

# Change Ring Tone on SPA525G or SPA525G2 IP Phones

## Objectives

A ring tone is played whenever the IP phone receives a phone call. The phone comes preloaded with an assortment of ring tones. The ring tone that plays can be changed and different extensions can each be assigned a unique ring tone.

This document explains how to change the ring tone on SPA525G/SPA525G2 IP Phones.

## Applicable Devices

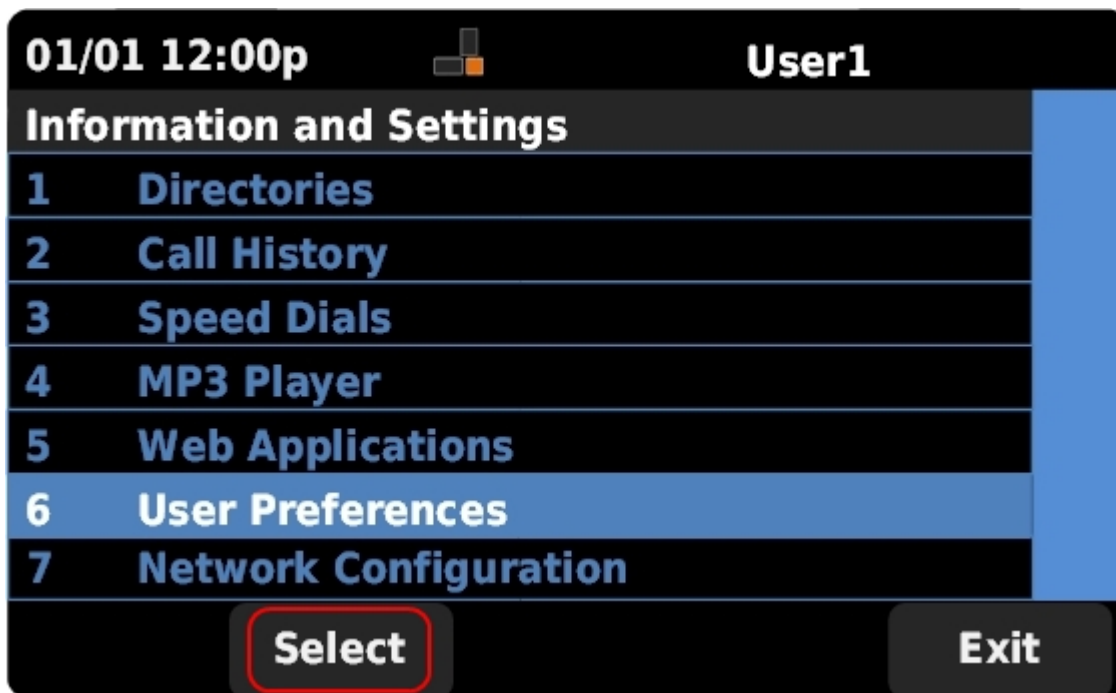
- SPA525G IP phone
- SPA525G2 IP phone

## Step-by-Step Procedure

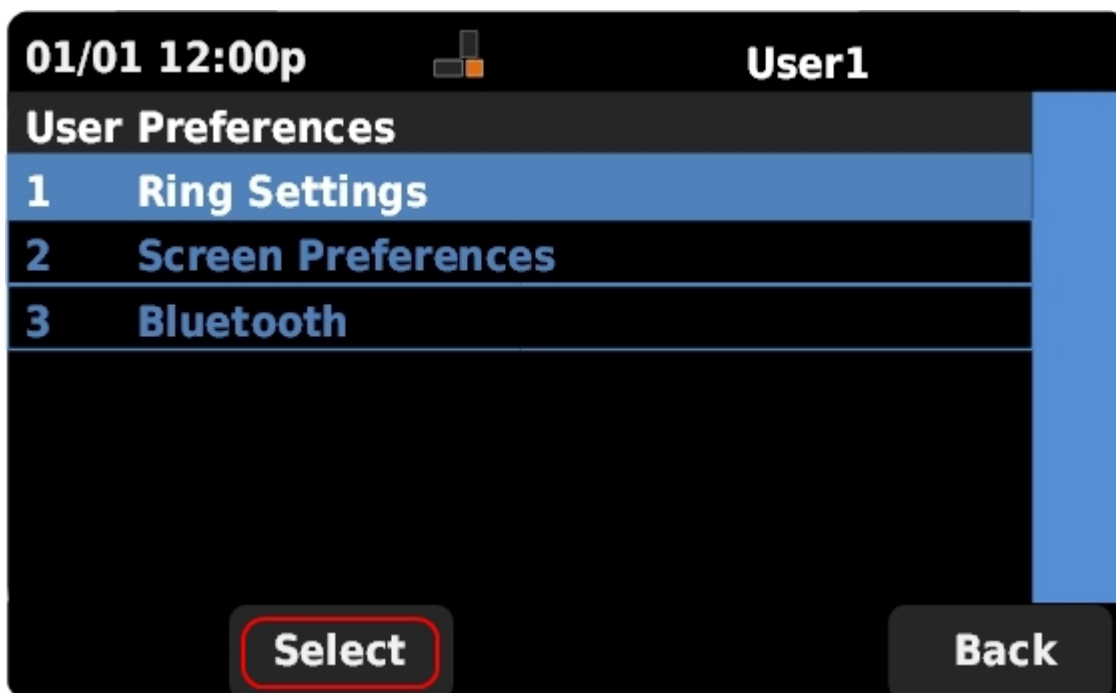
### Change Ring Tone on IP Phone



Step 1. Press the **Setup** button on the IP phone to bring up the *Information and Settings* menu.



