

# ARIA 130, 300 & 600 QUICK REF - 16 & 24 BTN 1

<b>Making a Call</b>	<i>To call an outside number</i>  <i>To call another station</i>	Dial <b>0</b> access code for 1 <sup>st</sup> available line Dial the outside number  Dial station number or press programmed DSS Key
<b>Answering a Call</b>		Lift handset or press <b>Speaker</b> Conversation can begin
<b>Transferring a Call</b>		Press <b>Trans/Pgm &amp;</b> dial ext no. <b>Or</b> press <b>DSS</b> key Announce caller [optional] Replace handset
<b>To Park Calls</b>	* 601 – 610 Aria 130 * 601 – 619 Aria 300 601 – 619 Aria 600	Press <b>Trans/Pgm</b> button Dial <b>601-619</b> or press programmed DSS key Replace the handset
<b>To Retrieve Parked Calls</b>		Dial <b>601-619</b> or press programmed DSS key
<b>Placing a call on hold</b>	<i>System Hold</i>  <i>Exclusive Hold</i>	Press <b>Hold/Save</b> Button once  Press <b>Hold/Save</b> Button twice
<b>Paging</b>	<i>All Call Page - #00</i>  * <i>Internal All Call Page - #5</i> *  <i>External All Call Page - #9</i>	Lift handset, Dial <b>Paging Code</b> or press programmed flexible key
<b>Directed Call Pick-up</b>	<i>To Answer Call ringing at another station</i>	Dial *7 & ringing station number or dial *7 & press programmed DSS key
<b>Group Call Pick-up</b>	<i>To Answer unattended Phone within your group</i>	Dial ** or press programmed flexible key
<b>Last Number Redial</b>	<i>Each handset with LCD has 10 individual last dialled number directory.</i>	Press the <b>Redial</b> button (soft key). When last number is displayed, press + or – on the navigator to scroll through numbers. When number has been located, press <b>send</b> (soft key) to dial that number.
<del><b>Do Not Disturb</b></del>	<i>If your handset has been programmed to have Do Not Disturb</i>	<b>To turn this feature on or off:</b> Press <b>DND/FWD</b> button or Dial <b>553</b> while on-hook

<p><b>*Ring Type</b></p>	<p><i>To Change Ring Type</i></p> <p><i>1 – Internal Ring</i>  <i>3 – Co Ring (external call)</i></p>	<p>Press <b>Menu</b> button  Dial 1 – Basic Pgm.  Dial 2 – Bell Pgm.</p> <p>Dial 1,2,3,or 4 to select Internal/ External Ring or Melody.</p> <p>Using the <b>Next</b> key (soft key)  Select Bell or Melody Type then  Press <b>OK</b></p>
<p><b>Call Forward</b>  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>       <p><i>To Cancel Call Forward</i></p>	<p>Dial <b>554</b>  Dial 1 – <b>Unconditional</b>  2 - <b>On Busy</b>  3 - <b>No Answer</b>  4 - <b>Busy/No Answer</b>  5 - <b>Off –net unconditional</b>  6 - <b>Off –net no answer</b>  7 - <b>Incoming line to offnet</b>  # - <b>VMIB</b></p> <p>Dial extension number or press <b>DSS</b> btn where calls are to be received, wait for confirmation tone, hang up.</p> <p>Dial <b>554#</b> then hang up</p>
<p><b>Callback</b></p>	<p><i>To Place a Callback</i></p>	<p>Dialled busy extension, Press <b>Callback</b> (soft key) then hang up  When busy extension hangs up, you will be signalled. Answer the signal by lifting the handset or pressing <b>Speaker</b>, the station you called will be signalled</p>
<p><b>Naming Stations</b></p>		<p>Press <b>Trans/Pgm</b> button.  Dial <b>74</b>  Enter name using key pad  Press <b>Hold/Save</b> button</p>
	<p><i>Codes for Storing Dial by Name</i></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>

