



aria 130

Digital Key Telephone System

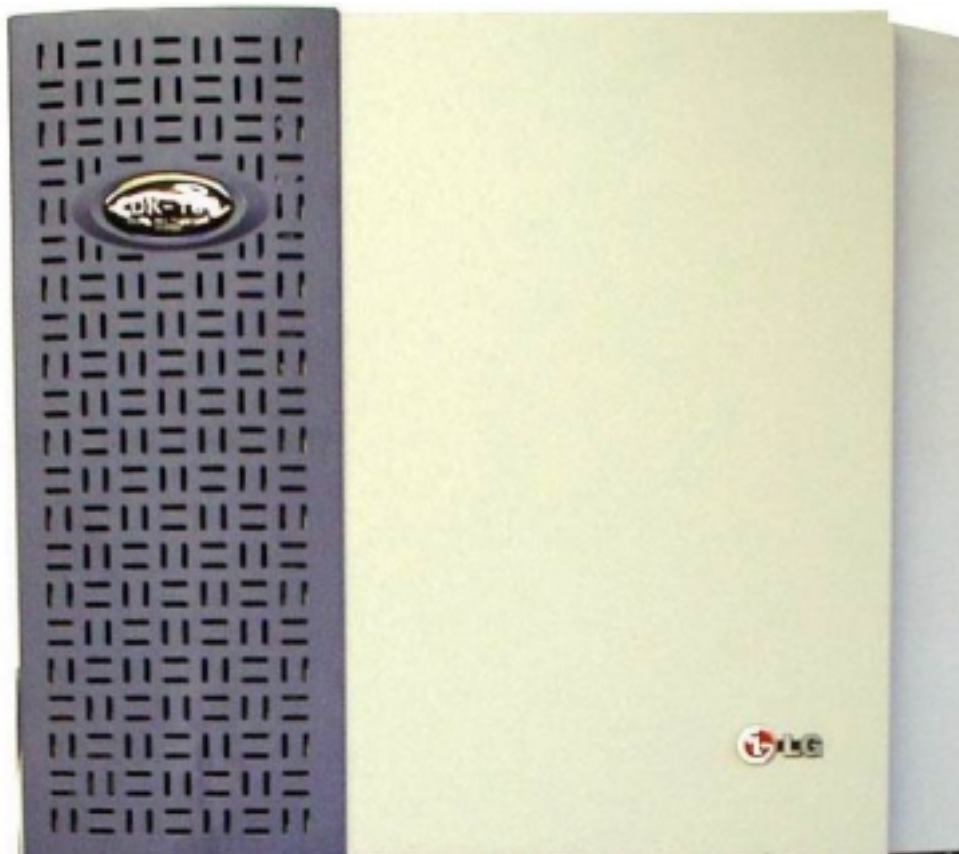
USER GUIDE

**Contains : Quick Reference Guides ,
Digital Keypad Features ,
Attendant Operation ,
Hotel Option Features ,
Single Line Telephone (Analogue) Operation .**



aria

aria 130



A single cabinet installation is shown, (a maximum of 2 cabinets are available for **aria** 130).

NB: Although every effort is made to keep this Guide up to date, Features and Functions are subject to change without notice. An inclusion of a feature or function in this guide does not imply it is operational on your system. Some features require specific hardware or software installation. Please check with your **aria** dealer for further details.

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Quick Reference Guide for *aria 130* Digital Key Telephone

Fixed Feature Buttons

- ☎ **FLASH** button may be used to terminate an outside call and re-seize dial tone without having to hang up the handset.
- ☎ **SPEED** button provides you with access to speed dialing, save number redial and last number redial.
- ☎ **TRANS** (TRANSFER) button is used to transfer an outside call from a station to another.
- ☎ **CALLBK** (CALLBACK) button allows you to leave a callback indication at a station that is busy, unattended, or in DND.
- ☎ **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 make 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 speakerphone and handset volume.

Call Forward

- ☎ Press **MON** button.
- ☎ Press **DND/FWD** button and dial the desired Call Forward type.
 - 0 : Follow me
 - 1 : Unconditional
 - 2 : Busy calls
 - 3 : No answer calls
 - 4 : Busy/no answer calls
 - 5 : Station off-net, unconditional
 - 6 : Station off-net, no answer
 - 7 : Incoming outside line to off-net (Sys. ATD only))
 - # : Cancel previous call forward
- ☎ Dial the station number or press DSS button or intercom group where calls are forwarded. (Confirmation tone is heard.)
- ☎ To make Call forward to VMIB, press # key after dialing call forward type (1~4).

Call Wait (Camp-on)

- If you dial a busy station, you may alert it to your call.
- ☎ After receiving intercom busy tone, dial ✱ or the last digit of called station number or press DSS button.
 - ☎ When the called party answers, consult with them or hang up to transfer the call, if any.

Conference

- ☎ Call the desired party (internal or outside). When called party answers, press **CONF** button.
- ☎ Add next conference party by selecting another outside line or intercom station.
- ☎ When the party answers, press **CONF** button twice. All parties are connected.

To terminate a conference.

The conference initiator should be actively in the conference.

- ☎ Hang up, or press **CONF** button to finish the conference (only for conference initiator).

Leaving a Message Waiting Indication

If you dial a station that is unattended or in Do Not Disturb, you can leave a message waiting indication.

- ☎ Dial the desired intercom station. Busy tone or DND tone is heard.
- ☎ Press **CALLBK** button. The called party's CALLBK button LED will flash.

To answer a Message Waiting Indication.

- ☎ Press flashing **CALLBK** button and the station that left message will be signaled with tone ringing.
- ☎ If called station does not answer, press the **CALLBK** button once to leave a message.

Placing an Outside Call on Hold

While connected to an outside line,

- ☎ Press **HOLD/SAVE** button.
 - Once for system hold
 - Twice for exclusive hold
- ☎ Reverse if hold preference is programmed to system hold.
- ☎ Press **HOLD/SAVE** button.

Last Number Redial

The last dialed number on an outside line is saved.

- ☎ Press **REDIAL** button. Or,
- ☎ Press **SPEED** button and dial ✱.
- ☎ Each station with LCD has 10 last dialed number directory. You may find a dialed number by pressing **VOLUME** key. And press **HOLD/SAVE** button to dial the number.

Save Number Redial

If you wish to save a number you dialed,

- ☎ After dialing the number of an outside party, keep the handset off-hook.
- ☎ Press **SPEED** button twice.

To dial a saved number,

- ☎ Press **SPEED** button and dial #.

Call Transfer

While connected to an outside call,

- ☎ Press **TRANS/PGM** button.
- ☎ Dial station number or DSS button. (You can select a screened or unscreened transfer.)

Screened Transfer

When that extension answers, announce the transfer and hang up to complete call transfer.

Unscreened Transfer

When the called extension begins to signal, hang up to complete call transfer.

Storing Speed Dial Numbers

- ☎ Press **TRANS/PGM** button and then **SPEED** button.
- ☎ Dial the speed number bin.
 - Station Speed Number bins are **000-099**
 - System Speed Number bin are **2000-3499**
- ☎ Dial the phone numbers to be stored.
- ☎ Press **HOLD/SAVE** button to save the number.

Quick Reference Guide for Digital Key Telephone

Storing Speed Dial Numbers (cont)

To erase an exiting speed bin.

- ① Press **TRANS/PGM** button and then **SPEED** button.
- ① Dial speed number bin to be erased.
- ① Press **HOLD/SAVE** button.

Dialing a Speed Number

- ① Press **SPEED** button and dial the speed number bin.
- ① When the called party answers, pick up the handset or use speakerphone.

Voice Over

It is available when the station has been programmed with voice over.

- ① When a busy keyset engaged in an internal or external call is called through camp-on by a caller, **HOLD/SAVE** button of busy keyset is flashing.
- ① After tone, the busy keyset will be connected to both parties.

Queuing

You see that a particular line is busy and want to be placed on a list waiting for the first line in the group or station to become available.

- ① Lift handset or press **MON** button.
- ① Press the busy outside line button, specific line group button or DSS button.
- ① Pressing **CALLBK** button, your **CALLBK** button flashes and confirmation tone is heard.
- ① Hang up or press **MON** button.

To answer a queue request.

- ① When the busy outside line button, specific line group button or DSS button returns to idle, you hear ringing and the queued line button flashes.
- ① Lift handset and dial outside line.

Attendant Clock Set

The attendant can set the Time/Date without entering Admin. Programming.

- ① Press **TRANS/PGM** button.
- ① Dial **0 4 1**
- ① Enter Date (YYMMDDHH) and press **HOLD/SAVE** button.
- ① Enter Time (HHmm) and press **HOLD/SAVE** button.
If there is no need to change date or time, do not dial current date/time and press **HOLD/SAVE** button.

Entering Account Code

To enter Acc Code prior to a call.

- ① Press **{Acc Code}** flexible button.
- ① Dial the account code (1-12 digits)
- ① * to end digit entry
- ① Access the Line

To enter Acc Code during a call.

- ① Press **{Acc Code}** flex Key (conversation may continue), OR Dial **TRANS/PGM 5 5 0** (line is on hold)
- ① Dial the account code (1-12 digits)
- ① * to end digit entry
- ① Recommence conversation

Flexible Buttons Programming

- ① Press **TRANS/PGM** button.
- ① Press a flexible button to be programmed.
- ① See the below chart and dial the desired code.
- ① Press **HOLD/SAVE** button.

Direct Station Select	700~827
Call Park	601~610
Call Pick Up	* 1
Call Pick Up – Directed	* 4 2 (Station Number if reqd)
Speed Dial	* 7
Station Speed Dial	SPEED + bin no. (000~099)
System Speed Dial	SPEED + bin no. (2000~3499)
All Call Page	# 6
Universal Night Answer	2
Last Number Redial	SPEED + *
Save Number Redial	SPEED + #
Account Code	TRANS/PGM + 8 0
Call Wait (Camp-on)	TRANS/PGM + 8 5
Speakerphone/Headset	TRANS/PGM + 7 5
UCD Group (only) DND	TRANS/PGM + 8 7 + (UCD Gp#)
For LDK-2 & 8 button Keyphones	
CONF Button	TRANS/PGM + 9 1
CALLBK Button	TRANS/PGM + 9 2
DND Button	TRANS/PGM + 9 3
FLASH Button	TRANS/PGM + 9 4
MUTE Button	TRANS/PGM + 9 5
MON Button	TRANS/PGM + 9 6
REDIAL Button	TRANS/PGM + 9 7

To erase a flexible button.

- ① Press **TRANS/PGM** button.
- ① Press the flexible button to be erased.
- ① Press **HOLD/SAVE** button.

