

Dialog 4220 Manual

Dialog 4220 Lite/Dialog 4222 Office

System telephones for MD110 Communication System
User Guide



Flinders University

File Name: Dialog 4220 Manual.pdf

Size: 2667 KB

Type: PDF, ePub, eBook

Category: Book

Uploaded: 25 May 2019, 18:47 PM

Rating: 4.6/5 from 825 votes.

Status: AVAILABLE

Last checked: 3 Minutes ago!

In order to read or download Dialog 4220 Manual ebook, you need to create a FREE account.

[**Download Now!**](#)

eBook includes PDF, ePub and Kindle version

[Register a free 1 month Trial Account.](#)

[Download as many books as you like \(Personal use\)](#)

[Cancel the membership at any time if not satisfied.](#)

[Join Over 80000 Happy Readers](#)

Book Descriptions:

We have made it easy for you to find a PDF Ebooks without any digging. And by having access to our ebooks online or by storing it on your computer, you have convenient answers with Dialog 4220 Manual . To get started finding Dialog 4220 Manual , you are right to find our website which has a comprehensive collection of manuals listed.

Our library is the biggest of these that have literally hundreds of thousands of different products represented.



Book Descriptions:

Dialog 4220 Manual

It is a state-of-the-art business communications system. Its alliance of features and facilities effectively improves communications for virtually any kind of organization. There is a line of telephones designed for easy use in every situation to take full advantage of these advanced features and facilities. Function descriptions that do not

No parts of this publication may be reproduced, stored in retrieval systems, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission of the publisher except in accordance with the following terms. When this publication is made available on Ericsson media, Ericsson gives its consent to downloading and printing copies of the content provided in this file only for private use.

See section "Display information" on page 12. 2 Programming See section "Settings" on page 69. 3 Callback For The feature can be removed or moved to another programmable function key by your system administrator. 5 Programmable function keys To program numbers or functions, see section "Programming of function keys" on page 69. 6 Transfer For transferring calls, see section "During Calls" on page 33. 7 Triple Access Line For handling calls. Line 1 and 2 are available. An extra handset can be connected, see section "Accessories" on page 82. Please note The handset may attract and retain small metal objects in the earcap region. 16 Pullout leaf for easy guide optional See section "Pullout leaf optional" on page 86. 17 Key panel optional, Dialog 4222 Office only With 17 programmable keys. One panel can be connected. See section "Key panel optional" on page 82. Use the Designation

The function is active or multiple Steady light OO represented line is busy. Slowly flashing lamp The line or function is put on hold. OO Rapidly flashing lamp An incoming call. OO Light with short breaks Ongoing call. Tone characteristics The tones shown in this section are the most used tones worldwide. [http://anesaportugal.org/alternate" type="application/rss+xml](http://anesaportugal.org/alternate)

- **dialog 4220 manual, ericsson dialog 4220 manual, aastra dialog 4220 user manual, ericsson dialog 4220 user manual, aastra dialog 4220 manual, dialog 4220 lite manual, dialog 4220 manual, dialog 4222 manual, dialog 4223 manuale, dialog 4220 manual pdf, dialog 4220 manual download, dialog 4220 manuals, dialog 4220 manual free.**

Many markets use a differing tone for one or more situations. Dial tone Special dial tone Ringing tone or queue tone Busy tone Congestion tone Number unobtainable tone Call waiting tone Intrusion tone Conference tone every 15 seconds to all parties Verification tone Warning tone, exp

The signals shown in this section are the most used signals worldwide. Many markets use signals that are adapted for the local standards. If you get a signal that is not described or you cannot identify, ask your system administrator. There are two versions of display texts, an earlier and a later version. Both versions are shown in this section. The order in which the date is stated is system dependent. The display gives you feedback information such as time and date, traffic state and connected phone numbers. The following displays show examples of the different states your phone is in. For the later display text version

