

Personalizing Your Cisco Unified IP Phone

Cisco Unified Phone Application Suite contains designer applications for both ringtones and wallpaper background phone images:

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- [Selecting Wallpaper for your Cisco Unified IP Phone, page 16](#)

Selecting Ringtones for your Cisco Unified IP Phone

The Cisco Unified Phone Application Suite Ringtone Designer is a GUI-based sound editor that lets you create, modify, and deploy personalized ringtones to your Cisco Unified IP Phone.

Ringtone audio files can be any of the following:

- An existing audio file in your Cisco Unified Phone Application Suite Ringtone Collection
- An existing audio file located elsewhere on your PC
- An audio file you plan to record from scratch using the Ringtone Designer
- An audio track from a CD

For the list of Cisco Unified IP Phones that support the Cisco Unified Phone Application Suite Ringtone Designer, see [System Requirements, page 2](#).

This section contains these topics:

- [Supported Ringtone Audio Formats, page 13](#)
- [Creating and Adding Ringtones to Your Cisco Unified IP Phone, page 14](#)
- [Deleting Ringtones From Your Ringtone Collection, page 16](#)
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Supported Ringtone Audio Formats

Cisco Unified Phone Application Suite supports the following audio formats for ringtones:


- wav
- mp3
- wma
- au
- aif
- wmv

- avi

Creating and Adding Ringtones to Your Cisco Unified IP Phone

Follow these steps to use the Ringtone Designer:

Procedure

Step 1 Right-click on  from the tray icon and choose **Designers > Ringtone**.



Note If you are running Cisco Security Agent, you will receive a message when you try to invoke the designer. You can allow the actions to proceed with opening the designer.

The Ringtone Designer “Step 1: Open or create audio file” screen displays.

Step 2 Select one of the following choices:

- Open audio file—You can then browse your computer file system and select an audio file, after which the “Step 2: Edit Ringtone” screen displays. Go to **Step 3**.
- Browse my ringtone collection—A screen that lists all the ringtones in your collection displays. Your collection includes several sample ringtones that came with this product. Select one of these ringtones and click **Next**. Go to **Step 3**.
- Record ringtone—The Record Ringtone screen displays. Follow these steps:
 - a. Select the applicable input device (a built-in microphone is always the default).
 - b. Click the red Record button. The timer advances.
 - c. Record your audio. Press the Stop button when you are finished.
 - d. You can re-record by pressing the Record button again, or, if you are satisfied with your recording, click **Next**. Go to Step 3.



Note If you click the Pause button, you need to click it again to resume recording.

- Rip from CD—The “Rip from CD” screen appears. Choose the CD drive, highlight a track from the list, click the “Extract audio icon”, then click **Next**. Go to Step 3.



Note If you change CDs while on the “Rip from CD” screen, click the “Reload track list” icon in the lower-left corner of this screen.

Step 3 On the “Step 2: Edit Ringtone” screen, use your cursor and left mouse button to grab the audio file waveform and then expand or contract the waveform to obtain the desired starting and stopping points and duration. The maximum ringtone length is 20 seconds; the minimum length is one second.



Note The length of the ringtone displays in the upper-right portion of the screen as you manipulate the audio file. An invalid ringtone length (less than one second or more than 20 seconds) causes the length to display in red text and disables the **Next** button.

You can select desired starting and stopping points of audio data by using the following:

- Left/Right Arrow—Moves audio-pointer cursor
- Shift + Left/Right Arrow—Selects audio
- Ctrl + Left/Right Arrow—Moves left border of highlighted audio
- Alt + Left/Right Arrow—Moves right border of highlighted audio
- Esc—Deselects audio

Click **Next**. The “Step 3: Preview and Save” screen displays.

Step 4 On the “Step 3: Preview and Save” screen, your actions depend on whether your computer is currently connected to the same network as your Cisco Unified IP Phone. If the **Preview on Phone** and **Save to Phone** buttons are selectable, then you your computer and phone are connected to the same network, and you can follow the substeps below (otherwise proceed to Step 5):

- a. From the drop-down list, which appears only if you have multiple phones from which to choose, select the Cisco Unified IP Phone to which you want to save the ringtone.
- b. To preview the ringtone before saving it on your Cisco Unified IP Phone, click **Preview on Phone**.
- c. If you want to save the ringtone to your phone, click **Save to Phone**.

