



Settings

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Phone Settings Overview

Your administrator can configure the phone to make the setting menus available on the phone screen or on the phone web interface. If you can't find a specific menu, contact your administrator.

Change the Ringtone

You can set a ringtone for an incoming call.

Procedure

-
- Step 1** Press **Applications** .
 - Step 2** Select **User preferences** > **Ringtone** > **Ext (n) - Ring tone**, where n= extension number.
 - Step 3** Scroll through the list of ringtones and press **Play** to hear a sample.
 - Step 4** Press **Select** and then **Set** to save a selection.
-

Assign a Ring Tone with the Phone Web Page

Procedure

-
- Step 1** On the phone web page, select **User Login** > **Voice** > **Ext(n)**, where (n) is the number of an extension.
 - Step 2** In **Call Feature Settings** area, choose a ringtone from the **Default Ring** drop-down list.

If you don't want to specify a ringtone for the phone line, choose **No ring**. Your phone doesn't ring when receiving an incoming call.
 - Step 3** Click **Submit All Changes**.
-

Control Ringer Volume

You can control the ringer volume of an incoming call on the phone, or from the phone administration web page.



If your administrator restricts your ability to control the ringer volume, you can't perform this task from either the phone volume key or from the phone administration web page.

Before you begin

Your administrator must allow you to control the ringer volume.

Procedure

To control the ringer volume do one of the following.

- On the phone, press the **Volume**  or  button to reduce or to increase the volume.

Note When your administrator restricts your ability to control the ringer volume, a message appears indicating that you have no permission to change the ringer volume.
- On the phone administration web page, access the **User Login > Advanced** and then select **Voice > User > Audio Volume**. Enter a value for the **Ringer Volume** parameter and click **Submit All Changes**.
The valid value for the **Ringer Volume** parameter ranges from 0 to 15.

Note When your administrator restricts your ability to control the ringer volume, the **Ringer Volume** parameter doesn't appear under the **Audio Volume** section.

Forward Calls from Your Phone

You can set up your phone to forward incoming calls after navigating to the **Call forward settings** screen.


There are two other methods to set up the call forward services. To set up the call forward services by a specific softkey, see [Forward Calls](#). To set up the call forward services from the phone web page, see [Forward Calls with the Phone Web Page](#).

Before you begin

Your administrator must enable the call forward services.

Your administrator disables the feature activation code synchronization for call forward. If enabled, the screen **Call forward settings** changes to be ready-only, however you can still change the setting for the Call Forward All service by pressing **Forward** or **Forward all** on the main screen. For more information, see [Activate Call Forward All with Feature Activation Code Synchronization](#).

Procedure

- Step 1** Press **Applications** .
- Step 2** Select **User preferences > Call preferences > Call forwarding** to access the **Call forward settings** screen.
- Step 3** Select a call forward service.
 - **Forward all**—Determines whether to forward all incoming calls to a target phone number.
 - **Forward busy**—Determines whether to forward an incoming call to a target phone number when the line is busy.

- **Forward no answer**—Determines whether to forward an incoming call to a target phone number when the call isn't answered.

Step 4 Enable the call forward service by pressing **Select** button of the Navigation cluster.

Step 5 Assign a target phone number for the call forward service.

- **Forward all number**—Specifies the target phone number to which you want to forward all incoming calls.
- **Forward busy number**—Specifies the target phone number to which you want to forward the incoming call when the line is busy.
- **Fwd no answer number**—Specifies the target phone number to which you want to forward the coming call when the call isn't answered.
- **Fwd no answer delay**—Assigns a response delay time for the no answer scenario.

Note


- If your administrator disables the feature key synchronization (FKS) and XSI sync for call forward on your phone, you can enter the value as number of seconds after which call needs to be forwarded.
- If your administrator enables FKS or XSI sync for call forward on your phone, you can enter the value as number of rings after which call needs to be forwarded.

The call forward settings on the phone take effect only when FKS and XSI are disabled. For more information, consult your administrator.

Step 6 (Optional) Assign a target phone number by using the **Contacts** softkey.