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Markw	22/09/03	Additions Pg 25,27, 43. Amendment Pg 22

Hotel

Single Line Telephone (Analogue) Operation

Digital Key Telephone Family

Large Digital Key Telephone

- KD-33LD



- KD/E-36LD



- LDK-306LD



KD Series

- KD-36EXE



KD-36D : LCD Display, 24 Flexible Buttons
KD-36N : No LCD Display, 24 Flexible Buttons
KD-24D : LCD Display, 12 Flexible Buttons
KD-24N : No LCD Display, 24 Flexible Buttons

KD/E Series

- KD/E-36EXE



- KD/E-8BTN



KD/E-36EXE : LCD Display, 24 Flexible Buttons
KD/E-36ENH : No LCD Display, 24 Flexible Buttons
KD/E-24EXE : LCD Display, 12 Flexible Buttons
KD/E-24ENH : No LCD Display, 24 Flexible Buttons
KD/E-8 BTN : No LCD Display, 8 Flexible Buttons

Digital Key Telephone Family

Large Digital Key Telephone

- LKD-2N/S



- LKD-8D/S



- LKD-30DS



LKD-2N/S: No LCD Display, 2 Flexible Buttons

LKD-8D/S: LCD Display, 8 Flexible Buttons

LKD-30D: LCD Display, 30 Flexible Buttons (Dual LED with Flex. BTN 01~24 & Single LED with 25~30)

LKD-30LD: Large LCD Display, 30 Flexible Buttons (Dual LED with Flex. BTN 01~24 & Single LED with 25~30)

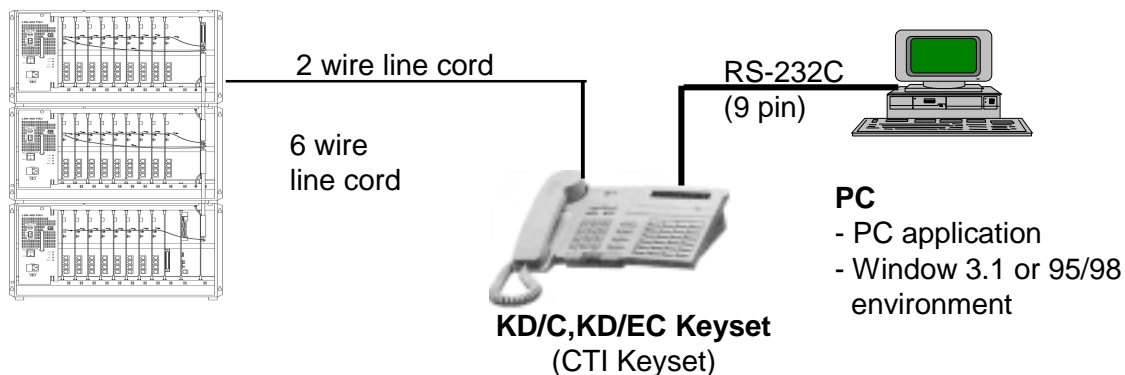
LKD-DSS: 48 Flexible Buttons

1st Party CTI (Computer Telephony Integration)


KE/C, KD/C, LDK-30DS Series keysets have normal functions as KD, KD/E keysets and CTI function to connect PC (RS-232C Interface Function). Connecting CTI Module, the KE/C, KD/C keyset operates to transmit/receive data to communicate with PC.

Installation Guide for Connection CTI Module to KE/C, KD/C keyset


1. Connect KE/C, KD/C keyset to KTU port of CTI module with 6-pin line cord.
2. Connect KSU to KSU port of CTI module with 4-pin line cord.
3. Connect the serial port of PC to the serial port of CTI module with 9-pin RS-232C cable.




Placing an Outside Call

Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ Lift handset or press MON button. ☛ Press outside line button, pool button or dial <u>CO line access code</u>. ☛ Dial desired party. ☛ When called party answers, lift handset or use speakerphone. 	<p>1 OR: 4 + 01~24 Or, 48 + 01~40</p>


Answering an Outside Call

Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ Lift handset or press MON button to use speakerphone. ☛ Press flashing CO line button or loop key. (NB: If the <i>Preferred Line Answer</i> feature is ON for your station, you may answer just by lifting handset, or press MON.) 	


Call Transfer

Button	Procedures	Range
	<p><i>To transfer an outside call to the other extension,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. (The outside call is put on hold.) ☛ Dial <u>station number</u> or appropriate DSS button. ☛ You can make a screened or unscreened transfer. <p><i>Screened Transfer</i></p> <p>When the called extension answers, notice the call transfer and hang up to complete call transfer.</p> <p><i>Unscreened Transfer</i></p> <p>While the station you called rings, hang up to complete call transfer.</p> <p><i>To answer screened transfer,</i></p> <ul style="list-style-type: none"> ☛ When a station rings according to Intercom Answer Mode selection, answer the intercom call. ☛ The transferring party hangs up, the call will be connected. 	<p>700~827</p>

Last Number Redial



Button	Procedures	Range
	<p>Each station with LCD has 10 individual last dialed number directory. To use one of dialed numbers in the directory by scrolling,</p> <ul style="list-style-type: none"> ☛ Press REDIAL button. Or, ☛ Press SPEED + *. ☛ When the last dialed number is displayed. Press VOLUME (▲/▼) button to find a phone number. ☛ Press HOLD/SAVE button then, the number is dialed. 	

Save Number Redial

Button	Procedures	Range
	<p>If you want to save a number you dialed,</p> <ul style="list-style-type: none"> ☛ After dialing the number of an outside party, keep handset off-hook state. ☛ Press SPEED button twice. ☛ Hang up. <p><i>To dial a saved number,</i></p> <ul style="list-style-type: none"> ☛ Press SPEED + #. 	



Auto Call Number Redial

When the called party is busy or does not answer the call, the system can automatically redial the number by pre-programmed time interval.

Button	Procedures	Range
 	Press REDIAL button. ☎ Hang up. ☎ A busy or no answer number will be redialed automatically after pre-programmed time interval while MUTE button is lighting. ☎ When called party answers, lift handset to talk.	

Queuing

When a CO line is busy, you can request a call back when the CO line is available. As soon as it becomes idle, you can be the first extension to get the CO line.


Button	Procedures	Range
 	☎ Lift handset or press MON button. ☎ Press busy outside line button or specific line group button. ☎ Pressing CALLBK button, your CALLBK button is lighting and confirmation tone is heard. ☎ Hang up or press MON button. To answer a queue request, ☎ When the busy CO line or specific line group returns to idle, you hear ring and the queued line button is flashing. ☎ Lift handset and dial a desired phone number.	

Executive/Secretary Transfer

Button	Procedures	Range
	☎ When the Executive Station is busy or DND (Do Not Disturb), all calls will go to the Secretary Station. ☎ The Secretary Station may signal the Executive Station that is in DND by using Call Wait feature. (Press * key or dial the last digit of the number of Executive station or press the DSS button to operate Call Wait feature.)	




Step Call

When an extension is busy, you can make a call to a different station by dialing only the last digit of new station number.









Button	Procedures	Range
	☎ Dialing an extension number, and the station is busy. ☎ After hearing ICM busy tone, dial the last digit of the next extension number in the same 10's group. (ex. If station "712" is busy, dial digit "4" to call station "714".) ☎ It can be used for CO line call by pressing SPEED button + last digit.	

Speed Dial Numbers

Each extension can program up to 100 individual speed dial numbers in the station. The numbers are entered and stored by the user and it can be recalled at any time.

Button	Procedures	Range
  	To store station speed numbers, ☎ Press TRANS/PGM button. ☎ Press SPEED button. ☎ Dial <u>speed number bin</u> . ☎ Dial the phone numbers to be stored. ☎ Press HOLD/SAVE button. ☎ Enter name for Dial by Name. (optional)	Station Speed bin 000~ 099 System Speed bins 2000~3499




Speed Dial Numbers (cont)

Button	Procedures	Range
       	<p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Press SPEED button. ☎ Dial speed number bin. ☎ Press desired outside line or specific line group button. ☎ Dial the phone number to be stored. ☎ Press HOLD/SAVE button. ☎ Enter name for Dial by Name. (optional) ☎ Press HOLD/SAVE button. <p><i>To use station speed numbers,</i></p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Press SPEED button. ☎ Dial speed number bin. <p><i>To use system speed numbers,</i></p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Press SPEED button. ☎ Dial <u>speed number bin</u>. <p><i>To erase station speed numbers,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Press SPEED button. ☎ Dial speed number bin to be erased. ☎ Press HOLD/SAVE button. 	<p>Station Speed bin 000~ 099</p> <p>System Speed bins 2000~3499</p>

CO Line Features


Storing Dial by Name

Users for digital display phone can enter the called party's name so they can dial by name instead of dialing the phone number.

Button	Procedures	Range												
  	<ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Press SPEED button and speed number bin. ☎ Dial the desired phone number. ☎ Press HOLD/SAVE button. ☎ Enter the name up to 16 letters using the code table: <table border="1" data-bbox="954 1098 1203 1461" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Q - 11 Z - 12 . - 13 1 - 10</td> <td>A - 21 B - 22 C - 23 2 - 20</td> <td>D - 31 E - 32 F - 33 3 - 30</td> </tr> <tr> <td>G - 41 H - 42 I - 43 4 - 40</td> <td>J - 51 K - 52 L - 53 5 - 50</td> <td>M - 61 N - 62 O - 63 6 - 60</td> </tr> <tr> <td>P - 71 R - 72 S - 73 Q - 7* 7 - 70</td> <td>T - 81 U - 82 V - 83 8 - 80</td> <td>W - 91 X - 92 Y - 93 Z - 9# 9 - 90</td> </tr> <tr> <td>*1 - Blank *2 - : *3 - ,</td> <td>0-00</td> <td>#</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ☎ Press HOLD/SAVE button. 	Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30	G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60	P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90	*1 - Blank *2 - : *3 - ,	0-00	#	
Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30												
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60												
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90												
*1 - Blank *2 - : *3 - ,	0-00	#												


Call Park

A call can be parked in a parking location and the call will be retrieved by dialing the location number. (The call can be picked up by other extension with making a page announcement to inform the parking location.)



Button	Procedures	Range
	<p>While connected to an outside call,</p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial <u>parking location</u>. 	601~610

Universal Night Answer

When CO lines are programmed for UNA and the system is placed into night mode, users can answer incoming CO line calls employing dial code regardless of pick-up group.

Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ Lift handset or press MON button. ☛ Press flashing CO line button. If a CO line button is not assigned, dial 2. ☛ You will be connected to ringing outside line. 	

Changing Intercom Answer Mode

Button	Procedures	Range
 	<p>Press TRANS/PGM button.</p> <ul style="list-style-type: none"> ☛ Dial 1 2 ☛ Dial 1 for Hands-free, 2 for Tone ring, or 3 for Privacy announce. ☛ Press HOLD/SAVE button. 	



Placing an Intercom Call

Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ Dial intercom number or press programmed DSS button. ☛ You will hear, <ul style="list-style-type: none"> - Ring back tone in TN (Tone) mode. Wait for called station to answer the ringing. - 3 bursts of tone in HF(Hands-free) or PV(Privacy) mode. Begin your announcement after the tone. 	



Answering an Intercom Call

Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ With your intercom answer mode setting, <ul style="list-style-type: none"> - in TN mode, intercom ring is heard. Lift handset to talk. - in PV mode, 3 bursts of tone and one-way announcement is heard. Lift handset to talk. - in HF mode, 3 bursts of tone and announcement is heard. Reply with Hands-free mode or lift handset for privacy. 	

Placing an Intercom on Hold


Button	Procedures	Range
 	<ul style="list-style-type: none"> ☛ If your phone has ICM button, you may put an intercom call on hold by pressing HOLD/SAVE button. ☛ Or, while on an intercom call, press ICM button. ☛ The ICM button flashes and intercom dial tone will be heard. <p><i>To retrieve intercom call on hold,</i></p> <ul style="list-style-type: none"> ☛ Press the flashing ICM button and lift handset. 	

Changing Differential Ring


Button	Procedures	Range
 	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 1 1 ☛ Select the ring type by dialing 1-4. ☛ Press HOLD/SAVE button. 	

Voice Over


This feature provides voice announcement to a busy station without interrupting the existing conversation. The announcement is received over the existing conversation so that only the busy station hears both incoming parties.

Button	Procedures	Range
	<ul style="list-style-type: none"> 📞 When a busy keyset engaged in an internal or external call is called through camp-on by a caller, HOLD/SAVE button of busy keyset is flashing. After tone, the busy keyset can be connected to both parties. 📞 Press HOLD/SAVE button in the busy keyset to converse with new call. 📞 Press HOLD/SAVE button again to alternate the call. 	

Answering a Call Wait with Voice Over

Button	Procedures	Range
	<ul style="list-style-type: none"> 📞 You hear camp-on tone and HOLD/SAVE button is flashing. 📞 Press HOLD/SAVE button to talk with the second caller. The first caller is placed on hold. (MOH may be provided) 📞 You will be connected to the first caller when the second caller hangs up. 	

