



Dialog 4220 Lite Dialog 4222 Office Dialog 4223 Professional

System Telephones for
MD110 Communication System

Dialog 4223 Professional only for D3 mode

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 Seating¹

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-name¹

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 Number¹

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

Cancel: #10#

Integrated Voice Mail¹

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

Ericsson Enterprise AB. All rights reserved. Subject to alteration without prior notice. For more information, please contact your Ericsson Enterprise certified sales partner.

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 Code¹

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 Information¹

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 Language¹

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