- In the **Call forward settings** screen, select any of the call forward service.
 - Select **Forward all number**, **Forward busy number**, or **Fwd no answer number** based on the call forward service that you selected, then press the **Contacts** softkey.
 - Search for a contact. For more information, see [Search for a Contact in the All Directories Screen](#).
 - Press **Call** to assign the target phone number.
- You can find that the target phone number displays next to the call forward service.

Step 7 Press **Set** to apply the settings.

Step 8 Verify if the setting takes effect by looking for the call forward  icon. The icon displays with a target number on the top left or middle of the phone screen.

After you enable any of the call forward services, the **Forward** or **Forward all** softkey changes to the **Clr fwd** or **Clr fwd all** respectively. You can press the softkey to disable the call forward service or services, while the target phone number still remains.

Clr fwd all disables only the Call Forward All service, **Clr fwd** disables all call forward services.

If the call forward settings on the phone don't take effect, consult your administrator.

Turn on Do Not Disturb for a Specific Line

Set do not disturb (DND) to silence your phone and suppress incoming call notifications when you need to avoid distractions. You can suppress all incoming call notifications or you can suppress a specific caller notification.

Procedure

Step 1 Select a phone line using the Navigation cluster.

Step 2 Press **Applications** .

Step 3 Select **User preferences > Call preferences > Do not disturb**.

Note If the **Do not disturb** menu doesn't display on the screen, contact your administrator.

Step 4 Select **On** to turn on DND or select **Off** to turn off DND.

Step 5 Press **Set** to save the setting.

Turn on DND from the Phone Web Page

Procedure

Step 1 On the phone web page, select **User Login > Voice > User**.

Step 2 Under **Supplementary Services**, set **DND Settings** to **Yes**.

Step 3 Click **Submit All Changes**.

Block an Anonymous Call

You can block an incoming call that does not have caller information for a specific line or all lines.

If your administrator has enabled synchronization of Anonymous Call Rejection between a line and a BroadSoft XSI service, then your setting only applies to the specific line instead of all lines. Typically, the setting applies to all the lines, except for the ones where the synchronization is enabled.

Procedure

Step 1 Press the Navigation cluster up or down to select a phone line.

Step 2 Press **Applications** .

Step 3 Select **User preferences > Call preferences > Block anonymous call**.

Step 4 Select **On** if you want to block the call that does not have caller information, or select **Off** to allow the call.

Step 5 Press **Set** to save the setting.

Block Caller ID

You can block your caller identification to prevent your name and phone number from being displayed on the receiver's screen when you make a call. This feature helps you to maintain privacy.

Before you begin

Your administrator enables Block CID feature on your phone.

Your administrator enables Block CID feature on the XSI BroadWorks server.

Procedure

Step 1 Press **Applications** .

Step 2 Select **User preferences > Call preferences**.

Step 3 Select **Block caller ID**.

Step 4 Press **Select** to toggle caller ID blocking on or off.

If your administrator enables the block caller ID feature on the XSI BroadWorks server, your phone retrieves the value from the server and you see the value that your administrator sets on the server. You can then modify the value from the **Block caller ID** menu on the phone.

Step 5 Press **Set** to save the change.

Secure a Call

You can encrypt calls to protect them from eavesdroppers. You can set up the secure call feature on all outbound calls or for a specific call.

Procedure

Step 1 Press **Applications** .


Step 2 Select **User preferences > Call preferences > Secure call**.

Step 3 Select **On** to enable secure call feature or select **Off** to disable the secure call feature.

Step 4 Press **Set** to save the setting.

Set Up an Auto Answer Page

Procedure


-
- Step 1** Press **Applications** .
 - Step 2** Select **User preferences > Call preferences > Auto answer page**.
 - Step 3** Select **On** to enable the Auto answer page or select **Off** to disable Auto answer page.
 - Step 4** Press **Set** to save the changes.
-

Enable Call Waiting

You can enable call waiting for a specific line or all lines. If enabled, you can receive the call notification (a single beep and the line button flashes red) while on an active call.


If your administrator has enabled synchronization of Call Waiting between a line and a BroadSoft XSI service, then your setting only applies to the specific line instead of all lines. Typically, the setting applies to all lines, except for the ones where the synchronization is enabled.