The box called “Add to ringtone collection when successfully saved to phone” is enabled by default. You can deselect this box if the identical ringtone audio file was already in your ringtone collection.

- d. If you want to save the ringtone audio to your collection but do not want to put it on your phone at this time, you can edit the Ringtone name field, then click **Save to Collection**.
- e. Click **Finish**.


Step 5 Perform this step if your computer is not currently connected to the same network as your Cisco Unified IP Phone. If the **Preview on Phone** and **Save to Phone** buttons are grayed out, then your computer and phone are not connected to the same network, and you can follow the substeps below:

- a. Enter the ringtone filename and click **Save to Collection** so you can use the Ringtone Designer to transfer this ringtone to your Cisco Unified IP Phone at a later time.
 - b. Click **Finish**.
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Deleting Ringtones From Your Ringtone Collection

To delete ringtone audio files from your Cisco Unified Phone Application Suite ringtone collection, follow these steps:

Procedure

- Step 1** Right-click on  from the tray icon and choose **Designers > Ringtone**.
The Ringtone Designer “Step 1: Open or create audio file” screen displays.
- Step 2** Choose the “Browse my ringtone collection” option.
- Step 3** Highlight the ringtone file you want to delete, then click the “X” button in the lower-right portion of the screen. After you confirm the deletion, the ringtone file disappears from the list.
- Step 4** Repeat Step 3 as many times as you want, then click **Back** (to return to the previous screen) or **Cancel** to exit the Ringtone Designer.
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Finding the Ringtone Log Files

If you ever need to send a log file to your system administrator, all Cisco Unified Phone Application Suite log files are located in the following folder:

C:\Program Files\Cisco Systems\Unified Phone Application Suite

The log file called ringtone.log always contains logging information for the current day.

Also included in the folder are ringtone log files from the 10 most recent days on which you used the Ringtone Designer. Each of these log files includes the date that the log was created as an extension of its filename. For example, a log file called ringtone.log.2007-03-09 was created on March 9, 2007.

Selecting Wallpaper for your Cisco Unified IP Phone

The Cisco Unified Phone Application Suite Wallpaper Designer is a GUI-based image editor that lets you create, modify, and deploy a wallpaper background image to your Cisco Unified IP Phone.

Wallpaper image files can be any of the following:

- An existing image file in your Wallpaper Collection
- An existing image file located elsewhere on your PC
- An image file that you select from a URL link

For the list of Cisco Unified IP Phones that support the Cisco Unified Phone Application Suite Wallpaper Designer, see [System Requirements, page 2](#).

This section contains these topics:

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- Adding Wallpaper Images to Your Cisco Unified IP Phone, page 17
- Deleting Wallpaper Images From Your Wallpaper Collection, page 19
- Finding the Wallpaper Log Files, page 19

Supported Wallpaper Image File Formats


Cisco Unified Phone Application Suite supports the following image file formats:

- jpg
- gif
- bmp
- tif
- png

Adding Wallpaper Images to Your Cisco Unified IP Phone

Follow these steps to use the Wallpaper Designer:

Procedure

Step 1 Right-click on  from the tray icon and choose **Designers > Wallpaper**.



Note If you are running Cisco Security Agent, you will receive a message when you try to invoke the designer. You can allow the actions to proceed with opening the designer.

The Wallpaper Designer “Step 1: Open image” file screen displays.

Step 2 Select one of the following choices:

- Open audio file—You will then browse your computer file system. Select the image file you want. Go to Step 3.
- Browse my wallpaper collection—A screen that displays all the wallpaper image files in your collection displays. Your collection includes several sample image files that came with this product. Select one of these images (information about the image appears on the screen), then click **Next**. Go to Step 3.
- Open from URL—Do the following:
 - a. Go the web site that contains the image you want.
 - b. Put your cursor over the image, then right-click and choose **Properties**.
 - c. Highlight the entire URL in the “Address: (URL)” field, then right-click and choose **Copy**.