Directed Call Pick-up

Button	Procedures	Range
	<ul style="list-style-type: none"> 📞 You hear intercom or transferred outside line ring at a station. 📞 Lift handset or press MON button. 📞 Dial *42 and the ringing <u>station number</u>. 📞 You will be connected to the calling party. 	700-827


Call Wait (Camp-on)

If you dial a busy station, you may alert it of your call.

Button	Procedures	Range
	<ul style="list-style-type: none"> 📞 After receiving intercom busy tone, dial “* ” or last digit of called station number, or press DSS button. 📞 Camp-on tone is heard in called station. 📞 When called party answers, talk or hang up to transfer the call. 	



Mute

It provides privacy during speakerphone or handset operation by disabling the microphone.

Button	Procedures	Range
	<ul style="list-style-type: none"> 📞 Press MUTE button to activate. 📞 Press MUTE button again to deactivate. 	




Call Back

If you dial a station that is busy, you can leave a callback indication.


Button	Procedures	Range
 	<ul style="list-style-type: none"> 📞 After receiving intercom busy tone, press CALLBK button. 📞 Hang up. 📞 When the busy station hangs up, you will be signaled. 📞 Answer the signal by lifting handset or by pressing MON button, the station you called will be signaled. 	

Message Waiting

When the called extension does not answer the call, you can leave a message wait to the station.



Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ If a called party does not answer, press CALLBK button. ☛ Hang up. ☛ At that time, the LED of CALLBK button in the called station is flashing. 	
<i>On LKD-2N/S, 8D/S,</i>		
	<ul style="list-style-type: none"> ☛ If a called party does not answer, press TRANS/PGM button and dial * 6 6 	
	<p><i>To answer a message waiting,</i></p> <ul style="list-style-type: none"> ☛ Press flashing CALLBK button. ☛ Station that left message will be signaled with tone ring. 	
<i>On LKD-2N/S, 8D/S,</i>		
	<ul style="list-style-type: none"> ☛ Dial * 6 7 to answer a message waiting. 	

Do Not Disturb



Button	Procedures	Range
	<p>If your phone has been programmed to have Do Not Disturb,</p> <ul style="list-style-type: none"> ☛ Press DND/FWD button while on-hook or your phone is ringing. ☛ The LED is lighting and your phone is in DND. <p><i>To remove Do Not Disturb,</i></p> <ul style="list-style-type: none"> ☛ Press DND/FWD button while on-hook. ☛ The LED is extinguished and DND at your phone is removed. 	
<i>On LKD-2N/S, 8D/S,</i>		
	<ul style="list-style-type: none"> ☛ Dial 5 5 3 instead of pressing DND/FWD button (Toggle setting). 	

Call Forward

A call can be forwarded to the other station, station group or VMIB depending on the call forward type. It should be programmed in Admin. Programming to use some of the Call Forward types.

Button	Procedures	Range
 	<ul style="list-style-type: none"> ☛ Lift handset or press MON button. (The MON button is illuminated.) ☛ Press DND/FWD button. ☛ Press the call forward type: <ul style="list-style-type: none"> 0 - Follow me 1 - Unconditional 2 - Busy calls 3 - No answer calls 4 - Busy / no answer calls 5 - Station off-net, Unconditional 6 - Station off-net, No Answer 7 - Incoming outside line to off-net (Attendant only) ☛ Dial <u>station number</u> or press DSS button or <u>intercom group</u>. ☛ Confirmation tone is heard and DND/FWD button is flashing. ☛ Hang up. <p><i>To activate call forward to VMIB,</i></p> <ul style="list-style-type: none"> ☛ Lift handset or press MON button. ☛ Press DND/FWD button. ☛ Dial desired Call Forward code (1~4). ☛ Dial VMIB selection code # to receive the call. ☛ Hang up. 	<p><i>Sta. No.</i> 700~827</p> <p><i>ICM. Group</i> 620~634</p>

Call Forward (cont)

Button	Procedures	Range
 	<ul style="list-style-type: none"> - For <i>Follow-me</i>, programme the station that you will be forwarded to i.e. if your extension is 702 and you are forwarding to 704, then you will need to go to 704 to program the feature. Also, this feature requires authorisation code and requires system programming. - For <i>Station Off-net</i>, the number you are forwarding to should be saved as a speed dial number first. (Please see Speed Dial Number.) - For <i>Incoming outside line to Off-net</i>, it requires system programming. <p>To cancel call forwards,</p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Press DND/FWD button and dial #. ☎ Hang up. <ul style="list-style-type: none"> - To cancel Incoming Outside line to Off-net (at system attendant), Press MON + DND/FWD + CO line code (CO group/CO line no. /CO BTN) + # 	<p><i>Sta. No.</i> 700~827</p> <p><i>ICM. Group</i> 620~634</p>
<p>On LKD-2N/S, 8D/S,</p> <ul style="list-style-type: none"> ☎ Dial 5 5 4 instead of pressing DND/FWD button. 		

Paging


A station, which is allowed to access page facilities, can connect and transmit voice announcement to any or all of the system external/internal page zones.

Button	Procedures	Range																				
	<p>To make a page,</p> <ul style="list-style-type: none"> ☎ Lift handset. ☎ Dial page zone. (See below chart.) And you will hear warning tone. ☎ After the tone, speak your message. ☎ Hang up. <table border="1" data-bbox="349 1052 1206 1226"> <tr> <td>All Call</td> <td># 6</td> <td>Internal Zone 1</td> <td># 0 1</td> </tr> <tr> <td>Internal Zone 2</td> <td># 0 2 to</td> <td>Internal Zone 15</td> <td># 1 5</td> </tr> <tr> <td>Internal All Call</td> <td># 7</td> <td>External Zone 1</td> <td># 4 1</td> </tr> <tr> <td>External Zone 2</td> <td># 4 2</td> <td>External Zone 3</td> <td># 4 3</td> </tr> <tr> <td>External All Call</td> <td># 5</td> <td>Meet Me Page</td> <td># #</td> </tr> </table> <p>To answer paging, (meet me page)</p> <ul style="list-style-type: none"> ☎ Go to the nearest key telephone. ☎ Lift handset and dial # # or HOLD/SAVE button, and you will be connected to the paging party. 	All Call	# 6	Internal Zone 1	# 0 1	Internal Zone 2	# 0 2 to	Internal Zone 15	# 1 5	Internal All Call	# 7	External Zone 1	# 4 1	External Zone 2	# 4 2	External Zone 3	# 4 3	External All Call	# 5	Meet Me Page	# #	<p>Internal Zones: 01~15</p>
All Call	# 6	Internal Zone 1	# 0 1																			
Internal Zone 2	# 0 2 to	Internal Zone 15	# 1 5																			
Internal All Call	# 7	External Zone 1	# 4 1																			
External Zone 2	# 4 2	External Zone 3	# 4 3																			
External All Call	# 5	Meet Me Page	# #																			

Intercom Features


Flash

May disconnect outside line and re-seize dial tone if programmed . It can be used to send a recall to line, when the system is connected with a PBX or Enhanced Feature Analogue Line.


Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ While connected to an outside line, press FLASH button. 	

Speakerphone


Pressing an outside line button, a speed button, a station button or dialing a station number will automatically activate the speakerphone. (LKD-2N/S has no microphone and doesn't function as Hands-free unit.)

Button	Procedures	Range
	<p>To activate speakerphone,</p> <ul style="list-style-type: none"> ☎ Press MON button. ☎ Dial outside line number or intercom number to talk. 	


Speaker Volume Control

Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ In speakerphone mode, press VOLUME (▲/▼) button to control the speakerphone volume. 	


Ring Volume Control

Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ When bell rings, press VOLUME (▲/▼) button to control ring volume. 	


Placing an Intercom Group Call

Button	Procedures	Range
	<p><i>To make an intercom group call,</i></p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Dial the <u>intercom group number</u>. 	ICM. Group No. 620-634


Placing a CO Call on Hold

Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ Press HOLD/SAVE button. <ul style="list-style-type: none"> - <u>Once</u> for system hold - <u>Twice</u> for exclusive hold Reverse if hold preference is programmed to system hold. ☎ Press HOLD/SAVE button <p><i>To retrieve the call,</i></p> <ul style="list-style-type: none"> ☎ Lift handset and press flashing outside line button. 	



Group Call Pick-up

Button	Procedures	Range
	<p>You should be in the same pick-up group as ringing phone.</p> <ul style="list-style-type: none"> ☎ You hear an unattended phone ringing. ☎ Lift handset or press MON button. ☎ Dial * 1 	

Conference





Button	Procedures	Range
	<p><i>To establish a conference,</i></p> <ul style="list-style-type: none"> ☎ Call desired party. (internal or outside) ☎ Press CONF button. (CONF button is lighting and 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><i>To add another party in the conference,</i></p> <ul style="list-style-type: none"> ☎ Press CONF button. ☎ Call the next party. ☎ Press CONF button twice. <p><i>To exit a conference (unattended),</i></p> <ul style="list-style-type: none"> ☎ Press CONF button in the supervisor station and hang up. Other parties are still connected. 	

Conference (Cont'd)

Button	Procedures	Range
	<p><i>Re-entering a conference,</i></p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Press CONF button. 	
	<p><i>To drop an outside party,</i> (You should be active in the conference.)</p> <ul style="list-style-type: none"> ☎ Press outside line of party you wish to drop. ☎ Hang up or press MON button. 	
	<p><i>To terminate the conference,</i></p> <ul style="list-style-type: none"> ☎ Hang up or, press CONF button if unsupervised. 	
<p>On LKD-2N/S, 8D/S,</p> <ul style="list-style-type: none"> ☎ Conference feature can be accomplished by programming a flexible key as CONF button (TRANS + 91). 		


Access Authorization Code

To prevent unauthorized outside calling, DISA access or Trunk access on your station by others, the system provides a means to lock/unlock a station by access authorization code.


Button	Procedures	Range
	<p><i>To register access authorization code,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 3 1 ☎ Dial your own 5 digits access authorization code. ☎ Press HOLD/SAVE button. ☎ Confirmation tone is heard. 	
		
		
	<p><i>To change access authorization code,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 3 2 ☎ Dial your current access authorization code. You will hear confirmation tone. ☎ Dial your new 5 digits access authorization code. ☎ Press HOLD/SAVE button. ☎ You will hear confirmation tone. 	

Blocking Outside Calls

Note : An access authorization code should be registered.



Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 2 1 ☎ Press HOLD/SAVE button. (Confirmation tone is heard.) ☎ MUTE button will flash until restored to normal. 	

Restoring Outside Calls

Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 2 2. ☎ Dial your current access authorization code. (Confirmation tone is heard.) ☎ MUTE button will be extinguished. 	



Wake-up Call

The system automatically sends ring signal to a station which registers a wake-up time. There are two kinds of wake-up call, one is effective for one-day, the other is effective until canceled.


Button	Procedures	Range
	<p><i>To register wake-up time,</i></p> <ul style="list-style-type: none"> Press TRANS/PGM button. Dial 4 1 and 4-digit wake-up time (HHMM) in 24-hour mode. (HH = 00~23, MM = 00~59) Press HOLD/SAVE button for "one-day" or dial # and HOLD/SAVE button for "until canceled". (Confirmation tone is heard.) 	
	<p><i>To cancel wake-up call,</i></p> <ul style="list-style-type: none"> Press TRANS/PGM button and dial 4 2. Press HOLD/SAVE button. (Confirmation tone is heard.) 	

Using Dial By Name

Each station and speed dial number can be assigned to a name. When names are programmed, you may select a speed dial number by the stored name.



