



Settings

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Many settings and features are enabled by default. But you can customize these items to better suit your needs. If a setting has a Lock icon next to it, then you cannot change it. To unlock these settings, contact your administrator.

Change the ringtone

You can change the sound that your phone uses for incoming calls.

Procedure

- Step 1** Tap the top-left corner of the phone screen.
 - Step 2** Tap **Settings**.
 - Step 3** Scroll through the menu and tap **Ringtone and volume**.
 - Step 4** Tap a ringtone.
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Adjust the ring volume

If your phone ring is too loud or too soft when you get an incoming call, you can change the ring volume. Changes to the ring volume do not affect the your audio level on a call.

Procedure

- Step 1** Tap the top-left corner of the phone screen.
 - Step 2** Tap **Settings**.
 - Step 3** Scroll through the menu and tap **Ringtone and volume**.
 - Step 4** Use the slider to adjust the volume.
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Change your display language

You can change your display language so your phone displays messages in your native language. This feature is only available if your administrator configures it.

Procedure

- Step 1** Tap the top-left corner of the phone screen.
 - Step 2** Tap **Settings**.
 - Step 3** Scroll through the menu and tap **Language**.
 - Step 4** Tap a language.
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Change your time zone

You can change your time zone if it is incorrect.

Procedure

- Step 1** Tap the top-left corner of the phone screen.
 - Step 2** Tap **Settings**.
 - Step 3** Scroll through the menu and tap **Time zone**.
 - Step 4** Tap a time zone.
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Adjust the screen brightness

To make viewing more comfortable, you can adjust your phone's default brightness setting.

Procedure

- Step 1** Tap the top-left corner of the phone screen.
- Step 2** Use the slider to adjust the **Screen Brightness**.
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Put your device to sleep

Put your device into Standby mode when you will be away from your desk. This helps to save energy and to prolong your device life.

Your phone wakes up when you receive a call or touch the LED screen. You cannot put your device to sleep if you are on an active call.

This feature is only available if your administrator configures it.

Procedure

- Step 1** Tap the top-left corner of the phone screen.
- Step 2** Tap **Settings**.
- Step 3** Select **Standby**.
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Wake your phone

If your phone is asleep, then you must wake it before you can make a call or use a feature.

Procedure

Depending your device configuration, do one of the following actions:

- Tap the phone screen.
 - Plug in an HDMI cable.
 - Start a wireless share.
 - Enter the room with your laptop.
 - Receive a call or notification for an upcoming meeting.
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