Procedure

-
- Step 1** Press the Navigation cluster up or down to select a phone line.
 - Step 2** Press **Applications** .
 - Step 3** Select **User preferences > Call preferences > Call waiting**.
 - Step 4** Select **On** to allow you to answer an incoming call that rings while on another call, or select **Off** to disable the function.
 - Step 5** Press **Set** to save the setting.
-

Set Up Voicemail

Procedure

-
- Step 1** Press **Applications** .
 - Step 2** Select **User preferences > Call preferences > Voice mail**.
 - Step 3** Enter a phone number to check voicemail.

If you press the **Messages**  button, it dials the voicemail number and displays the voice message list.

- Step 4** Press **Set** to confirm the assigned number.
- Step 5** Press **Back** to exit.
-

HTTP Proxy Settings

You can set up an HTTP proxy on your phone from the **HTTP proxy settings** menu under the **Network configuration** menu. The HTTP proxy settings are also available on the phone web page.

Related Topics

[Phone Web Page](#)

[Set Up a Proxy Server with the Auto Proxy Mode](#), on page 8

[Set Up a Proxy Server with the Manual Proxy Mode](#), on page 8

[Set Up a Proxy Server from the Phone Web Page](#), on page 9

Set Up a Proxy Server with the Auto Proxy Mode

You can choose the auto proxy mode to set up an HTTP proxy server on the phone.

Procedure

- Step 1** Select **Network configuration** > **HTTP proxy settings** > **Proxy mode**.
- Step 2** Press the **Select** button of the navigation cluster to choose **Auto**.
- Step 3** Highlight **Auto discovery (WPAD)**, select **On** to turn on Web Proxy Auto-Discovery (WPAD) that is used to retrieve a PAC file automatically, select **Off** to turn off WPAD.
- By default, your phone uses WPAD in the auto proxy mode.
- Step 4** (Optional) If you turn off WPAD in the previous step, you need to further enter a valid Proxy Auto-Configuration (PAC) URL in **PAC URL**. For example:
- `http://proxy.department.branch.example.com/pac`
- If you don't have the PAC URL, contact your administrator.
- Step 5** Press **Set** to apply the settings.
-

Set Up a Proxy Server with the Manual Proxy Mode

You can choose the manual proxy mode to set up an HTTP proxy server on the phone.

Before you begin

Your administrator provides you the server address and port of the proxy server.

Procedure

-
- Step 1** Select **Network configuration > HTTP proxy settings > Proxy mode**.
- Step 2** Press the **Select** button of the navigation cluster to choose **Manual**.
- Step 3** Enter a valid hostname or IP address of a proxy server in **Proxy host**.
- Note** Do not provide the scheme (`http://` or `https://`) for the proxy host.
- Step 4** Enter a valid server port of the specified proxy server in **Proxy port**.
- Step 5** (Optional) If your proxy server requires authentication, highlight **Proxy authentication** and then select **On**.
- Step 6** (Optional) Enter your username and password to access the proxy server.
If you don't have the username and password, contact your administrator.
- Step 7** Press **Set** to apply the settings.
-

Set Up a Proxy Server from the Phone Web Page

You can choose the auto or manual proxy mode to set up an HTTP proxy server from the phone web page.

Procedure

-
- Step 1** On the phone web page, select **Voice > System**.
- Step 2** Under the section **HTTP Proxy Settings**, set the parameters described in the following table:

Table 1: HTTP Proxy Settings

Parameter	Description
Proxy Mode	Choose the proxy mode for the HTTP proxy setting. Options are: <ul style="list-style-type: none">• Auto• Manual• Off Default: Off