Button	Procedures	Range
 	<ul style="list-style-type: none"> Press SPEED button twice. On the display, you will see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> DIAL BY NAME ICM : 1 U_SPD : 2 S_SPD : 3 </div> Select desired type. <ul style="list-style-type: none"> 1 : Intercom 2 : User (Station Speed Dial) 3 : System (System Speed Dial) Confirmation tone is heard and you will see the following. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> 1 : XXXX XXXX XXXXXX 2 : YYYY YYYY YYYYYY </div> 	

Using Dial By Name

Button	Procedures	Range
	<ul style="list-style-type: none"> Pressing VOLUME button, the cursor will be moved to the next name. When the cursor points a name or a dial number to call, press HOLD/SAVE button. Then, the stored number is dialed. You may enter characters using the code in "Storing Dial by Name". The LCD will display the first two names which match your input. (You may delete the last letter of your input by pressing CALLBK button. And then, the previous matched name is displayed.) You can see the matched phone number by pressing FLASH button while the name is displayed (toggle). 	




Programming Your Name into Display

You can program your name and people using display phones will see your name instead of your station number.

Button	Procedures	Range
 	<ul style="list-style-type: none"> Press TRANS/PGM button. Dial 7 4. Enter your name. (up to 7 letters using the code in "Storing Dial by name.") Press HOLD/SAVE button. 	



Pre-selected Message

You can select a pre-assigned message to be displayed on the LCD of the phone calling the station.

Button	Procedures	Range
  	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button and dial 5 1 ☛ Dial the number of desired message. Date, Time or Station Number if required. ☛ Press HOLD/SAVE button. (DND/FWD button is flashing.) <div style="background-color: #f0f0f0; padding: 5px;"> <p>0 1 LUNCH, RETURN HH:MM 0 2 ON VACATION / RETURN AT MM:DD 0 3 OUT OF OFFICE/ RERURN TIME HH:MM 0 4 OUT OF OFFICE/ RETURN AT MM:DD 0 5 OUT OF OFFICE/ RETURN UNKNOWN 0 6 CALL : XX... (Telephone number: Max. 17 digits) 0 7 IN OFFICE/STA XXXX 0 8 IN A MEETING / RETURN TIME (HH:MM) 0 9 AT HOME 1 0 AT BRANCH OFFICE # to cancel 1 1 ~ 2 0 are used for customized messages which are programmed by attendant. (See "Creating Customized Message")</p> </div> <p><i>To turn off message display,</i></p> <ul style="list-style-type: none"> ☛ Press flashing DND/FWD button. 	


User Custom Message Programming

You may program a custom message 00 to be displayed on the LCD of the phone calling your station.

Button	Procedures	Range
 	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button and dial 5 2 at the station. (Confirmation tone is heard.) ☛ Enter the message. (up to 24 letters using the code in "Storing Dial by Name") ☛ Press HOLD/SAVE button. 	








Background Music

A station can receive audio, generally music from an internal or external source while idle.

Button	Procedures	Range
	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 7 3 and select BGM channel (00~11). ☛ Press HOLD/SAVE button. 	00~11





Voice Announcement

This feature provides the station an audible system prompt and you can record your greeting to provide the caller when the call is not answered within the predefined time.

Button	Procedures	Range
	<p><i>Date & Time Prompt ;</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 2. ☎ You will hear the time prompt, "Date is December, 20th, Time is XX : XX PM." 	
	<p><i>Station Number Prompt ;</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 3. ☎ You will hear the station number prompt, "This is station XXXX." 	
	<p><i>Station Status Prompt ;</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 4. (You will hear below list (a-j). c-i items will be omitted if not active.) <p>a) Station number XXXX b) Intercom Answer Mode c) Listed message X d) Wake-up time XX:XX AM or PM e) Do not disturb f) Forwarded to station XXXX g) Forwarded to speed bin XXX h) Queued CO XXX i) Locked (temporary COS change) j) COS X</p>	
	<p><i>Record your greeting,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 1. ☎ "Press # button to record" is heard and any current greeting will be played. ☎ Press # button and record your greeting after hearing confirmation tone. ☎ Press HOLD/SAVE button or MON button to finish recording, then confirmation tone is heard ☎ Pressing SPEED button while playing, the greeting is deleted, confirmation tone is heard. 	
		
	<p><i>Delete your greeting,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 6. 	
	<p><i>Activate Call Forward to VMIB,</i></p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Press DND/FWD button. ☎ Dial Call Forward type code (1~4). ☎ Dial # key . (Confirmation tone is heard.) <p><i>Deactivate Call Forward to VMIB,</i></p> <ul style="list-style-type: none"> ☎ Lift handset or press MON button. ☎ Press DND/FWD button. 	
	<p><i>Leave voice message wait,</i></p> <ul style="list-style-type: none"> ☎ After user greeting is played. "Record your message" prompt is heard. ☎ After beep tone, record your message with normal voice. ☎ Hang up. <p><i>Listen to the recorded message,</i></p> <ul style="list-style-type: none"> ☎ Press the flashing CALLBK button. ☎ The recorded message is heard with the time and date. ☎ Pressing HOLD/SAVE button, the current message is saved, the next message is heard. ☎ Pressing CALLBK button, the current message is played again. ☎ Pressing CONF button, the current message is deleted and the next message is heard. (The operation of 2/8 BTN keyset is the same with other <i>aria</i> systems.) <p><i>To forward a recorded message,</i></p> <ul style="list-style-type: none"> ☎ While listening to the recorded message, dial recipient's station number. <p><i>Record VMIB Paging Message,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 5. ☎ "Press # button to record" is heard and if there is a recorded paging message, it will be played. ☎ Press # button and record paging message after hearing confirmation tone. ☎ Press HOLD/SAVE button or MON button to finish recording, confirmation tone is heard. ☎ Pressing SPEED button while playing, the greeting is deleted, confirmation tone is heard. <p><i>Activate VMIB Message Paging,</i></p> <ul style="list-style-type: none"> ☎ Dial the desired page zone (5XX) and lift handset. ☎ The recorded VMIB message is paged. <p><i>Delete VMIB Paging Message,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 6 7. ☎ The recorded message is deleted. ☎ Or, press SPEED button while playing, then the message is deleted and confirmation tone is heard. 	

CO Message Wait (CLI Message Wait)

When a call is received with DISA/DID, the Calling Line Identification (CLI) of the incoming call is displayed on the LCD of the station. If the DISA/DID external party hangs up the call before being answered, the CLI will be stored in the CO message wait queue in the called party.


Button	Procedures	Range
	<p>To retrieve CLI Message,</p> <ul style="list-style-type: none"> ☎ Press CALLBK button. ☎ The stored message will be shown on the LCD. 	
	<p>To delete the current CLI message and see the next one,</p> <ul style="list-style-type: none"> ☎ Press CONF button. 	
	<p>To make a callback,</p> <ul style="list-style-type: none"> ☎ Press HOLD/SAVE button. ☎ The stored number is dialed as speed dialing. 	
	<p>To see the next/previous CLI message,</p> <ul style="list-style-type: none"> ☎ Press VOLUME button. 	
	<p>To delete all CLI messages,</p> <ul style="list-style-type: none"> ☎ Press SPEED button twice. ☎ If DVU message is stored with CLI message, the CLI message will not be deleted by pressing SPEED button. 	

DISA (Direct Inward System Access)

Outside caller can access a CO line which is programmed as DISA line.

Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ Dial the CO access code after hearing dial tone or voice guide from DVU. ☎ Or, dial the CO access code after dialing the programmed authorization code (when needed) for outgoing call. 	

LCD Language Change

Button	Procedures	Range
	<ul style="list-style-type: none"> ☎ Press TRANS/PGM button and dial 7 1 ☎ The language in LCD is changed into default value. ☎ If pressing TRANS/PGM + 7 1, the language in the LCD is changed to the nation's language. 	

Alarm Reset

Button	Procedures	Range
	<p>To terminate alarm signal while idle state,</p> <ul style="list-style-type: none"> ☎ Dial * 5 6 5 ☎ Confirmation tone is heard and the alarm signal is terminated at all assigned stations. 	

Two-way Recording

While a CO line call, you can record the conversation and it will be saved in its own mailbox.

Button	Procedures	Range
	<p>To record the conversation,</p> <ul style="list-style-type: none"> ☎ Press the programmed {RECORD} button.(To program the {RECORD} button, [TRANS/PGM] + Flex. BTN + [TRANS/PGM] +5 4 + [HOLD/SAVE]) <p>To finish the recording,</p> <ul style="list-style-type: none"> ☎ Press the programmed {RECORD} button again. Or, replace the handset. 	

Voice Mail (VMIB) Quick Reference Guide

To Record Out Going Greeting

- ☎ Press TRANS/PGM button.
- ☎ Dial 6 1
Follow the voice Prompts,
Press HOLD/SAVE when you have finished recording your greeting.

To Forward calls to the Voice Mail (VMIB)

- ☎ Press MON button.
- ☎ Press DND/FWD button.
Dial one of the following forward types:
For Unconditional Forward dial..... 1 #
For Forward on Busy dial2 #
For Forward on No Answer dial3 #
For Forward on Busy/ No Answer dial ..4 #

To Retrieve your Voice Mail (VMIB) Messages

- ☎ Press the flashing CALL BK button. (LCD also will also indicate a VMIB message waiting)
The Time and Date will play (if programmed)
The message will begin re playing.
- ☎ Press CALL BK button to save the message
- ☎ Press HLOD/SAVE button to replay the message
- ☎ Press CONF button to delete the message.
The VMIB will hang up when all messages are deleted, or hang up the station.

To Remove the Call Forward to the Voice Mail (VMIB)

- ☎ Press MON button.
- ☎ Press DND/FWD button. Dial #

Voice Mail (VMIB) for 8 Button Digital Key Telephones

To Record Out Going Greeting

- ☎ Press TRANS/PGM button.
- ☎ Dial 6 1
Follow the voice Prompts,
Press HOLD/SAVE when you have finished recording your greeting.

To Forward calls to the Voice Mail (VMIB)

- ☎ Press MON button (or lift the handset)
- ☎ Dial one of the following forward types:
For Unconditional Forward dial... 5 5 4 1 #
For Forward on Busy dial5 5 4 2 #
For Forward on No Answer dial ..5 5 4 3 #
For Forward on Busy/ No Answer dial .5 5 4 4 #

To Retrieve your Voice Mail (VMIB) Messages

- ☎ The flashing CALL BK button and LCD will alert a VMIB message
- ☎ Dial * 6 7
The Time and Date will play (if programmed)
The message will begin re playing.
- ☎ Press # 3 to replay the message again.
- ☎ Press # 2 to save the message.
- ☎ Press # 1 to delete the message.
The VMIB will hang up when all messages are deleted, or hang up the station.

To Remove the Call Forward to the Voice Mail (VMIB)

- ☎ Press MON button.
- ☎ Dial 5 5 4 #

Voice Mail (VMIB) Guide for SLT & 2 Button Digital Key Telephones

SLT's receiving VMIB message alert

- ☎ Requires compatible phone.

To Record Out Going Greeting

- ☎ Dial 5 6 3 6 1
Follow the voice Prompts,
Press HOLD/SAVE (or hook flash / recall for slt) when you have finished recording your greeting.

To Forward calls to the Voice Mail (VMIB)

- ☎ Press MON button (or lift the handset)
- ☎ Dial one of the following forward types:
For Unconditional Forward dial..... 5 5 4 1 #
For Forward on Busy dial5 5 4 2 #
For Forward on No Answer dial5 5 4 3 #
For Forward on Busy/ No Answer dial ..5 5 4 4 #

To Retrieve your Voice Mail (VMIB) Messages

- ☎ The flashing MSG lamp or slt msg wait lamp will alert a VMIB message.
- ☎ Press MON button (or lift handset)
Dial * 6 7
The Time and Date will play (if programmed)
The message will begin re playing.
- ☎ Press # 3 to replay the message again.
- ☎ Press # 2 to save the message.
- ☎ Press # 1 to delete the message.
The VMIB will hang up when all messages are deleted, or hang up the station.

