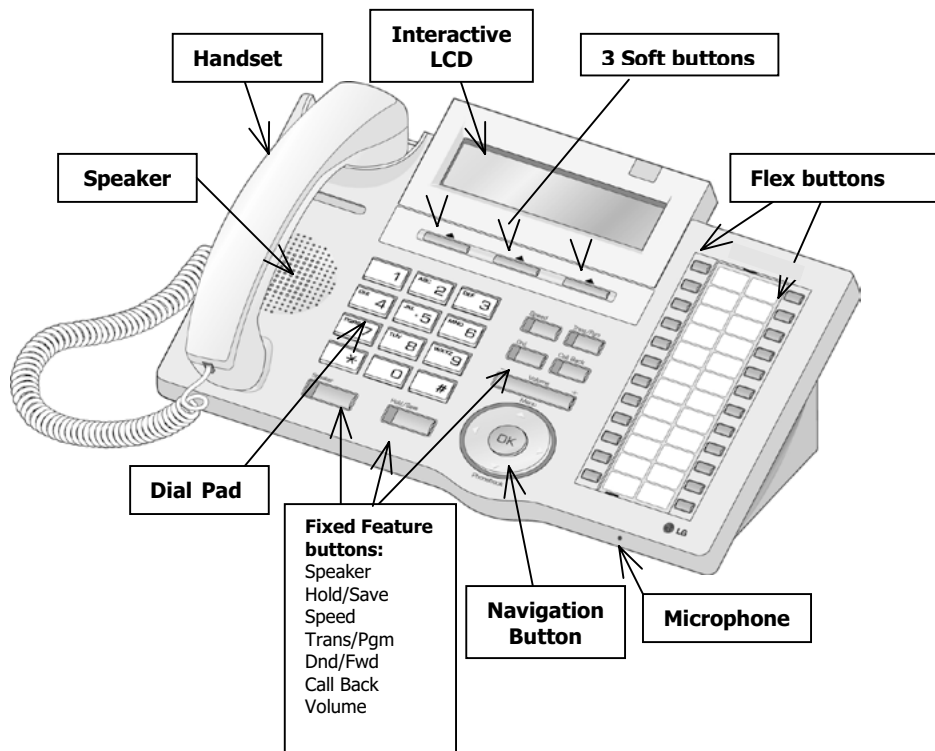


# LG Aria Digital Key Telephone

## 24 Button Quick Reference User Guide (LDP-7024)



- **SPEED** button provides you with access to speed dialing. "SPEED" "\*" last number dialed.
- **TRANS/PGM** (TRANSFER) button is used to transfer an outside call from a station to another.
- **CALL BACK** button allows you to leave a callback indication at a station that is busy, unattended, or in Do Not Disturb.
- **CONF** soft button is used to establish conference calls.
- **DND/FWD** (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or make DND mode.

- **SPEAKER** button enables you to make a phone call with-out lifting handset. It turns the telephone on and off when using the speakerphone.
- **HOLD** soft button enables you to place an outside caller on hold. Press twice for exclusive hold.
- **REDIAL** soft button allows you to make last number redial and auto call number redial.
- **VOLUME** bar allows you to adjust speakerphone and handset volume.
- **FLASH** soft button is used to terminate an outside call and re-seize dial tone without having to hang up the handset.

**Note:** Most features can be accessed via the menu. Press TRANS/PGM scroll up & down by the volume keys. Make your selection by pressing the relevant digits

FEATURES	
<b>MAKE AN INTERNAL CALL</b>	Dial the extension number Ie. "102"
<b>SELECT A LINE</b>	Dial "0"
<b>DIAL THE ATTENDANT</b>	Dial "9"
<b>TRANSFER A CALL</b>	"TRANS/PGM" Ext.No. Hang-up or wait for an answer then hang-up. Or press the DSS button Hang-up (DSS=direct station selection)
<b>CALL PARKING</b>	Dial "TRANS/PGM" 601-619 ( <b>RETRIEVE CALL:</b> dial 601-619)
<b>BGM</b> (Back Ground Music)	"TRANS/PGM" 73 (channel 01-12, 00 to cancel) Hold/Save
<b>CALL BACK</b>	"CALL BACK" (call back a busy or no answer extension.)
<b>CALL FORWARD</b>	Dial 554 or Press "SPEAKER" "DND/FWD" 1=fwd all, 2=busy,3=no ans,4=busy/no ans,5=off-net, 6= off-net no ans, 0=follow me (add # for VMIB)
<b>CANCEL FORWARD</b>	554 # or press "DND/FWD"
<b>CHANGE INTERCOM MODE</b>	"TRANS/PGM" 12 1=Hands free, 2=Tone ring, 3=Privacy Hands free SAVE
<b>CHANGE RING TONE</b>	"TRANS/PGM" 11 1-4 "HOLD/SAVE"
<b>CONFERENCE</b>	Call 1st Party press "CONF" (using the soft keys) call 2 <sup>nd</sup> Party press "CONF" "CONF" (twice)
<b>HEADSET MODE</b>	"TRANS/PGM" 750 Save. Cancel: Trans 751 Save. (Ring modes: 76)
<b>PAGEALL</b>	#00 <b>INTERNAL:</b> dial #5 <b>EXTERNAL:</b> dial #9
<b>PICKUP</b>	** Direct Pickup: *7 Ext.No
<b>PROGRAM FLEXIBLE BUTTONS</b>	"TRANS/PGM" Press DSS (Flexible button) dial code or Ext.no "HOLD/SAVE"
<b>PROGRAM STATION SPEED</b>	"TRANS/PGM" "SPEED" (01-19 Aria 24 or 001-099 Aria 130c+), Enter Phone number to be stored "HOLD/SAVE" Enter name "HOLD/SAVE"
<b>DIAL SPEED NUMBER</b>	Press "SPEED" dial speed number Ie. "19"
<b>LAST NUMBER REDIAL</b>	Press "REDIAL" soft key and scroll through the last 10 numbers dialed using the "NAVIGATION BUTTON" or "VOLUME BUTTON" Press "OK" or "HOLD/SAVE"

ATTENDANT (RECEPTIONIST) FEATURES	
<b>NIGHTSWITCH</b>	"DND" (at Reception)
<b>SETTING DAY/NIGHT/ WEEKEND MODE</b>	Press "DND/FWD" button at the attendant and scroll through the modes -On-Demand, Night, Weekend, Auto, Day
<b>CHANGE TIME/DATE</b>	"TRANS/PGM" 041 MMDDYY save HHMM save (at Reception)
<b>PROGRAM DSS KEYS</b>	"TRANS/PGM" DSS (flex key) dial code or Ext.no "HOLD/SAVE"
<b>PROGRAM SYSTEM SPEEDS</b>	"TRANS/PGM" "SPEED" 2000-4999, Enter Phone number to be stored "HOLD/SAVE" Enter name "HOLD/SAVE"
<b>OVERRIDING AN EXTENSION IN DND MODE</b>	Press the programmed flexible button of the station to be overridden (DND tone is heard). Dial "*" to override the extension (pre enabled)
<b>CHANGING TEMPORARY CLASS OF SERVICE</b>	Activate a lower COS Press "TRANS/PGM" Dial "021" Enter station range to be changed Press "HOLD/SAVE" Remove COS Press "TRANS/PGM" Dial "022" Enter station range to be changed Press "HOLD/SAVE"