1 Control elements

- Display
- Function key display
- Switch on/off
- Battery compartment (back)
- Ringer on/off
- Space
- Call up caller list, off-hook key
- Navigation key
- Numeric keypad
- AutoKeyLock
- Microphone
- Hook
- Headset connection

2 Icons on display

- Signal strength
- Missed call
- Battery icon (fully charged)
- Headset connected
- Ringer off
- New voicemail(s)
- Microphone off
- Keypad locked

3 Switch on and off

- Hold down the key until the display backlight goes on or off. You must confirm the switching off with the “Yes” function key.

4 Menu mode

To open the main menu, press the soft key “Menu”. Use the navigation key 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*

5 Telephoning

1. Enter the destination number you want. 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.
3. When a call is signaled, press the , key to accept the call. ✓ The number appears on the display, and if the number is stored in the phonebook the caller’s name is displayed.
4. Press to end the call. ✓ The connection will be terminated. The duration of the call that has ended appears on the display.

To avoid activating keys accidentally when carrying the phone, you can lock the keys:
5. Press the button and confirm with function key “Lock”. ✓ The display shows the icon. All keys are locked. You can also set up automatic key locking:
   1. Select in the “Settings | Locks” menu the option “Automatic key lock”.
   2. Select “On” or “On except calls”.

6 Pick up Call

- When a call is signaled, press the key to accept 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. The duration of the call that has ended appears on the display.

8 Lock/unlock keypad

- To avoid activating keys accidentally when carrying the phone, you can lock the keys:
  - Press the button and confirm with function key “Lock”. ✓ The display shows the icon. All keys are locked.
  - You can also set up automatic key locking:
    1. Select in the “Settings | Locks” menu the option “Automatic key lock”.
    2. Select “On” or “On except calls”.

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

#### 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 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.

It is also possible to pick up a call using the function key.

#### 10. Regulate 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.
1. Press the function key “More”.
2. Select the option “Microphone on” with the function key “Select”.
3. To switch the subscribers by pressing the function key “R” and button.

The function “R” is only available on the local function key if your administrator has activated the checkbox “Local-R-Key-Handling” under “DECT | System” in the web interface of a SwyxDECT 500 base station.

#### 13. Putting a call through

1. During an active call, press the function key “R”.
   - The connection is put on hold. Your conversation partner hears hold music.
2. Dial the number of another subscriber and press the navigation key.
   - The second connection is set up.
3. Notify the call to be transferred and terminate the call with button.
   - The subscribers are connected to one another.

#### 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 key twice.

- The button contains special characters: . ? ! @ + ; :.
- To activate lower case/upper case/numbers: Press the key briefly.
- To insert spaces in the text: Press the key briefly.
- Delete a character: Press the “Clear” function key.

#### 15. Editing 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. Press the function key „Menu | Contacts“.
2. Choose between the following options:

   **Call contact**
   1. Select “Call contact” and confirm with function key “Select”.
   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 more than one number.
   4. Press the function key “Call”.
   - The call is initiated.
SwyxPhone D843

Add contact
1. Select “Add contact” and confirm with function key “Select”.
2. Choose “New” to create a new subscriber. Or select “From call list” to create a subscriber based on a number from call list.
3. Fill in name and up to three numbers. Confirm with function key “Add”.
   ✔ Display shows “Contact saved”.

Edit contact
1. Select “Contacts | Edit contact” and confirm with function key “Select”.
2. Enter the first character of the corresponding name or navigate to the desired contact by pressing the navigation key up or down.
3. Press the soft key “Edit”.
4. Edit name or number(s) and confirm the changes with function key “OK”.
5. To save your changes press function key “Save”.
   ✔ Display shows “Contact saved”.

Delete contact
1. Select “Contacts | Delete contact” and confirm with function key “Select”.
2. Enter the first character of the corresponding name or navigate to the desired contact by pressing the navigation key up or down.
3. Press soft key “Delete”.
4. Press the “Yes” function key to delete the contact.
   ✔ The contact is deleted and no longer appears in the list.

16 Call contacts from the Global Phonebook
With SwyxPhone D843 you have access to the Global Phonebook. Contacts of this phonebook are saved on SwyxServer (Global Phonebook) and are available for all in-house subscribers.
1. Select “Contacts | Central Phonebook”.
   You can look up names or numbers. Also you can see last results.
2. Choose the favoured option and insert search item.
   It is sufficient if you enter only a part of the search term.
3. Press the ”Search” function key.
   ✔ The result is shown. If you just insert some signs all contacts with this character string will be shown.
4. Use the navigation key to select the required subscriber.
5. Press the “Call” function key.
   ✔ The call is initiated.

17 Listening to voice mails
If there are new voicemails for you, the 📅 icon appears on the display.
1. Hold down the 🔁 key until the voicemail inquiry call starts.
2. Follow the Remote Inquiry menu instructions.

18 Tips & tricks
Dialing a phone number from the call list
1. Use the function keys to select “Menu | 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 📲.
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.
2. Press the function key “Call”.
   ✔ The connection to subscriber will be build up.

Activate/deactivate acoustic call signaling
→ To deactivate acoustic call signals permanently, hold down the 📲 key until the 📲 icon appears on the display.
   ✔ 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 you hear the ring tone, press the key 🔫, to mute the phone temporarily. The phone will ring again on the next call.

Silent charging
→ To mute all call signals during charging process select in menu “Settings | In charger | Other actions | Sound off” and confirm with function key “Select”.

Switch off while charging
→ Select “Settings | In charger | Switch off | other actions” in the menu and confirm with function key “Select”.
   ✔ Calls are now only forwarded to you if your phone is not placed in the charging station.

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.

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.
**SwyxPhone D843**

## 19 Settings

### Change the ring volume
1. Select “Settings | Sound & Alerts | Volume” in menu and press the function key “Select” to confirm.
2. By pressing the navigation key up or down you can choose your favoured volume.
3. Press the “OK” function key to confirm the setting.

### Ring tone
1. Select “Settings | Sound & Alerts | Ring signals” in menu and press the function key “Select” to confirm.
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 key to select the required 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. Select “Settings | Sound & Alerts | Vibrating alert” in menu and press the function key “Select” to confirm.
   You can switch the vibrating alert on or off permanently. Also you can choose “On if silent”, in this case vibrating alert is switched on if you mute all sounds.

   **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.**

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 setting.
   ✓ The user language is changed.

   **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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