

ARIA QUICK REF - 4 BUTTON

Making a Call	<i>To call an outside number</i>	Dial 0 access code for 1 st available line Dial the outside number
Answering a Call		Pick up handset Conversation can begin
Placing a call on hold		Press Hold/Save Button
Transferring a Call		Press Trans/Pgm button Dial station number Announce caller [optional] Replace handset
To Park Calls	<i>Aria 24: 601-608 Aria 130: 601-610 Aria 300: 601-619</i>	Press Trans/Pgm button Dial park code Replace the handset
To Retrieve Parked Calls		Dial park code
Intercom	<i>Making an Intercom Call</i>	Pick up handset Dial extension number
	<i>Changing Intercom Answer Mode</i>	Press Trans/Pgm button Dial 12, Choose option 1, 2 or 3 Press Hold/Save
Paging	<i>Internal All Call Page - #5 External All Call Page - #6 All Call Page - #00</i>	Lift handset, Dial Paging Code
Directed Call Pick-up	<i>To Answer Call ringing at another station</i>	Lift Handset Dial *7 & ringing station no.
Group Call Pick-up	<i>To Answer unattended Phone within your group</i>	Lift handset Dial **
Last Number Redial		Lift handset. Press Speed *
Do Not Disturb	<i>If your handset has been programmed to have Do Not Disturb</i>	To turn this feature on or off: Dial 553 while on-hook
Differential Ring		Press Trans/Pgm button Dial 11 Dial 1,2,3 or 4 Press Hold/Save button

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FIXED FEATURE BUTTONS

- ◆ ***SPEED*** button provides you with access to speed dialling, save number redial and last number redial.

- ◆ ***TRANS/PGM*** button is used to transfer an outside call from one station to another and is also used for programming.

- ◆ ***OHD*** button enables you to dial a phone number without lifting handset. It turns the telephone on and off when using the speakerphone. When called party answers, you must pickup the handpiece. This button is also used to answer and disconnect calls when using a headset.

- ◆ ***HOLD*** button enables you to place an outside caller on hold.

- ◆ **▼VOLUME ▲** bar allows you to adjust ring volume, speakerphone and handset volume.