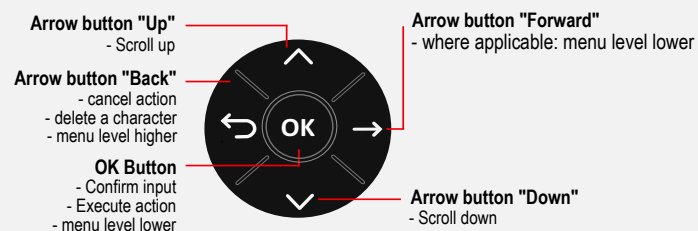


1 Control elements**2 Logging on**

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

3 Menu mode

→ Use the **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. The line is busy.
	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 Mute Microphone

→ To mute the microphone, press the **Microphone button** .
→ To unmute the microphone, press the button again.

8 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.

9 Initiate a second call (Call Swap)

→ 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.
→ Dial the number of the second subscriber and confirm with **OK**.
→ Switch between the subscribers by selecting in the menu **Call swap**.

10 Connecting Subscribers

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

→ Use the arrow buttons to select the menu item **Call transfer**.
→ 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 are having 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

- If you hear the busy tone when calling an internal subscriber, 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.
- 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.
- Use the arrow buttons to select the **Voicemail available** option.
- Confirm your selection with **OK** to listen to the voice mails. Follow the instructions.


14 Configure and Enable Call forwarding

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

16 Set function keys

- You can assign other functions to the **Function keys**  of the desk phone or the key module.
- Select the menu item **Configuration | 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 **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 signalized 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 Log off in the main menu to log off the current user.)