

ARIA QUICK REF - 8 BTN

Making a Call	<p><i>To call an outside number</i></p> <p><i>To call another station</i></p>	<p>Dial 0 access code for 1st available line Dial the outside number</p> <p>Dial station number or press programmed DSS Key</p>
Answering a Call		Lift handset or press Speaker
Transferring a Call		<p>Press Trans/Pgm & dial ext no. Or press DSS key Announce caller [optional] Replace handset</p>
To Park Calls	<p><i>Aria 24: 601-608</i> <i>Aria 130: 601-610</i> <i>Aria 300: 601-619</i></p>	<p>Press Trans/Pgm button Dial Park No. or press programmed DSS key Replace the handset</p>
To Retrieve Parked Calls		Dial 601-619 or press programmed DSS key
Placing a call on hold		Press Hold/Save Button
Paging	<p><i>All Call Page - #00</i> <i>Internal All Call Page - #5</i> <i>External All Call Page - #6</i></p>	Lift handset, Dial Paging Code or press programmed flexible key
Directed Call Pick-up	<i>To Answer Call ringing at another station</i>	Dial *7 & ringing station number or dial *7 & press programmed DSS key
Group Call Pick-up	<i>To Answer unattended Phone within your group</i>	Dial ** or press programmed flexible key
Last Number Redial	<i>Each handset with LCD has 10 individual last dialed number directory.</i>	<p>Press Speed * or the programmed Redial button When last number is displayed, press volume up or down to find number. When number has been located, press Hold/Save button to dial number.</p>
Do Not Disturb	<i>To turn this feature on or off:</i>	Press DND/FWD button or Dial 553 while on-hook
Ring Tones	<p><i>To Change Ring Sound</i></p> <p>External Ring – Dial 19 Internal Ring – Dial 18</p> <p><i>There are 15 different ring tones to choose from</i></p>	<p>Press Trans/Pgm button</p> <p>Dial 18 or 19</p> <p>Dial 2 digits for type (01-15) Press Hold/Save button</p>

<p>Call Forward</p> <p>To direct calls that come to your telephone to another destination when your telephone is either busy and/or when you are unable to answer your telephone</p>	<p><i>To Set Call Forward</i></p> <p>Dial 1-4 for internal fwd</p> <p>Dial 5-6 for external fwd</p> <p><i>VMIB (voicemail)</i></p> <p><i>To another station</i></p> <p><i>To an external number</i></p> <hr/> <p><i>To Cancel Call Forward</i></p>	<p>Dial 554</p> <p><u>Choose forward type:</u></p> <p>Dial 1 - Unconditional 2 - On Busy 3 - No Answer 4 - Busy/No Answer</p> <p>5 - Offnet unconditional 6 - Offnet no answer</p> <p><u>Choose a Destination:</u></p> <p>Press # for VMIB</p> <p>Dial extension number, or press DSS button</p> <p>Dial speed bin number</p> <hr/> <p>Dial 554# or press DND/Fwd button</p>
<p>Callback</p>	<p><i>To Place a Callback</i></p>	<p>Dial busy extension, Press Trans/Pgm & dial 556, or Press pre-programmed Callback key, then hang up</p> <p>When busy extension hangs up, you will be signalled. Answer the signal by lifting the handset or pressing Speaker, the station you called will be signalled</p>
<p>Conference</p>	<p><u>To Establish a Conference</u></p> <p>8 Button Handsets must have a Conference Button Programmed on a Flexible Key (Trans/Pgm 91)</p> <p><u>To end conference call</u></p>	<p>Call desired party, press Conf button (soft key), the called party is put on exclusive hold. Call the next party, press Conf button twice. (once if adding additional parties) Conference is established.</p> <p>Press Conf button, call the next party. Press Conf button twice. The conference initiator should be actively in the conference.</p> <p>Replace the handset or press Speaker button to end</p>

<p>Program Flexible Button</p>	<p><u>STEP 1.</u></p> <p><u>STEP 2.</u> Choose relevant code</p> <p><i>Station Numbers - DSS Call Park</i></p> <p><i>Mute Key Release Key Camp On Do Not Disturb/Forward Callback Conference Redial – Last Number</i></p> <p><i>Speed Dial Number</i></p> <p><u>STEP 3.</u></p>	<p>Press Trans/Pgm button Press Flexible button</p> <hr/> <p>Dial Station No. & Hold/Save Dial 601-619 & Hold/Save</p> <p>Trans/Pgm 95 & Hold/Save Trans/Pgm 96 & Hold/Save Trans/Pgm 85 & Hold/Save Trans/Pgm 93 & Hold/Save Trans/Pgm 92 & Hold/Save Trans/Pgm 91 & Hold/Save Trans/Pgm 97 & Hold/Save</p> <p>Speed + Bin No & Hold/Save</p> <hr/> <p>Press Speaker button to exit programming mode</p>
<p>Naming Stations</p>	<p><i>Prgram from the Attendant Station only</i></p>	<p>Press Trans/Pgm button. Dial 072 Enter Station Number Enter name using key pad Press Hold/Save button</p>
<p>System Clock Set</p>	<p><i>Prgram from the Attendant Station only</i></p>	<p>Press Trans/Pgm Button Dial 041 Press Hold/Save Button Enter Time as HHMM (24 hr clock) eg: 1435 = 2.35pm Press Hold/Save Button</p>
<p><u>NOTES</u></p>		

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.
- ◆ ***CALLBK*** (Callback) button allows you to leave a Callback indication at a station that is busy, unattended or in Do Not Disturb Mode.
- ◆ ***CONF*** button is used to establish conference calls.
- ◆ ***DND/FWD*** (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or a DND mode.
- ◆ ***MUTE*** button allows you to switch the built in microphone on or off when using the speakerphone or the handset microphone when using the handset.
- ◆ ***SPEAKER*** button enables you to make a phone call without lifting handset. It turns the telephone on and off when using the speakerphone.
- ◆ ***HOLD*** button enables you to place an outside caller on hold.
- ◆ ***REDIAL*** allows you to make last number redial and auto call number redial.
- ◆ **▼VOLUME ▲** bar allows you to adjust ring volume, speakerphone and handset volume.
- ◆ ***DSS*** A pre-programmed station key