Parameter	Description
Use Auto Discovery (WPAD)	<p>Select Yes to use the Web Proxy Auto-Discovery (WPAD) mechanism to automatically retrieve a Proxy Auto-Configuration (PAC) file.</p> <p>If the parameter is set to No, you must configure PAC URL.</p> <p>This parameter is available when you set Proxy Mode to Auto.</p> <p>Default: Yes</p>
PAC URL	<p>URL locating the PAC file.</p> <p>This parameter is available when you set Proxy Mode to Auto and Use Auto Discovery (WPAD) to No.</p>
Proxy Host	<p>Server address (hostname or IP address) of the proxy server.</p> <p>Do not provide the scheme (<code>http://</code> or <code>https://</code>).</p> <p>This parameter is available when you set Proxy Mode to Manual.</p>
Proxy Port	<p>Port number of the proxy server.</p> <p>This parameter is available when you set Proxy Mode to Manual.</p>
Proxy Server Requires Authentication	<p>If your proxy server requires authentication, select Yes. Otherwise, select No. The parameter configuration depends on the actual behaviour of the proxy server.</p> <p>This parameter is available when you set Proxy Mode to Manual.</p>
Username	<p>Enter a username of a credential user on the proxy server.</p> <p>This parameter is available when you set Proxy Mode to Manual and Proxy Server Requires Authentication to Yes.</p>
Password	<p>Enter a password of the specified username for the proxy authentication purpose.</p> <p>This parameter is available when you set Proxy Mode to Manual and Proxy Server Requires Authentication to Yes.</p>

Step 3 Click **Submit All Changes**.

VPN Connection Settings

You can set up and enable a VPN connection on your phone from the **VPN settings** menu under the **Network configuration** menu. To facilitate the settings, you can also configure the VPN settings related parameters on the phone web page. If you want to enable the VPN connection, you need to reboot the phone.

Related Topics

[Set Up a VPN Connection](#) , on page 11

[Enable a VPN Connection](#), on page 12

[Disable a VPN Connection](#), on page 12

[Set Up a VPN Connection from the Phone Web Page](#), on page 13

[View the VPN Status](#), on page 14

Set Up a VPN Connection

You can set up a VPN connection on your phone. After you perform the procedure described in this topic, only the VPN settings are finished. You still need to enable the VPN connection by rebooting the phone in a manual or automatic way.

If you want to set up the VPN connection from the phone web page, see [Set Up a VPN Connection from the Phone Web Page, on page 13](#).

Before you begin

Your administrator provides the necessary information that is required to establish a VPN connection.

Procedure

Step 1 Press **Applications** .

Step 2 Select **Network configuration > VPN settings**.

Step 3 Enter the IP address or FQDN of a VPN server in **VPN server**.

Step 4 Enter the user credentials in **Username** and **Password**.

Step 5 (Optional) If needed, enter the name of a tunnel group in **Tunnel group**.

If the field is empty, this means no tunnel group is used for this VPN connection.

Step 6 Highlight **Connect to VPN on startup**, press the **Select** button of the navigation cluster to select **On**.

Step 7 Press **Set** to save the settings.

The VPN settings are finished. For information about how to enable the VPN connection, see [Enable a VPN Connection, on page 12](#).



Enable a VPN Connection

You can enable a configured VPN connection by rebooting your phone automatically. If you want to manually reboot your phone to enable the VPN connection, see [Reboot Your Phone, on page 22](#).

Before you begin

The VPN settings are finished. For details, see [Set Up a VPN Connection , on page 11](#) or [Set Up a VPN Connection from the Phone Web Page, on page 13](#).

Procedure

-
- Step 1** Press **Applications** .
- Step 2** Select **Network configuration > VPN settings**.
- Step 3** Highlight **Enable VPN connection**, press the **Select** button of the navigation cluster to select **On** to apply the changes.
- Note** Once you set **Enable VPN connection** to **On**, the phone immediately tries to connect to the VPN server. During the process, the phone reboots automatically.
- The VPN connection takes about one minute.
- After your phone reboots, the VPN connection icon  on the upper-right corner of the phone screen indicates that the VPN connection is established successfully.
- If the VPN connection fails, the value of **Enable VPN connection** remains **Off**.
- Step 4** (Optional) View the details of the VPN connection. For example, the current VPN connection status and VPN IP address. For details, see [View the VPN Status, on page 14](#).
-


Disable a VPN Connection

You can disable a VPN connection by rebooting your phone in an automatic or manual way.

Before you begin

A VPN connection is enabled on your phone.

Procedure


-
- Step 1** Press **Applications** .
- Step 2** Select **Network configuration > VPN settings**.
- Step 3** Highlight **Connect to VPN on bootup**, press the **Select** button of the navigation cluster to select **Off**.
- Step 4** Press **Set** to save the setting.
- Step 5** Do one of the following actions:

- Highlight **Enable VPN connection**, select **Off**.

