



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

## Log on / Log off

Log on: **Own ext. No.**   
 (If password is requested: **Password** )   
   
 Your telephone may require a network authentication to gain access to the network. In this case you must enter a valid user identity and password (contact your system administrator).

Log off: (Hold for at least one second)

## Answer Calls

Answer:   
   
 On another extension **Call ringing ext. 8**   
 (Call pick-up): **France: 4; Sweden: 6**   
   
 End call: **or**

## Make Calls

Internal calls: **Ext. No.**   
   
 External calls: **External line code and No.**   
   
 Handsfree: **Dial No.**   
 (Dialog 4422 v. 2 only)   
   
 Monitoring: **Dial No.** (When other party answers)   
 (Dialog 4422 v. 1 only)   
   
 Common Speed Dialing number: **Dial Speed Dialing No.**   
   
 Redial calls from the Call List: **Call List**   
   
 Last External Number Redial: **\* \* \***   
 **Finland, Sweden: \* \* 0**   
   
 Bypass: **\* 6 0 \*** **Ext. No. #** (Wait for answer)   
   
 Dial by Contacts: **Press and hold the key with the corresponding letter** (Press again for more options)



# Dialog 4422 IP Office

IP Telephone for MX-ONE™ and MD110

## Quick Reference Guide

The complete User Guide is available in electronic format on the Enterprise Telephone Toolbox CD and on <http://www.aastra.com>

## Inquiry

Ongoing conversation: **Inquiry** **Call 3rd party**   
   
 Refer back: **Line 1 or Inquiry**   
   
 Return to first call and finish Inquiry: **Line 1**

## Transfer

Ongoing conversation: **Transfer** **Call 3rd party**   
 **Transfer** (Before or after answer)

## Conference

Ongoing conversation: **Conference** **Call 3rd party**   
 **Conference** (After answer)

## Callback

Activate: **6**   
 **Finland, France, Sweden: 5**   
   
 Cancel single Callback: **# 3 7 \*** **Ext. No. #**   
   
 Cancel all Callbacks: **# 3 7 #**

## 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:

## Hold

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

## Internal Follow-me

Order from your own extension: **\* 2 1 \*** **New ext. No. #**   
 **U.K.: \* 2 \***   
   
 Cancel: **# 2 1 #**   
 **U.K.: # 2 #**   
   
 Redirect from answering position: **\* 2 1 \*** **Own ext. No. \***   
 **New ext. No. #**   
 **U.K.: \* 2 \***   
   
 Cancel from answering position: **# 2 1 \*** **Own ext. No. #**   
 **U.K.: # 2 \***

## External Follow-me

Order: **\* 2 2 #** **External line code and No.**   
 **#**   
   
 Cancel: **# 2 2 #**

## Personal Number

Activate or change profile from own extension: **\* 1 0 \*** **(1-5) #**   
   
 Cancel: **# 1 0 #**

## Voice Mail<sup>1</sup>

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: **# 0 0 1 #**

## Account Code<sup>1</sup>

New external call: **\* 6 1 \*** **Account code #**   
 **External line code and No.**   
 **Finland and Norway: \* 7 1 \***

Ongoing external call: **Line \* 6 1 \*** **Account code # Line**   
 **Finland and Norway: \* 7 1 \***

## Absence Information<sup>1</sup>

Order:   
   
 With return date/time: **\* 2 3 \*** **Absence code \***   
 **Date/Time #**   
 (Date sequence is system dependent)   
   
 Without return date/time: **\* 2 3 \*** **Absence code #**   
   
 Cancel: **# 2 3 #**

## Group Call-pick-up

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

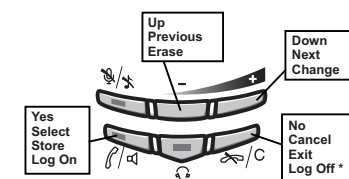
## Group Hunting

Leave group temporarily: **\* 2 1 \*** **Own ext. No. #**   
 **U.K.: \* 2 \***   
   
 Re-enter group: **# 2 1 #**   
 **U.K.: # 2 #**

## Display Language

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

## Hidden Key Functions



\* Keep pressed for at least 1 sec

## Explanations

ext. Extension   
 No. Number   
 1 Feature may be optional