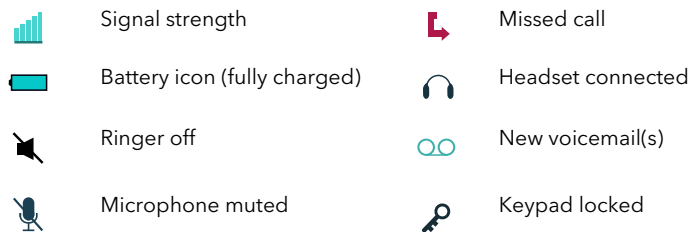


## 1 Control elements



## 2 Icons on display



## 3 Switch on and off

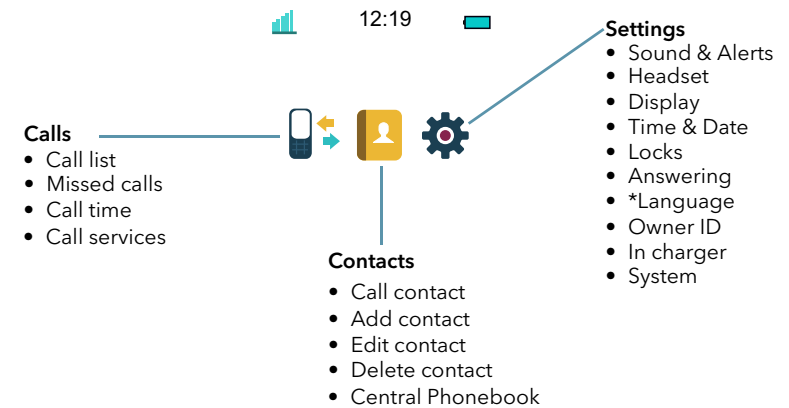
- Hold down the key until the display backlight goes on or off. Confirm switching off with the function key **Yes**.
  - ✓ If the device has been successfully set up for you, it will automatically connect to SwyxServer when it is switched on.

If the call journal synchronisation fails, make sure that you are within range of the DECT station. See also Swyx Control Center documentation, section 'Error messages from DECT handsets'. Contact your administrator if necessary.

## 4 Menu mode

To open the main menu, press the soft key **Menu**. Use the navigation keys to select the individual menu options. Confirm selection of an option with the **Select** function key. If you press function key **Back** you go back to the previous step or exit the menu.

### Menu structure\*



\* Depending on the firmware version you are working with, your menu may be configured

## 5 Start call

1. Enter the desired phone number via the numeric keypad.  
The number can be corrected with the funktion key **Clear**.
2. Then press to start the call.
  - ✓ The display shows the dialed number and the name of the contact.

When making outgoing external calls you may need to dial '0' to get public line access.

## 6 Pick up Call

- When a call is signalled, press the key to answer the call.
  - ✓ The number appears on the display, and if the number is stored in the phonebook the caller's name is displayed.

## 7 End Call

- Press to end the call.
  - ✓ The connection will be terminated.


## 8 Lock/unlock keypad

To avoid activating keys accidentally when carrying the phone, you can lock the keys:

→ Press the key **\*0?** and confirm in the menu within two seconds with the function key **Lock**.

✓ The display shows the  icon. All keys are locked.

You can also set up automatic key locking:

1. In the menu **Settings | Locks** select the option **Automatic key lock**.
2. Select the option **On** (automatic locking function always active) or **On except calls** (Phone is unlocked during active calls).
3. Confirm with the **Select** function key.
  - ✓ If you do not press any keys now, the keypad locks automatically. The display shows the  icon.




*If a call comes in, the key lock is automatically removed when you choose option **Except calls**. It is activated again immediately after the call ends.*

### Unlock keypad

→ To unlock the keys press the key **\*0?** and confirm with function key **Yes**.


## 9 Hands-free

You are making a call using the earpiece.

→ Activate the speaker by pressing the function key  to talk hands free.