To Remove the Call Forward to the Voice Mail (VMIB)

- ☎ Press MON button (or lift handset)
- ☎ Dial 5 5 4 #

Voice Mail (VMIB) - Password Protection

Accessing a Password Protected Mailbox

- ☎ A station's mailbox may be flagged by your installer as password protected. To access your mailbox, you will need to key in your authorisation code (see above).

Changing your Authorisation Code

- ☎ Use TRANS/PGM 3 2 (or 5 6 3 3 2 for SLT's & 2 button phone's) to change your authorisation code (your station's current code authorisation code is required for this feature.)

Voice Mail (VMIB) - Remote Access Quick Reference Guide

Enter your Authorisation Code (of your Station)

Before you can remotely access your voice mail you will need to enter an 'authorisation code' this is done at your extension.

- 📞 Press TRANS/PGM, Dial 3 1 (or Dial 5 6 3 3 1 for slt & 2 button phones)
- 📞 Dial your 5 digit Authorisation code (unique to your station)
- 📞 Press HOLD/SAVE button (or hook flash / recall at slt)

Remote Accessing Your Mailbox

You can dial into your voice mail through DISA or using your DID number. When you hear your greeting press the * button you will be asked to enter your 'authorisation code' The system will respond with the number of messages in your voice mail, if the correct code was entered.

- Dial 1 to retrieve your messages
- Dial 2 to listen to the next message
- Dial 4 to delete all messages
- Dial # during greeting to change the greeting
- Dial * to exit voice mail remote control mode



- Dial 1 to listen to the current message again
- Dial 3 to delete the current message
- Dial 2 to listen to or change your greeting
- Dial 3 to remove the forward to your voice mail

Station Programming Menu Table

The **aria 300** system supports multiple hierarchical menus based on station programming. User can make station programming by selecting desired menu. By pressing [TRANS/PGM] button in a keyset with LCD, user can see the menu.

Main Menu	Sub Menu	Sub Menu-2	Selection	Remark
[1] RING	[1] TYPE		1,2,3,4	DKTU
	[2] ANSWER MODE		H(1)/T(2)/P(3)	
[2] COS	[1] COS DOWN		ICM/COS7	
	[2] COS RESTORE		ENTER AUTHO CODE	
	[3] WALKING COS		ENTER AUTHO CODE	
[3] AUTHORIZATION	[1] AUTH REGISTER			
	[2] AUTH CHANGE			
[4] TIME	[1] SET WAKE UP TIME		ONCE/ PERMERNANT	
	[2] WAKE UP DISABLE			
[5] MESSAGE	[1] SET PRESELECTED MSG		00 - 10	
	[2] SET CUSTOMER MSG		None	
[6] ANNOUNCEMENT	[1] RECORD USER GREETING			
	[2] LISTEN TIME&DATE			
	[3] LISTEN STA NUMBER			
	[4] LISTEN STA STATUS			
	[5] RECORD PAGE MSG			
	[6] ERASE USER GREETING			
	[7] ERASE PAGE MSG			
[7] SUPPLEMENTARY	[1] LCD DISPLAY LANGUAGE		DOMESTIC/ ENGLISH	DKTU
	[2] MPB VERSION DISPLAY			
	[3] BGM			
	[4] REGISTER STA NAME			2/8 BTN/SLT
	[5] SPK/HEADSET		SPEAKER/HEADSET	
	[6] HEADSET RING MODE		SPEAKER/HEADSET/ BOTH	
	[7] WTU STA NUM RCVR			
	[8] SERIAL NUMBER			
[0] ATTENDANT				ATD ONLY
[*] SYSTEM	[#] ENTER ADMIN			ADMIN ONLY





Flexible Button Programming

Button	Procedures	Range
	<p><i>To program flexible buttons,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Press a flexible button to program. ☛ See the below table and enter the desired code. ☛ Press HOLD/SAVE button. 	
	<p><i>To erase a flexible button,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Press the flexible button to be erased. ☛ Press HOLD/SAVE button. 	

Code for Flexible Button Programming



Direct Station Select	station number 700 ~ 827	Ring Type	TRANS/PGM + 11
Call Park	parking location 601 ~ 610	Ring Answer Mode	TRANS/PGM + 12
Hunt Group	internal hunt group 620 ~ 634	COS Down	TRANS/PGM + 21
Alarm Reset	★ 5 6 5	COS Restore	TRANS/PGM + 22
Group Call Pick-up	★ 1	Walking COS	TRANS/PGM + 23
Direct Call Pick Up	★ 4 2 <station #>	Auth. Code Register	TRANS/PGM + 31
Universal Night Answer	2	Auth. Code Change	TRANS/PGM + 32
Speed Dial	★ 7	Set Wake-up Time	TRANS/PGM + 41
Station speed dial	SPEED+000~099	Wake-up Disable	TRANS/PGM + 42
System speed dial	SPEED+2000~3499	Set Preselected MSG	TRANS/PGM + 51
Outside Line Access	1	Set Customer MSG	TRANS/PGM + 52
Group access	4 + ...	Record User Greeting	TRANS/PGM + 61
E.g. Group #1~24	4 0 1~4 2 4	Listen Time & Date	TRANS/PGM + 62
Individual Line Access	4 8 + 01~40	Listen Station Number	TRANS/PGM + 63
E.g. Lines #1~40	4 8 0 0 1~4 8 4 00	Listen Station Status	TRANS/PGM + 64
Button Assignment for LKD-2/8 button		Record Page MSG	TRANS/PGM + 65
CONF button	TRANS + 9 1	Erase User Greeting	TRANS/PGM + 66
CALLBK button	TRANS + 9 2	Erase Page MSG	TRANS/PGM + 67
DND button	TRANS + 9 3	LCD Display Language	TRANS/PGM + 71
FLASH button	TRANS + 9 4	MPB Version Display	TRANS/PGM + 72
MUTE button	TRANS + 9 5	Background Music	TRANS/PGM + 73
MON button	TRANS + 9 6	Register Station Name	TRANS/PGM + 74
REDIAL button	TRANS + 9 7	Speakerphone/Headset	TRANS/PGM + 75
		Headset Ring Mode	TRANS/PGM + 76
		Account Code	TRANS/PGM + 80
		ICM Hold	TRANS/PGM + 83
		LOOP button	TRANS/PGM + 84
		Camp-on	TRANS/PGM + 85

Wake-up Call

Button	Procedures
	<p><i>To register wake-up call,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 4 2 ☛ Dial the station range. In case of one station, dial the station number twice. ☛ After hearing confirmation tone, enter 4-digit wake-up time (HHmm) in 24-hour mode. (HH= 00~23, mm= 00~59) ☛ Press HOLD/SAVE button for one-day, or dial # and HOLD/SAVE button for until canceled. <p><i>To cancel wake-up call,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 4 3 (Confirmation tone is heard and MON button is lighting.) ☛ Dial the station range to be canceled. ☛ Press HOLD/SAVE button. (MON button will be extinguished.)
	
	
	



Attendant Clock Set

This feature allows the attendant to set the Time/Date without entering Admin Programming.



Button	Procedure
	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 4 1 ☛ Enter Date as MMDDYY (6 digits) and press HOLD/SAVE button. ☛ Enter Time as military format (4 digits) and press HOLD/SAVE button. If there is no need to change date or time, press HOLD/SAVE button to go to the next step.
	

System Greetings

It provides announcements for Hunt service (UCD/Circular/Terminal) or DISA and only the system attendant can record this message.




Button	Procedures																																
	<p><i>To record system greetings,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 6. ☛ Dial the announcement number (001~100). ☛ "Press # button to record" is heard. Then press # button to start recording. ☛ Record your greeting and press HOLD/SAVE button to finish the recording. ☛ To delete, press SPEED button while the message is played. <p>☛ The System Prompt messages are 071~100 as default;</p> <table border="0"> <tr> <td>071: VMIB MOH</td> <td>086: Reserved</td> </tr> <tr> <td>072: Reserved</td> <td>087: Reserved</td> </tr> <tr> <td>073: Invalid Number Prompt</td> <td>088: Remote VMIB Control Main Menu Prompt</td> </tr> <tr> <td>074: Time out Prompt</td> <td>089: Remote VMIB Sub-menu for digit 1 in Main Menu Prompt</td> </tr> <tr> <td>075: Retry Prompt</td> <td></td> </tr> <tr> <td>076: Transfer to Attendant Prompt</td> <td>090: Reserved</td> </tr> <tr> <td>077: Reserved</td> <td>091: Reserved</td> </tr> <tr> <td>078: Leave Message Prompt</td> <td>092: Reserved</td> </tr> <tr> <td>079: Record Start Prompt</td> <td>093: Remote VMIB Sub-menu for digit 2 in Main Menu Prompt</td> </tr> <tr> <td>080: Authorization Code Prompt</td> <td>094: Remote VMIB Sub-menu for digit 3 in Main Menu Prompt</td> </tr> <tr> <td>081: Busy Prompt</td> <td>095: Remote VMIB Sub-menu for digit * in Main Menu Prompt</td> </tr> <tr> <td>082: Reserved</td> <td></td> </tr> <tr> <td>083: Station Off-net Forward Prompt</td> <td></td> </tr> <tr> <td>084: DND Prompt</td> <td></td> </tr> <tr> <td>085: No Answer Prompt</td> <td>096: Leave Message after Tone Prompt (mailbox)</td> </tr> <tr> <td></td> <td>097~100: Reserved</td> </tr> </table>	071: VMIB MOH	086: Reserved	072: Reserved	087: Reserved	073: Invalid Number Prompt	088: Remote VMIB Control Main Menu Prompt	074: Time out Prompt	089: Remote VMIB Sub-menu for digit 1 in Main Menu Prompt	075: Retry Prompt		076: Transfer to Attendant Prompt	090: Reserved	077: Reserved	091: Reserved	078: Leave Message Prompt	092: Reserved	079: Record Start Prompt	093: Remote VMIB Sub-menu for digit 2 in Main Menu Prompt	080: Authorization Code Prompt	094: Remote VMIB Sub-menu for digit 3 in Main Menu Prompt	081: Busy Prompt	095: Remote VMIB Sub-menu for digit * in Main Menu Prompt	082: Reserved		083: Station Off-net Forward Prompt		084: DND Prompt		085: No Answer Prompt	096: Leave Message after Tone Prompt (mailbox)		097~100: Reserved
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	097~100: Reserved																																
																																	

Changing Time/Date Format

Button	Procedure
	<p>To change the date format on the LCD,</p> <ul style="list-style-type: none"> Press TRANS/PGM button. Dial 0 4 4 The format toggles between DDMMYY and MMDDYY. (YY : year, MM : month, DD : date)
	<p>To change the time format on the LCD,</p> <ul style="list-style-type: none"> Press TRANS/PGM button. Dial 0 4 5 The format toggles between 12-hour mode and 24-hour mode. (YY : year, MM : month, DD : date)

System Speed Dial



A group of speed dial numbers can be stored within the system for access by allowed stations. These numbers provide speedy access to often used outgoing CO dialing numbers.

