




1 Control elements**2 Logging on**

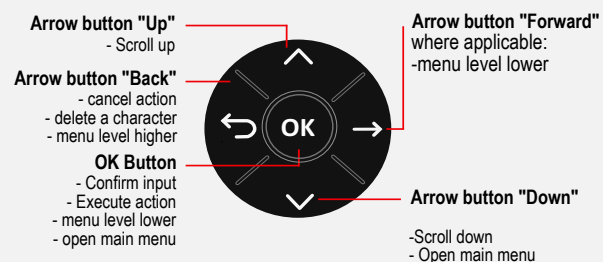
→ Enter your PIN and confirm it with **OK**.
Now you can receive and place calls with your number.





3 Menu mode

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

-  Put call on hold/ Retrieve
-  Call transfer
-  Start a Conference



→ Use the **navigation buttons** to navigate through the menu.

**4 LEDs**

| | | |
|-------------------------------------------------------------------------------------|------------------|--------------------------------------|
|  | off | The line is free - it is idle. |
|  | green, glowing | Active call |
|  | green, blinking | An incoming call is being signalled. |
|  | orange, blinking | The connection is on hold. |



 red, glowing Line is disabled for a wrap up time.

5 Start call

- Enter the number or select the number from the **Phonebook**.
- 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

- When a call is signalized to another user, select the menu item **Pick up call**, press **OK** and lift the handset.
- To pick up a signalized 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 handsfree equipment.
- Press the **Speaker button**  and keep it pressed while you put the handset on the hook.
- You are now telephoning via handsfree equipment.
- Lift the handset off the hook to deactivate the hands free equipment.

10 Initiate a second call (Call Swap)

- During the conversation, press the **Hold button** .
- The first caller is put on hold and hears music on hold.
- 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.
- Press the **Transfer button** .
- The first caller is put on hold and hears music on hold.
- Dial the number of the second subscriber or select a number from the phonebook and confirm with **OK**.
- The subscribers are now connected and you can go on hook.

12 Starting a Conference

You are having 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

→ If you hear the busy tone, when calling an internal subscriber, 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.

→ 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 voice mails. Follow the instructions.

15 Redial

→ Press the **Redial function key** .

The last 20 dialed numbers are displayed.

→ Lift the handset and then press the **Redial** function key.

The number dialed last will be dialed immediately.

16 Configure and Enable Call forwarding

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

→ If activated, the **Call Forwarding button** will glow permanently.

To configure call forwarding,

→ 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).

→ Define whether a call should be forwarded to Voicemail or to a phone number.

→ Confirm your entry with **OK**.

17 Line keys

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

→ Select the menu item **8 > Configuration | 3 > Lines** in the main menu.

→ Choose the line you want to configure and confirm with **OK**.

→ You can now adjust the settings for incoming and outgoing calls and block a line for a 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.

→ Select the menu item **8 > Configuration | 4 > Function keys** in the main menu.

→ Press the function key you want to configure.

The current function is shown on the display.

→ Select the menu item **1 > Modify** with the arrow buttons and the function of your choice, and confirm your selection with **OK**.

You can use the following functions:

| Function | 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 | Displays 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 or activates a line |
| 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 call starts |
| Conference | Starts a conference |
| Callback request | Requests 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.) |