
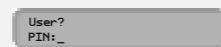


01

**Ligon**

You will see on the display

- Enter your **PIN** and confirm it with .
- Now you can be reached at your number.



02

**Menu Mode**

The arrow buttons can be used to page through the menus.  
Confirm the displayed menu item / Save changes /  
One menu level lower.

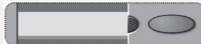
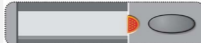
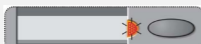
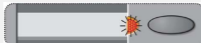
One menu level higher (without saving any changes).

You can use the number to jump directly to the specified menu item (e.g. **8** in the main menu for **8>Configuration**).

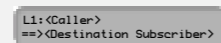
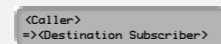


03

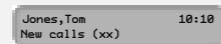
**LEDs**

Off	The function of this button is not active.	
On	The function of this button is active. Speed Dial: Subscriber is speaking.	
Blinking	Line button: The Line is on hold or disabled.	
Flashing	Line button: Incoming call. Speed Dial: Call Signaling.	

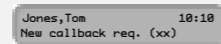
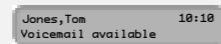
04

**Display****If you receive a call, SwyxPhone rings.****If a call is forwarded to you, SwyxPhone rings.****If a call is signaled, a single warning tone is played after 10s.****Calls were received while you were absent.**

The display shows the number of calls.

**Callback requests were received while you were absent.**

The display shows the number of calls.

**You have a new Voicemail.**

05

**I would like to make a telephone call.**

- Enter the destination number you want. It is still possible to change the phone number.

- Simply lift the handset, or

- press the **Speaker** button to start to dial and to use the handsfree telephone\* for the conversation.

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

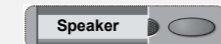


06

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

- Answer the call simply by lifting the handset.

- If you want to use the handsfree telephone\* facility, pick up the call by simply pressing the **Speaker** button, without lifting the handset.



07

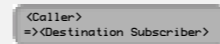
**I would like to pick up a signaled call.**

A call or a group call is signaled in the display:

- When a call is signaled, select the option **Pick up call** and lift the handset.

- For a group call, simply lift the handset.

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



08

**I would like to make a second telephone call.**

- 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.

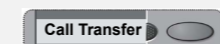
09

**I would like to transfer a call.**

You have at least two calls.

- Connect two subscribers by pressing the **Call Transfer** button.

**Note:** If you initiated the call on the active line, you can just hang up your handset without pressing the **Call Transfer** button.




10

**I would like to initiate a conference.**

You have at least two calls.

- In the menu, select the option **Conference**, and confirm this with .

- To add another subscriber, switch to a free line, call the new subscriber and confirm the menu option **Conference** with .

11

**I would like to phone handsfree\* or to use the speaker.**

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.

- To activate the handsfree\* telephone (microphone and speaker), press the **Speaker** button and hang up the handset at the same time. Lift the handset to continue the call with the handset exclusively.

**Phoning using a handsfree\* telephone**

- Press the **Speaker** button instead of lifting the handset.

**Note:** You can use  and  to adjust the volume of the speaker, handset and the headset\*.

12

**I would like to start a callback and be called back.**

**Note:** You have to configure a **Callback** button before use (see section 21).

**Callback on busy**

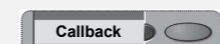
You call an internal subscriber, who is currently speaking on the phone.

- If you hear the busy signal, select the option **Callback Request** in the menu, or press the **Callback** button.

- When the subscriber finishes the call, the button blinks and you hear a acoustic signal. In the display you will see "Pick up Callback".

- Press the **Callback** button or pick up the handset to be directly connected to the subscriber.

**Note:** If you didn't answer a **Callback on busy**, the list **Missed Callbacks** will be displayed.



\* Only SwyxPhone L420s, SwyxPhone L440, SwyxPhone L520s and SwyxPhone L540 contain a handsfree set (microphone and speaker), and a headset connection. You will find a detailed list of your telephone's functions in the User Manual.