Earlier version CALLING 2222 Later version Calling. 2222 If the called party's phone is diverted, the upper row shows the dialed number and Diversion information. Earlier version 3333 DIV DIR. 5555 Later version 3333 The calling party's number is flashing on the lower row. For example, flexible office workers, persons mostly working outside the office, etc. As a Free Seating user and working from the office, you log on to any free phone set that temporarily will be assigned with your extension number and your system authorities. On Line 1 Normally you will receive calls on Line 1. u Lift the handset. On any other Line key u Lift the handset. OO Line Press the flashing Line key. Handsfree Dialog 4222 Office phone only. You are connected to the caller via

the loudspeaker and the microphone. When Free on 2nd is active the lamp is lit. Note FunctTo answer the waiting call i Press to terminate the connected call. Your phone will ring to announce the waiting call. OO Line Press the flashing Line key to receive the new call. <https://centurionrlty.com/uploads/broadcom-netxtreme-manual.xml>

Do not disturb, DND When you activate DND, calls to your extension are not indicated. Outgoing calls can be made as usual. DND O Press to activate or deactivate DND. Note External calls 0 Press the digit or digits to get an external line. Dial tone. Note The particular digit or digits used in your office, e.g. 0 or 00. z Dial the external number. Note If you receive a queue tone when the digit or digits to get an external line arNote You can make your calls faster by using common Speed Dialing numbers and by using your own programmed function keys. See section "Speed Dialing" on page 27. Number presentation restriction If you do not want your name and number to be displayed to the person you are calling, you can use the following procedure. Not. Cover Page Graphic Place the graphic directly on the page, do not care about putting it in th e text flow. Page 4 Welcome Welcome Welcome to the user guide for the Dialog 4220 Lite and Dialog 4222 Office system telephones in the Ericsson MD110 Communication System. Page 5 Welcome Copyright All rights reserved. If any functions differ or are unavailable, this will be indicated in the relevant section of the user guide. 6 1 Display Dialog 4222 Office only 2x20 characters. See section "Display information" on page 12. See section "Call Forwarding" on page 39. The feature can be removed or moved to another programmable function key by your system administrator. 5 Programmable function keys To program numbers or functions, see section "Programming of function keys" on page 69. 6 Transfer For transferring calls, see section "During Calls" on page 33. 7 Triple Access Line For handling calls. Page 8 Description 15 Handset Supplied with hearing aid function as standard. An extra handset can be connected, see section "Accessories" on page 82. Page 9 Description O OO OO OO OO Lamp indications Extinguished lamp The function is not active. Steady light The function is active or multiple represented line is busy.

Rapidly flashing lamp An incoming call. Light with short breaks Ongoing call. Page 10 Description Tones and signals The following different tones and signals are sent from the exchange to your phone. Tone characteristics The tones shown in this section are the most used tones worldwide. Page 11 Description Ring signals Three different ring signals inform you about the type of the incoming call. The signals shown in this section are the most used signals worldwide. If you get a signal that is not described or you cannot identify, ask your system administrator. Page 12 Description Display information Notes The display is only available on the 4222 Office phone. There are two versions of display texts, an earlier and a later version. Page 13 Description Outgoing call When you make an outgoing call on your phone, the upper row shows the traffic state and the lower row shows the dialed number. Earlier version CALLING 2222 Later version Calling. 2222 If the called partys phone is diverted, the upper row shows the dialed number and Diversion information. Page 14 Description Incoming call When you receive an incoming call, the upper row flashes the calling partys extension number. 3333 If a diverting extension is calling, the upper row shows the Diversion information. The calling partys number is flashing on the lower row. Page 15 Free Seating optional Free Seating optional The Free Seating function is used for persons who have an office extension number but no phone set of their own. For example, flexible office workers, persons mostly working outside the office, etc. Enter the authorization code and press. Page 16 Incoming Calls Incoming Calls Answer calls A ring signal and a flashing lamp indicate an incoming call. On Line 1 u u OO Line Normally you will receive calls on Line 1. Lift the handset. On any other Line key Lift the handset. Press the flashing Line key. Handsfree OO i Line 16 Dialog 4222 Office phone only.

