

ARIA 24,130,300 QUICK REF GUIDE - 8 & 30 BTN

<p>Making a Call</p>	<p><i>To call an outside number</i></p> <p><i>Making an Intercom Call</i></p>	<p>Dial 0 access code for 1st available line Dial the outside number</p> <p>Pick up handset or press Mon Dial ext no. or press programmed DSS key</p>
<p>Answering a Call</p> <p>Placing a call on hold</p>		<p>Pick up handset or press Mon Conversation can begin</p> <p>Press Hold/Save Button</p>
<p>Transferring a Call</p>		<p>Press Trans/Pgm button Dial ext no. or press DSS key Announce caller [optional] Replace handset</p>
<p>To Park Calls</p>	<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>
<p>To Retrieve Parked Calls</p>		<p>Dial Park No. or press programmed DSS key</p>
<p>Paging</p>	<p><i>All Call Page - #00</i></p> <p><i>Internal All Call Page - #5</i></p> <p><i>External All Call Page - #6</i></p>	<p>Lift handset, Dial Paging Code or press programmed flexible key</p>
<p>Directed Call Pick-up</p>	<p><i>To Answer Call ringing at another station</i></p>	<p>Lift Handset or press Mon Dial *7 & ringing station no.</p>
<p>Group Call Pick-up</p>	<p><i>To Answer unattended Phone within your group</i></p>	<p>Lift handset or press Mon Dial ** or press programmed flexible key</p>
<p>Last Number Redial</p>	<p><i>Each handset with LCD has 15 individual last dialled number directory.</i></p>	<p>Lift handset or press Mon. Press the Redial button (Speed * for 8 button handsets). 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>

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<p>Ring Tones</p>		<p>Press Trans/Pgm button Dial 11 Dial 1,2,3 or 4 Press Hold/Save button</p>
<p>Call Forward To direct calls that come to your telephone to another extension when your telephone is busy and/or when you are unable to answer your telephone</p>	<p><i>To Set Call Forward</i></p> <hr/> <p>Dial 1-4 for internal fwd</p> <p>Dial 5-6 for external fwd</p> <hr/> <p><i>VMIB (voicemail)</i></p> <p><i>To another station</i></p> <p><i>To an external number</i></p>	<p>Dial 554 (forward Code)</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>Press Speed button and dial speed bin number</p>
	<p><i>To Cancel Call Forward</i></p>	<p>Dial 554# then hang up</p>
<p>Callback</p>	<p><i>To Place a Callback</i></p> <p><i>Code for 8 Button handsets - Trans/pgm 556</i></p>	<p>Dialled busy extension Press Callback then hang up When busy extension hangs up, you will be signalled. Answer the signal by lifting the handset or pressing Mon, the station you called will be signalled</p>
	<p><i>To Return Callback on 8 Button Handsets</i></p>	<p>Press Trans/Pgm 557</p>
<p>Naming Stations</p>		<p>Press Trans/Pgm button Dial 74 Enter name using key pad Press Hold/Save button</p>

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<p>Station Speed Dial To make a personal directory of the 100 external numbers that you call most often</p>	<p>To program</p>	<p>Press Trans/Pgm button Press Speed button Dial speed number bin 000-099 Dial phone number to be stored Press Hold/Save button Enter name for dial by name Press Hold/Save</p>
	<p>Codes for Storing Dial by Name</p>	<p>A=21 B=22 C=23 D=31 E=32 F=33 G=41 H=42 I=43 J=51 K=52 L=53 M=61 N=62 O=63 P=71 Q=7* R=72 S=73 T=81 U=82 V=83 W=91 X=92 Y=93 Z=9# Space = *1 . =13 , =*3</p> <p>1=10 2=20 3=30 4=40 5=50 6=60 7=70 8=80 9=90 0=00</p>
	<p>To Dial</p>	<p>Pick up handset Press SPEED button Dial the bin that your number is stored under</p>
	<p>To Erase</p>	<p>Press Trans/Pgm button Press Speed button Dial Bin number to be erased Press Hold/Save button</p>
<p>System Speed Dial Up to 3,000 frequently called business numbers may be stored in your system abbreviated dialling directory, these numbers may be shared by all extensions in the system.</p>	<p>Program from Attendant Station Only</p> <p>Aria 24: 2000-2499 Aria 130: 2000-3499 Aria 300: 2000-4999</p>	<p>Press Trans/Pgm button Press Speed button Dial speed bin no. 2000-4999 Dial phone number to be stored Press Hold/Save button Enter name for dial by name Press Hold/Save</p>
	<p>To Dial</p>	<p>Pick up handset Press SPEED button Dial relevant bin number</p>
	<p>To Erase</p>	<p>Press Trans/Pgm button Press Speed button Dial Bin number to be erased Press Hold/Save button</p>

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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.
- ◆ ***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.
- ◆ ***MON*** 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 (extension button)

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