



# Dialog 4220 Lite Dialog 4222 Office Dialog 4223 Professional

System Telephones for  
MD110 Communication System

## Quick Reference Guide

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.

### Free Seating<sup>1</sup>

Log on: \*11\* Authorization code \*  
Own ext. No. #

Log off: #11#

### Answer Calls

Answer:

Handsfree: Press flashing Line key  
(Dialog 4222 and 4223 only)

On another extension  
(Call pick-up): Call ringing ext. 8  
France: 4; Sweden: 6

End call: or

### Make Calls

Internal calls: Ext. No.

External calls: External line code and No.

Handsfree: Dial No.  
(Dialog 4222 and 4223 only)

Common Speed  
Dialing number: Dial Speed Dialing No.

Individual Speed  
Dialing number: \*\* (0-9)  
Finland: \*\* (1-9); Sweden: (0-9) #

Dial by a function key:  
Press the preprogrammed key, e.g. Head office

Last External  
Number Redial: \*\*\*  
Finland, Sweden: \*\* 0

### Dial-by-name<sup>1</sup>

Example; "Eva": Dir 3 3 8 8 8 Find  
(Dialog 4223 only) UP or Down Call

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

### Dialing during a connected call

Switch to DTMF: 9 Dial requested digits  
Finland: 1 Dial requested digits

### Inquiry

Ongoing conversation: Inquiry Call 3rd party

Refer back: Line 1 or Inquiry

Return to first party and finish Inquiry: Line 1

### Transfer

Ongoing conversation: Make Inquiry  
Transfer (Before or after answer)

### Conference

Ongoing conversation: Make Inquiry 3 (After 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

### Handsfree

(Dialog 4222 and 4223 only)

From handset:

Back to handset:

### Diversion

Order from your own extension

Diversion or \*21#   
(Diversion key is preprogrammed)  
U.K.: \*2#

Cancel: Diversion or #21#   
U.K.: #2#

### 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. \*  
New 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 Number<sup>1</sup>

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

Cancel: #10#

### Integrated 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

### Programming of Function Keys

Program or change a function: Program Press selected function key No. or code Press function key again Program

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### On Hold

Individual: Line

Resume call: Line

Common hold: 8   
France: 4; Sweden: 6

Resume call on own ext.: Line

Resume call on another ext.: Call the extension where the call was put on hold 8  
France: 4; Sweden: 6

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

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

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

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

Order:

With return date/time: \*23\* Absence code \*  
Date/Time #   
(Date sequence is system dependent)

Without return date/time: \*23\* Absence code #

Cancel: #23#

### Choice of Language<sup>1</sup>

Change display language: \*08\* Language code (0-9)  
#

### Silent Ringing

Switch off ring signal:

### General Deactivation

Cancel all activated features: #001#

### Abbreviations and Explanations

ext. Extension

No. Number

1 Optional