Settings

Customize Your Phone

Many settings and features are enabled by default. But you can customize these items from the **Settings** menu.

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.

Related Topics

Home Screen Icons

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.

Related Topics

Home Screen Icons

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.

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.

Related Topics

Home Screen Icons

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**.