



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 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 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**
(Dialog 4422 v. 2 only) **corresponding letter** (Press again for
more options)

Aastra

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 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: **# 0 0 1 #**

Account Code¹

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 Information¹

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

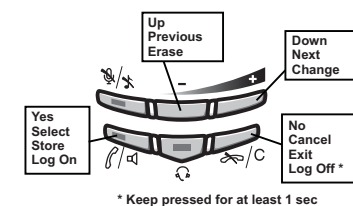
Leave group
temporarily: *** 2 1 *** **Own ext. No. #**
U.K.: *** 2 ***

Re-enter group: **# 2 1 #**
U.K.: **# 2 #**

Display Language

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

Hidden Key Functions



Explanations

ext. Extension
No. Number
1 Feature may be optional