<http://superbia.lgbt/flotaganis/1649486113>

You are connected to the caller via the loudspeaker and the microphone. Press to terminate a handsfree call. When Free on 2nd is active the lamp is lit. Page 18 Incoming Calls Call Waiting If the

calling party has activated Call Waiting, you can receive a second call even if Free on 2nd is not activated. Your phone will ring to announce the waiting call. Press the flashing Line key to receive the new call. Page 19 Outgoing Calls Outgoing Calls Make calls u Lift the handset and proceed depending on call type z Internal calls 0 External calls z d i or How to make internal and external calls Dial the extension number. Press the digit or digits to get an external line. Dial tone. 0 or 00. Note The particular digit or digits used in your office, e.g. Dial the external number. Replace the handset or press to end the call. Page 20 Outgoing Calls Handsfree z i Dialog 4222 Office phone only. Dial the number. You are connected via the loudspeaker and the microphone. Note You can make your calls faster by using common Speed Dialing numbers and by using your own programmed function keys. Number presentation restriction If you do not want your name and number to be displayed to the person you are calling, you can use the following procedure. Dial the individual external line number and press. Dial the digit or digits to get an external line and the external number. Lift the handset. Dial to repeat the stored number. Page 22 Outgoing Calls Save external number When you make an external call, you can save the number in order to redial the same number easily. Any previously saved number is erased. Redial O u O Redial 22 To save an external number Press before you finish the call. Note Function key preprogrammed by your system administrator. Redial number Lift the handset. Press to redial the number.

<http://myrola.com/images/Dcp-10-Control-Panel-Manual.pdf>

Page 23 Outgoing Calls When you receive a busy tone If you call an extension and receive a busy tone, or get no answer, or all external lines are busy, you can use any of the following methods Callback 6 If a called extension is busy or there is no answer Press. It can take a couple of seconds before the procedure is executed. Notes You can also press Callback function key preprogrammed by you. Notes You can also press Callback function key preprogrammed by you. France, Finland and Sweden, Press 5 Dial the external number and press. Replace the handset to finish procedure. When an external line becomes free you will be called back recall ring signal. You have to answer within eight seconds, otherwise the Callback service is cancelled. Page 25 Outgoing Calls Activate Call Waiting 5 If you urgently wish to contact a busy extension or external line, you can notify by a Call Waiting signal. Press. Notes You can also press Call Waiting function key preprogrammed by you. 6 France and Finland, Press; Sweden, Press 4 Keep handset off hook. When the called extension or the external line becomes free, it will be called automatically. Dial and enter the individual external line number. Press and dial the digit or digits to get an external line. Busy tone. Press. Notes You can also press Intrusion function key preprogrammed by you. France and Sweden, Press 8 Before the Intrusion is executed a warning tone is sent to the parties in the ongoing call. A three party call is established and a warning tone is heard. Page 27 Outgoing Calls Speed Dialing Common Speed Dialing numbers uz By using common Speed Dialing numbers, you can make calls simply by pressing a few keys. Lift the handset and dial the common Speed Dialing number. To erase all programmed numbers Dial. Press. Dial by a function key Head office 28 O Both functions and phone numbers can be programmed on a function key. To program a key, see section "Programming of function keys" on page 69. Press the function key.

<https://cohemployeenews.com/images/Dcp-100-Honeywell-Manual.pdf>

This function key is preprogrammed by you. Page 29 Outgoing Calls Authority Data privacy Data privacy allows you to make a call without any disturbances, i.e. Intrusion. This function is automatically cancelled when the call is finished. Dial and enter the number. Page 30 Outgoing Calls Authorization code, common optional If you are assigned to use a common authorization code 1 to 7 digits you can temporarily change any used phone within the exchange to the authority level connected to this code. Enter authorization code and press. Page 31 Outgoing Calls Authorization code, individual optional If you are assigned to an individual authorization code 1 to 7 digits, affiliated to your own extension you can lock your own extension to a common authority level, e.g.

when out of the office. You can also temporarily change any other used phone within the exchange to the same authority level as you have on your own phone. Verification tone. Dial your own extension number and press. Verification tone. Dial the digit or digits to get an external line and the external number. Dial. Enter old authorization code and press. Enter new authorization code and press. Verification tone. Page 33 During Calls During Calls Group listening loudspeaking This function lets other people in your room listen to your phone conversation. You speak in the handset while the other party's voice is heard on the loudspeaker. A During an ongoing conversation Press to switch between loudspeaker and handset. When the key lamp is lit, the other party's voice is heard on the loudspeaker. Note You can adjust the volume, See section "Settings" on page 69. Page 34 During Calls Handsfree Ad i u E Dialog 4222 Office phone only. Press and replace the handset. Handsfree conversation. Press to end the call. From handsfree to handset Lift the handset. Conversation via the handset. Mute Press to switch the microphone on or off. When the lamp is lit, the person on the line cannot hear what is being said in your room.

