



1 Model



2 Menu navigation and operation

- To open the main menu, press the **Menu key** .
- With the **Navigation keys** you select menu items or similar.
- With the **Enter key** you confirm your selection.
- To cancel an action or return to the higher menu level, press the  key.
- Functions are usually selected with the context-dependent **Function keys**.

Menu



Menu item	Subitems / Keywords
Contacts	Edit, add and delete contacts locally on the handset; speed dialling
Central Directory	The phonebook is synchronized with your company's contacts. See <b>Dialling from the Global Phonebook</b> , page 2.
Calls	Your Call Journal, see <b>Call Journal</b> , page 3.

Menu item	Subitems / Keywords
Connectivity	Logon to SwyxWare / the base
Settings	Handset settings: Time & date, Language, LED signal, Power save, Security, Handset name, Reset settings, Status, Auto answer, Silent charging, Do not disturb, Hide Number, Call Forward, CTI+ Mode, Function Keys
Audio settings	Silent, ring volume, ring melody, alert volume, alert tone, vibrator, key sound, confirmation sound, noise reduction
F-Keys (Function keys)	Add, edit and delete function codes

Your menu may vary depending on your firmware version.


3 Lock or unlock keypad

Lock keypad

- Press and hold the  button.
- ✓ The display shows the symbol . The keys are locked.

Enable automatic lock

1. In the menu, select **Settings | Security | Automatic keylock**.
2. Select the desired period.

✓ If no key is pressed during the set time, the keypad is automatically locked. The display shows the symbol .



If a call is received, the key lock is automatically released. It is reactivated after the call is ended.

Unlock keypad

- Press and hold the  button.

## 4 Have a second conversation

1. You are already having a conversation.
2. Select **Hold**.
  - ✓ The call is put on hold and the other party hears music on hold.
3. Enter the phone number of the second call partner and confirm with the **Enter key**.
4. If the other party has accepted, you can switch between the parties by pressing the function key **Swap**.
  - ✓ Then the current call will be put on hold, the other party will hear music on hold and you will be connected to the previously held call.

## 5 Accepting a call

If you are a member of a group for which call notifications are configured, incoming calls to group members are signalled on the handset. You can then pick up these calls (call pickup).



This function is not available in CTI+ mode. Contact your administrator if the function is not available.

1. A call is signalled via a beep and display, which you can accept.
2. Select **Pick up**.
  - ✓ You have taken over the call.

## 6 Forward calls

### Forward active calls (with consultation)

1. You are already having a conversation.
2. Select **Transfer**.
  - ✓ The call is put on hold and the other party hears music on hold.
3. Enter the phone number to which you want to transfer the caller and confirm by pressing the **Enter key** or **Transfer**.
4. When the call has been accepted, select **Transfer**.
  - ✓ The active call is connected to the previous call. Your phone will return to the home screen.

### Transfer active calls (without consultation)

1. You are already having a conversation.

2. Select **Transfer**.

- ✓ The call is put on hold and the other party hears music on hold.


3. Enter the phone number to which you want to transfer the call, select **Transfer** and then **Exit**.

- ✓ Once the call is answered, you have transferred the call. Your phone will return to the home screen. Even if the forwarded call is not answered, the previous connection with you will be disconnected.

## 7 Dialling from the Global Phonebook

Two telephone directories are available:

- **Contacts:** Your local phonebook, in which only contacts are saved on the device and not synchronized.
- **The Global Phonebook:** is synchronized with SwyxWare. Here you will find all your company's globally stored contacts.

1. Press the function key .

- ✓ The Global Phonebook opens.


2. To search or filter for an entry select **Search** and enter a name via the input keys.

3. Confirm your entries with **Search**.

4. Use the navigation keys to navigate to the desired entry in the list and confirm with **Call**.

- ✓ The selected contact will be called.

## 8 Listening to Voicebox

When new voicemails are available for you, the icon  appears in the display.

1. Press and hold **100** until the Voicebox inquiry call starts.
2. Follow the menu instructions of the remote query.



Your redirects must be configured for remote query. For further information see [help.enreach.com/cpe/latest.version/Client/Swyx/en-US/help/chap\\_voice-mail.12.10.html#](http://help.enreach.com/cpe/latest.version/Client/Swyx/en-US/help/chap_voice-mail.12.10.html#) or contact your administrator.

## 9 Using function keys in CTI mode

Connect conferences, second calls and participants in CTI mode:

If you have activated the CTI mode in the menu under **Settings | CTI+ Mode** you can use the following functions without function codes using the function keys:

Function	Function key
Initiate conference, for example, when you are connected to two parties (one is held).	Conf.
Making a second call (hold, toggle, connect)	Hold
Connect participants	Transfer

- The function "Transfer calls without consultation" can only be used in CTI mode via the function code **\*9nnn#**.

See also the SwyxIt! documentation for CTI+ [help.enreach.com/cpe/latest.version/Client/Swyx/en-US/help/Appendix\\_FeatureCodes.html](http://help.enreach.com/cpe/latest.version/Client/Swyx/en-US/help/Appendix_FeatureCodes.html).

## 10 Set status

You can set your presence status with the phone to **Do not disturb** (DND). The status is synchronized with SwyxWare (SwyxIt!, Mobile Clients, all telephones).

- In the menu, select **Settings | Do not disturb | Enabled**.
  - ✓ Your presence status is set to "Do not disturb". Calls will then no longer be put through to you.
- To set your presence status to "Available" again, in the menu, select **Settings | Do not disturb | Disabled**.


## 11 Set up call forwarding


Your call forwarding settings are synchronized with SwyxWare.

- In the main menu, select **Settings | Call Forward**.
- Select whether you want to specify **Forwarding Unconditionally** (instant forwarding), **Forwarding No Answer** (delayed forwarding) or a **Forward Busy**.

- Use the function buttons to select **On** or **Off** to activate or deactivate the selected forwarding.
  - ✓ Forwarding is now activated or deactivated.
- Select **Forward To** to specify a phone number to which incoming calls are forwarded.
  - To forward to your **Voicemail**, enter **##10**.
- Confirm with the **Function key OK**.

## 12 Call Journal




- Press the function key  or the key **C**.
  - ✓ A list of dialled, missed and received calls opens.

Type	Symbol
Answered call	
Dialed call	
Missed call	

- To start a call, use the navigation keys to select the desired phone number or name and select **Call**.

## 13 Tips & Tricks

### Switching acoustic call signalling on or off

- To permanently deactivate acoustic call signals, press and hold the **#**  key until the  symbol appears in the display.
  - ✓ A call is then only signalled silently on the display.
- To switch the acoustic call signalling back on, press and hold the **#**  key again.
- To mute an incoming call, select **Silent**.
  - ✓ The incoming call is only signalled silently on the display. On the next call, the phone rings again.

→ To deactivate acoustic ringing signals only during charging, in the menu, select **Settings | Silent charging | Silent** and confirm with the **Enter key**.

### Log out when loading

1. Select in the menu **Connection | SIP status | Log out when cradled** and press the function key **On**.
  - ✓ Calls will then only be routed to you when your phone is not in the charging cradle.
2. To apply the setting in SwyxIt! e. g. for the status display [logged in status only], in the SwyxIt! menu **Settings | User profile... | Login device** deactivate the option **Use server default settings** and activate the checkbox **SIP device**.