



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. Log on**  
(If password is requested:  
Password **Log on**)  
*Your telephone might 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: **Log off Yes**

## Answer Calls

Answer:   
Handsfree: *Press flashing Line key*

On another extension  
(Call pick-up):  *Call ringing ext. CallPickUp*  
End call:  or 


## Make Calls

Internal calls:  *Ext. No.*  
External calls:  *External line code and No.*  
Handsfree: *Dial No.*  
Individual external line:  
**\*0\*** *Individual external line No. #*  
*External line code and No.*  
Common Speed  
Dialing number: *Dial Speed Dialing No.*  
Dial by a function  
key: *Press the preprogrammed key, e.g. Head office*   
Dial by Contacts  
(Phone book): *Press and hold the key with the corresponding letter (Press again for more options)  or  Call*

# MiVoice 4425 IP Vision Quick Reference Guide

Redial calls from  
the Call List:  or **n Missed**  or  **Call**  
Last External  
Number Redial: **\*\***  
*Finland, Sweden: \* \* 0*

## 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: **Conf/Transf** *Call 3rd party*  
**Transfer** *(Before or after answer)*

## Conference

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

## Callback

Activate: **Callback**   
*Cancel single  
Callback:* **# 3 7 \*** *Ext. No. #*   
*Cancel all  
Callbacks:* **# 3 7 #** 




## Call Waiting

Activate: **CallWaiting** *(At busy tone) Wait on line*


## Intrusion

Activate: **Intrusion** *(At busy tone) Wait on line*


## Handsfree

Activate:   
Back to handset:  
*On hook:*   
*Off hook:* 








## Mute

Switch off  
microphone: 





## Hold

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

## Internal Follow-me

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



## External Follow-me

Order: **Absence**  or  **Select**  
*External line code and No. OK*  
*Cancel:* **Absence**  or  **Select**  
**Deactivate**


## Personal Number

Activate or  
change profile from  
own extension: **Absence** **Select** **(1 - 5) OK**  
*Cancel:* **Absence** **Select** **No Profile**

## Programming of Function Keys

Program or change  
a feature:  *(Two times)* **Select**  
*Press selected function key*  
*No. or code Save Exit* or 







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

Enter your  
mailbox: *Dial voice mail No. and follow recorded  
instructions.*  
New message  
received:  *Message*  
*Follow recorded instructions.*

## 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: **Absence**  or  **Select**  
 or  **Select**  
*Date/Time (If required) OK*  
*Cancel:* **Absence**  or  **Select**  
**Select**

## Group Call-pick-up

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

## Display Language

Change display  
language:  *(Two times)*  or  **Select**  
**Select**  or  **Select**  
**Exit** or 

## Silent Ringing

Switch off ring  
signal: 

## General Deactivation

Cancel all activated  
features: **# 0 0 1 #** 

## Explanations

ext. Extension  
No. Number  
n Number of missed calls  
1 Feature may be optional