Inquiry O You have a voice connection on Line 1 and want to make an Inquiry to an internal or external party. Inquiry z i OO Line 1 34 Press. Page 35 During Calls Refer back OO OO The Line key lamp flashes for the call put on hold. Line 1 Inquiry i Press to put third party on hold. First call is connected. Press to put first call on hold. Third party is connected. Note You can also press Line 2 if you have initiated the Inquiry on Line 2. Press to terminate the connected call. Transfer O O You have an ongoing call and you want to transfer the call to another extension. Inquiry z Transfer Press. Note You can also press a free Line key. Page 36 During Calls Conference With this procedure you can include up to seven parties in a conference. Only the conference leader i.e. the person initiating the conference can admit participants. During the conference a tone will be heard every 15th second. Note The conference tone might be disabled for your system. O You have an ongoing conversation Line 1 and want to establish a phone conference. You will become the conference leader. Inquiry z 3 d 36 Press. Page 37 During Calls On hold You can temporarily put the ongoing call on hold. Calls put on hold can be resumed on your own or on another phone. OO d OO Individual 8 Common Line Line d OO Press the ongoing call Line key and replace the handset. The key lamp flashes slowly. Press the flashing Line key again to resume the call. Page 38 During Calls Send caller identity code at transfer When transferring a call you can send the caller's identity code or number to the receiver's display. Note You can also press Line 2. Dial. Dial the caller's identity code or number and press. Call the second party. Press before or after answer. The ongoing call is transferred with the caller's identity code or number.

Page 39 Call Forwarding Call Forwarding Diversion If you do not want to be disturbed or will be out of the office, you can have all calls to your extension diverted to a preprogrammed answering position. During Diversion you will hear a special dial tone and the Diversion lamp indicates that your Triple Access Line is diverted. You can still make calls as usual. Diversion can be direct, on no answer, on busy or to another information service facility. Note Finland and Norway, dial Press. Diversion to paging Dial to order. Press. Note When Followme has been activated from your ordinary phone, you can redirect calls to paging from the temporary answering position by adding and your extension number to the procedure, i.e. dial your extension number and press the Clear key. Page 42 Call Forwarding Internal Followme All calls to your extension are diverted to another extension of your choice within the private network. The Followme lamp indicates that you have activated Followme. During Followme, your phone can still be used for outgoing calls and you will hear a special dial tone when you lift the handset. Notes Function key preprogrammed by your system administrator. You can also use the procedure below. Page 44 Call Forwarding External Followme If external Followme is allowed you can have all calls to your extension diverted to an external number of your choice. Depending on the functionality of your office exchange, you can have either one individual single search profile or you can choose between five individual search profiles. A search profile can be designed to fit the situation, i.e. in the office, traveling, at home, etc. Call the DISA

function at your office. Dial tone. Dial. Dial the authorization code and press. Dial your own extension number and press. Dial tone. Dial. Dial your own extension number and press. Replace the handset. Usually the caller hangs up after 36 ring signals.

Page 50 Call Forwarding Setting form for search profiles Name Department Telephone No Account Profile 1. If you are authorized, you can also enter absence information for another extension from your extension. During absence information, your phone can still be used for outgoing calls and you will hear a special dial tone when you lift the handset. Dial the extension number and press. Enter the absence code. Press and enter the date or time of the other persons return. Press. The display on the other persons extension shows the reason, and if entered, time or date of return. Dial. Dial the extension number and press. Page 53 Messages Messages Manual Message Waiting MMW If the called extension does not answer you can initiate a message waiting indication on that extension if this function is allowed. If there is a message waiting, the Message key lamp is on and you will hear a special dial tone after lifting the handset. Message OO Answer Press. A call is initiated to the extension that requested Message Waiting. Dial the extension number. Press. The Message Waiting key lights up on the called extension. Cancel MMW to another extension Dial. Dial the extension number. Press. Page 55 Messages Message Waiting optional If assigned this function and your phone is diverted to an interception computer, a function key programmed by your system administrator will flash when there are messages stored for you in the computer. The messages will be printed out on a printer connected to the computer. Message OO To print out messages Press. Page 56 Messages Integrated voice mail optional This function allows you to leave a voice message to the caller when you are unable to answer calls, e.g. when out of office, in a meeting, etc. The caller can then leave a message in your mailbox. When back in office you can enter your mailbox and listen to the messages received.

