









## QUICK REFERENCE GUIDE

### End a call or an operation








#### Use loudspeaker, hands-free and headset

- Make a call without using the handset** Dial without 
- Answer a call without using the handset** Select  Lx key flashing
- Activate/deactivate loudspeaker** 
- Activate/deactivate mute**  Mute











#### Call

- Attendant** **9**
- External number** **0** + external number
- Abbreviated number** **2** + abbreviated number
- Redial last external Nr dialled** **1 1**
- Using repertory key**  associated to the person you want to call
- Avoiding receiving bips or intrusion** **7 4** + external number
- Sign-on / sign-off** **7 5** + Nb of your set + password +  + number to call
- Automatic call-back** **1** + 
- Intrusion** **3**
- Voice message** **3**
- Voice message to a group** Dial number of the group
- Answer a call**
- Call pick-up** **1 3** + Nb of ringing extension
- Call pick-up in a group** **1 4**
- General ringing call pick-up** **1 5**
- Opening the doorphone**  + **5**

### During a communication





- Adjust volume of speakerphone**  flashing key
- On hold**  flashing key
- Answer a new call**  flashing key
- Broker's call**  flashing key
- Conference** Call a 2nd person +  Menu + **3**
- Transfer a call to another extension** Dial extension Nr +  Transfer
- Call park** **1 0** + 2 digits code at your choice + 
- Retrieve a parked call** **1 0** + chosen 2 digits code

### Temporary call forwarding





















- |                                             | <u>ACTIVATION</u>                                                                                                          | <u>DEACTIVATION</u>                                                                            |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Immediate call forwarding</b>            | <b>6 1</b> + Nb you want to fwd to +    |  Call fwd   |
| <b>Call forwarding on no answer</b>         | <b>6 2</b> + Nb you want to fwd to +    |  Call fwd   |
| <b>Call forwarding on busy</b>              | <b>6 3</b> + Nb you want to fwd to +  |  Call fwd  |
| <b>Call forwarding on no answer or busy</b> | <b>6 9</b> + Nb you want to fwd to +  |  Call fwd |
| <b>Do not disturb</b>                       | <b>6 4</b>                                                                                                                 |  Call fwd |
| <b>Follow me (from another extension)</b>   | <b>6 5</b> + Nb of your extension + password                                                                               |  Call Fwd |

## QUICK REFERENCE GUIDE


### Registered call forwarding

- |                                                | <u>ACTIVATION</u>                                                                                                                                                                                                                                                       | <u>DEACTIVATION</u>                                                                          |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Register a privileged call forwarding</b>   |  Menu + <b>4</b> + enter call fwd code you want to use (61, 62...) + Nb you want to forward to +  | Program another privileged call fwd                                                          |
| <b>Activate the privileged call forwarding</b> |  Call fwd                                                                                                                                                                            |  Call fwd |


### Programming your terminal

- |                                                      | <u>ACTIVATION</u>                                                                                                                                                                                                                                                                                                     | <u>DEACTIVATION</u>                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reminder</b>                                      | <b>7 1</b> + HHMM<br>4 digits - time of the appointment<br> Menu + <b>5</b>                                                                                                                                                        | <b>7 1</b> + <b>9</b><br> Menu + <b>5</b>                                                                                                                                                                                                                                                   |
| <b>Program dedicated repertory keys on line keys</b> | +  Lx to register + Nb to register +  Menu +                 | +  Lx to erase +  minus +  Menu +  |
| <b>Change password</b>                               | <b>7 9</b> + old password + new password                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Lock your phone</b>                               | <b>7 8</b>                                                                                                                                                                                                                                                                                                            | <b>7 8</b> + password                                                                                                                                                                                                                                                                                                                                                          |
| <b>Retrieve from « all-calls » group</b>             | <b>6 8</b>                                                                                                                                                                                                                                                                                                            | <b>6 8</b>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Temporary operator</b>                            | <b>6 7</b><br>or  >>                                                                                                                                                                                                             | <b>6 7</b><br>or  >>                                                                                                                                                                                                                                                                      |
| <b>Choose ringing melody</b>                         |  Menu + <b>2</b> +  to reach ringing of your choice +  |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Adjust ringing volume</b>                         |  Menu + <b>2</b> +  to reach volume of your choice +   |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Adjust loudspeaker volume</b>                     |  Menu + <b>3</b> +  to reach volume of your choice +   |                                                                                                                                                                                                                                                                                                                                                                                |

**Attendant facilities****Attendant console activation**

**6 7** or  >>

**Attendant console deactivation and programming of extra night set**

**6 7** + night set Nb +   
 or + **\*** to valid or + **0** to change  
 or + **#** if no extra night set

**Override of "do not disturb"**

**3**

**System call forwarding**

**6 1** + **\*** + external number  
 (without 0)

**Deactivate system call forwarding**

**6 1** + **#**

**Call forwarding for a third party**

**6 5** + **\*** + extension Nb to  
 forward + forwarding Nb  
 + your password



MD Evolution System Telephone

DIALOG 4220 Lite

**Declaration of Conformity**

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hågersten, declares that this telephone is in conformity with the essential requirements and other relevant provisions of the R&TTE directive 1999/5/EC.

Details to be found at: <http://www.aastra.com/sdoc>



For questions regarding the product, please contact your Aastra Certified Sales Partner. Also visit us on: [www.aastra.com](http://www.aastra.com)

Subject to alteration without notice