Note: *This description belongs to SwyxPhone L400 as a stand-alone phone. Do you want to use SwyxPhone L400 as a CTI device for SwyxIt!, please read the SwyxIt! documentation.*

1 Initial Set Up & Log On

The **initial Log on** of the SwyxPhone L400 requires the administrator to start the automatic SwyxPhone configuration (scan).

⇝ Connect the Phone to the network and to the power supply.
All LEDs of the SwyxPhone L400 will light briefly and remain dark for two minutes.
Subsequently all LEDs will go out and after 30 seconds begin to blink.

⇝ You will then be requested to enter the PIN of your account. You must finish your input with #.
The LEDs will then go out. The SwyxPhone L400 is now ready for use.

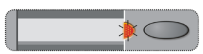
If the user has already installed a SwyxIt! on his PC, he can now use the SwyxPhone L400 with CTI.

Note: *If the LEDs remain on for more than 30 seconds, please contact your operator.*

2 Logoff

⇝ To log off press the character string #91#.
The SwyxPhone L400 is no longer ready for use. All LEDs will begin to blink and SwyxPhone L400 awaits for the input of a PIN (see section 1 "*Initial Set Up & Log On*").

3 LEDs

OFF	Idle	
ON	The function of this button is active . **Speed dial:** Subscriber is speaking.	
BLINKING	Line is on hold. **Speed dial:** A call is signaled on your phone	
FLASHING	Incoming call.	

4 Signaling

If you receive a call or a call is forwarded to you, the SwyxPhone rings, the LED of the Line button blinks.
If a call is signaled to you, the LED of the associated Line button blinks and a single warning tone is played after 10 seconds.
If you have received a Voicemail, the LED of the Voicemail button will be on.

5 I would like to make a telephone call.

⇝ Simply lift the handset.
You will then hear the dial tone.

⇝ Enter the number you want using the numeric keypad.
The subscriber is then immediately called.

Note: *When making outgoing external calls please remember you may have dial **9** to get public line access.*

Other Options for Calling a Number

- Press the **Redial** button.
  The number of the last call will be dialed immediately.
- Press a **Speed Dial**.
  The number assigned to the Speed Dial will be dialed immediately.

Lift the handset to speak to the subscriber, the SwyxPhone L400 does not have a handsfree set.

SwyxPhone L400 QUICKSTART

6 It's ringing, I would like to answer the call.

In case of an incoming call you will hear a ringing tone and the Line button with the incoming call blinks.

⇝ Answer the call as you normally would by lifting the handset.

Note: *If you press the Speaker button, you can only listen to the subscriber because SwyxPhone L400 does not have a microphone.*

7 I would like to end a call.

⇝ Place the handset on hook or press the associated **Line** button for two seconds.

⇝ If you have several calls, press the associated **Line** button for two seconds.

Note: *If you have created the active connection yourself, putting the handset on hook will result in the transfer of this call to the call on hold.*

8 I would like to pick up a signaled call.

A call is signaled to you, this means the Speed Dial blinks and after 10 seconds a single warning tone is played.

⇝ Press the blinking **Speed dial** or, if configured, the Pick Up button or lift the handset.

Note: *If no call is signaled to you, please contact your administrator.*

9 I would like to make a second telephone call.

You are having a telephone conversation.

⇝ Press a free **Line** button and dial a new destination phone number as usual.
The first caller is put on "Hold" and hears music on hold.

⇝ Switch between the lines by pressing the corresponding **Line** button.

10 I would like to transfer a call.

You have at least two calls.

⇝ Connect two subscribers by pressing the **Transfer** button.

Note: *If you initiated the call on the active line, you can just hang up your handset. You must not press the Transfer button.*

11 I would like to initiate a conference.

You have at least two calls.

⇝ Press the **Transfer** button for more than two seconds.
The two subscribers and You will be connected to a conference. The other line is deactivated.

⇝ To add another subscriber call the new subscriber on another line.

⇝ After the connection is established, press the **Transfer** button more than two seconds.

12 I would like to turn the Speaker on.

Note: *Therefore you have to configure the Speaker button (see section 20). The Callback button is not included in the default button assignments.*

You are telephoning and using the handset.

⇝ Activate the speaker by pressing the **Speaker** button.

⇝ By pressing the **Speaker** button a second time you can continue to telephone on the handset as usual.

Note: *You can use ⊕ and ⊖ to adjust the volume of the speaker (while the handset is on hook) and the handset.*

13 I want a Callback.

Note: *You have to configure a Callback button before using (see section 20). The Callback button is not included in the default button assignments.*

Callback on busy
You call an internal subscriber, who is speaking.
⇝ Press the **Callback** button.
If the subscriber finishes the call, the Callback button blinks, you will hear an acoustic signal.
⇝ Press the **Callback** button or pick up the handset to be directly connected to the subscriber.

