

## 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:

- Arrow button "Up"**
  - Scroll up
- Arrow button "Back"**
  - Cancel action
  - Delete a character
  - Menu level higher
- OK Button**
  - Confirm input
  - Execute action
  - Menu level lower
- Arrow button "Forward"**
  - Where applicable:
    - menu level lower
- Arrow button "Down"**
  - Scroll down

## 4 LEDs

- The line is free - it is idle.
- Active call
- An incoming call is being signalled. The line is busy.
- The connection is on hold.
- Line is disabled for a wrap up time.

## 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 Mute microphone

1. To mute the microphone, press the Microphone button .
2. To unmute the microphone, press the button again.

## 8 Activating the hands free equipment during a call

You are having a call via handset and want to switch to using 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.

## 9 Initiate a second call (Call Swap)

1. Select the menu item Call Swap with the arrow buttons and press the OK button.
    - ✓ The first caller is put on "Hold" and hears music on hold.
  2. Dial the number of the second subscriber and confirm with OK.
- Switch between the subscribers by selecting Call swap in the menu.

## 10 Connecting subscribers

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

1. Use the arrow buttons to select the menu item Call transfer.
  - ✓ The 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 and confirm with OK.
  - ✓ The subscribers are now connected and you can go on hook.

## 11 Starting a conference

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

- Select the menu item Conference with the arrow buttons and confirm your selection with OK.
  - ✓ You are now in a conference with both subscribers.

## 12 Callback on busy

You hear the busy tone while calling an internal subscriber.

1. Select the menu item Callback Request with the arrow buttons 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.*

## 13 Listening to voice messages

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

1. Use the arrow buttons to select the Voicemail available option.
2. Confirm your selection with OK to listen to the voicemails. Follow the instructions.

## 14 Configure and Enable Call Forwarding

1. Select the menu item Call forwarding in the main menu.
2. Select the call forwarding type you want to modify (Unconditional, Busy, No Reply) and press OK.
3. Define whether a call should be forwarded to Voicemail or to a phone number.
4. Confirm your entry with OK.
  - ✓ You have set the destination number for call forwardings.

### Deactivating Call Forwarding Unconditional quickly


- press the Unconditional Call forwarding button  and confirm with OK.

## 15 Line keys

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

1. Select the menu item Configuration | Lines in the main menu.
2. 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.

## 16 Set function keys

You can assign other functions to the Function keys  of the desk phone or the key module.

1. Select the menu item Configuration | 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 Modify with the arrow buttons and the function of your choice.
4. 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 signalized visually
Secondary call	Accept or reject a second call during a call
Caller list	Displays the last 20 incoming calls

Function	Explanation
Hold	Active line is on hold
Phonebook	Opens 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 Log off in the main menu to log off the current user)