**Making a callback request**


The called internal subscriber does not pick up the telephone.

- Select the option **Callback Request** in the menu, or press the **Callback** button. Your request is added to the called subscriber's **Callback Requests** list.

**Answering a Callback Request**


If you did not pick up a callback or another subscriber has left you a callback request, the list **Missed Callbacks** or **New callback req.** appears in your display.

- Please confirm this display with .

- Press  or lift the handset to dial the shown number.

**Callback lists, editing or deleting callback requests**

Choose in the Main menu **3>Lists**. Here you will find the list of callbacks which you have initiated (My Callback requests) and the list of callbacks requested from you.

- Select the relevant list and then the entry you want to edit with .

13

**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 20).



14

**Do I also have an answering machine?**

SwyxPhone provides you with a personal answering machine (Voicemail).

Voicemails are delivered to you by e-mail, but you can also listen to your voicemails with the telephone.

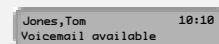
To configure a Call Forwarding to your Voicemail please see section 20 "Settings".

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

15

**I would like to listen to my Voicemails.****You have received new Voicemails.**


On the display appears:



- Press .

**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.**

- Pick up the handset and confirm the menu option **Voicemail inquiry** with .

- Please follow the instructions of the Remote Inquiry.

16

**I would like to listen to voicemails from another telephone.**

- Call your own number and during the welcome message press .

- 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.


The complete documentation can be found on the Swyx website:


<http://www.swyx.com/support/documentation.html> or contact your administrator.

**17 I would like to call a number from a phonebook.**

You can use two different phonebooks: the global (where you will find all employees) and the personal phonebook, to which only you have access.

→ In the main menu, select the entry **2>Phonebooks** with .


→ Use  to choose the phonebook: **Global** or **Personal**.

→ If you confirm the entry in the Global Phonebook with , then you also learn the line status for an internal employee (Logged on, Busy).



→ Press  or lift the handset to dial the displayed number.


**18 I would like to edit my Personal Phonebook.**


→ In the menu, select the entry: **2>Phonebooks | Personal**.


→ Dial, delete or edit the entry with .

→ To add a new entry, select **Add**.

Enter the letters as for an SMS: In other words, for e.g. the letter **R** press button 7 three times. Switch between **Insert** (Cursor:\_) and **Override** (|) with . Press  to delete the character left of the cursor.


You will find special characters (!"#\$%&'()\*+,@) on .

Enter the space with .

Use  to switch between upper and lower case letters.

**Note:** You cannot change the entries in the Global Phonebook.

**19 Tips & Tricks****Do not Disturb**


→ Switch **Do not Disturb** on or off in the main menu with . All calls are forwarded immediately to Voicemail.

Main Menu  
6>Do Not Disturb=<on/off>

**Redial**

→ Press the **Redial** button.


The Redial list (max. 20 entries) will be displayed.


→ Press  or lift the handset to dial the number shown.

**Note:** Press the Redial button after lifting the handset and the last telephone number will be dialed again.

Redial

**Caller List**



The Caller list contains the last 20 calls. To get detailed information (e.g. Time and Date), confirm the entry in the list with .

→ Press  again to dial, edit or save the number into your Personal Phonebook.

→ The displayed entry will be dialed by lifting the handset.

Main Menu  
1>Caller List (xx)

**Project Codes**

To associate a call to a specific project, enter before the number a , the project code and finally a  (e.g. \*007#0123456789)

**Notes**

During a call you can annotate a number and a name.

→ In the menu confirm the option **Note** with  and insert the number and the name.



L1:Jones, Tom  
>Note



**20 Settings**

**Note:** If the menu items Call Forwarding, Do not disturb, Disable secondary call or Configuration are not visible, then these functions are not available to you. For more information, please contact your administrator.


**Ringing**

You can define different ringing tones for internal and external calls.

→ Press  (external calls) or  (internal calls).

