



Settings


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Access the Settings App

You use the **Settings** app to set up, manage, and customize your phone.

Menu entries that are gray mean that your administrator has restricted access to the menu.

Procedure

- Step 1** From the Line view screen, press the left arrow of the navigation cluster to view the Applications screen.
- Step 2** From the Applications screen, press the left arrow of the navigation cluster to select **Settings** .

Related Topics

[Find Information About Your Phone](#)

Access Phone Settings

You can customize your phone from the **Phone settings** menu.

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings**.

Make the Phone Vibrate for an Incoming Call

You can set your phone to vibrate when you have an incoming call. The vibration can be set differently based on whether you have the phone ringer turned off or on.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Sounds > Vibrate**
 - Step 3** Select **Vibrate on ring** and press **On** to set the phone to vibrate when the phone rings. Or, press **Off** so that the phone does not vibrate when the phone rings.
 - Step 4** Select **Vibrate on silent** and press **On** to set the phone to vibrate when the ringer is turned on. Or, press **Off** so that the phone does not vibrate when the ringer is turned on.
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Select Where You Hear Ringing

When you have an incoming call, you can set up your phone to play the ringtone on your headset or on the speaker.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Sounds > Ringer/PTT output**
 - Step 3** Select the option required.
 - Step 4** Press **Select**.
-

Change the Ringtone

You can change the sound that you hear for incoming calls and you can set a different ringtone for each phone line.

If your work environment is noisy, you can use Chirp1(mobile) and Chirp2(mobile) to hear the ringtone. These ringtones are optimised for the wireless phone speaker.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Sounds > Ringtone**
 - Step 3** (Optional) Select a line.
 - Step 4** Highlight a ringtone.
 - Step 5** Press **Play** to hear the ringtone.
 - Step 6** Press **Select** to use the ringtone.
-

Adjust the Headset Feedback

When you use a headset, you might hear your own voice in the earpiece, which is called headset sidetone or headset feedback. You can control the amount of headset sidetone on your phone.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Sounds > Headset sidetone**
 - Step 3** Select one of the options.
-

Turn Off the Keypad Sounds

You can turn off the sounds on the keypad so that you don't hear sounds when you press a button.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Sounds > Keypad tone**
 - Step 3** Press **On** to turn the tones on or press **Off** to turn the tones off.
-

Adjust the Background Noise Filter

You can adjust the sensitivity of the phone microphone to filter out background noise so that the other person on your call can hear you better.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Sounds > Background noise filter**
 - Step 3** Select one of these settings: **Off, Low, Medium, High**.
- The default is **Off**.
-

Adjust the Screen Brightness

You can adjust the brightness of the phone display.

The default setting is 5.

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Display > Brightness**
- Step 3** Use the arrow keys of the Navigation cluster to adjust the brightness.
- Step 4** Press **Save**.
-

Change the Font Size

You can adjust the font size used on the phone screen. If you set the font size smaller, more text displays on the screen. If you set the font size larger, less text displays on the screen.

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Display > Font size**
- Step 3** Select the setting required.
-

Control the LED Indicator Light

Your phone has an LED indicator light at the top. When the light is enabled, it indicates the status of the phone:

- Solid red—the phone is connected to the AC power source and battery is charging.
- Solid green—the phone is connected to the AC power source and battery is fully charged.
- Fast blinking amber—There is an incoming call. Phone can be charging or fully charged.
- Fast blinking green—There is a voice message. When phone is connected to the AC power source, the green light displays longer than when using only the battery.
- Slow blinking green (every 2 seconds): The phone is using the battery. The phone is registered with the wireless network and is within service coverage area.

If you don't want this indication, you can turn the light off.

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > LED coverage indicator**
- Step 3** Press **Off** to turn off the indicator or press **On** to turn on the indicator.
-

Change the Screen Display Timeout

You can set up your phone to turn off the screen after a specific period of inactivity. When you turn off the screen, the phone uses less battery power.

When you select a setting, the phone screen dims after the specified period of inactivity. After an additional 10 seconds, the screen turns off and the phone goes to sleep.

The default setting is 10 seconds,

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Display > Sleep**.
- Step 3** Select the time setting required.

Related Topics

[Turn Off Your Phone](#)

Change the Wallpaper

You can change the wallpaper (background) for your phone.

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Display > Wallpaper**
- Step 3** Select a wallpaper.

If you don't see the wallpaper that you are currently using, it isn't customized for the phone screen. You can continue to use the old wallpaper. But after you change the wallpaper, the previous wallpaper won't be available.

- Step 4** Press **Preview** to view the wallpaper.
- Step 5** Press **Save**.

Automatically Lock the Keypad

You can set the keypad to automatically lock. If you set the phone to automatically lock the keypad, the keypad locks when the phone screen turns off.

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Keypad > Auto lock**

Step 3 Press **On**.

Related Topics

[Lock the Phone Keypad](#)

Date and Time Settings

You can manage some of the date and time settings on your phone. Typically, the phone automatically sets the date, time, and time zone using the information from the call control system. But, you may need to override the automatic settings.