Note Once you set **Enable VPN connection** to **Off**, the phone immediately tries to disconnect from the VPN server. During the process, the phone reboots automatically.

- Manually reboot your phone, see [Reboot Your Phone, on page 22](#).

The VPN disconnection takes about one minute.

After the phone reboots, the VPN connection icon  on the phone screen disappears. This means that the VPN connection is disabled successfully.

Step 6 (Optional) Check whether the VPN connection is **Disconnected**. For details, see [View the VPN Status, on page 14](#).

Set Up a VPN Connection from the Phone Web Page

You can set up a VPN connection from the phone web page.

You can do the same configuration on your phone, see [Set Up a VPN Connection , on page 11](#).

Procedure

Step 1 On the phone web page, select **Voice > System**.

Step 2 Under the section **VPN Settings**, set the parameters described in the following table.

Table 2: VPN Settings

Parameter	Description
VPN Server	IP address or FQDN of the VPN server. Default: Empty
VPN User Name	Enter a username for a credential user on the VPN server. Default: Empty
VPN Password	Enter a password of the specified username to access the VPN server. Default: Empty
VPN Tunnel Group	Enter a tunnel group assigned to the VPN user. Tunnel group is used to identify the group policy for the VPN connection. Default: Empty

Parameter	Description
Connect on Bootup	Choose whether your phone connects to the VPN server automatically after the phone reboots. Default: No

Step 3 Click **Submit All Changes** to save the changes.

The VPN settings are finished. For information about how to enable the VPN connection, see [Enable a VPN Connection, on page 12](#).

View the VPN Status

You can check the details of the VPN connection. For example, the current VPN status and VPN IP address of your phone.

You can also view the status from the phone web page by selecting **Info > Status > VPN Status**.

Procedure

Step 1 Press **Applications** .

Step 2 Select **Status > VPN status**.

You can view the following information:

- **VPN connection**—Indicates whether the phone connects to the VPN server. The status can be either **Connected** or **Disconnected**.
- **VPN IP address**—VPN IP address assigned from the VPN server.
- **VPN subnet mask**—VPN subnet mask assigned from the VPN server.
- **Sent bytes**—Total bytes the phone sent out to the network through the VPN server.
- **Received bytes**—Total bytes the phone received from the network through the VPN server.

Change the Display Mode

This feature is supported on Cisco IP Phone 7821, 7841, and 7861.

Procedure

Step 1 Press **Applications** .

Step 2 Select **User preferences > Attendant console preferences > Display mode**.

The following options are available:

- **Name**
- **Ext**
- **Both**

Step 3 Choose the display mode and press **Set**.

Change the Time Format

You can change the current time format that the phone screen displays.

Procedure

Step 1 Press **Applications** .

Step 2 Select **Device administration** > **Date/Time** > **Time format**.

To set daylight savings, select **Device administration** > **Date/Time** > **Daylight savings**. Select **On** to turn on the daylight savings and select **Off** to turn it off.

Step 3 (Optional) Select **Device administration** > **Date/Time** > **Time zone**.

Step 4 Select a time format and press **Set** to apply the changes.

Change the Date Format

You can change the date format that you want to see on your phone screen.

Procedure

Step 1 Press **Applications** .


Step 2 Select **Device administration** > **Date/Time** > **Date format**.

Step 3 Select a date format and press **Set** to apply the changes.

Change the Screen Saver

You can enable your phone screen saver, and specify its appearance and the amount of time for the phone to be idle before the screen saver appears.

Procedure

- Step 1** Press **Applications** .
- Step 2** Select **User preferences > Screen preferences > Screen saver**.
- Step 3** Select **On** to turn on screen saver and select **Off** to turn it off.
- Step 4** Select **Screen saver settings** to choose the settings:
- **Screen saver type**—Choose one of the following options:
 - **Clock**—Displays a rounded clock with the wallpaper in the background.
 - **Download Picture**—Displays a picture pushed from the phone web page.
 - **Logo**: Displays a logo as the phone screensaver. This image is added in the Logo URL field of the phone web page.
 - **Lock**—Displays a lock icon on the phone screen wallpaper.
 - **Trigger interval**—Enter the number of seconds that the phone remains idle before the screen saver turns on.
 - **Refresh interval**—Enter the number of seconds before the screen saver should refresh (if, for example, you chose a rotation of pictures).
- Step 5** Press **Set**.

