

ARIA QUICK REF - 16 & 24 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>	Press Pickup button (softkey) Or dial **
Last Number Redial	<i>Each handset with LCD has 15 individual last dialed number directory.</i>	Press the Redial button (soft key). When last number is displayed, press ▲ ▼ on the navigator wheel to scroll through numbers. When number has been located, press OK to dial that number.
Do Not Disturb	<i>To turn this feature on or off</i>	Press DND/FWD button or Dial 553 while on-hook
*Ring Type	<p><i>To Change Ring Type</i></p> <p><u>Options</u> <i>1 – Internal Ring</i> <i>3 – Co Ring (external call)</i></p>	<p>Press Menu button Dial 1 – Basic Pgm. Dial 2 – Ring Pgm.</p> <p>Dial 1,2,3,or 4 to select Internal/ External Ring or Melody. Using the Volume control to Select Ring or Melody Type then Press OK</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><u>To Set Call Forward</u></p> <p>Dial 1-4 for internal fwd</p> <p>Dial 5-6 for external fwd</p> <p>VMIB (voicemail)</p> <p>To another station</p> <p>To an external number</p> <hr/> <p><u>To Cancel Call Forward</u></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><u>To Place a Callback</u></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 Speaker, the station you called will be signalled</p>
<p>Conference</p>	<p><u>To Establish a Conference</u></p> <p><u>To Add on Another Party</u></p> <p><u>To Terminate a Conference</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. Replace the handset or press Speaker button to end.</p>

<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</p> <p>Dial speed number bin 000-099 Dial phone number to be stored Press OK or Hold/Save button Enter name for dial by name Press OK or Hold/Save button</p>
<p>System Speed Dial Up to 3,000 frequently called telephone 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</p> <p>Dial speed bin no. 2000-4999 Dial phone number to be stored Press OK or Hold/Save button Enter name for dial by name Press OK or 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>
<p>Phone Directory</p>	<p>To Scroll through phone directory</p>	<p>Press Phonebook button <i>Select one of the following:</i></p> <p>Dial 1. ICM Menu (stn no's) 2. User Menu (personal) 3. System Menu (shared)</p> <p>Scroll up and down using the navigator or volume control.</p> <p>When the appropriate name has been located, then press the OK button (soft key) to dial number</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=72 R=73 S=74 T=81 U=82 V=83 W=91 X=92 Y=93 Z=94 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>

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<p>*Program Flexible Button</p>	<p><u>STEP 1.</u></p> <p><u>STEP 2. Choose relevant code</u></p> <p><i>Station Numbers - DSS Call Park</i></p> <p><i>Speed Dial Number</i></p> <p><i>Telephone 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>Speed + Bin No. & Hold/Save</p> <p>Press Tel Num (soft key) Dial phone no. then press OK Enter name (optional), press OK</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.
- ◆ ***NAVIGATOR*** control allows access to phonebook and programming menu. Navigator arrows allow scrolling through menus etc.
- ◆ ***SOFT KEYS*** Three soft keys are located under the LCD display of your telephone. These keys work in conjunction with fixed and flexible features.
- ◆ ***DSS*** A pre-programmed station key