ENGLISH

MiVoice 4422 IP Office Quick Reference Guide

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 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: *(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: ✳**60**✳ *Ext. No.* # *(Wait for answer)*

Dial by Contacts: *Press and hold the key with the corresponding letter (Press again for more options)*
(Dialog 4422 v. 2 only)

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: #**37**✳ *Ext. No.* #

Cancel all Callbacks: #**37**#

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: ✳**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

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

Cancel: #**10**#

Voice Mail[1]

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: #**001**#

Account Code[1]

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[1]

Order:

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

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

Cancel: #**23**#

Group Call-pick-up

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

Group Hunting

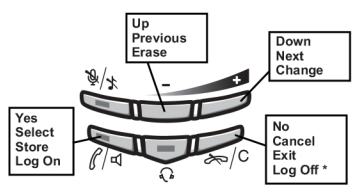
Leave group temporarily: ✳**21**✳ *Own ext. No.* #
U.K.: ✳**2**✳

Re-enter group: #**21**#
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

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