

## 1 Control elements

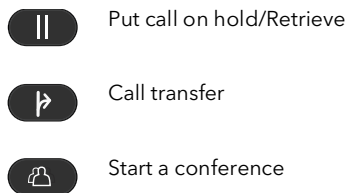


## 2 Logging on

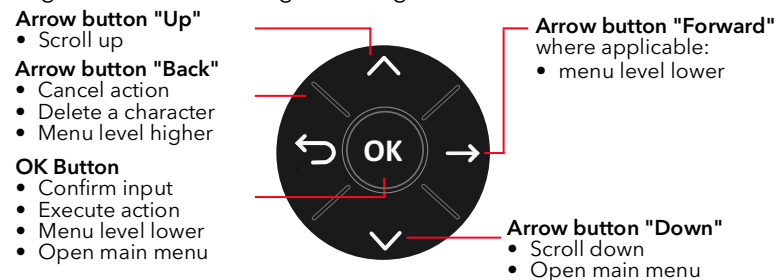
- Enter your PIN and confirm it with OK.
- ✓ Now you can receive and place calls with your number.

## 3 Menu mode

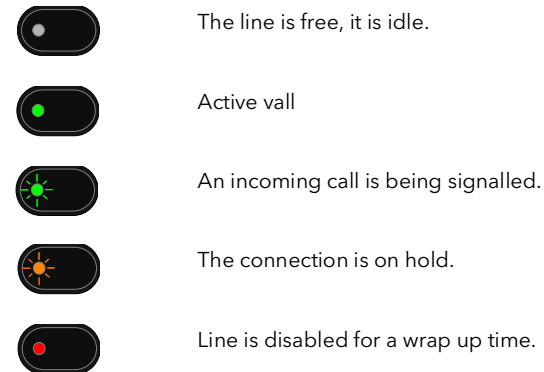
- Use the defined function keys to access the following functions:



- Use the navigation buttons to navigate through the menu:



## 4 LEDs



## 5 Start call

1. Enter the number or select the number from the Phonebook.
  2. Then, lift the handset in order to initiate the dialing procedure.
- For using the hands free telephone, press the Speaker button or the OK button.
  - If a headset is connected, press the Headset button .

When making outgoing external calls, you may need to dial the exchange code to get public line access.


## 6 Pick up call

- Answer the call by lifting the handset.
- For using the hands free telephone, press the Speaker button or the OK button.
- If a headset is connected, press the Headset button .

## 7 Pick up calls for other users and /or group calls


- A call is signalled to another user.
1. Select the menu item Pick up call.
  2. Press OK and lift the handset.
- To pick up a signaled group call, lift the handset directly.

## 8 Mute Microphone


- To mute the microphone, press the Microphone button .
- To unmute the microphone, press the button again.

## 9 Activating the handsfree equipment during a call

You are having a call via handset and want to switch to using the hands free equipment.


- Press the speaker button  and keep it pressed while you put the handset on the hook.
  - ✓ You are now telephoning via hands free equipment.
- Lift the handset off the hook to deactivate the hands free equipment.

## 10 Initiate a second call (Call Swap)

1. During the conversation, press the Hold button .
  - ✓ The first caller is put on hold and hears music on hold.
2. To initiate a second call press a free Line button and dial the number of the second subscriber.
- Switch between the subscribers by pressing the corresponding line buttons.


## 11 Connecting subscribers

You have an active call and want to transfer the call to another subscriber.

1. Press the transfer button .
  - ✓ The first caller is put on hold and hears music on hold.
2. Dial the number of the second subscriber or select a number from the phonebook.
3. Confirm with OK.
  - ✓ The subscribers are not connected and you can go on hook.

## 12 Starting a conference

You have calls on two lines and want to initiate a conference.

- Press the conference button .
  - ✓ You are now in a conference with both subscribers.

## 13 Callback on busy

You hear the busy tone, when calling an internal subscriber.


1. Select the menu item Callback Request and confirm your selection with OK.
  - ✓ When the subscriber finishes the call, this is indicated with an acoustic signal. The message Pick up Callback appears in the display.
2. Lift the handset to be connected to the subscriber.




*If you didn't answer a Callback on busy, the list "Missed Callbacks" will be displayed.*

## 14 Listening to voice messages

New voicemails are displayed and additionally sent to you by email.

- Press the Voicemail button  to listen to the voicemails. Follow the instructions.

## 15 Redial

1. Press the Redial function key .
  - ✓ The last 20 dialed numbers are displayed.
2. Lift the handset and then press the Redial function key.
  - ✓ The number dialed last will be dialed immediately.

## 16 Configure and Enabled Call forwarding

1. Press the Call Forwarding function key  to enable/disable immediate call forwarding to your Voicemail.

### Configuring Call Forwarding

1. Select the menu item 4 > Call Forwarding in the main menu and choose the call forwarding type you want to modify (Unconditional, Busy, No Reply).
2. Define whether a call should be forwarded to Voicemail or to a phone number.
3. Confirm your entry with OK.

## 17 Line keys

You can define which calls ought to be received on which line of your SwyxPhone.

1. Select the menu item 8 > Configuration | 3 > Lines in the main menu.
2. Choose the line you want to configure.
3. Confirm your selection with OK.
  - ✓ You can now adjust the settings for incoming and outgoing calls and block a line for wrap up time after each call.

## 18 Set function keys

The desk phones function keys are preconfigured. You can assign other functions to the buttons.

1. Select the menu item 8 > Configuration | 4 > Function keys in the main menu.
2. Press the function key you want to configure.
  - ✓ The current function is shown on the display.
3. Select the menu item 1 > Modify with the arrow buttons and the function of your choice.
4. Confirm your selection with OK.

You can use the following functions:

Functions	Explanation
Line key	Represents a further line
Speed dial	Abbreviated dialing button
Call transfer	Connects the active line and a line on hold
Do not disturb	Incoming calls are only signaled visually
Secondary call	Accept or reject a second call during a call
Caller list	Display the last 20 incoming calls
Hold	Active line is on hold
Phonebook	Open the Phonebooks (Personal and Global)
Redial	Displays the 20 telephone calls you have made most recently
Speaker	Switches the speaker on or off
Pick up call	Picks up a signaled call
Call forwarding	Switches Call Forwarding Unconditional on or off
Call swap	Switches between several lines
Mute	Switches the microphone on or off during a call
Headset key	Activates/Deactivates a headset
Disconnect	Terminates the active connection
Incognito	Suppresses your telephone number for the next call
Voicemail	The voicemail inquiry starts
Conference	Starts a conference
Callback request	Request a callback
Log off user	Logs the user off (Alternatively, select the menu item 9 > Log off in the main menu to log off the current user).