Button	Procedure	Range
  	<p>To store system speed numbers,</p> <ul style="list-style-type: none"> Press TRANS/PGM button. Dial SPEED button. Dial speed number bin. Dial the phone numbers to be stored. Dial HOLD/SAVE button. Enter Speed Dial NAME (to 16 characters). HOLD/SAVE. <p>Or,</p> <ul style="list-style-type: none"> Press TRANS/PGM button. Dial SPEED button. Dial speed number bin. Press desired outside line button. Dial the phone numbers to be stored. Dial HOLD/SAVE button. Enter Speed Dial Name (to 16 characters). HOLD/SAVE. <p>To use system speed numbers,</p> <ul style="list-style-type: none"> Press SPEED button. Dial speed number bin. <p>To edit a speed dial Name,</p> <ul style="list-style-type: none"> Press the MUTE key to edit the Name without changing the stored number. 	System Speed Dial Range: 2000-3499


Attendant Operation

Attendant Intrusion

Attendant may intrude into any station which is in conversation with a CO line.

Button	Procedure
 	<p>To assign a flexible key as the Intrusion button</p> <ul style="list-style-type: none"> Press TRANS/PGM button. Press the desired flexible key to be registered. Press TRANS/PGM button. Dial 8 6. Press HOLD/SAVE button. <p>To activate attendant intrusion</p> <ul style="list-style-type: none"> Press DSS button corresponding to the busy station you wish to call. (Busy tone is heard.) Press ATD INTRUSION button. (Intrusion warning tone is heard in the busy station, then a 3-way conference is set up.)




CO Outgoing Disable

Button	Procedure
	<p>To disable outgoing calls a CO line,</p> <ul style="list-style-type: none"> Press TRANS/PGM button. Dial 0 7 3 Press the desired outside line button. (Confirmation tone is heard.) After hearing confirmation tone, selected outside line button is disabled. Repeat the process to enable the CO line.

Day/On-demand/Night/Weekend Mode Service



The attendant station can be placed into night service mode allowing ring assignments and answering privileges to station not having the privileges in the day mode. Or, can be placed into on-demand service mode allowing ring assignments and answering privileges to station not having the privileges in the night mode.

The system can be placed in Day/On-demand/Night/Weekend/Auto mode operation manually by pressing [DND/FWD] button at attendant station. In Auto ring mode, the ring mode will follow the Weekly Time Table (PGM 233).




Button	Procedures
	<p><i>To activate/deactivate Day/Night/On-demand/Weekend/Auto mode manually,</i></p> <ul style="list-style-type: none"> ☛ Pressing DND/FWD button, the ring mode is changed to On-demand → Night → Weekend → Auto → Day mode in sequence. ☛ On-demand mode is not activated automatically. <p><i>To activate Auto Ring Mode with Attendant PGM mode,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 7 4. ☛ Dial 1 and press HOLD/SAVE button. (The Weekly Time Table should be entered by Admin Programming.)
	
	

To Print out Accumulated SMDR Records



Station Message Detail Recording(SMDR) can provide details on both incoming and outgoing calls.

Button	Procedures
	<p><i>For station basis,</i></p> <ul style="list-style-type: none"> ☛ Dial TRANS/PGM + 0 1 1 1 ☛ Enter the desired station range. ☛ Press HOLD/SAVE button. Accumulated SMDR records will be printed to SMDR port) <p><i>For account group basis,</i></p> <ul style="list-style-type: none"> ☛ Dial TRANS/PGM + 0 1 1 3 ☛ Enter the desired <u>account group</u> to be printed. 01~99 ☛ Press HOLD/SAVE button. (Accumulated SMDR records will be printed SMDR port)
	



To Erase SMDR Records

Button	Procedure
	<p><i>For station basis,</i></p> <ul style="list-style-type: none"> ☛ Dial TRANS/PGM + 0 1 1 2 ☛ Enter the desired station range. (SMDR records will be erased for all stations in the range.) ☛ Press HOLD/SAVE button. <p><i>For call account group basis,</i></p> <ul style="list-style-type: none"> ☛ Dial TRANS/PGM + 0 1 1 4 ☛ Enter the desired account group. (SMDR records will be erased for all stations in the range.) ☛ Press HOLD/SAVE button. <p><i>To display call charge,</i></p> <ul style="list-style-type: none"> ☛ Dial TRANS/PGM + 0 1 1 5 ☛ Enter the station number. ☛ Press HOLD/SAVE button.
	
	

Customized Message

Button	Procedure
	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 5 3 ☛ Dial the number of the desired message (11~20). ☛ Enter the desired message using the code in Dial by Name. ☛ Press HOLD/SAVE button.
	



Dial by Name (for ICM)

Button	Procedure
	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 7 2 ☛ Dial the station number and enter the name using the code shown.
	<ul style="list-style-type: none"> ☛ Press HOLD/SAVE button.

Q - 11 Z - 12 - - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#



Temporary COS Change

A station user can change the class of service to lower class temporarily to prevent unauthorized use of the station.

Button	Procedures
	<p><i>To activate temporary COS change,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 2 1 ☛ Enter the station range. ☛ Press HOLD/SAVE button.
	<p><i>To remove temporary COS change,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 2 2 ☛ Enter the station range. ☛ Press HOLD/SAVE button.

Traffic Analysis

The system can monitor and print various system activate based on the attendant's request. The traffic-monitoring program is activated only when enabled and will continue accumulating statistics until disabled. The traffic data is output to the RS-232C port upon manual request. The system will support the following traffic reports; Attendant Traffic Report, Call Summary Report, Call Hourly Report, H/W Unit Usage Summary Report, CO Traffic Report and CO Traffic Hourly Report.

Button	Procedure
	<p><i>To print all summary at system attendant,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 1 2 1. & Select Measurement Time type. ☛ Press HOLD/SAVE button.
	<p><i>To print all summary traffic report periodically at system attendant,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 1 2 2. ☛ Press HOLD/SAVE button.
	<p><i>To cancel periodic printing of all summary traffic reports,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 1 2 3. ☛ Press HOLD/SAVE button.
	<p><i>To print the traffic report,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 1 2 4 (Attendant Traffic Report) 0 1 2 5 (Call Summary Report) 0 1 2 6 (Call Hourly Report) 0 1 2 7 (H/W Unit Usage Summary Report) 0 1 2 8 (CO Traffic Report) 0 1 2 9 (CO Traffic Hourly Report) ☛ Press HOLD/SAVE button.

Erasing Station Message

The attendant can cancel the features, DND CALL FORWARD and pre-selected message activating at other station.

Button Procedure



- ☎ Press **TRANS/PGM** button.
- ☎ Dial **0 7 1**
- ☎ Dial the desired station range to be canceled.
- ☎ Press **HOLD/SAVE** button.

Attendant LCD Language

Button Procedure



- To change the LCD language at attendant,*
- ☎ Press **TRANS/PGM** button.
 - ☎ Dial **0 7 ***
 - ☎ Dial the station range to be changed.
 - ☎ Select the language type with the following codes.
 - ☎ Press **HOLD/SAVE** button.

aria 300	Language
0 0	English
0 1	Italian
0 2	Finnish
0 3	Dutch
0 4	Swedish
0 5	Danish
0 6	Norwegian
0 7	Hungarian
0 8	Germany
0 9	French
1 0	Portuguese
1 1	Spanish
1 2	Korean
1 3	Estonia
1 4	Russian

Attendant Operation

Intercom Box BGM Selection by Attendant

The attendant can select the music channel source to an ICM box.

Button Procedure



- To set ICM box music,*
- ☎ Press **TRANS/PGM** button.
 - ☎ Dial **0 7 5**
 - ☎ Dial the music channel **01~11**
 - ☎ Press **HOLD/SAVE** button.

External Page Port BGM Selection by Attendant

Button Procedure

- To set External Page Port music,*
- ☎ Press **TRANS/PGM** button.
 - ☎ Dial **0 7 6** (External Port 1), **0 7 7** (External Port 2), or **0 7 8** (External Port 3).
 - ☎ Dial the music channel **01~11**.
 - ☎ Press **HOLD/SAVE** button.

Attendant DSS Operation /Placing an Intercom Call from the DSS

Button Procedures

- ☎ Lift handset or press **MON** button.
- ☎ Press the desired DSS station button.

Making a Page

Button

Procedure

- ① Lift handset or press **MON** button.
- ① Press **PAGE** button.
- ① Speak in normal voice tone to announce message.

Transferring an Outside Line to Another Station

Button

Procedure

- ① While connecting an outside line, press the desired DSS station button.
- ① You can wait to announce the transfer or hang up.

Intercom Group Call

Button

Procedure

- ① Lift handset or press **MON** button.
- ① Press the programmed **INTERCOM GROUP CALL** button.
- ① The call is connected to an idle station in the group.

Overriding a Key Telephone in Do Not Disturb

Button

Procedure

- ① Press DSS button of the station to be overridden. (DND tone or busy tone is heard.)
- ① Dial * to override the station in DND or in busy.

Attendant Programming Menu Table

The attendant can program some features with this table by pressing **TRANS/PGM** button then **[0]** and appropriate codes.

Attendant Main Menu	Attendant Sub Menu - I	Attendant Sub Menu - II	Selection	Remark
[1]PRINT	[1] SMDR	[1] PRINT SMDR (STA BASE)	STN# (+ END STN#)	MAIN ATD
		[2] DELETE (STA BASE)	STN# (+ END STN#)	MAIN ATD
		[3] PRINT SMDR (GRP BASE)	GRP# (+ END GRP#)	MAIN ATD
		[4] DELETE (GRP BASE)	GRP# (+ END GRP#)	MAIN ATD
		[5] DISPLAY CALL CHARGE		MAIN ATD
		[6] ABORT PRINTING	None	MAIN ATD
		[7] PRINT LOST CALL		MAIN ATD
		[8] DELETE LOST CALL		MAIN ATD
	[2] TRAFFIC	[1] PRINT ALL SUMMARY	Analysis Time Type	MAIN ATD
		[2] PRINT ALL PERIODIC	Analysis Time Type , Print Time (Hour)	MAIN ATD
		[3] ABORT PERI ODIC PRINT	None	MAIN ATD
		[4] PRINT ATD TRAFFIC	Analysis Time Type	MAIN ATD
		[5] PRINT CALL SUMMARY	None	MAIN ATD
		[6] PRINT CALL HOURLY	None	MAIN ATD
		[7] PRINT H/W USAGE	Analysis Time Type	MAIN ATD
		[8] PRINT CO SUMMARY	Analysis Time Type	MAIN ATD
		[9] PRINT CO HOURLY	Enter CO Grp #	MAIN ATD
[2]COS	[1] SET ICM ONLY MODE		STN# (+ END STN#)	
	[2] RESTORE COS		STN# (+ END STN#)	
[3]AUTHORIZATION	[1] CHANGE AUTHORIZATION		STN# (+ END STN#)	MAIN or GROUP ATD
[4]TIME	[1] CHANGE DATE/TIME		MM/DD/YY	MAIN ATD
	[2] SET WAKE UP		STN# (+ END STN#)	MAIN or GROUP ATD
	[3] DISABLE WAKE UP		STN# (+ END STN#)	MAIN or GROUP ATD
	[4] LCD DATE MODE		MMDDYY/DDMMYY	MAIN ATD
	[5] LCD TIME MODE		12H/24H	MAIN ATD
	[6] USE PX TIME /DATE		ON/OFF	MAIN ATD

Attendant Programming Menu Table (Cont'd)

Attendant Main Menu	Attendant Sub Menu - I	Attendant Sub Menu - II	Selection	Remark
[5] MESSAGE	[1] PRESELECT MSG ACT		STN# (+ END STN#) + MSG #(00-10)	MAIN or GROUP ATD
	[2] PRESELECT MSG DEACT		STN# (+ END STN#)	MAIN or GROUP ATD
	[3] CUSTOM MSG REG		MSG # (11-20) + MSG STREAM	MAIN or GROUP ATD
	[4] ERASE VM MSG		STN# (+ END STN#)	
	[5] ATD DEL ALL CLI MSG			
[6] REC. VMIB ANNOUNCEMENT			VMIB ANNC# (01-70)	SYSTEM ATD
[7] SUPPLEMENTARY	[1] CANCEL FEATURES		STN# (+ END STN#)	MAIN or GROUP ATD
	[2] REGISTER STA NAME		STN# + NAME	MAIN ATD
	[3] DISABLE CO OUTGOING		PRESSING CO BTN	MAIN ATD
	[4] AUTO RING MODE		ATD/AUTO	
	[5] ICM BOX BGM CH SEL		BGM CHANNEL # (01-12)	MAIN ATD
	[6] EXT PORT#1 BGM EN/DI		ENABLE / DISABLE	MAIN ATD
	[7] EXT PORT#2 BGM EN/DI		ENABLE / DISABLE	MAIN ATD
	[8] EXT PORT#3 BGM EN/DI		ENABLE / DISABLE	MAIN ATD
	[9] PREPAID CALL			
	[*] LCD DISPLAY LANGUAGE			
[*] BOARD SERVICE SWITCH			SLOT NUMBER (01 – 27)	
[#] W HTU SUBSCRIBE			FLEX 1 – FLEX 9	

Attendant Operation



Introduction to *aria 130* Hotel Software

The *aria* hotel S/W has a number of features that have been designed specifically for hotel and other hospitality applications. The additional features that are available, add value to the service offered to guests and increase the efficiency of staff.

