



## 1 Model



## 2 Menu navigation and operation

- To open the main menu, press the **Menu key** .
- With the **Navigation keys** you select menu items or similar.
- With the **Enter key** you confirm your selection.
- To cancel an action or return to the higher menu level, press the  key.
- Functions are usually selected with the context-dependent **Function keys**.

### Menu overview

Menu item	Subitems / Keywords
Contacts	Edit, add and delete contacts locally on the handset; speed dialing
Central directory	The Phone Book that your administrator has imported for your company, see <b>Dial from Phonebook</b> , page 2.
Calls	Your Call Journal, see <b>Call Journal</b> , page 3.
Connectivity	Logon to SwyxWare / the base


Menu item	Subitems / Keywords
Settings	Handset settings: Time & date, Language, LED signal, Power save, Security, Handset name, Reset settings, Status, Auto answer, Silent charging, Do not disturb, Hide Number, Call Forward, Bluetooth, CTI+ Mode
Audio settings	Silent, ring volume, ring melody, alert volume, alert tone, vibrator, key sound, confirmation sound, coverage warning, charger warning, speakerphone profiles, noise reduction
Alarm settings	Alarm clock function
F-Keys (Function keys)	Add, edit and delete function codes

Your menu may vary depending on your firmware version.


## 3 Lock or unlock keypad

### Lock keypad

→ Press and hold the  button.

- ✓ The symbol  appears on the display. The keys are locked.

### Enable automatic lock

1. In the menu, select **Settings | Security | Automatic keylock**.
2. Select the desired time period.
  - ✓ If no key is pressed during the set time, the keypad is automatically locked. The display shows the symbol .



If a call is received, the key lock is automatically released. It is reactivated after the call is ended.

### Unlock keypad

→ Press and hold the  button.

## 4 Have a second conversation

1. You are already having a conversation.
2. Select **Hold**
  - ✓ The call is put on hold and the other party hears music on hold.
3. Enter the phone number of the second call partner and confirm with the **Enter key**.
4. If the other party has accepted, you can switch between the parties by pressing the function key **Swap**.
  - ✓ Then the current call will be put on hold, the other party will hear music on hold and you will be connected to the previously held call.

## 5 Forward calls

### Forward active calls (with consultation)

1. You are already having a conversation.
2. Select **Transfer**.
  - ✓ The call is put on hold and the other party hears music on hold.
3. Enter the phone number to which you want to transfer the caller and confirm by pressing the **Enter key** or **Transfer**.
4. When the call has been accepted, select **Transfer**.
  - ✓ The active call is connected to the previous call. Your phone will return to the home screen.


### Transfer active calls (without consultation)

1. You are already having a conversation.
2. Select **Transfer**.
  - ✓ The call is put on hold and the other party hears music on hold.
3. Enter the phone number to which you want to transfer the call, select **Transfer** and then **Exit**.
  - ✓ Once the call is answered, you have transferred the call. Your phone will return to the home screen. Even if the forwarded call is not answered, the previous connection with you will be disconnected.


## 6 Dial from Phonebook



The Global Phonebook of the DECT solutions is not synchronized with SwyxWare and therefore has to be maintained separately.

1. Press the function key .
  - ✓ The Global Phonebook opens.
2. To search or filter for an entry select **Search** and enter a name via the input keys.
3. Confirm your entries with **Search**.
4. Using the navigation keys, navigate to the desired entry in the list and confirm with **Call**.
  - ✓ The selected contact will be called.

## 7 Listen to voicemails

When new voicemails are available for you, the icon  appears in the display.

1. Press and hold **100** until the voicemail inquiry call starts.
2. Follow the menu instructions of the remote query.



Your redirects must be configured for remote query. For further information see [help.swyx.com/cpe/latest.version/Client/Swyx/en-US/help/chap\\_voice-mail.12.10.html#](http://help.swyx.com/cpe/latest.version/Client/Swyx/en-US/help/chap_voice-mail.12.10.html#) or contact your administrator.

## 8 Using function keys in CTI mode

Connect conferences, second calls and participants in CTI mode: If you have activated the CTI mode in the menu under **Settings | CTI+ Mode** you can use the following functions without function codes using the function keys:


Function	Function key
Initiate conference, for example, when you are connected to two parties (one is held).	Conf.
Making a second call (hold, toggle, connect)	Hold

Function	Function key
Connect participants	Transfer


- The function "Transfer calls without consultation" can only be used in CTI mode via the function code **\*9nnn#**.  
See also the SwyxIt! documentation for CTI+ [help.enreach.com/cpe/latest.version/Client/Swyx/en-US/help/Appendix\\_FeatureCodes.html](https://help.enreach.com/cpe/latest.version/Client/Swyx/en-US/help/Appendix_FeatureCodes.html).

## 9 Set status

You can set your presence status with the phone.

- In the menu, select **Settings | Do not disturb | Enabled**.  
✓ Your presence status will be set to Do Not Disturb and the phone will display  in the top information bar. Calls will then no longer be transferred to your handset. The status is not linked to your SwyxIt! status.
- To set your presence status to "Available" again, in the menu, select **Settings | Do not disturb | Disabled**.

## 10 Call Journal




- Press the function key  or the key **C**.  
✓ A list of dialed, missed and received calls opens.

Type	Symbol
Answered call	
Dialed call	
Missed call	

- To start a call, use the navigation keys to select the desired phone number or name and select **Call**.

## 11 Tips & Tricks

### Switching acoustic call signaling on or off

- To permanently deactivate acoustic call signals, press and hold the  key until the  symbol appears in the display.  
✓ A call is then only signaled silently on the display.
- To switch the acoustic call signaling back on, press and hold the  key again.
- To mute an incoming call, select **Silent**.  
✓ The incoming call is only signaled silently on the display. On the next call, the phone rings again.
- To deactivate acoustic ringing signals only during charging, in the menu, select **Settings | Silent charging | Silent** and confirm with the **Enter key**.

### Log out when loading

- Select in the menu **Connection | SIP status | Log out when cradled** and press the function key **On**.  
✓ Calls will then only be routed to you when your phone is not in the charging cradle.
- To apply the setting in SwyxIt! e. g. for the status display [logged in status only], in the SwyxIt! menu deactivate **Settings | User profile... | Login device** the option **Use server default settings** and activate the checkbox **SIP device**.