Settings

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 **Settings**.
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.

Turn on Do Not Disturb from the Phone Screen

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	Press **Settings**.
Step 2	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 3	Select **On** to turn on DND or select **Off** to turn off DND.
Step 4	Press **Set** to save the setting.

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 **Settings**.
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.

    a) In the **Call forward settings** screen, select any of the call forward service.
    b) 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.
    c) Search for a contact. For more information, see Search for a Contact in the All Directories Screen.
    d) 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 **Clf fwd all** respectively. You can press the softkey to disable the call forward service or services, while the target phone number still remains.

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

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

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**.

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**. You can turn on DND on for all lines if your administrator hasn't enabled feature key sync (FKS).
Step 3	Click **Submit All Changes**.

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 sp Default: No
Screen Saver Type	Types of screen saver. Options you can choose: • **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 U**
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 s a screensaver on the phone screen. When you enter an incorrect URL to download a new wallpaper, the phone fails t downloaded wallpaper. If the phone does not have any wallpaper downloaded ea
Logo URL	Enter a URL or path for the location where the logo image is saved. If you select screensaver on the phone screen.

Step 3 Click **Submit All Changes**.

Enable Anonymous Call Blocking from the Phone Web Page

Procedure

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**.

Enable Call Waiting from the Phone Web Page

Procedure

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**.

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 **Settings**.

Step 2   Select **User preferences** > **Call preferences** > **Block anonymous call**.

Step 3   Select **On** if you want to block the call that does not have caller information, or select **Off** to allow the call.

Step 4   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 **Settings**.
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.

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 **Settings**.
Step 2	Select **User preferences** > **Call preferences** > **Call waiting**.
Step 3	Select **On** to allow you to answer an incoming call that rings while on another call, or select **Off** to disable the function.
Step 4	Press **Set** to save the setting.

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 **Settings**.
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 **Settings**.

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.

Set Up Voicemail

Procedure

Step 1   Press **Settings**.

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

Step 3   Enter a phone number to check voicemail.

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

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	Press **Settings**.
Step 2	Select **Network configuration** > **HTTP proxy settings** > **Proxy mode**.
Step 3	Press the **Select** button of the navigation cluster to choose **Auto**.
Step 4	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 5	(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 6	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	Press **Settings**.
Step 2	Select **Network configuration** > **HTTP proxy settings** > **Proxy mode**.
Step 3	Press the **Select** button of the navigation cluster to choose **Manual**.
Step 4	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 5	Enter a valid server port of the specified proxy server in **Proxy port**.
Step 6	(Optional) If your proxy server requires authentication, highlight **Proxy authentication** and then select **On**.
Step 7	(Optional) Enter your username and password to access the proxy server.
	If you don't have the username and password, contact your administrator.
Step 8	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: • Auto • Manual • Off Default: Off
Use Auto Discovery (WPAD)	Select **Yes** to use the Web Proxy Auto-Discovery (WPAD) mechanism to automatically retrieve a Proxy Auto-Configuration (PAC) file. If the parameter is set to **No**, you must configure **PAC URL**. This parameter is available when you set **Proxy Mode** to **Auto**. Default: Yes
PAC URL	URL locating the PAC file. This parameter is available when you set **Proxy Mode** to **Auto** and **Use Auto Discovery (WPAD)** to **No**.
Proxy Host	Server address (hostname or IP address) of the proxy server. Do not provide the scheme (`http://` or `https://`). This parameter is available when you set **Proxy Mode** to **Manual**.
Proxy Port	Port number of the proxy server. This parameter is available when you set **Proxy Mode** to **Manual**.

Parameter	Description
Proxy Server Requires Authentication	If your proxy server requires authentication, select **Yes**. Otherwise, select **No**. The parameter configuration depends on the actual behaviour of the proxy server. This parameter is available when you set **Proxy Mode** to **Manual**.
Username	Enter a username of a credential user on the proxy server. This parameter is available when you set **Proxy Mode** to **Manual** and **Proxy Server Requires Authentication** to **Yes**.
Password	Enter a password of the specified username for the proxy authentication purpose. This parameter is available when you set **Proxy Mode** to **Manual** and **Proxy Server Requires Authentication** to **Yes**.

Step 3   Click **Submit All Changes**.

Change the Time Format

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

Procedure

Step 1   Press **Settings**.

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 **Settings**.
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 **Settings**.

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 pone web page.

- **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**.

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.

Change Wallpaper from the Phone Page

Your administrator can allow you to change the default wallpaper on your phone to one of the wallpapers available.

Procedure

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

Step 2 In the **Phone Background** field of the **Screen** section, select any of the options as a phone wallpaper.

- **Default**: Phone does not have any wallpaper. If no wallpaper is added to the phone screen, the phone screen displays monochrome wallpaper.

- **Logo**: In the phone web page you can select **Logo** as your phone background option. The logo that you add in the **Logo URL** is used as the wallpaper.

Caution	Do not exceed a maximum length of 255 characters for the **Logo URL** or **Picture Download URL**.

  The logo display area is the center of the phone screen. The logo display area size of the phone is 128x128 pixels. If original logo size does not fit display area, the logo scales to fit the display area.

Step 3 Click **Submit All Changes**.

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 **Settings**.

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 **Settings**.
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

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 **Settings**.
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.
Step 4	(Optional) Enter a new username and password if you want to login with another set of credentials.

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

Step 1	Press **Settings**.
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.