



Dialog 4422 IP Office

IP Telephone for MD Evolution
Communication System and
Mobile Enterprise Communication Solution

Quick Reference Guide

This Quick Reference Guide describes services offered with the MD Evolution system in version 8.0 or later. For more information, please refer to the User's guide.

Log on / Log off

Log on when your extension No. is displayed **LSP + password + LSP**

Log off **C (1 sec.) +LSP**

Log on when the displayed extension No. is not yours (Free seating) **C + Extension No.+ LSP + password +LSP**

SOS call in Log off **No. SOS+ LSP**

Change password (by default 1234) **79 + old password + new password+ LSP + C**

Answer calls

Answer **Lift handset or Line**

Call pick-up – Individual **13 + Extension No.+ LSP**

Call pick-up – Common bell **15 + LSP**

Silent ringing **Mute (LED light on)**

Ringing volume **+/- free/ ringing state**

Make calls

Internal call **Extension No.+ LSP**

External call **0+External No.+ LSP**

Speed dialing **Abbrev. number + LSP**

Last external number redial **11+ LSP**

Call by Repertory key **Key Rx + LSP**

From Call list **Key Call List+ +/- n times+ LSP + LSP**

Protection against intrusion/ beep **74 + No. + LSP**

Reminder **71 +HHMM+ LSP +C**

End call **C or replace handset**

You get busy tone or no answer

Automatic callback when busy or no reply **1+ C or replace handset**

During calls

Call a 2nd party **Free key Line + No. + LSP**

On hold **Key Line**

Refer back **Key Line**

Switch between calls **Key Line of other call**

End call **C or replace handset**

Transfer **Transfer**

Conference **3**

End-to-end signaling *** + digits**

Call recording **# (in voice mail)**

Switch on/off microphone **Mute**

Loudspeaker on/off **LSP**

Handset and loudspeaker volume **Key +/-**

Temporary call forwarding

This temporary call forwarding has priority on pre-defined call forwarding. When active, LED of key **Call Fwd** is flashing. Switching to non-active will cancel call programming.

Immediate call forward **61 + Extension No. + LSP + C**

Call forward when no reply **62 + Extension No.+ LSP + C**

Call forward when busy **63 + Extension No.+ LSP + C**

Call forward when busy or no reply **69 + Extension No.+ LSP + C**

Do not disturb **64 + LSP + C**

Follow-me **65 + Your extension No.+ password**

Call forward on absence **61 + * # + Message No.+ digits when required + LSP + C**

Cancel call forward **Key Call Fwd + C**

Call deflection **Free key Line+ * *+ No.+ LSP**

With call forward on absence, message No. are associated with the following texts:

3 IN A MEETING UP TO **HHMM**

4 ABSENT UNTIL **HHMM**

5 IN CASE OF EMERGENCY CALL *****

6 PLEASE CALL BACK IN A FEW MINUTES

Pre-defined call forwarding

This call forward remains programmed when pressing the key **Call-Fwd** on/ off (active/ non-active). Associated LED is steady on/off.

Call forward on/ off **Key Call-Fwd + C**

Programming key **Call-Fwd** * #+ **61/62/63/69/64 + No.+ LSP + C**

Voicemail

In standard configuration, the voicemail number is 884. The LED of key **Message** lights on when receiving a new message.

Access to your mailbox **Key Message + Password+ follow instructions**

Access from public network **Your DDI number+ * +Your Ext. No.+ password**

Listen to your voice mails **3 Listen to next mess.
1 Listen to previous mess.
2 Listen again the mess.
4 Listen 10s backwards
5 Pause/re-start
6 Listen 10s forwards
7 Ask for time & date
8 Cancel message
8# Cancel all messages
0 Call back the caller
9 End menu**

Record a voice message (dictaphone) **Dial 885 + LSP + 8 + directory No. (same as mail box No.)**

Change password **79 + old password+ new password+ LSP + C**

Dialog 4422 in group hunting

When Dialog 4422 is also part of secondary groups, replace following prefixes by the ones provided by the administrator.

Call pick-up - **14 + LSP + C**
Group

Switch between **68 + LSP + C**
active/ stand-by

Opening/ closing **XX + Group No. + LSP**
the group **+ C**

Personal group

Simple transfer to **In-call Line + C +**
another extension **Answer another ext.**
of the group **of the group**

Call List

The terminal stores in the Call List up to 50 No. of missed calls, answered calls, outgoing calls.

Access to Call List **Key Call List**

Scroll the list and **Key +/- and LSP**

Cancel the call **Key C and LSP**

Call back the **Hang-off or LSP**
selected call

End menu **Key Call List**

Meanings of the icons in use:

	New missed incoming call not read
	New missed incoming call already read
	Answered incoming call
	Outgoing call with/without answer
	Shows the displayed part of the list and where this part is in the list

Terminal keys

Key Mute	Mute microphone/ ringing	
Key +/-	(-) = Back / High (+) = Next/ Low/ Modify	
Key LSP	Call/ Save/ Yes/ Select	
Key Headset	See headset functions	
Key C	End call (press 1 sec.)/ No/ Cancel/ Quit/ Return	
Key Line	Incoming/ outgoing call	
Key Rx	Programmable Repertory key	

Menu Settings

Press key **Menu** and keys **+/-** for navigation. Press key **LSP** to select the menu marked with a black square. Then program the service. Validate entries with key **LSP**. Key **C** cancels the current entry.

Programmable keys	Follow the menu
Ringing Character	Melody and level
Time & Date	Hour format Date format Time Date
Language	Not applicable
Display Contrast	LCD display
Log Off Restriction	Not applicable
Hearing Level	Loud/Low + Level
Network	Password

Programming Repertory keys

Select the menu Programmable Keys.

Select the key **Key Rx**

Enter digits **Extension No. or Prefix+
External No. or Service
code**

Validate **Key LSP**

Programming ringing

Select the menu Ringing Character.

Select melody **1 chiffre**

Validate **Key LSP**

Ringing level **Key +/-**

Validate **Key LSP**

Headset functions

Answer call **Key Headset**
Or select key **Line**
when in pre-defined
headset mode

End call **Key C**

Make a call **Key Headset+ dial
No.**
Or dial directly in pre-
defined headset mode
Lift handset

From headset to handset **Lift handset**

From handset to headset **Key Headset+
replace handset**

From headset to call
monitoring **Key LSP**

From call monitoring to
headset **Key Headset**

Headset volume **Key +/-**

Headset preset.

By default, when you answer a call by pressing key **Line**, or when you select a key **Line** to make a call without lifting the handset, the loudspeaker is activated. This is the Loudspeaker preset mode. With the headset preset mode, the headset is connected instead of the loudspeaker.

Switch in headset preset **Key Headset** during 5
mode seconds

Cancel the headset preset **Key LSP** during 5
mode seconds