SwyxPhone D843

1 Control elements

- Headset connection
- Function key display
- Function keys (Softkeys)
- Switch on/off, hang up
- Ringer on/off
- Space
- Call up caller list, off-hook key
- Navigation key
- AutoKeyLock

2 Icons on display

Icon	Description	Icon	Description
	Signal strength		Missed call
	Battery icon (fully charged)		Headset connected
	Ringer off		New voicemail(s)
	Microphone muted		Keypad locked

3 Switch on and off

→ Hold down the 🔲 key until the display backlight goes on or off. Confirm switching off with the function key **Yes**.

✓ If the device has been successfully set up for you, it will automatically connect to SwyxServer when it is switched on.
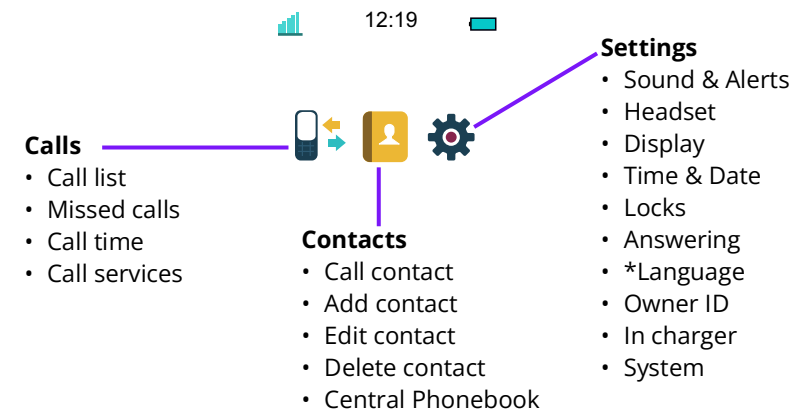

ⓘ If the call journal synchronisation fails, make sure that you are within range of the DECT station. See also Swyx Control Center documentation, section 'Error messages from DECT handsets'. Contact your administrator if necessary.

4 Menu guide

- To open the **main menu**, press the **function key Menu**.
- Use the **navigation key to select** the options in the menu.
- **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

Calls
- Call list
- Missed calls
- Call time
- Call services

Contacts
- Call contact
- Add contact
- Edit contact
- Delete contact
- Central Phonebook

Settings
- Sound & Alerts
- Headset
- Display
- Time & Date
- Locks
- Answering
- *Language
- Owner ID
- In charger
- System

Depending on the firmware version you are working with, your menu may differ.

5 Start call

1. Enter the desired phone number via the numeric keypad.
   The number can be corrected with the function key **Save**.

2. Then press 📞 to start the call.
   ✓ The display shows the dialled number and the name of the contact.

**ⓘ** When making outgoing external calls you may need to dial '0' to get public line access.

→ To activate the loudspeaker and use the hands-free function, press the function key ◀ during an active call. Press the button again to continue the call via the handset.

6   Entering a text

→ The keys in the numeric keypad are assigned multiple characters. Press a key repeatedly to reach another character on the key.

> ℹ️ For example, to enter the letter "B" in input mode, press the `2 ABC` key twice.

- The button `1 ∞` contains **special characters**: . , ? ! - " ,
- Toggle **lower case/lower case/ digits**: Press the `* ⇧` key briefly.
- To insert **spaces** in the text: Press the `0 ␣` key briefly.
- **Delete a character**: Press the function key **Clear**.

7   Lock/unlock keypad

To avoid activating keys accidentally when carrying the phone, you can lock the keys:

→ Press the button `* ⇧` and confirm in the menu within two seconds with the **Lock** function key.

✓ The display shows the 🔑 icon. All keys are locked.

Automatic key lock

1. In the menu **Settings | Locks** select the option **Automatic key lock**.
2. Select the option **On** (automatic locking function always active) or **On except calls** (Phone is unlocked during active calls).
3. Confirm with the **Select** function key.
   ✓ If you do not press any keys now, the keypad locks automatically. The display shows the 🔑 icon.

> ℹ️ When a call comes in, the key lock is only automatically cancelled in the **Except calls** option. It is activated again immediately after the call ends.