→ Press the function key  again to switch off the speaker.



*You can also answer a call immediately in handsfree mode using the function key  to answer a call immediately in handsfree mode.*

## 10 Adjusting the call volume

You are making a call.

→ Press the navigation key above to increase the volume.

→ Press the navigation key below to minimize the volume.

## 11 Switching the microphone on and off

You are making a call.

1. Press the function key **More**.
2. Confirm the option **Microphone off** with the function key **Select**.
3. To switch the microphone back on, press the function key **More** again and select **Microphone on**.

## 12 Performing a second call

You are already making a call to a subscriber. If necessary, make sure that you do not block second calls in Swyx!t! at **Settings | Disable Secondary Call**.


1. Press the function key **R**.



*The function key **R** is only available if your administrator has activated the checkbox **Local-R-Key-Handling** in the web interface of the SwyxDECT base station under **DECT | System**.*

- ✓ The connection is put on hold. Your conversation partner hears hold music.
2. Choose the number of another subscriber and press the navigation key. After a few seconds, the call is made even without confirmation.
    - ✓ The call is initiated.
  3. Switch between the subscribers by pressing the function key **R** and button **2<sub>ABC</sub>**.
  4. To terminate the current call, press the function key **R** and the button **1<sub>00</sub>**.
    - ✓ The current call is disconnected and the call on hold is reactivated.

## 13 Transfer a call

1. During an active call, press the function key **R**.
  - ✓ The connection is put on hold. Your conversation partner hears hold music.
2. Enter the number of another subscriber. After a few seconds, the call is made without confirmation.
  - ✓ The second connection is set up.
3. Notify the call to be transferred and terminate the call with button .
  - ✓ You have ended the call and the parties are connected.

## 14 Entering a text

You need this function when you want to add, find or edit a name in the directory, for example.

→ The keys in the numeric keypad are assigned multiple characters. Press a key repeatedly to reach another character on the key.



*For example, to enter the letter "B" in input mode, press the **2<sub>ABC</sub>** key twice.*

- The button **1<sub>00</sub>** contains special characters: . , ? ! - \_ ,
- Toggle lower case/lower case/ digits: Press the **\*0?** key briefly.
- To insert spaces in the text: Press the **0<sub>☐</sub>** key briefly.
- Delete a character: Press soft key **Clear**.

## 15 Editing my personal contacts

You can create and edit a list of frequently used contacts locally on your phone. All entries are listed in alphabetical order.



*Contacts are only stored locally on your phone and are not synchronized with SwyxServer. For the synchronized Global Phonebook see Call contacts from the Global Phonebook, page 3.*

### Call contact

1. Select **Menu | Contacts | Call contact**.
2. Select the required contact with navigation key.
3. If necessary, select the desired phone number by pressing the navigation key to the left or right. This function is only available for subscribers with several assigned call numbers.
4. Press the function key **Call**.
  - ✓ The call is being initiated.

### Add contact

1. Select **Menu | Contacts | Add contact**.
2. Select **New** to create a new contact. Or select **From call list** to create a subscriber based on a number from call list.
3. Enter the name and up to three phone numbers and confirm each entry with the function key **OK**.
4. When you have entered all the information you require, select **Save**.
  - ✓ The contact is created and the message appears **Contact saved**.

### Edit contact

1. Select **Menu | Contacts | Edit contact**.
2. Enter the first character of the name you are looking for or navigate to the desired contact using the navigation keys above and below.
3. Press the soft key **Edit**.
4. For example, edit the name or the call number(s) and confirm the changes in each case with the function key **OK**.
5. When you have changed all the information you want, choose **Save**.
  - ✓ The contact is changed and the message "Contact saved" appears.

### Delete contact

1. Select **Menu | Contacts | Delete contact**.
2. Enter the first character of the name you are looking for or navigate to the desired contact using the navigation keys above and below.
3. Press soft key **Clear**.
4. Confirm with the function key **Yes** to delete the contact.
  - ✓ The contact is deleted and no longer appears in the list.

