**How to Add a Ringtone using Windows**

You will need to first upload an MP3 file to the phone, and then program the phone to use the MP3 file for the ringtone. The steps are several, but surprisingly simple.

First, upload music to the phone

1. Remove the Rephone Kit from the Cyrcle phone case.
2. Turn off the phone.
3. Using the charging cable, connect the phone to your computer. The LED on the phone will briefly turn light red, then bright green.
4. A new drive will show up in your File Explorer (for example, drive “F:”) which is the storage area for the phone.
5. Search the internet for a ringtone file you like, which is:
   1. Short (generally less than 20 seconds long)
   2. Small (generally less than 2 MB)
   3. In MP3 format
   4. Note: Vintage ringtones which were found on old rotary phones can be found here: <http://www.beepzoid.com/old-phones>. Just scroll down to the “MP3” format section, click play, and then click “download”. Or try <http://ringogoen.com/> for popular tunes, and follow the directions to cut the ringtone to exactly the section of the song you want.
6. Save the MP3 ringtone file to the new drive (for example, drive “F”).
7. **This is a really important step to help everything go smoothly:** Right click on the new drive (for example, right click on drive “F”) and **select “Eject”**. You will see a pop up message which says, “The device can now safely be removed from the computer.”
8. You can now safely disconnect the phone from the charging cable and computer.

Second, program the ringtone on the phone

1. Turn on the phone.
2. Touch the window which says “if”.
3. (If you are in the correct place, the display now says “if this then that” at the top.) Select the [+], in the lower right corner of the display.
4. In the “Set conditions” window, select [Set call].
5. In the next window, select [Call from anyone], and select the [checkmark] in the lower right hand corner of the display.
6. This will return you to the “Set conditions” window. Now select the [>] in the lower right hand corner of the display.
7. In the “Set actions” window, select [music].
8. In the “Music” window, you should see the MP3 file you installed. (You can select the [play] button if you’d like to test it right now.) If you have more than one song uploaded, this is the window which allows you to choose which song you want. Since there is only one song installed right now, the system will choose that song automatically at this point. Now select the [<] to go back.
9. In the “Set actions” window, you should now see a checkmark to the left of the word “music”. Don’t touch that checkmark, but rather select the other [checkmark] in the lower right hand corner of the display.

Now call your Cyrcle phone and listen to that cool ringtone you just installed! :-)