Step 2. Scroll up and down with the navigation keys to select **User Preferences**. Press **Select** to bring up the *User Preferences* menu.

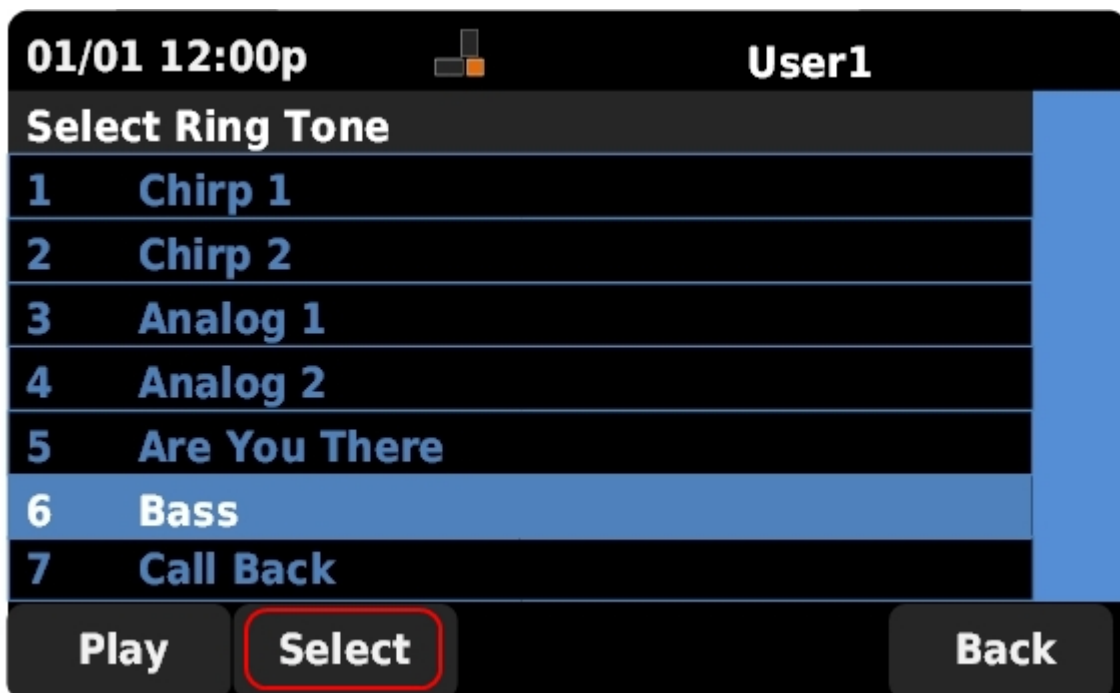


Step 3. Scroll up and down with the navigation keys to select **Ring Settings**. Press **Select** to bring up the *Ring Tone* menu.



Step 4. Scroll up and down with the navigation keys to select the Default Ring or to assign a ring tone to a specific extension. Press **Select** to choose a ring tone.

**Note:** Changing the default ring will change the ring tone for every extension that was not manually assigned a ring tone.



Step 5. Scroll up and down with the navigation keys to select a ring tone. Press **Play** to listen to the selected ring tone. Press **Select** to choose the selected ring tone.