You can choose to divert all incoming calls to your mailbox, or calls when there is no answer, or calls when your phone is busy. Enter your security code. Dial the number to the voice mail system. Page 58 Messages To handle the mailbox Recorded information on the line tells you the number of new and stored messages. If you have too many messages stored, you will first be asked to delete saved messages. Recorded instructions ask you to press different digits in order to listen to callers' messages, record your own greetings, change your password or exit your mailbox, etc. The following diagram gives an overview of the mailbox system and the digits to be used. Page 59 Group Features Group Features Group Callpickup People working in a team can have their phones programmed by their system administrator to form Call Pickup groups. 8 In a Call Pickup group, any member can answer any individual call to group members. Press to answer. Notes One Call Pickup group can serve as an alternative to another group. Calls to the alternative group can only be answered when there are no calls to your own group. Page 60 Group Features Group Hunting An internal Group Hunting number is a common directory number for a group of extensions. Calls to the group will be indicated at a free extension in the group. Dial the number of the group that has been diverted. Press. Group Do not disturb If your extension is defined as a master extension programmed by your system administrator, you can mark a group of extensions as Group Do not disturb. Page 63 Other Useful Features Immediate Speech Connection On the 4222 Office phone, calls are automatically answered without lifting the handset or pressing any keys. The call starts in handsfree mode. On the 4220 Lite phone, calls are automatically answered and the caller can leave a message over the builtin loudspeaker. To answer the call you have to lift the handset.

The function can be permanently active or activated by use of a function key programmed by your system administrator. Page 65 Other Useful Features Hot line Ask your system administrator if you require this function. Delayed Hot line When the handset of the delayed Hot line phone is lifted or when the Line key is pressed, a timer is started. If no digit is pressed before time out, a call is automatically generated to a specific extension or external line. If a digit is pressed before time out

the phone works as an ordinary phone. Note This function is only available in newer versions of the exchange. Page 66 Other Useful Features Data communication Your Phone can be used together with a PC as an integrated voice and data terminal. Contact your System Administrator if you require this Function. Additional directory number You can be assigned programmed by your system administrator one or more Additional Directory Numbers lines on free function keys. To answer, make calls and use functions on the additional directory lines, use the same procedure as for the Triple Access Lines if nothing else is stated. Page 67 Other Useful Features Multiple represented directory number Your extension number can be programmed on a dedicated key on other system telephones, i.e. the number is "represented" on these phones. This means that incoming calls to your extension can be answered on any of these other phones by just pressing the dedicated key. The dedicated key can also be assigned the possibility to call your extension when pressed. This function has to be programmed by your system administrator. The business call will be charged your office extension number or an account number. You will just be charged for the call to the office. Page 69 Settings Settings Programming of function keys Frequently used functions and phone numbers can be programmed on the function keys for easy access. When you want to use the function, just press the key.

Certain functions must be preprogrammed by your system administrator. Both phone numbers and function codes can be programmed on a function key. O Program or change a function O Program z OO OO Program Press. Press selected function key. Page 70 Settings Notes To erase a programmed function, press the Clear key, instead of the phone number or function code, in the programming sequence. Use the DCM Designation Card Manager to make and print your own designation cards. DCM is included on the Telephone Toolbox CD for MD110 Communication System or it can be downloaded from For more information, please contact your Ericsson Enterprise certified sales partner. The different signals can be programmed on lines, additional lines and multiple represented lines. Press. Press the corresponding Line key. Page 74 Settings Programming of ring signal tone character There are 10 different programmable ring signal tone characters on your phone, each corresponding to a digit between 0 and 9. O OO 74 Note If you use melodies to signal incoming calls 4222 Office phone only, this will replace the tone character. See section "Melody ringing" on page 77. Program Press. On the 4222 Office phone, the current tone character is displayed. Press the corresponding digit. The phone rings with the chosen character. Adjust the handset listening volume when the handset is off hook. Adjust the loudspeaker volume when dial tone is heard via the loudspeaker, or for Dialog 4222 Office also during a handsfree call. Press to change the volume. On the Dialog 4222 Office phone, a volume symbol is shown for a few seconds replacing your extension number. Page 76 Settings Ring signal volume i Use the Volume keys to adjust the ring signal volume when the phone is idle or ringing. Adjusted volume is stored. Mute ring signal E You can suppress the ring signal for an incoming call. Press to suppress the ring signal. Page 77 Settings Melody ringing Dialog 4222 Office phone only.