Unlock keypad

→ To unlock the keys press the key `* ⇧` and confirm with **function key Yes**.

8   Adjusting the call volume

You are making a call.
→ Press the **up navigation key** to increase the volume.
→ Press the **down navigation key** to decrease the volume.

9   Switching the microphone on and off (mute)

You are making a call.
1. Press the function key **More**.
2. Confirm the option **Microphone off** with the function key **Select**.
3. To switch the microphone back on, press the function key **More** again and select **Microphone on**.

10 Performing a second call

You are already making a call to a subscriber.
1. Press the function key **R**.

> ⚠️ The function key **R** is only available if your administrator has activated the checkbox **Local-R-Key-Handling** in the web interface of the SwyxDECT 800 base station under **DECT | System**.

2. Enter the number of the other desired subscriber. After a few seconds, the call is placed automatically.
   ✓ The call is initiated.
3. Switch between subscribers by pressing the function key **R** and the key `2 ABC` or via **More | Switch**.
4. To end the current call, select **More | End call** or the function key **R** and the key `1 ∞`.
   ✓ The current call is disconnected and the call on hold is reactivated.

11 Transferring an active call

You are making a call.
1. Press the function key **R**.
   ✓ The connection is put on hold. Your conversation partner hears hold music.

2. Enter the **number** of another subscriber. After a few seconds, the call is made without confirmation.
   - ✓ The second connection is set up.

3. Notify the call to be transferred and terminate the call with button ⚊.
   - ✓ You have ended the call and the parties are connected.

12 Forwarding calls

You can configure call forwarding synchronized with Swyx on the telephone.

1. Select **[...] | Call feature status**.
2. You can choose between the following forwardings:
   - **Always forward:** Calls are always and immediately forwarded.
   - **Forward on busy:** Calls are forwarded when you are on a call.
     See also **Set status information**, page 4.
   - **Forward unanswered:** In **Ring count** you can specify the number of ringing tones after which calls are forwarded. 1 Ring tone corresponds to 6 seconds.
3. Select **On** to activate the respective forwarding type and **Off** to deactivate it.
4. Select **Forward to** and then enter a **Destination number** to which the calls are forwarded. You can enter **##10** to forward calls to **Voicemail**. Confirm with **OK**.

13 Editing my personal contacts

You can create and edit a list of frequently used contacts locally on your phone. All entries are listed in alphabetical order.

⚠️ Contacts are only stored locally on your phone and are not synchronized with SwyxServer. For the synchronized **Global Phonebook** see Call contacts from the Global Phonebook, page 3.

Call contact

1. Select **Menu | Contacts | Call contact**.
2. Select the required contact with the **navigation key**.
3. If several phone numbers are specified for the contact, select the desired phone number by pressing the left or right navigation key.

4. Press the function key **Call**.
   - ✓ The call is being initiated.

Add contact

1. Select **Menu | Contacts | Add contact**.
2. Select **New** to create a new contact. Or select **From call list** to create a subscriber based on a number from call list.
3. Enter the **name** and up to three **phone numbers** and confirm each entry with the function key **OK**.
4. Confirm your entry with **Save**.
   - ✓ The contact is created and the message appears **Contact saved**.

Edit contact

1. Select **Menu | Contacts | Edit contact**.
2. Enter the first character of the name you are looking for or navigate to the desired contact using the navigation keys above and below.
3. Press the soft key **Edit**.
4. For example, edit the name or the call number(s) and confirm the changes in each case with the function key **OK**.
5. Confirm your entry with **Save**.
   - ✓ The contact is changed and the message **Contact saved** appears.

Delete contact

1. Select **Menu | Contacts | Delete contact**.
2. Enter the first character of the name you are looking for or navigate to the desired contact using the navigation keys above and below.
3. Press the function key **Clear**.
4. Confirm with the function key **Yes** to delete the contact.
   - ✓ The contact is deleted and no longer appears in the list.

14 Call contacts from the Global Phonebook

With this SwyxPhone you have access to the Global Phonebook. The contacts of this phonebook are synchronized via SwyxServer and are available to all internal subscribers.

