



Dialog 4422 IP Office Quick Reference Guide

IP Telephone for MD110 Communication System
and Mobile Enterprise Communication Solution

This Quick Reference Guide includes short descriptions on how to use the basic functions. To learn more about all available functions, please see the related User Guide.

Log on / Log off

Log on: Own ext. No. (If password is requested: Password)
Log off: (Hold for at least one second)

Answer Calls

Answer:
On another extension (Call pick-up): **8**
End call: **4** or **6**

Make Calls

Internal calls: Ext. No.
External calls: External line code and No.
Monitoring: Dial No. (When other party answers)
Common Speed Dialing number: **6** (When other party answers)
Redial calls from the Call list: **Call List**
Last External Number Redial: ****X**
Bypass Diversion: **60*** Ext. No. **#** (Wait for answer)

Monitoring Ongoing Call

Activate during call:
End call:
Switch to handset:

The complete User Guide is available in electronic format on the Telephone Toolbox CD and on <http://www.ericsson.com/enterprise/library/manuals.shtml>

Inquiry

Ongoing conversation: **Inquiry** Call 2nd party
Refer back: **Line 1** or **Inquiry**
Return to first party and finish Inquiry: **Line 1**

Transfer

Ongoing conversation: **Transfer** Call 2nd party
Transfer (Before or after answer)

Conference

Ongoing conversation: **Conference** Call 2nd party
Conference (Alter answer)

Callback

Activate: **6** (Finland, France, Sweden: **5**
Cancel single Callback: **#37*** Ext. No. **#**
Cancel all Callbacks: **#37#**

Call Waiting

Activate: **5** (At busy tone) Wait on line
(Finland and France: **6**; Sweden: **4**

Intrusion

Activate: **4** (At busy tone) Wait on line
(France and Sweden: **8**

Mute

Switch on/off microphone:

On Hold

Individual: **Line**
Resume call: **Line**

Internal Follow-me

Order from your own extension: ***21*** New ext. No. **#**
U.K.: ***2***
Cancel: **#21#**
U.K.: **#2#**

Redirect from answering position: ***21*** Own ext. No. **#**
U.K.: ***2***

Cancel from answering position: **#21*** Own ext. No. **#**
U.K.: **#2***

External Follow-me

Order: ***22#** External line code and No.
Cancel: **#22#**

Personal Number¹

Activate or change profile from own extension: ***10*** (1-5) **#**
Cancel: **#10#**

Voice Mail¹

Enter your mailbox: Dial voice mail No. and follow recorded instructions
New message received: Press preprogrammed Message key and follow recorded instructions

Silent Ringing

Switch off ring signal:

General Deactivation

Cancel all activated features: **#001#**

Account Code¹

New external call: ***61*** Account code **#**
External line code and No. (Finland and Norway: ***71***

Ongoing external call: **Line** ***61*** Account code **#**
Finland and Norway: ***71***

Absence Information¹

Order: ***23*** Absence code **#**
Date/Time **#**
(Date sequence is system dependent)
Without return date/time: ***23*** Absence code **#**
Cancel: **#23#**

Group Call-pick-up

Answer: **8**
Finland, Sweden: **0**

Group Hunting

Leave group temporarily: ***21*** Own ext. No. **#**
U.K.: ***2***
Cancel: **#21#**
U.K.: **#2#**

Display Language

Change display language: **Settings** **Settings**

Hidden Key Functions

Yes Select Store Log on
Up Previous
Down Next Change
No Cancel Back Log off
* Hold for at least one second

Abbreviations and Explanations

ext. Extension
No. Number
1 Optional