

Mobile Extension

Quick guide

KTH

Buttons

This guide uses following symbols:

Press answering button / YES (green handset)

Press go-back button / NO (red handset)

5 Press number on the telephone

Call exchange 360 Call the exchange via pre-programmed number 360

Log on/off on you mobile MEX extension

To log off: - Dial ***639*0#**

Confirmation message with answer: *"Du är avloggad. Samtal går ej via växel."* You're logged off

To log on - Dial ***639*1#**

Confirmation message with answer: *"Du är påloggad. Samtal går via växel."* You're logged on

Phoning abroad

The service Mobile Extension is not working outside Sweden. Your mobile phone is working like a "normal" mobile phone when travelling abroad, without Mobile Extension-functionality. Always check the local prices before you go, to avoid unpleasant surprises when you get home.

Phone number storage

- Store internal phone numbers in the internal format (12345) if name presentation is required when internal numbers calls. (Only if number presentation shows e.g. 12345)
- For those who travels abroad, store internal phone numbers also in the international format, for example +46855512345
- Always store external phone numbers in the international format.

Private calling

You can enable a service for an additional mobile number on the same SIM card which allows you to choose which subscription you call out from.

Calling

NOTE! You do **not** make external calls with access code (00) before dialling the telephone number, instead use area code and telephone number. To reach internal extensions, dial only extension number.

Operator	399	<input type="button" value="YES"/>
Internal	Extension (e.g. 12345)	<input type="button" value="YES"/>
External	Phone.nr incl area code (e.g. 08 111 12345)	<input type="button" value="YES"/>
Mobile voicemail	222 (inactive as default)	<input type="button" value="YES"/>
Emergency call	112/1177/11414	<input type="button" value="YES"/>
Tele2 service	0200-232323	<input type="button" value="YES"/>
Block simcard from abroad	+46 81204 3480	<input type="button" value="YES"/>

Call the Exchange

To be able to perform certain services in the exchange, you need to first call the exchange.

Call exchange: **360** Wait for dialling tone Continue choice of function

Message Diversion

Activate: Call exchange * 23 * code # tone
or * 23 * code * time/date # tone

Deactivate: Call exchange #23# tone

Choose between the following codes:

Code	Reason	Time/Date	Defaultvalue if time/date left out
0	Lunch	Time (HHMM)	1 hour
1	Gone for the day	Date (MMDD)	Next day kl.06.00
2	Business errand	Time (HHMM)	Next day kl.06.00
3	Meeting	Time (HHMM)	Next day kl.06.00
4	Business trip	Date (MMDD)	Next day kl.06.00
5	Lecture	Date (MMDD)	Next day kl.06.00
6	Vacation	Date (MMDD)	Next day kl.06.00
7	Work leave	Date (MMDD)	Next day kl.06.00
8	Temporarily out	Time (HHMM)	30 minutes
9	Illness	Date (MMDD)	Infinitely

HHMM: Hour/Minute, e.g. 1630 for half past four

MMDD: Month/Day, e.g. 0317 for March 17

Busy / Call Back

When you call an internal extension which is busy, it's possible to activate a call back-function which automatically connects your call when the busy extension is free again.

When you hear busy tone: 5

Transfer / Forwarding a call

During current call:

** Wait for dialling tone dial phone number

NOTE! To dial new external call, use access code for outgoing call (00)

Diversion to internal number

You can divert your extension to an internal extension by doing:

Activate Call exchange * 21 * phone number # tone

Deactivate Call exchange # 21 # tone

Inquiry / Alternating between calls

During current call it is possible to park the call and make an inquiry to e.g. another extension. Then you can alternate between the two calls.

** Wait for dialling tone dial phone number

NOTE! To dial external call, use access code for outgoing call ~~#023~~ and phone number. Alternate between calls with *

Conference call

During current call it is possible to add another call (up to 8 participants)

** Wait for dialling tone dial phone number 3

NOTE! To dial external call, use access code for outgoing call (00) and phone number.

Call waiting

Answering a second call (when hearing call waiting tone).

There are two alternatives:

1. Finish current call:

2. Ask the person to wait: *

Alternate between the calls with *