- d. Paste this complete URL of the image into the “Open from URL” field on the “Step 1: Open image file screen.”
- e. Press the arrow icon next to the “Open from URL” field.
- f. When the desired image appears in the box on the “Step 1: Open image file screen,” click **Next**. Go to Step 3.

Step 3 If you have more than one Cisco Unified Phone model to which you can add your wallpaper selection, the “Step 2: Select phone type” screen is now displayed. If you see this screen, select the phone type from the drop-down list, then click **Next**, then proceed to Step 4 of this procedure.

If, however, the “Step 2: Select phone type” screen is not displayed, proceed to Step 4 of this procedure.

Step 4 On the “Step 3: Edit Wallpaper” screen, do the following:



Note The Edit Wallpaper screen is called “Step 2: Edit Wallpaper” if you did not receive a “Select phone type” screen in the previous step of this procedure.

- a. Format your image by choosing one of the following options:
 - Scale image to fit
 - Stretch image to fit
 - Resize and position image—Use the slider that appears.
- b. If you wish to rotate the image, use the rotate icons underneath the image.
- c. Click **Next**.

Step 5 On the “Step 4: Preview and Save” screen (this screen would be labeled “Step 3...” if you did not receive a “Select phone type” screen earlier in this procedure), your actions depend on whether your computer is currently connected to the same network as your Cisco Unified IP Phone. If the **Preview on Phone**, **Cancel Preview** and **Save to Phone** buttons are selectable, then your computer and phone are connected to the same network, and you can follow the substeps below (otherwise proceed to Step 6):

- a. From the drop-down list of selectable phones, which appears only if you have multiple phones of the same model type (for example, two Cisco Unified 7961G phones), choose the Cisco Unified IP Phone to which you want to save the wallpaper image.
- b. If you want to see what the wallpaper image will look like on your Cisco Unified IP Phone, click **Preview on Phone**.
- c. If you want to save the wallpaper image to your phone, click **Save to Phone**.

The box called “Add to wallpaper collection when successfully saved to phone” is enabled by default. You can deselect this box if the identical wallpaper image file was already in your wallpaper collection.
- d. If you want to save the wallpaper to your collection but do not want to put it on your phone at this time, you can edit the Wallpaper name field (optional), then click **Save to Collection**.

e. Click **Finish**.

Step 6 Perform this step if your computer is not currently connected to the same network as your Cisco Unified IP Phone. If the **Preview on Phone**, **Cancel Preview** and **Save to Phone** buttons are grayed out, then you your computer and phone are not connected to the same network, and you can follow the substeps below:

a. If you want to save the wallpaper image to your collection but do not want to put it on your phone at this time, you can edit the Wallpaper name field, then click **Save to Collection**.

b. Click **Finish**.

Deleting Wallpaper Images From Your Wallpaper Collection

To delete wallpaper image files from your Cisco Unified Phone Application Suite wallpaper collection, follow these steps:

Procedure

Step 1 Right-click on the Cisco Unified Phone Application Suite tray icon, and choose **Designers > Wallpaper**.

The Wallpaper Designer “Step 1: Open or create audio file” screen displays.

Step 2 Choose the “Browse my wallpaper collection” option.

Step 3 Highlight the wallpaper image you want to delete, then click the “X” button in the middle-right portion of the screen. After you confirm the deletion, the wallpaper image disappears from the list.

Step 4 Repeat Step 3 as many times as you want, then click **Back** (to return to the previous screen) or **Cancel** to exit the Wallpaper Designer.

Finding the Wallpaper Log Files

If you ever need to send a log file to your system administrator, all Cisco Unified Phone Application Suite log files are located in the following folder:

C:\Program Files\Cisco Systems\Unified Phone Application Suite

The log file called wallpaper.log always contains logging information for the current day.

Also located in the folder are wallpaper log files from the 10 most recent days on which you used the Wallpaper Designer. Each of these log files includes the date that the log was created as an extension of its filename. For example, a log file called wallpaper.log.2007-03-09 was created on March 9, 2007.

