ENGLISH

Dialog 4220 Lite
Dialog 4222 Office
Dialog 4223 Professional

System Telephones for MX-ONE™
Telephony System and MD110

Dialog 4223 Professional only for D3 mode

Quick Reference Guide

This Quick Reference Guide includes short descriptions on how to use the basic features. To learn more about all available functions and features, please see the related User Guide.

The complete User Guide is available in electronic format on the Enterprise Telephone Toolbox CD and on http://www.aastra.com

Free Seating[1]

Log on: ✱ 1 1 ✱ *Authorization code* ✱ *Own ext. No.* # C

Log off: # 1 1 # C

Answer Calls

Answer:

Handsfree: *Press flashing Line key*
(Dialog 4222 and 4223 only)

On another extension (Call pick-up): *Call ringing ext.* **8**
France: **4**; *Sweden:* **6**

End call: or C

Make Calls

Internal calls: *Ext. No.*

External calls: *External line code and No.*

Handsfree: *Dial No.*
(Dialog 4222 and 4223 only)

Common Speed Dialing number: *Dial Speed Dialing No.*

Individual Speed Dialing number: ✱ ✱ (0 - 9)
Finland: ✱ ✱ **(1 - 9)**; *Sweden:* **(0 - 9)** #

Dial by a function key: *Press the preprogrammed key, e.g. Head office*

Last External Number Redial: ✱ ✱ ✱
Finland, Sweden: ✱ ✱ **0**

Dial-by-name[1]

Example; "Eva": Dir 3 3 8 8 8 Find
(Dialog 4223 only) Up or Down Call

AASTRA

Dialing during a connected call

Switch to DTMF: **9** *Dial requested digits*
Finland: **1** *Dial requested digits*

Inquiry

Ongoing conversation: ***Inquiry*** *Call 3rd party*

Refer back: ***Line 1*** or ***Inquiry***

Return to first party and finish Inquiry: C ***Line 1***

Transfer

Ongoing conversation: *Make Inquiry*
Transfer *(Before or after answer)*

Conference

Ongoing conversation: *Make Inquiry* **3** *(After answer)*

Callback

Activate: **6**
Finland, France, Sweden: **5**

Cancel single Callback: # 3 7 ✱ *Ext. No.* # C

Cancel all Callbacks: # 3 7 # C

Call Waiting

Activate: **5** *(At busy tone)* *Wait on line*
Finland and France: **6**; *Sweden:* **4**

Handsfree

(Dialog 4222 and 4223 only)

From handset:

Back to handset:

Diversion

Order from your own extension: *Diversion* or ✱ 2 1 # C
(Diversion key is preprogrammed)
U.K.: ✱ 2 #

Cancel: *Diversion* or # 2 1 # C
U.K.: # 2 #

Internal Follow-me

Order from your own extension: ✱ 2 1 ✱ *New ext. No.* # C
U.K.: ✱ 2 ✱

Cancel: # 2 1 # C
U.K.: # 2 #

Redirect from answering position: ✱ 2 1 ✱ *Own ext. No.* ✱ *New ext. No.* # C
U.K.: ✱ 2 ✱

Cancel from answering position: # 2 1 ✱ *Own ext. No.* # C
U.K: # 2 ✱

External Follow-me

Order: ✱ 2 2 # *External line code and No.* # C

Cancel: # 2 2 # C

Personal Number[1]

Activate or change profile from own extension: ✱ 1 0 ✱ (1 - 5) # C

Cancel: # 1 0 # C

Voice Mail[1]

Enter your mailbox: *Dial voice mail No. and follow recorded instructions*

New message received: *Press preprogrammed Message key and follow recorded instructions*

Programming of Function Keys

Program or change a function: ***Program*** *Press selected function key* *No. or code* *Press function key again* ***Program***

On Hold

Individual: ***Line***

Resume call: ***Line***

Common hold: **8**
France: **4**; *Sweden:* **6**

Resume call on own ext.: ***Line***

Resume call on another ext.: *Call the extension where the call was put on hold* **8**
France: **4**; *Sweden:* **6**

Account Code[1]

New external call: ✱ 6 1 ✱ *Account code* # *External line code and No.*
Finland and Norway: ✱ 7 1 ✱

Ongoing external call: ***Line*** ✱ 6 1 ✱ *Account code* # ***Line***
Finland and Norway: ✱ 7 1 ✱

Absence Information[1]

Order:

With return date/time: ✱ 2 3 ✱ *Absence code* ✱ *Date/Time* # C
(Date sequence is system dependent)

Without return date/time: ✱ 2 3 ✱ *Absence code* # C

Cancel: # 2 3 # C

Choice of Language[1]

Change display language: ✱ 0 8 ✱ *Language code* (**0** - **9**) # C

Silent Ringing

Switch off ring signal:

General Deactivation

Cancel all activated features: # 0 0 1 # C

Abbreviations and Explanations

ext.	Extension
No.	Number
1	Feature may be optional

Subject to alteration without prior notice. For more information, please contact your Aastra Certified Sales Partner.

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