Press and hold simultaneously to enter melody mode. Page 78 Settings O Program a new melody, edit or delete a current melody Program Press. Program Melody O O O Press the key for the requested type of call If there is a current melody, the melody is played and the last 19 notes or signs are displayed. Line 1 Press for internal calls, or Line 2 press for external calls, or Inquiry press for Callback calls. Page 79 Settings i OO O O Line Program To Delete the current melody Press and hold until no notes are displayed. Press the flashing Line key Line 1 or Line 2 or Inquiry. Press. Activate or deactivate a stored melody A stored melody has to be activated in melody mode to be heard when you get an incoming call. O To activate in melody mode Line Press the key for the requested type of call Line 1 or Line 2 or Inquiry. Page 80 Settings To enter notes In melody mode, the key pad is used to enter notes, pauses, etc. A maximum of 40 notes can be programmed for incoming calls, and 20 notes for recalls. Press to insert a short pause p. Hold to get a long pause P. In newer versions of the exchange, your phone can be equipped with one additional key panel. The

key panel offers 17 additional keys for storing of your most frequently used telephone numbers and functions, and for supervising extensions. If you do not know which version of the exchange you are using, ask your system administrator. How to install the key panel, see section "Installation" on page 88. Page 83 Accessories Headset optional Dialog 4222 Office phone only. How to install the headset, see section "Installation" on page 88. The following headset functions are available. I i Iz i u I d Answer calls Press to answer. The Headset key lamp is turned on. Note When the phone is set for Headset Preset, you can also press the flashing line key to answer the call. See section "Headset Preset" on page 84. Press to terminate the headset call. Make calls Press and dial the number.

Page 84 Accessories A Headset with Group listening loudspeaking A From headset to handsfree II I Press to toggle between headset with or without Group listening. When the Loudspeaker key lamp is on, the Group listening is active. Press. The Loudspeaker key lamp is turned on. Press. From handsfree to headset Press. Page 85 Accessories I A O i Line 1 To activate Headset Preset Press and hold for at least 4 seconds. A short acknowledgement tone signal is heard, and the headset key lamp flashes for a few seconds. To cancel Headset Preset Press and hold for at least 4 seconds. A short acknowledgement tone signal is heard, and the loudspeaker key lamp flashes for a few seconds. To check the current preset setting Press. Either the Loudspeaker or Headset key lamp is turned on, indicating the current preset setting. Press. Page 86 Accessories Extra handset optional Dialog 4222 Office phone only. The extra handset is used in parallel with the ordinary handset allowing another person to listen to an ongoing call. The extra handset is connected to the headset outlet under the phone, see section "Installation" on page 88. I It is possible to switch between the speaking party and the listening party. Press to switch between the speaking and listening party. Page 87 Accessories Option unit optional Dialog 4222 Office phone only. The unit is used to connect either an extra bell outside your room, or a busy signal lamp outside your door. Page 88 Installation Installation Install cables Handset cable to the left Handset cable to the right You can put the cable to the handset in the notch underneath the telephone. The cable to the exchange has to be plugged in "LINE" and the handset cable has to be plugged in "HANDSET". Note The headset is for use with the Dialog 4222 Office phone only. Change cables To remove a cable, use a screwdriver to unlock the stop. Page 91 Installation Install key panel optional Dialog 4222 Office phone only. 1 Attach the key panel unit.

<http://www.raumboerse-luzern.ch/mieten/bosch-was24460uc-user-manual>