## 16 Call contacts from the Global Phonebook

With this SwyxPhone you have access to the Global Phonebook. The contacts of this phonebook are synchronized via SwyxServer (global phonebook) and are available to all internal subscribers.

1. Select **Contacts | Central Phonebook**.  
You can look up names or numbers. Also you can see last results.
2. Select the desired option and enter a search term. It is sufficient if you enter only a part of the search term, e. g. an initial letter.
3. Press the function key **Search**.
  - ✓ The result is shown. If you just insert some signs all contacts with this character string will be shown.
4. Select the desired participant using the navigation keys at the top and bottom.
5. Press the function key **Call**.
  - ✓ The call is being initiated.

## 17 Listening to voice mails

If there are new voicemails for you, the **OO** icon appears on the display.

1. Hold down the **100** key until the voicemail inquiry call starts.
2. Follow the Remote Inquiry menu instructions.



*Your call forwarding has to be configured for Remote Inquiry in this case. For more detailed information see the online help or contact your administrator.*

## 18 Tips & tricks


### Dialing a phone number from the call list

1. In the menu, select **Calls | Call list**.
  - ✓ A list of the dialed, missed, and answered calls appears.  
The different calls types are distinguished by the following symbols: Incoming call **←**, outgoing call **→**, and missed call **L**.
2. Use the navigation key to choose the number or name you want, and press the **Call** function key.

### Quick call via name

1. Press the numerical key with your favoured initial as long as a list of all subscribers with same initial appears. Use the navigation key to select the required subscriber. This feature is only available for contacts stored locally on the device, not for contacts from the synchronized Swyx Phonebook.
2. Press the function key **Call**.
  - ✓ The connection to subscriber will be build up.

## Activate/deactivate acoustic call signaling

- To permanently deactivate acoustic call signals, press and hold the **#** key until the  symbol appears in the information bar at the top.
  - ✓ A call is now only signaled by the vibration, see *Switch vibrator on/off*, page 4.
- To switch the call signal back on, hold down the **#** key once again.
- When the ringtone sounds, press **#** to mute the phone for that call (also disables vibration).


## Silent charging

- To mute all call signals during charging process select in menu **Settings | In charger | Sound off** and confirm with function key **Select**.

## Switch off while charging

- Select **Settings | In charger | Switch off** in the menu and confirm with function key **Select**.
  - ✓ Calls are now only forwarded if your phone is not placed in the charging station.

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 *To apply this setting in SwyxIt!, deactivate the **Use server default settings** option and activate the **SIP device** checkbox in the SwyxIt! **Settings | User Profile... | Login Device** menu.*

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## 19 Settings

### Change the ring volume

1. In the menu, select **Settings | Sounds & Alerts | Volume**.
2. Press the Navigation-Button up or down to set the desired volume.
3. Press the **OK** function key to confirm the setting.


### Ring tone

1. In the menu, select **Settings | Sounds & Alerts | Ring signals**.
2. You can choose several ring tones for in-house calls and external calls. Confirm your choice with soft key **Select**.
3. Use the navigation keys to select the desired call signal. You can test the ring tone with function key **Play**.
4. Press function key **Select** to confirm the setting.

### Switch vibrator on/off

1. In the menu, select **Settings | Sound & Alerts | Vibrating alert**.  
You can turn the vibrating alert on and off, or set the phone to vibrate only when the ringing tone is muted.

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 *If you switch off the vibrating alert permanently, and acoustic call signaling is off, a call is only signaled by the display on the screen.*


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2. Select the required menu item with navigation key and press function key **Select** to confirm the selection.

## Language selection

1. Select **Settings | \*Language** in the menu and choose the required language.
2. Press function key **Select** to confirm.
  - ✓ The user language is changed.

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 *The language menu is marked with a "\*" so that you can find it even if a language unknown to you is selected.*

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07/2022 - Subject to technical changes.

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