**Quickstart**

**How do I use the menu?**

To open the menu, press the "Menu" function key. Use the navigation key for selecting the individual menu options. Confirm selection of an option with the "Select" function key or with the input key.

If you press the "Back" key you go back to the previous step. To exit the menu, press the "End" key.

**07 I want to send a call.**

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

**08 I want to lock the keypad.**

- To avoid accidental key activity when carrying the phone, you can lock the keys.

- Press first the "Unlock" key, and then the "Lock" function key. The display shows the symbol .

You can also set up automatic key locking:

- Press first the "Unlock/Key lock" key and then the "Lock" function key.

- To avoid accidental key activity when carrying the phone, you can lock the keys. The connection that was previously on hold is automatically activated.

- Under Menu --> Settings --> Locks, select the option Automatic key lock.

- Choose "On", and confirm with the "Select" function key.

- Then if no key is pressed for 20 seconds, the keypad is automatically locked. The display shows the symbol .

**Note:** If a call comes in, the key lock is automatically removed. It is activated again immediately after the call ends.

**Unlock keypad**

- To unlock the keys, press the "Unlock/Key lock" key and confirm with the function key "Yes".

**09 I would like to phone hands free.**

- You are telephoning and using the earpiece.

- Activate the speaker by pressing the function key, and you can talk hands free.

- Press the function key to switch off the speaker.

**10 I want to adjust the volume.**

- You are having a telephone conversation.

- Press the volume control to increase the volume.

- Press the volume control to reduce the volume.

**11 I want to mute the microphone.**

- You are having a telephone conversation.

- Press the function key "More" and choose "Microphone off".

- Press the "Select" key or the input key .

"Microphone off" is only supported by SwyxPhone D311.

**12 I would like to make a second telephone call.**

- You are already having a phone conversation with a subscriber.

- Press the function key .

- The connection is put on hold. You will hear three short beeps.

- Press the "Select" key or the input key .

- The icon will appear. Your call partner cannot hear you.

- Press the function key "More" and choose "Microphone on".

- Press the "Select" key or the input key .

- You are having a telephone conversation.

- Press the function key "More" and choose "Microphone off".

- Press the "Select" key or the input key .

* Bluetooth is only supported by SwyxPhone D311.*

---

**Icons in display**

- Signal strength display
- Missed call
- Battery status (Fully charged)
- Sound off
- Microphone off
- Bluetooth enabled*
- Headset connected

* Bluetooth is only supported by SwyxPhone D311.

---

**Menu structure:**

<table>
<thead>
<tr>
<th>Connections</th>
<th>Calls</th>
<th>Profiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluetooth (D311 only)</td>
<td>Caller List</td>
<td>Short cuts</td>
</tr>
<tr>
<td>Headset</td>
<td>Missed calls</td>
<td></td>
</tr>
<tr>
<td>Sounds &amp; Alerts</td>
<td>Call time</td>
<td></td>
</tr>
<tr>
<td>Central Phonebook</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contacts**

- Call one
- Call services

**Short cuts**

- Soft keys
- Hot keys
- Navigation keys
- Language
- Owner

**Profiles**

- Multifunction button

**Unlock keypad**

- To unlock the keys, press the "Unlock/Key lock" key and confirm with the function key "Yes".

**I would like to phone hands free.**

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- You are having a telephone conversation.

- Press the function key "More" and choose "Microphone off".

- Press the "Select" key or the input key .

* Bluetooth will appear. Your call partner cannot hear you.

- To switch the microphone back on, press the function key "More" and choose "Microphone on".

- Press the "Select" key or the input key .

---

**01 Control elements**

- Switch on display; user-definable multifunction button (top)
- Switch on/off, On-hook (side)
- Switch call signals
- Control elements
- Microphone on/off (side)
- Switch acoustic call signals
- multifunction button (top)
- Switch on display; user-definable
- Settings
- selecting the individual menu options. Confirm selection of an option with the "Select" function key or with the input key .

**02 Icons in display**

- Signal strength display
- Battery status (Fully charged)
- Sound off
- Microphone off
- Bluetooth enabled*
- Headset connected

* Bluetooth is only supported by SwyxPhone D311.

---

**Quickstart**

**03 Icons in display**

- Signal strength display
- Missed call
- Battery status (Fully charged)
- Sound off
- Microphone off
- Bluetooth enabled*
- Headset connected

* Bluetooth is only supported by SwyxPhone D311.

---

**04 Icons in display**

- Signal strength display
- Battery status (Fully charged)
- Sound off
- Microphone off
- Bluetooth enabled*
- Headset connected

* Bluetooth is only supported by SwyxPhone D311.

---

**05 I want to make a phone call.**

- Enter the destination number you want.

- The number can be corrected with the function key "Delete".

- Then press to start the call.

The display shows the dialed number along with the length of the call.

**Note:** When making outgoing external calls you may need to dial # to get public line access.

**06 It’s ringing, I would like to answer the call.**

- Press the button when a call is signaled, to accept the call. The number appears in the display, and if the number is stored in the phonebook the caller’s name is displayed.

**Profiles**

- Add contact
- Edit contact
- Delete contact
- Central Phonebook

**I want to send a call.**

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

**I want to end a call.**

- To unlock the keys, press the "Unlock/Key lock" key and confirm with the function key "Yes".

**Unlock keypad**

- To unlock the keys, press the "Unlock/Key lock" key and confirm with the function key "Yes".

**I would like to phone hands free.**

- You are telephoning and using the earpiece.

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- To avoid accidental key activity when carrying the phone, you can lock the keys.

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You can also set up automatic key locking:

- Press first the "Unlock/Key lock" key and then the "Lock" function key.