→ You can select the ringing sound using the arrow buttons and adjust the volume using  and .


Configuration  
1>Ringing

→ Please confirm your changes with .

**Acoustic call signaling**

You can switch off the warning tone for the call signaling.

→ Choose in the Main menu **8>Configuration**.


→ In the Configuration menu switch the **Call Signaling** on or off with .

→ Signaled calls are now only shown in the display.

Configuration  
2>Secondary Call = <on/off>


**Secondary call**


You can disable a second call.

→ In the main menu switch **Secondary call** on or off with .

Main Menu  
7>Secondary Call = <on/off>

**Incognito**

→ If you want to hide your number during the next call, please lift the handset and select **Incognito now!** with .

→ If you want to hide your number during **all calls**, select **8>Configuration** in the main menu and switch **6>Incognito** on or off with .


**Note:** You can only suppress your number for external calls.

Main Menu  
>Incognito now


Configuration  
6>Incognito = <on/off>

**Configure Call Forwardings**

→ In the Main menu, select the entry **4>Call forwarding**.

→ Select with  the Call Forwarding you want to change (Unconditional; Busy; No Reply, i.e. after a configured time period).

→ Define the requested parameters, e.g. the Call Forwarding to a number or to the Voicemail.

→ Confirm your entries with .

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

**Note:** If you reject an incoming call, this is also forwarded according to your configuration for Forwarding No Reply.

Main Menu  
4>Forwardings

**Lines**

You can define which of your calls should be received on which line.

→ Select **8>Configuration** in the main menu and then **3>Lines**. Select the line you want to configure.

→ Define which of your calls should be received on this line, and which number should be used for outgoing calls.

→ You can also block a line for a wrap up time after each call.

**Note:** The LED of a line glows with brief interruptions.

Configuration  
3>Lines

**Speed Dials**

Frequently called telephone numbers can be assigned to the Speed Dials

→ Select **8>Configuration** in the main menu and then **5>Speed dials**. (All LEDs of the Speed Dials are ON)

Configuration  
5>Speed Dials

→ Press the Speed Dial you want to configure.

**Note:** To switch directly to the configuration of a Speed Dial, you can also hold this down until the configuration options are shown on the display.

→ Enter a number and define whether the number will be dialed immediately, whether the display will be cleared before dialing and whether the call is an Intercom call.

**Example:** Assign Speed dial 1 to a Call-by-Call number (Successive dial) and Speed dial 2 to a telephone number (Dial immediately). Press first Speed dial 1 and then Speed dial 2 to make a call via this Call-by-Call provider.

**21 Define function keys**

You can assign other functions to the buttons of the telephone. If you use a key module, the configuration is carried out in the same way.

→ In menu **8>Configuration** confirm the entry **4>Function keys**.

→ Press the button you want to define. The current function of the button is displayed. Choose the new function.

You can use the following functions:

Configuration  
4>Function Keys

Function	Explanation
Line Ray	Represents an additional line (max. 9)
Speed dial	Abbreviated dialing button
Call Transfer	Connects the active line and a line on hold
Do not Disturb	Call Forwarding Unconditional
Secondary call	Enables or disables a second incoming call during a conversation.
Caller List	Displays the last 20 incoming calls
Hold	The line is put on hold.
Phonebook	Open the Phonebooks (Personal and Global)
Redial	Displays the 20 telephone calls you have made most recently
Speaker	Switches on or off the speaker or activates a line
Pick up call	Picks up a signaled call
Call Forwarding	Switches on or off the Call Forwarding Unconditional.
Call Swap	Switches between several lines
Mute	Switches on or off the microphone during a call
Headset key	Hook on / off (e.g. for using a headset instead of a handset)
Disconnect	Terminates the active connection
Incognito	Suppresses your telephone number for the next call
Voicemail	Displays new Voicemails; Starts the Remote Inquiry
Conference	Starts a conference
Callback request	Requests a Callback

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05/2007 – Subject to technical changes.