Configure the Screen Saver with the Phone Web Interface

You can configure a screen saver for the phone. When the phone is idle for a specified time, it enters screen saver mode.

Any button press returns the phone to normal mode.

Procedure

- Step 1** On the phone web page, select **Voice > User**.
- Step 2** In the **Screen** section, set up the fields as described in the following table.

Parameter	Description
Screen Saver Enable	Select Yes to enable a screen saver on the phone. When the phone is idle for a specified time, it enters screen saver mode. Default: No

Parameter	Description
Screen Saver Type	Types of screen saver. Options you can choose: <ul style="list-style-type: none">• Clock—Displays a digital clock on a plain background.• Download Picture—Displays a picture pushed from the phone webpage.• Logo: Displays a logo on the phone screen. Add a logo image in the Logo URL field.• Lock —Enables locking of the screensaver.
Screen Saver Wait	Amount of idle time before screen saver displays. Enter the number of seconds of idle time to elapse before the screen saver starts. Default: 300
Picture Download URL	URL locating the (.png) file to display on the phone screen background. If you select Download Picture as a screensaver on the phone screen. When you enter an incorrect URL to download a new wallpaper, the phone fails to download the wallpaper. If the phone does not have any wallpaper downloaded earlier, the phone displays the default wallpaper.
Logo URL	Enter a URL or path for the location where the logo image is saved. If you select Logo as a screensaver on the phone screen.

Step 3 Click **Submit All Changes**.

Add a Logo as a Phone Background

To add a logo icon as your phone screen background, add it from phone web page.

Procedure

Step 1 On the phone web page, select **User Login > Voice > User**.

Step 2 In the **Screen** section, select **Logo** from the **Phone Background** field and in the **Logo URL** field enter a URL or path for the location where the logo image is saved.

Step 3 Click **Submit All Changes**.

After the logo is added in the phone background, if you select **Default** from the **Phone Background** list and save the changes, the logo icon on the phone screen will disappear.

Adjust the Phone Screen Contrast


Procedure

-
- Step 1** Press **Applications** .
 - Step 2** Select **User preferences > Screen preferences > Contrast level**.
 - Step 3**
 - Step 4** Press **Save**.
-

Adjust the Phone Screen Backlight

You can adjust the backlight to make the phone screen easier to read.

Procedure

-
- Step 1** Press **Applications** .
 - Step 2** Select **User preferences > Backlight timer**.
 - Step 3** Press **Edit** to change the backlight mode.
 - Step 4** Press **On** to turn the backlight on or press **Off** to turn the backlight off.
You can also select a time from the list to set a duration for which the backlight will remain on.
 - Step 5** (Optional) Select a time from the list to set a duration that the backlight remains off.
You can also select the option to set the backlight always on.
 - Step 6** Press **Select** to apply the selected backlight mode.
-

Adjust the Backlight Timer from Phone Web Page

You can save energy by disabling the backlight on the phone at a preset time. The phone's desktop remains visible, even with the backlight off.

Procedure


-
- Step 1** On the phone web page, select **User Login > Advanced > Voice > User**.
 - Step 2** Under **Screen**, select a duration for the **Back Light Timer** parameter.

- Step 3** In the **LCD Contrast** field, enter a number for the desired brightness.
-

Specify an Audio Device for a Call

When you connect multiple headsets to the phone, you can choose the audio device to use for a call. Your choice applies when you place or answer a call with a line key or the corresponding softkey.


Procedure

- Step 1** Press **Applications** .
- Step 2** Select **User preferences** > **Audio preferences** > **Preferred audio device**.
- Step 3** Press **Select** to choose one of the options:
- **None**—Selects the last used audio device.
 - **Speaker**—Selects the speakerphone as the audio device.
 - **Headset**—Selects a headset as the audio device.
- Step 4** Press **Set** to save the selection.
-

Set Language

Depending upon how your phone is configured, you may be able to change the language used by your phone.