Control the Date and Time Manually

When the phone date and time is controlled manually, you can change the following settings:

- Automatic time zone
- Time
- Date
- Time zone
- 12- or 24-hour date format
- Date format

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Date and Time**
- Step 3** Select **Automatic date and time**.
- Step 4** Press **Off**.
-

Control the Date and Time Automatically

When the phone date and time is controlled automatically, you can change the following settings:

- Automatic time zone

Procedure

- Step 1** Access the **Settings** app.
- Step 2** Select **Phone settings > Date and Time**
- Step 3** Select **Automatic date and time**.
- Step 4** Press **On**.
-

Set the Time Zone Automatically

You can set up your phone to automatically or manually set the time zone. When the Automatic time zone field is set to On, you cannot change the time zone that your phone uses. When the Automatic time zone field is set to Off, you can set the time zone that your phone uses.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Date and Time > Automatic time zone**
 - Step 3** Press **Off** to enable you to set the time zone manually.
 - Step 4** Press **Set**.
-

Set the Time

If your phone date and time is manually controlled, you can set the time.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Date and Time > Time**
 - Step 3** Enter the time using the keypad. Use the right and left navigation keys to move between the fields.
 - Step 4** Press **Set**.
-

Set the Date

If your phone date and time is manually controlled, you can set the date.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Date and Time > Date**
 - Step 3** Enter the date using the keypad. Use the right and left navigation keys to move between the fields.
 - Step 4** Press **Set**.
-

Set Time Zone

You can set the time zone.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Date and Time > Time zone**
 - Step 3** Select the correct time zone.
 - Step 4** Press **Set**.
-

Use a 12-Hour or 24-Hour Clock

If your phone date and time is manually controlled, you can change the time display.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Date and Time**
 - Step 3** Select **Use 24-hour format**.
 - Step 4** Press **Off** for 12-hour format or press **On** for 24-hour format.
-

Set the Date Format

If your phone date and time is manually controlled, you can set your phone to display the date in one of the preset formats.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Date and Time > Date format**
 - Step 3** Select the required format.
 - Step 4** Press **Set**.
-

Set Battery Level Display

You can set the phone to display the battery strength as a percentage, in addition to the battery level icon.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Phone settings > Battery percentage**
 - Step 3** Press **On** to display the strength as a percentage or press **Off** to display the strength as an icon.
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Related Topics[Header Icons](#)

Access Bluetooth Settings

You can connect Bluetooth headsets and Bluetooth speakers to your phone. The phone does not support other Bluetooth devices. Before you can use a Bluetooth headset or speaker, you need to set up your phone for Bluetooth.

Procedure

-
- Step 1** Access the **Settings** app.
Step 2 Select **Bluetooth**.

Related Topics[Bluetooth Headsets](#)
[Bluetooth and Your Phone](#)

Turn On Bluetooth

Before you can use Bluetooth, you must turn on the ability for the phone to use Bluetooth.



Note When you use Bluetooth, your phone battery has less talk time.

Procedure

-
- Step 1** Access the **Settings** app.
Step 2 Select **Bluetooth > Bluetooth**.
Step 3 Press **On**.

Add a New Bluetooth Headset

You can add up to 5 Bluetooth headsets.

Before you begin

Bluetooth must be turned on.

Procedure

-
- Step 1** Make sure that the Bluetooth headset is discoverable.
Step 2 Access the **Settings** app.

- Step 3** Select **Bluetooth**.
 - Step 4** Select **Add Bluetooth device**.
The phone searches for any Bluetooth devices in range. This scan can take a couple of minutes.
 - Step 5** Select a device from the list and press **Pair**.
 - Step 6** (Optional) Enter the passkey for the device.
-


Connect a Bluetooth Headset

After you pair and connect a Bluetooth headset to your phone, the headset automatically connects when it is turned on and close to your phone. Only one Bluetooth headset can be connected to the phone. But, if you have two Bluetooth headsets turned on, the phone uses the most recently connected headset. You can change which headset the phone uses.

Before you begin

Bluetooth must be turned on and the headset needs to be already added to the Bluetooth device list.


Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Bluetooth**.
 - Step 3** Select a device from the list.
 - Step 4** Required: Press **More**  and select **Connect**.
-

Rename a Bluetooth Headset

If you have several entries in your Bluetooth device list that are identical, you can rename the entries to be more meaningful.


Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Bluetooth**.
 - Step 3** Select a device from the list.
 - Step 4** Required: Press **More**  and select **Rename**.
 - Step 5** Use the keypad to enter a name.
-

Disconnect a Bluetooth Headset

If you have a Bluetooth headset connected to your phone and want to use it with your mobile phone or computer, you can disconnect the Bluetooth headset. The headset remains in the list of Bluetooth devices and you can reconnect it.


Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Bluetooth**.
 - Step 3** Select a device from the list.
 - Step 4** Required: Press **More**  and select **Disconnect**.
-

Delete a Bluetooth Headset

When you do not want a Bluetooth headset in the list of devices available, you can delete it.

Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Bluetooth**.
 - Step 3** Select a device from the list.
 - Step 4** Required: Press **More**  and select **Delete**.
-

Access Admin Settings

Your administrator may restrict access to this menu. For information about this menu, see the *Cisco Wireless IP Phone 8821 and 8821-EX Administration Guide for Cisco Unified Communications Manager*.


Procedure

- Step 1** Access the **Settings** app.
 - Step 2** Select **Admin settings**.
-

Adjust the Volume During a Call

If the sound in your handset, headset, or speakerphone is too loud or too soft, you can change the volume while you are listening to the other person. When you change the volume during a call, the change only affects the speaker you're using at the time. For example, if you adjust the volume while you're using a headset, the handset volume doesn't change.


Procedure

Press **Volume**  up and down to adjust the volume while you are on a call.

Adjust the Phone Ringer Volume

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

Procedure

Press **Volume**  up and down to adjust the ringer volume the phone is not in use.
