

## Ericsson MD110 Digital User Guide DBC4220& DBC4222



### TO MUTE A CALL

- Press the Mute key on/off

### TO INCREASE VOLUME OF RING

- Press the + or – keys several times while phone is idle

### TO INCREASE VOLUME OF SPEECH DURING A CALL

- Press the + or – keys several times

### TO SWITCH INTO LOUDSPEAKER DURING A CALL

- Press the Speaker key
- Replace handset

### TO RETURN TO HANDSET USE WHEN USING LOUDSPEAKER

- Pick up the handset

### TO DIAL OUT USING LOUDSPEAKER

- Key the number required directly onto the keypad (You do not need to press the Speaker key first)
- Press the C key to hang up

### TO ANSWER CALLS USING LOUDSPEAKER

- Press the key where the call is flashing (i.e. Line 1 or 2 or Monitor key)
- Press the C key to hang up

### RINGING TONES

- To change the ringing tones
- Press the Program key
- Press any key on the keypad (0-9)
- Each key will change the tone of the ring
- Press the Program key off to store selected ring

### TO MAKE AN INQUIRY CALL

- Ask the caller to hold
- Press the Inquiry key (caller now on hold)
- Key number required
- Make your inquiry
- Press Line 1 (to return to original caller)

### TO TRANSFER A CALL

- Ask the caller to hold
- Press the Inquiry key (caller now on hold)
- Key number required
- Press the Transfer key (caller is now transferred)

### TO PLACE A CALL ON HOLD

- Press the key the call is on (Line 1 or 2)
- To return to call on hold
- Press the key again

### LAST NO REDIAL

- To redial the last external number you dialed
- Key \* \* \*

### CALLBACK

If you call an internal extension that is engaged/not answered, you can request the system to call you back when they are free, or return and next use their telephone.

- If you hear engaged tone/no reply, press 6 (or dedicated Callback key).
- You will hear a verification tone.
- A faster than normal ring identifies your Callback.
- To cancel one Callback key #37 \* extension number #
- To cancel all Callbacks key #37#

### CONFERENCE

Up to 8 parties may participate in a Conference

- Ask 1st caller/called party to hold
- Press the Inquiry key (caller now on hold)
- Key number required
- Press 3 (or dedicated Conference key) to set up Conference
- Repeat this sequence using Line 1 or 2 to add further parties to the Conference

### CALL PICK-UP

Members of a pre-programmed Pick-Up Group can answer calls to other telephones by pressing 9 (or dedicated Pick-Up key)

### INDIVIDUAL ABBREVIATED DIALING

You can program 10 personal numbers onto the numeric keypad using the keys 0-9

- To program
- Key \*51 \*
- Press any key on the keypad 0-9
- Key \*
- Key in the number you wish to store inc. Access Code
- Key #

(Example to store your home no. under the 4 key)

- Key \*51 \*4 \*901273464477#
- To dial a programmed number key \* \* then 0-9
- To cancel one number key #51 \*4#
- To cancel all 10 numbers #51#

### DIVERT

This will activate/deactivate a pre-programmed Diversion (set by System Administrator normally to voice mail or secretary)

- To activate key \*2# (or dedicated Divert key on)
- To cancel key #2# (or dedicated Divert key off)

### DIVERT ON NO REPLY

If you have a pre-programmed Divert, your calls will automatically Divert to the programmed number if you do not answer

- To de-activate key #211#
- To re-activate key \*211#

### DIVERT ON BUSY

If you have a pre-programmed Divert, your calls will automatically Divert to the programmed number if you are engaged

- To de-activate key #212#
- To re-activate key \*212#

# Ericsson Md110 User Guide

**R Pring**



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