone:

- 1. Press the Applications softkey.
- 2. Use the Navigation Button to scroll.
- 3. Select Preferences.
- 4. You will see the current selected ringtone name. Select Ringtone.
- 5. Use the Navigation button to scroll through the list of ring types.
- 6. Press the Play soft key to hear a sample of the selected ring type.
- 7. When you find the desired ring type, press the Set softkey. Your selection will be checked.
- 8. Then press the Apply soft key to confirm your selection.
- 9. Press Exit.

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