This section is aimed at the system manager and anyone else that requires a detailed description of the hotel facilities and their operation. These features are additional to the normal office features and refer to the other sections in this user guide.

Register Hotel Name (at Front Desk)

This feature allows registering or changing the name of hotel. In check-out or displaying room charge, the registered hotel name is printed out in the headings.

Button	Procedures
	<p>To register hotel name, Ⓚ Press TRANS/PGM button. Ⓚ Dial # 9 1 Ⓚ Enter the hotel name (up to 24 digits) with the code as below.</p>
	<p>Ⓚ Press HOLD/SAVE button.</p>



Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#

Check-In (at Front Desk)

This feature allows the System Attendant to view the status of a room and check-in a guest. When checking in a guest without changing the Room Status, the following default values will be applied to the room;




Guest Name	- Not assigned
Room Day & Night COS	- 22
Alarm Calls	- Not assigned
Intercom Enable/Disable	- Internal call is not allowed (programmable by Installer)
Room to Room Call Groups	- System Attendant assigned no.
Authorization Codes	- Not assigned
Pre-paid Calls	- 0
Call Charge Rate	- System Attendant assigned no.

Check-In / Assign Room Status

Button	Procedures
	<p>To check in a guest with Standard Room Status,, Ⓚ Press TRANS/PGM button. Ⓚ Dial # 1 1 Ⓚ Dial the Room Number. Ⓚ Press SPEED button. Ⓚ Press HOLD/SAVE button.</p>
	




Check-In / Change a Guest's Room Status (at Front Desk)

To check in the guest and change the Room Status from the default values, you should enter the following information.

Button	Procedure
  	<ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 1 1 ☛ Dial Room Number. ☛ Press SPEED button. ☛ Dial Room Status Type (1~8). <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <ol style="list-style-type: none"> 1: Register/Change Guest Name (up to 12 digits) 2: Change Room Day and Night Class of Service 3: Register/Change Alarm Call (wake-up) Time 4: Set Intercom Enable/Disable 5: Set Room to Room Call Group 6: Register/Change Authorization Code 7: Register/Change Pre-paid Call Charge 8: Register/Change Call Charge Rate </div> <ul style="list-style-type: none"> ☛ Press SPEED button (for only Room Status Type 1). ☛ Press HOLD/SAVE button.




Register & Change a Guest Name (at Front Desk) (Room Status Type 1)

This feature allows the System Attendant to register/change a guest's name which will be printed out on the guest's bill when checking out.

Button	Procedures
  	<p><i>To register/change a guest's name,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 1 1 ☛ Dial Room Number and press SPEED button. ☛ Dial 1 to register/change guest name. ☛ Enter the guest's name with the character code. ☛ Press SPEED button. ☛ Press HOLD/SAVE button.




Class of Service (Outside Call Restriction) (at Front Desk) (Room Status Type 2)

When a guest is checked into a room, the system will automatically remove any call barring restrictions that are set when the room is vacant. The Class of Service is entered into the Room Status information as 2-digit, the first digit represents the COS for day mode and the second digit the COS when the system is in night mode.

Button	Procedures
  	<p><i>To change the Class of Service,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 1 1 ☛ Dial Room Number and press SPEED button. ☛ Dial 2 to change the Class of Service. ☛ Dial rooms Day and Night COS (11~77: 2 digits). ☛ Press HOLD/SAVE button.

Guest Alarm Call (at Front Desk) (Room Status Type 3)

You can set an alarm call for a guest from the Front Desk extension. The alarm call will ring on the guest's phone and when the call is answered they will receive the system music on hold. The alarm will ring for 30 seconds and if there is no reply then it will wait for 90sec and try again. If there is no reply after the third attempt then a "WAKE UP FAIL" alarm will ring on the attendant and the display will show the extension that the alarm call has failed on.

Button	Procedures
  	<p><i>To set an alarm call from the attendant,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 1 1 ☛ Dial Room Number and press SPEED button. ☛ Enter Alarm Call time (HH:MM in 24-hour mode). ☛ Press SPEED button (for one-time) or # button (for continuous). ☛ Press HOLD/SAVE button.

Intercom Enable/ Disable (at Front Desk) (Room Status Type 4)

It is possible to allow or restrict internal calls from a guest's extension.
 Button Procedures



- To change the Intercom Restriction,*
- ☛ Press **TRANS/PGM** button.
 - ☛ Dial **# 1 1**
 - ☛ Dial Room Number and press **SPEED** button.
 - ☛ Dial **4**, the status is changed (toggle setting).
 - ☛ Press **HOLD/SAVE** button. (**NB** Once Intercom Enable is set, it becomes the Default Setting.)

Room to Room Call Group (at Front Desk) (Room Status Type 5)

If a large party of guests are checking into the hotel as a group then it is possible to allow calls between these guests internally but not allow them to call any other guests in the hotel. The system will provide up to 100 groups, each of which can have any number of rooms included.

Button Procedures



- To register/change room to room call group,*
- ☛ Press **TRANS/PGM** button.
 - ☛ Dial **# 1 1**
 - ☛ Dial Room Number and press **SPEED** button.
 - ☛ Dial **5**.
 - ☛ Enter Room to Room Call Group Number (00~99).
 - ☛ Press **HOLD/SAVE** button.
 - ☛ To remove, press **SPEED** button.

Authorization Code (at Front Desk) (Room Status Type 6)

The authorization codes can be used for 3 types of operation:

1. If restrictions have been set on the outside lines, then staff and guest will have to dial 1 followed by a valid authorization code before they dial out.
2. If you have Direct Inward System Access (DISA) configured on the system then outside callers into the switch could be allowed access to other outside lines for dialing out.
3. It is possible to restrict outside calls from Service Stations unless an authorization code has been entered. It will prevent unauthorized calls being made from unattended Service Stations.

Button Procedures



- To register/change authorization code,*
- ☛ Press **TRANS/PGM** button.
 - ☛ Dial **# 1 1**
 - ☛ Dial Room Number or Staff Station Number.
 - ☛ Press **SPEED** button.
 - ☛ Dial **6**.
 - ☛ Enter Authorization Code that you want to use (5 digits).
 - ☛ Press **HOLD/SAVE** button.

Pre-paid Call Charge (at Front Desk) (Room Status Type 7)

When the guest checks in, a pre-paid call charge can be registered against that room and the system will keep a check on how much the guest has spent on outside calls. The pre-paid limit has been reached then a warning tone will be sent to the guest and the call will be disconnected.




Button Procedures



- To enter a pre-paid call charge against a guest's room,*
- ☛ Press **TRANS/PGM** button.
 - ☛ Dial **# 1 1**
 - ☛ Dial Room Number and press **SPEED** button.
 - ☛ Dial **7**.
 - ☛ Dial Pre-paid Call Charge (6 digits).
 - ☛ Press **HOLD/SAVE** button.

Call Charge Rate (at Front Desk) (Room Status Type 8)

This feature allows system attendant to register Call Charge rate to rooms while check-in.

Button	Procedures
  	<p><i>To assign Call Charge Rate,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 1 1 ☎ Dial Room Number and press SPEED button. ☎ Dial 8. ☎ Dial Call Charge Rate (0-5). ☎ Press HOLD/SAVE button. <p>Note: If call charge rate is not assigned, SMDR call charge is applied and after check-out, the assigned call charge is expired and changed to default value.</p>





Baby Listening

A guest can monitor his room at the other place in the hotel. Setting baby listening feature, you can monitor the room but, the inside of the room cannot hear of you.

Button	Procedures
	<p><i>To set baby listening at a guest's room,</i></p> <ul style="list-style-type: none"> ☎ Off-hook and dial the guest's room number. (To cancel, on-hook.) <p><i>To operate baby listening from another hotel phone,</i></p> <ul style="list-style-type: none"> ☎ Off-hook and dial the guest's room number twice.



Check Out (at Front Desk)

When the guests leave the hotel, it is an easy operation to check them out. The system will automatically calculate their bill and print it out on the printer. Also, any room status settings that are applied to the room will be reset to the default values. The system attendant can select the method of payment among registered ones according to the guest's payment methods.



Button	Procedures
   	<p><i>To check out a guest,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 1 2 ☎ Enter the room number. (To check out a guest with method of payment, press SPEED button and dial bin no.(credit card no.)) ☎ Press HOLD/SAVE button. ☎ If you wish to check out more than one guest, dial the next room number. ☎ Press MON button or hang up.

Room Charge Display & Printing (at Front Desk)

When a guest checks out or asks for the status of their bill, then it is possible to either display the current bill on the LCD of the phone or print it out.



Button	Procedures
 	<p><i>To show the current total bill for the guest in the attendant display,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 2 1 ☎ Dial Room Number. ☎ The display will show the following information: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;"> <p>TOTAL ROOM CHARGE 115 (01) 60.00</p> </div> <p style="margin-left: 20px;">→ Total room charge</p> <ul style="list-style-type: none"> ☎ To print out the total charges without any details, press HOLD/SAVE button. ☎ To print out the total bill for a room, press # button and HOLD/SAVE button.

Printing a Guest's Room Status (at Front Desk)

Button	Procedures
 	<p>To print out the Room Status,</p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 2 2 ☛ Dial the range of Room Numbers to be printed. ☛ Press HOLD/SAVE button.



Intercom Call Enable/Disable (at Front Desk)

If you do not want guests to be able to dial each other unless they are transferred by the attendant then, it is possible to block single or multiple rooms.

Button	Procedures
 	<p>To enable intercom calls,</p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 3 1 ☛ Dial the range of Room Number. ☛ Press HOLD/SAVE button. <p>To disable intercom calls,</p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 3 2 ☛ Dial the range of Room Number. ☛ Press HOLD/SAVE button.



One-Time CO Call Enable (at Front Desk)

By guest's request, system attendant can enable one-time CO call to intercom only station. In this time, calling station's COS is temporarily changed to charged station's COS. The guest can make only one external call for request.

Button	Procedures
 	<p>To enable one-time outside call,</p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 4 3 ☛ Dial the room number that the call will be made from. ☛ Dial the room number that the call will be charged to. ☛ Press HOLD/SAVE button.



Change LCD Display Language

The default language is English and if the language is changed then, it will be reset to default when the guest checks out.