Making a Callback request
The subscriber called does not pick up the telephone.
⇝ Press the **Callback** button. Your request is added to the list **Callback requests** of the called subscriber.

14 I would like to forward calls.

⇝ Press the **Forwarding** button.
⇝ All calls will be forwarded according to your personal configuration (Call Forwarding Unconditional). (see section 19 "*Settings*")

15 Do I also have an answering machine?

SwyxPhone provides you with a personal answering machine, called "Voicemail". Voicemails are delivered by e-mail.
To configure a Call Forwarding to your Voicemail please see section 19 "*Settings*".

Note: *To activate the functionality Voicemail, an e-mail server must be available in your network.*

16 I would like to listen to my Voicemails.

If you have new e-mails, the LED of the Voicemail button will glow.
⇝ Lift the handset and press the **Voicemail** button.
Your Voicemails will be played.

Note: *Additionally you may hear a stuttered dial tone when the handset is lifted.*

You may want to process Voicemails, which you have already listened to.
⇝ Lift the handset and press the **Voicemail** button.
⇝ Please follow the instructions of the Remote Inquiry.

17 I would like to listen to Voicemails from another telephone.

⇝ Call your own number and press * during the welcome message.
⇝ Enter your PIN and complete the entry with #.
⇝ Please follow the instructions of the Remote Inquiry.

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

18 Tips & Tricks

Redial
⇝ Press the **Redial** button.
The number dialed last will be dialed once again.

Project Codes
To associate a call to a project, you must enter *, the assigned project code and # in front of the number dialed.

Example: *Project 007 and number 0123456789. Please dial *007#0123456789.*
Note: *Project Codes may be assigned to a Speed Dial like Call-by-Call-Numbers.*

SwyxPhone L400 QUICKSTART

19 Settings

SwyxPhone L400 is in the idle state; the handset must be on hook.

Ringing
You can choose different ringing tones for internal and external calls.
⇝ Enter the string #811 (#812), to choose the ringing tones for internal (external) calls.
⇝ Enter a number between **1** and **7**, to choose the ringing tone.
⇝ Confirm your selection with #.

Configuring a Speed Dial
⇝ Press the **Forwarding** button for two seconds. The assigned LED will begin to blink.
⇝ Enter the destination number you want.
⇝ Press the **Speed Dial** once again to save the number.
LED will go out.

Note: *When making outgoing external calls please remember you may have dial **9** to get public line access.*

Call Forwarding Unconditional to another number
⇝ Press the **Forwarding** button for two seconds. The assigned LED will begin to blink.
⇝ Enter the number to which all calls should be forwarded.
⇝ Press the **Forwarding** button once again to save the number.
LED will go out.

Call Forwarding Unconditional to Voicemail
The button 'Voicemail' must be configured. This is like the standard configuration.
⇝ Press the **Forwarding button** for two seconds. The assigned LED will begin to blink.
⇝ Press the **Voicemail** button. LED will go out.

Note: *For the configuration of your Standard Voicemail please refer to the SwyxIt! documentation.*
The Forwarding Unconditional is switched on or off by simply pressing the **Forwarding** button.
If the Forwarding Unconditional is activated, the assigned LED will glow.

Note: *You can also change your Call Forwarding Unconditional configuration from another telephone. For this purpose call your Remote Inquiry and follow the instructions.*

20 Configuration using SwyxIt!

SwyxIt! and SwyxPhone are registered under the same user account.
⇝ Open in SwyxIt! under **Settings | User Profile...** the tab **SwyxPhone**.
⇝ In the dropdown list choose SwyxPhone L400 and click on **Configure...**.
In the window **Properties of SwyxPhone L400** you will see an image of SwyxPhone L400. The buttons are displayed how they are situated on the phone.
⇝ Click on a button to configure it.
⇝ In the window **Properties of...** choose the function of this button.
Depending of the type of the key, you will find additional tabs. Enter more parameters (e.g. the number) directly.
⇝ Click on **OK** to confirm the parameters.
If you assigned all buttons you require, click on **OK**.
⇝ Click on **OK** to close the dialog **Properties of ...** of the User Profile.
The new parameters are stored and they are now available on your SwyxPhone.

The complete documentation for SwyxPhone L400 can be found on the Swyx website:
http://www.swyx.com/support/documentation.html or contact your administrator.
All of the product and brand names mentioned here are registered trademarks of the respective manufacturer.
01/2005 – Subject to technical changes.