- To avoid accidental key activity when carrying the phone, you can lock the keys. The connection that was previously on hold is automatically activated.

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- To switch the microphone back on, press the function key "More" and choose "Microphone on".

- Press the "Select" key or the input key .

---

**12 I would like to make a second telephone call.**

- You are already having a phone conversation with a subscriber.

- Press the function key .

- The connection is put on hold. You will hear three short beeps.

- Dial the number of the relevant other subscriber...The call will be initiated.

- Switch between the subscribers by pressing the key combination .

- To terminate the current call, press the key combination .

The connection that was previously on hold is automatically activated.
I want to forward a call.

1. During an active conversation, press the function key .
2. The connection is put on hold. You will hear three short beeps.
3. Dial the number to which you want to forward the call.
4. You will hear the dial tone.
5. Press the button .
6. The call is immediately forwarded without inquiry.

I want to insert blanks in the text: press the key briefly.

I want to activate upper/lower case: press the key briefly.

The keys + * and . , ? ! - " ' hold special characters: You need this function when you want to add, find or edit a name in the phonebook, for example.

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

Example: You want to input the letter “B” in input mode. Press the key twice to do so.

The keys and hold special characters: + * and . , ? ! - " '.

• To activate upper/lower case: press the key briefly.

• To insert blanks in the text: press the key briefly.

• To delete a character: Briefly press the function key “Delete”.

I want to edit my personal contacts.

You can create and edit a list of frequently used contacts. The contacts are stored only on your SwyxPhone. All entries are listed in alphabetical order.

1. Select Menu --> Contacts.
2. The following menu items appear:
   • Call contact
   • Add contact
   • Edit contact
   • Delete contact

Call contact

1. Select the contact you want with the navigation key .
2. Select the number you want with the navigation key . If the subscriber can be reached on several numbers.
3. Press the “Call” function key. The call will be initiated.

Add contact

1. Select New to add a new contact.
2. Select From call list to create a contact from the caller list. Confirm the selection in each case with the function key “Select”.
3. Enter the first character of the relevant name, or select the contact you want with the navigation key “Select”.
4. Press the “Save” function key. The message “Contact saved” will appear.

Edit contact

1. Select the contact you want with the navigation key .
2. Enter the first character of the relevant name, or select the contact you want with the navigation key “Select”.
3. Press the “Edit” function key.
4. Edit the name or the number, and confirm the changes with the “OK” key.
5. Press the “Save” function key to store the changes.

Delete contact

1. Enter the first character of the relevant name, or select the contact you want with the navigation key “Select”.
2. Press the “Delete” function key. The query appears: “Delete contact”.
3. Press function key “Yes” to delete the contact.

The contact is deleted, and no longer appears in the list.

I want to edit my personal contacts.

You can create and edit a list of frequently used contacts. The contacts are stored only on your SwyxPhone. All entries are listed in alphabetical order.

1. Select Menu --> Contacts.
2. The following menu items appear:
   • Call contact
   • Add contact
   • Edit contact
   • Delete contact

Call contact from the global Phonebook

SwyxPhone D310/D311 offers you access to the central phonebook. This phonebook's contacts are on the SwyxServer (Global Phonebook), and are available to all internal subscribers.

1. Select Menu --> Contacts --> Central Phonebook.
2. You can search by user name or phone number.
3. Select the option you want, and enter the search term.
4. It is sufficient to enter only part of the search term.
5. Press the “Search” function key. The search result will be displayed. If you entered only part of the search term, all contacts containing the given character string will be displayed.
6. Press the “Call” function key. The call will be initiated.

I want to listen to my Voicemails.

If there are new voicemails for you, the symbol appears in the display.

• Hold the key down until the call to voicemail inquiry is started.

Note: In order to take advantage of this, Remote Inquiry and Call Forwarding must be configured for you. For more detailed information on this, please see Online Help or contact your administrator.

Tips & Tricks

Select number from the caller list

1. Press the button . A list of the dialed, missed and answered calls is displayed.
2. Use the navigation key to choose the number or name you want, and press the “Call” key.

Fast call using name

1. Hold down the key with the initial letter of the subscriber you want, until a list of subscribers' names beginning with this letter appears. You can select the relevant subscriber with the navigation key.

I want to listen to my Voicemail.

1. Press the “Call” function key.
2. You will then be connected to the subscriber.

Activate/deactivate acoustic call signaling

1. To mute the call signals permanently, hold down the key or the key until the icon appears in the display.
2. A call is signaled by the vibration alarm and the blinking LED light. (see also Switch vibrator on/off)
3. To switch the ringing signal back on, hold down the key once again.
4. When you hear the ring tone, press the key briefly to mute the telephone temporarily. The phone will ring again on the next call.

Settings

Change the ring volume

2. Use the navigation key to set the volume you want.
3. Press the “OK” key to confirm the setting.

Ringing

1. Select Menu --> Settings --> Sound & Alerts --> Call signal.
2. Choose whether you want to set a ring tone for internal or external calls or callbacks, and confirm your selection with the “Select” key.
3. Select your chosen call signal with the navigation key . You can play back the signal tone with the “Test” function key.
4. Press the “Select” key to confirm the setting.

Switch vibrator on/off

1. Select Menu --> Settings --> Sound & Alerts --> Vibrating alert.
2. You can switch the vibration alarm on or off permanently, or select that it is only triggered when the acoustic call signaling is deactivated.

Note: If you switch off the vibration alarm permanently, a call is only signaled by the blinking LED when acoustic call signaling is off.

1. Select your chosen menu item with the navigation key , and press the function key “Select” to confirm the selection.

Language selection

1. Select the language you want in the menu under Settings --> Language.
2. Press the “Select” key to confirm the setting.
3. The user language is changed.

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