<p><b>Station Speed Dial</b> To make a personal directory of the 100 external numbers that you call most often</p>	<p><i>To program</i></p>	<p>Press <b>Trans/Pgm</b> button Press <b>Speed</b> button</p> <p>Dial speed number bin <b>000-099</b> Dial phone number to be stored Press <b>OK</b> button Enter name for dial by name Press <b>OK</b></p>
<p><b>System Speed Dial</b> Depending on the size of your Aria System, you can store up to 4,000 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><i>Program From Attendant Station Only</i></p> <p><u><b>System Speed Bin Range</b></u> Aria 130 = 2000-3499 (1,500) Aria 300 = 2000-4999 (3,000) Aria 600 = 2000-5999 (4,000)</p>	<p>Press <b>Trans/Pgm</b> button Press <b>Speed</b> button</p> <p>Dial speed bin no. <b>2000-5999</b> Dial phone number to be stored Press <b>Hold/Save</b> button Enter name for dial by name Press <b>Hold/Save</b></p>
	<p><i>To Dial</i></p>	<p>Pick up handset Press <b>SPEED</b> button Dial relevant bin number</p>
	<p><i>To Erase</i></p>	<p>Press <b>Trans/Pgm</b> button Press <b>Speed</b> button Dial Bin number to be erased Press <b>Hold/Save</b> button</p>
<p><b>Phone Directory</b></p>	<p><i>To Scroll through phone directory</i></p>	<p>Press <b>Phonebook</b> button <i>Select one of the following:</i></p> <p>Dial 1. <b>ICM Menu</b> (stn no's) 2. <b>User Menu</b> (personal) 3. <b>System Menu</b> (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 <b>Send</b> button (soft key) to dial number If you wish to view the phone number associated with the selected name, press the <b>Name/Tel</b> soft key before dialling.</p>

<p><b>*Program Flexible Button</b></p>	<p><b><u>STEP 1.</u></b></p> <p><b><u>STEP 2.</u> Choose relevant code</b></p> <p><i>Station Numbers - DSS</i> <i>Call Park</i></p> <p><i>Mute Key</i> <i>Release Key</i> <i>Camp On</i> <i>Do Not Disturb/Forward</i> <i>Callback</i> <i>Conference</i> <i>Redial - Last Number</i> <i>Speed Dial Number</i></p> <p><b><u>STEP 3.</u></b></p>	<p>Press <b>Trans/Pgm</b> button Press <b>Flexible</b> button</p> <hr/> <p>Dial Station No. &amp; <b>Hold/Save</b> Dial 601-619 &amp; <b>Hold/Save</b></p> <p><b>Trans/Pgm 95 &amp; Hold/Save</b> <b>Trans/Pgm 96 &amp; Hold/Save</b> <b>Trans/Pgm 85 &amp; Hold/Save</b> <b>Trans/Pgm 93 &amp; Hold/Save</b> <b>Trans/Pgm 92 &amp; Hold/Save</b> <b>Trans/Pgm 91 &amp; Hold/Save</b> <b>Trans/Pgm 97 &amp; Hold/Save</b> <b>Speed + Bin No. &amp; Hold/Save</b></p> <hr/> <p>Press <b>Speaker</b> button to exit programming mode</p>
<p><b>Conference</b></p>	<p><i>To Establish a Conference</i></p> <p><i>To Add on Another Party</i></p> <p><i>To Terminate a Conference</i></p>	<p>Call desired party, press <b>Conf</b> button (soft key), the called party is put on exclusive hold. Call the next party, press <b>Conf</b> button twice. (once if adding additional parties) Conference is established.</p> <p>Press <b>Conf</b> button, call the next party. Press <b>Conf</b> button twice. The conference initiator should be actively in the conference. Replace the handset or press <b>Speaker</b> button to end.</p>
<p><b>System Clock Set</b></p>	<p><i>Program from the Attendant Station only</i></p>	<p>Press <b>Trans/Pgm</b> Button Dial <b>041</b> Press <b>Hold/Save</b> Button Enter Time as <b>HHMM</b> (24 hr clock) eg: 1435 = 2.35pm Press <b>Hold/Save</b> Button</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.