



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.

Answer Calls

- Answer: **8**
- 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.
- Monitoring: **Dial No.** (When other party answers)
- Common Speed Dialing number: **Dial Speed Dialing No.**
- Dial by a function key: **Head office** (Preprogrammed key)
- Last External Number Redial: *** * ***
Finland, Sweden: *** * 0**
- Bypass: *** 6 0 *** Ext. No. **#**
(Wait for answer)

Monitoring Ongoing Call

- Activate during call:
- End call:
- Switch to handset:

Mute

- Switch on/off microphone:

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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**

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.**

General Deactivation

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

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 #**

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 #**

Handset and Loudspeaker Volume

- Change volume: (During the call)

Ring Signal Volume

- Change volume: (In idle mode or when ringing)

Mute Ring Signal

- Suppress the ring signal for the current call:

Silent Ringing

- Switch off ring signal:

Reset the Phone

- Reset: **#** (Hold for at least one second)

Status Lamp Indication

- Steady light** - Telephone is ready to be used.
Flashing slowly - Telephone is not ready to be used.
Double flash - Telephone has no network connection.

Explanations

- ext. Extension
No. Number
1 Feature may be optional