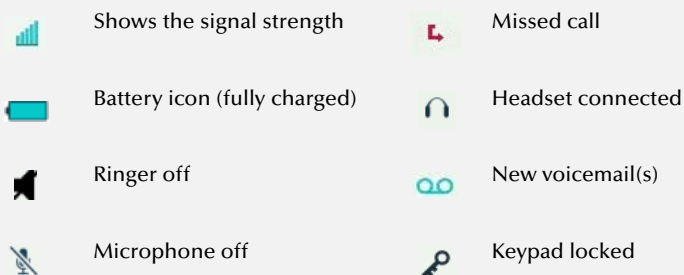



## 1 Control elements



## 2 Icons on display



## 3 Switch on and off

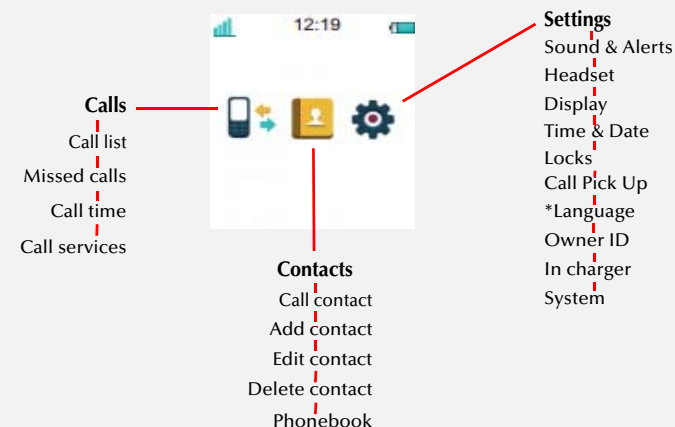
- Hold down the  key until the display backlight goes on or off. You must confirm the switching off with the "Yes" function key.

## 4 Menu mode

To open the main menu, press the soft key "Menu". Use the navigation key for selecting 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\*:




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


## 5 Telephoning

- Enter the destination number you want. The number can be corrected with the funktion key "Delete".
- Then press  to start the call. The display shows the dialed number and the name of the contact. **Note:** When making outgoing external calls you may need to dial 9 to get public line access.

## 6 Pick up Call




- When a call is signaled, press the  key to accept the call. The number appears on the display, and the caller's name is displayed if the number is stored in the phonebook.

## 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:
- Select in the menu "Settings --> Locks" the option "Automatic key lock".
- Select "On" or "On except calls" and confirm with function key "Select".  
If you do not press any keys, the keypad locks automatically. The display shows the  icon.



**Note:** 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 I want to talk hands free.**

You are making a call and using the earpiece.

- Activate the speaker by pressing the function key , you can talk hands free.
- Press the function key  again to switch off the speaker.

**Note:** It is also possible to pick up a call with the button .

**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 Mute Microphone**

You are making a call.


- Press the function key "More".  
Confirm with function key "Select" the option "Microphone off".
- To switch the microphone back on, press the function key "More" and choose "Microphone on".

**12 I want to make a second call.**

You are already making a call to a subscriber.





- Press the function key "R".  
The connection is put on hold. Your conversation partner hears hold music.
- Choose the number of another subscriber and press the navigation key. The call is initiated.
  
- Switch between the subscribers by pressing the function key "R" and button .
- Press the function key "R" and button  to terminate the current call.  
The held connection will be activated automatically.

**13 Connects two subscribers to one another.**

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

**14 I want to input 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.  
**Example:** You want to input the letter "B" in input mode. Press the  key twice to do this.
- 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 function key "Delete".

**15 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.

→ Press the function key „Menu --> Contacts“.

You have several options:

**Call contact**

→ Select “Call contact” and confirm with function key “Select”.

→ Select the required contact with navigation key.

→ Choose the favoured number by pressing the navigation button to the left or right.

This function is only available for subscribers with more than one number.

→ Press the function key "Call". The call is initiated.

**Add contact**

→ Choose "Add contact" and confirm with function key “Select”.

→ Choose “New” to create a new subscriber.

→ Choose “From call list” to create a subscriber based on a number from call list.

→ Fill in name and up to three numbers. Confirm with function key “Add”.

**Edit contact**

→ Select “Contacts --> Edit contact” and confirm with function key "Select”.

→ Insert the first symbol of subscriber’s name or choose favoured subscriber with navigation key.

→ Press the soft key “Edit”.

→ Edit name or number and confirm the changes with function key “OK”.

→ To save your changes press function key “Save”.  
Display shows “Contact saved”.

**Delete contact**

→ Select “Contacts --> Delete contact” and confirm with function key “Select”.

→ Insert the first symbol of subscriber’s name or choose favoured subscriber with navigation key.

→ Press soft key “Delete”.

Display shows “Delete contact?”.

→ Press soft key "Yes" to delete the contact.

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

**16 Call contacts from the Global Phonebook**

SwyxPhone D843 provides access to the Global Phonebook. Contacts of this phonebook are saved on SwyxServer (Global Phonebook) and are available for all in-house subscribers.

→ Select “Contacts --> Central Phonebook”.

You can look up names or numbers. Also you can see last results.

→ Choose the favoured option and insert search item.

There’s no need to fill in all signs of a contact to get a result.

→ Press function key “Search”.


The result is shown. If you just insert some signs all contacts with this character sting will be shown.


→ Use the navigation key to select the required subscriber.

→ 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.




→ Hold down the  key until the voicemail inquiry call starts.

→ Follow the Remote Inquiry menu instructions.

**Note:** Your call forwarding must be configured for Remote Inquiry in this case. For more detailed information on this, please see the Online Help or contact your administrator.

## 18 Tips &amp; tricks

**Select number from the caller list**

→ Select in menu  and choose with soft key "Select" call list. A list of the dialed, missed, and answered calls is displayed. The different call types are distinguished by the following symbols: incoming call , outgoing call 

and missed call .



→ Use the navigation key to choose the number or name you want, and press the "Call" function key.

**Quick call via name**


→ 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.

→ 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 only signaled by the vibrator (see also **Switch vibrator on/off**).

→ 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 tones during the charging select in menu "Connections --> In charger -> Sound off" and confirm with soft key "Select".

**Switch off while charging**

→ Select "Connections --> In charger --> Switch off" in the menu and confirm with soft key "Select".

Calls are only forwarded to you if your phone is not placed in the charging station.

**Note:** 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.

## 19 Settings

**Change the ring volume**

→ Select "Settings --> Sound & Alerts --> Volume" in menu and press the function key "Select" to confirm.

→ By pressing the navigation key up or down you can choose your favoured volume.

→ Press the "OK" function key to confirm the setting.

**Ring tone**

→ Select "Settings --> Sound & Alerts --> Ring signals" in menu and press the function key "Select" to confirm.

→ You can choose several ring tones for in-house calls and external calls. Confirm your choice with soft key "Select".

→ Use the navigation key to select the required call signal. You can test the ring tone with function key "Play".

→ Press function key "Select" to confirm the setting.

**Switch vibrator on/off**

→ 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.

**Note:** If you switch off the vibrator permanently, and acoustic call signaling is off, a call is only signaled by the display on the screen.

→ Select the required menu item with navigation key and press function key "Select" to confirm the selection.

**Language selection**

→ Select "Settings --> \*Language" in the menu and choose the required language.

→ Press function key "Select" to confirm the setting. The user language is changed.

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11/2017 – Subject to technical changes.