1. Select **Contacts | Central Phonebook** .
   You can look up names or numbers. Also you can see last results.
2. Select the desired option and enter a search term. It is sufficient if you enter only a part of the search term, e.g. an initial letter.

3. Press the function key **Search**.
   - ✓ The result is shown. If you just insert some signs all contacts with this character sting will be shown.
4. Use the **Navigation buttons up and down** to select the desired participant.
5. Press the function key **Call**.
   - ✓ The call is being initiated.

15 Set status information

You can define your presence status synchronized with Swyx using the telephone.

1. Select **[...] | Call feature status | Do not disturb | On** and confirm with **Save**.
   - ✓ Your presence status is set to **Do not disturb** and the phone displays 🚫 at the bottom left of the home screen.
2. To set your presence status back to available, select **[...] | Call feature status | Do not disturb | Off** and confirm with **Save**.

16 Listening to voice mails

If there are new voicemails for you, the ⊙⊙ icon appears on the display.

1. Hold down the `1∞` key until the voicemail inquiry call starts.
2. Follow the Remote Inquiry menu instructions.

⚠️ Your call forwarding has to be configured for Remote Inquiry in this case. To do this, contact your administrator.

17 Tips & tricks

Dialling a phone number from the call list

1. Select **Menu | Calls | Call list**.
   - ✓ A list of the dialled, missed, and answered calls appears.

   The different calls types are distinguished by the following symbols: **Incoming call** ⬅, **outgoing call** ➡ and **missed call** ↳.
2. Use the navigation key to choose the number or name you want, and press the **Call** function key.

Quick call via name

This feature is only available for contacts stored locally on the device, not for contacts from the Global phonebook.

1. Press and hold the **button with the first letter of the desired subscriber** until a list of subscribers whose names begin with the selected letter appears.
2. Use the navigation key to select the **desired subscriber**.
3. Press the function key **Call**.
   - ✓ The connection to subscriber will be build up.

Activate/deactivate acoustic call signalling

→ To permanently deactivate acoustic call signals, press and hold the `#🔇` key until the symbol 🔇 appears in the information bar at the top.
   - ✓ A call is now only signalled by the vibration, see **Switch vibrator on/off**, page 5.
→ To switch the call signal back on, hold down the `#🔇` key once again.
→ When the ringtone sounds, press `#🔇` to mute the phone for that call (also disables vibration).

Silent charging

→ To mute all call signals during charging process select **Menu | Settings | In charger | Sound off** and confirm with function key **Select**.

Switch off while charging

→ Select **Menu | Settings | In charger | Switch off** and confirm with the function key **Select**.
   - ✓ Calls are now only forwarded to you if your phone is not placed in the charging station.

ℹ️ To apply this setting in SwyxIt!, deactivate the **Use server default settings** option and activate the **SIP device** checkbox in the SwyxIt! menu **Settings | User Profile... | Login Device**.

18 Further settings

Change the ring volume

1. Select **Menu | Settings | Sounds & Alerts | Volume**.
2. Press the **Navigation-Button up or down** to set the desired volume.
3. Press the **OK** function key to confirm the setting.

Hiding your number (anonymous call)

→ Select **[...] | Private caller ID | On / Off** and confirm with **Save**.

Ring tone

1. Select **Menu | Settings | Sounds & Alerts | Ring signals**.
2. You can choose several ring tones for **internal calls** and **external calls** or **callbacks**. Confirm your choice with the function key **Select**.
3. Use the navigation keys to select the **desired call signal**. You can test the ring tone with function key **Play**.
4. Press function key **Select** to confirm the setting.

Switch vibrator on/off

1. Select **Menu | Settings | Sound & Alerts | Vibrating alert**.

    You can turn the vibrating alert on and off, or set the phone to vibrate only when the ringing tone is muted.

> ℹ️ If you switch off the vibrating alert permanently, and acoustic call signalling is off, a call is only signalled by the display on the screen.

2. Select the required menu item with navigation key and press function key **Select** to confirm the selection.

Language selection

1. Select **Menu | Settings | * Language** and choose the required language.
2. Press function key **Select** to confirm.
    ✓ The user language is changed.

> ℹ️ The language menu is marked with a '*' so that you can find it even if a language unknown to you is selected.