Procedure

- Step 1** Press **Applications** .
- Step 2** Select **Device administration** > **Language**.
- Step 3** Select a language from the list of available languages.
- Step 4** Select **Save**.
-


Set Password

Reset your phone password regularly and keep your network secure.

Before you begin

You must have your password.

Procedure

- Step 1** Press **Applications** .
 - Step 2** Select **Device administration** > **Set password**.
 - Step 3** Enter your current password in the Old password field.
 - Step 4** Enter your new password in the New password and the Reenter new password fields.
 - Step 5** Select **Save**.
-

Related Topics

[Set Password from Phone Web Page](#), on page 20

Set Password from Phone Web Page

You can update your password from the phone web page.

Before you begin

You must have your current password.

Procedure

- Step 1** On the phone web page, select **Voice** > **System**.
- Step 2** Under the section **System Configuration**, locate the parameter **User Password**, and click **Change Password** next to the parameter.
- Step 3** Enter your current password in the **Old Password** field.
If you don't have a password, keep the field empty.
- Step 4** Enter your new password in the **New Password** field.
- Step 5** Click **Submit**.

The message `Password has been changed successfully.` will display in the web page.

Set up the Profile Account

You need to enter the authentication credentials to resynchronize your phone with the provisioning profile when prompted with the **Profile account setup** screen.


If you missed the **Profile account setup** screen, you can also access it from the phone menu or the **Setup** softkey if available.

If the phone fails to sign in, contact your administrator.

Before you begin

Your administrator specifies the profile authentication type on your phone and provides you with the authentication credentials.

Procedure

-
- Step 1** Press **Applications** .
- Step 2** Select **Device administration** > **Profile account setup**.
Your username and password are automatically filled. These fields are blank if your username and password were not added before.
- Step 3** Press **Sign in** to save your username and password.
- Note** If any of the **Username** field or the **Password** field is empty, the phone displays a grey **Sign in** softkey and you can't press the softkey.
- If any of the **Username** field or the **Password** field is empty, the **Sign in** softkey doesn't appear. After you enter values in both the fields you see the **Sign in** softkey.
- Step 4** (Optional) Enter a new username and password if you want to login with another set of credentials.
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Add Multiple Locations for a BroadWorks XSI User

You can add multiple locations to your phone extension. This allows an incoming call to seamlessly be moved from your phone to other mobile phones or desk phones that are added to your extension.

Before you begin

Your administrator has enabled the Anywhere feature on the extension.

Procedure

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- Step 1** Press **Applications** .
- Step 2** Select **User preferences** > **Call preferences**.
- Step 3** Select **Anywhere**.
- Step 4** (Optional) Select a line if BroadWorks Anywhere is configured on multiple lines.
- Step 5** Add contact number and name in the **Locations** screen.
- Maximum length of a name that you can enter is 25. You can also keep the **Name** field empty.
- Maximum length of a number that you can enter is 20.
- Step 6** Enable or disable the location.
- Step 7** Press **Save** to add the locations to the **Locations** list.
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Enable Anonymous Call Blocking from the Phone Web Page

Procedure

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- Step 1** On the phone web page, select **User Login > Voice > User**.
- Step 2** Under **Supplementary Services**, set **Block ANC Setting** to **Yes**.
The setting applies to all lines, except for the ones where your administrator has enabled synchronization of Anonymous Call Rejection between the lines and the BroadSoft XSI service.
- Step 3** Click **Submit All Changes**.
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Enable Call Waiting from the Phone Web Page


Procedure

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- Step 1** On the phone web page, select **User Login > Voice > User**.
- Step 2** Under **Supplementary Services**, set **CW Setting** to **Yes**.
The setting applies to all lines, except for the ones where your administrator has enabled synchronization of Call Waiting between the lines and the BroadSoft XSI service.
- Step 3** Click **Submit All Changes**.
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Reboot Your Phone

You may have to reboot your phone for a software upgrade or other changes to take effect. Your settings or other customizations do not change.

Procedure

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- Step 1** Press **Applications** .
- Step 2** Select **Device administration > Restart**.
- Step 3** Select **OK** to confirm that you want to reboot your phone.
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