Button	Procedures															
 	<p>To set the LCD language type,</p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 7 1 ☛ Dial the range of room number to be changed. ☛ Dial the language code (0~14) ☛ Press HOLD/SAVE button. <p>Language Codes</p> <table border="0"> <tr> <td>00: English</td> <td>01: Italian</td> <td>02: Finnish</td> </tr> <tr> <td>03: Dutch</td> <td>04: Swedish</td> <td>05: Danish</td> </tr> <tr> <td>06: Norwegian</td> <td>07: Hebrew</td> <td>08: Germany</td> </tr> <tr> <td>09: French</td> <td>10: Portuguese</td> <td>11: Spanish</td> </tr> <tr> <td>12: Korean</td> <td>13: Estonia</td> <td>14: Russian</td> </tr> </table>	00: English	01: Italian	02: Finnish	03: Dutch	04: Swedish	05: Danish	06: Norwegian	07: Hebrew	08: Germany	09: French	10: Portuguese	11: Spanish	12: Korean	13: Estonia	14: Russian
00: English	01: Italian	02: Finnish														
03: Dutch	04: Swedish	05: Danish														
06: Norwegian	07: Hebrew	08: Germany														
09: French	10: Portuguese	11: Spanish														
12: Korean	13: Estonia	14: Russian														



Bath Alarm (at Front Desk)

The system has a facility which can be used to ensure that the front desk is notified when the guest is in trouble. If the handset is left off-hook for a period of time then, an alarm will ring at reception and the Front Desk staff can take appropriate action.

Button	Procedures
	<p><i>To set bath alarm device from System Attendant,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 7 1 ☎ Dial the station range to be set the bath alarm device. ☎ Press HOLD/SAVE button.
	<p><i>To release bath alarm device from System Attendant,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 7 2 ☎ Dial the station range to be set the bath alarm device. ☎ Press HOLD/SAVE button.




Maid Status

Once a guest has checked out of a room, the maid status is automatically changed to 'Dirty'. Therefore, when the maid has finished cleaning the room, he/she can change the maid status to 'Clean' from the guest's extension.

Button	Procedures
	<p><i>To register 'Clean' at a guest station by maid,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial 7 * <p><i>To register 'Dirty' at a guest station by maid,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial 7 #
	<p><i>To register 'Clean' by system attendant, (at Front Desk)</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 8 1 ☎ Enter the room range. ☎ Press HOLD/SAVE button. <p><i>To register 'Dirty' by system attendant, (at Front Desk)</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 8 2 ☎ Enter the room range. ☎ Press HOLD/SAVE button.



Register Bar & Mini-Bar Charge (at Front Desk)

Guest may pay for charge at service station or mini-bar in time of check-out. Bar terminal operator registers guest's charge using the following procedure. Mini-bar charge of each room is registered by only system attendant (Front Desk service station).

Button	Procedures
	<p><i>To register bar charge at Service Station or mini-bar charge at System Attendant,</i></p> <ul style="list-style-type: none"> ☎ Press TRANS/PGM button. ☎ Dial # 6 4 (at Service Station dial 7 9) ☎ Dial room number of guests to be charged. ☎ Dial Product Code (2 digits). ☎ Dial Product Cost (up to 6 digits). ☎ Press SPEED button. ☎ Dial HOLD/SAVE button.
	
	



Room to Room Call Group (at Front Desk)

If you wish to split the hotel rooms into groups for internal calls, this can be done from system attendant. Once the groups have been set up then only guests in the same group can call each other internally.

Button	Procedures
 	<p><i>To set Room to Room Call Group,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 4 1 ☛ Dial Group Number (00~99). ☛ Dial the room range. ☛ Press HOLD/SAVE button. ☛ To remove from group as above, dial 1 7 after TRANS/PGM button.



Room Rate Assign (at Front Desk)

This feature allows the system attendant to assign room rate among 20 different ones to individual rooms. This information is included in the Total Room Charge Bill which is printed out on the SMDR and on check-out.

Button	Procedures
 	<p><i>To assign room rate at the system attendant,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 5 1 ☛ Enter the room rate bin no. ☛ Enter room cost and name. ☛ Dial HOLD/SAVE button.




Room Rate Assign (Cont'd)

This feature allows the system attendant to assign room rate among 20 different ones to individual rooms. This information is included in the Total Room Charge Bill which is printed out on the SMDR and on check-out.

Button	Procedures
 	<p><i>To assign a range of rooms the same room rate,,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 5 2 ☛ Enter the room range. ☛ Enter the room rate bin no. ☛ Dial HOLD/SAVE button.



Fee for Part Time (at Front Desk)

In case a guest checks in and checks out in the same day, part time fee may be charged according to the room type or hotel policy. Each room type may have up to 6 fields for the different part time range and fee.

Button	Procedures
  	<p><i>To register/change fee for part time table at system attendant,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial # 6 3 ☛ Dial fee for part time (00~31). ☛ Enter time range. (Press Flex. BTN 1 and dial the time with 4 digits.) ☛ Enter change rate for the part time. (Press Flex. BTN 2 and dial fixed 3 digits from 000 to 100.) ☛ Press HOLD/SAVE button. ☛ To erase, press SPEED button instead of dialing.




Auto Internal Speed Directory (at Front Desk)

This feature will automatically build an internal directory of registered service stations and guests staying at the hotel from the name information that is entered when they check-in. Once the name has been added to the list, it is possible to choose a name from the list for dialing and transferring of calls.

Button	Procedures
	<p><i>To insert Internal Speed Directory at Front Desk,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 7 2 ☛ Enter the station number. ☛ Enter the name. ☛ Press HOLD/SAVE button. <p>☛ To delete a name in the internal speed directory, press HOLD/SAVE button after entering station number.</p>
	

Auto Internal Speed Directory (Cont'd)

This feature will automatically build an internal directory of registered service stations and guests staying at the hotel from the name information that is entered when they check-in. Once the name has been added to the list, it is possible to choose a name from the list for dialing and transferring of calls.



Button	Procedures
	<p><i>To dial by name with Internal Speed Directory,</i></p> <ul style="list-style-type: none"> ☛ Press SPEED button twice. ☛ Dial 1 for internal speed dial directory. ☛ Press VOLUME button or dial digits to find a name, then the LCD displays 2 names one on each LCD line. Or, dialing a character, the first matched name is displayed. ☛ Press HOLD/SAVE button for dial the name on line 1 or dial 2 and press HOLD/SAVE button on line 2.
	
	

Multiple Front Desk

Main Attendant can manipulate Hotel programming. If one multiple station enters hotel feature Programming, the others cannot enter the programming mode. Only error tone is heard with "Invalid" message.



New Cabina Call

This feature allows to temporarily override toll restriction and makes a toll call from toll restricted phone. It is activated by entering feature code and the password before accessing a CO line.

Button	Procedures
	<p><i>To activate, (It is available on a guest station or service station)</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 0 1 1 1 ☛ Enter the password. ☛ Press HOLD/SAVE button. ☛ Access a CO line and dial tone will be heard.
	

Brief SMDR Print

The brief SMDR for room or service station can be printed by Front-desk station.

Button	Procedures
	<p><i>To print SMDR,</i></p> <ul style="list-style-type: none"> ☛ Press TRANS/PGM button. ☛ Dial 2 6. ☛ Enter the station range. ☛ Press HOLD/SAVE button.
	

Hotel Programming Menu Table

Front Desk Menu	Attendant Main Menu	Attendant Sub Menu - I	Selection	Remark
TRANS #	[1]CHECK IN/OUT	[1] CHECK IN	ENTER ROOM NUMBER	
		[2] CHECK OUT	ENTER ROOM MUNBER	
	[2] CHARGE PRINT/STATUS PRINT	[1] CHARGE PRINT	ENTER ROOM NUMBER	
		[2] STATUS PRINT	ENTER ROOM RANGE	Press HOLD Key
	[3] ICM CALL ENABLE/DISABLE	[1] ICM CALL ENABLE	ENTER ROOM RANGE	Press HOLD Key
		[2] ICM CALL DISABLE	ENTER ROOM RANGE	Press HOLD Key
	[4] CALL BLOCK	[1] SET ROOM CALL	ROOMtoROOM CALL ENABLE ENTER ROOM GROUP NUMBER	
		[2] DISABLE ROOM CALL	ROOMtoROOM CALL DISABLE ENTER ROOM RANGE	
		[3] CABINA CALL	ONE TIME CO CALL ENABLE ENTER ROOM NUMBER	
	[5] ROOM RATE	[1] ROOM RATE REGISTER	RATE (00) 0000000	[Flex 1] 00000 RATE COST (7 DGTS)
		[2] ROOM RATE ASSIGN	ROOM RATE SELECT ENTER ROOM RANGE	ROOM xxx-yyy ... :
	[6] CALL RATE	[1] CALL RATE REGISTER	CALL CHARGE RATE (0) %	
		[2] CALL RATE ASSIGN	SELECT CALL CHARGE RATE ENTER ROOM RANGE	ROOM xxx-yyy .. :
		[3] PART TIME FEE	PART TIME FEE (00) -: %	
		[4] BAR/MINI-BAR CHARGE	BAR COST CHARGE ENTER ROOM NUMBER	BAR COST CHARGE ENTER BAR CODE (00-99)
	[7] BATH ALARM	[1] BATH ALARM ENABLE	BATH-ARM ENABLE ENTER ROOM RANGE	ROOM xxx-yyy Press HOLD Key
		[2] BATH ALARM DISABLE	BATH-ARM DISABLE ENTER ROOM RANGE	ROOM xxx-yyy Press HOLD Key
	[8] MAID STATUS	[1] MAID STATUS (CLAEN)	SET ROOM CLEAN ENTER ROOM RANGE	ROOM xxx-yyy Press HOLD Key
		[2] MAID STATUS (DIRTY)	SET ROOM DIRTY ENTER ROOM RANGE	ROOM xxx-yyy Press HOLD Key
	[9] MISCELLANEOUS	[1] HOTEL NAME	ENTER NAME	

Analogue Single Line Telephone User Guide for *aria* Telephone Systems

Placing an Outside Call

- ☎ Lift handset.
- ☎ Dial **1**.
- ☎ Dial the desired number.

Placing an Intercom Call

- ☎ Lift handset.
- ☎ Dial intercom number.

Placing an Outside Call on Hold

- ☎ While connected to an extension call, briefly depress and release the hook switch ('flash' the hook switch).
- OR 'Flash' **5 6 0** for System Hold.

Retrieving a Held Outside (CO) Call

- ☎ Lift handset.
- ☎ Dial **4 #** and **CO line number**. Eg *4#01~4#40*
- ☎ On SLT, you can dial **4 *** in case you don't remember the held CO number.

Placing an Outside Call via CO Group Access

- ☎ Lift handset.
- ☎ Dial **4** and **CO group number**. Eg *401~424*
- ☎ Dial the desired number.

Placing an Outside Call via CO Individual Access

- ☎ Lift handset.
- ☎ Dial **4 8** and **CO line number**. Eg *4801~4840*
- ☎ Dial the desired number.

Re-directing an Incoming Call (Call Pick-up)

- When you hear a phone ringing in your area,
- ☎ Lift handset.
- ☎ Dial *** 4 2**
- ☎ Dial the extension number of the ringing phone.

Group Call Pick-up

- When hearing an unattended phone ringing in your area,
- ☎ Lift handset.
- ☎ Dial *** 1**
- ☎ You will be connected to an incoming extension or outside line call. (NB: You must be in the same pick-up group. – check with your installer.)

Call Wait (Camp-on)

- ☎ After receiving intercom busy tone, dial *****.
- ☎ Camp-on tone is heard in the called station.
- ☎ The called station receives the ringing from camped on call when hanging up from original call.

Answering a Waiting Call

- ☎ You will receive warning tone in handset.
- ☎ Hang up the present call to take a new one.

Making a Screened Transfer

- ☎ While connected to an outside line, 'flash' the hook switch.
- ☎ Dial the desired extension number and wait to be answered.
- ☎ Announce the call.
- ☎ Hang up to complete call transfer.

Making an Unscreened Transfer

- ☎ While connected to an outside line, 'flash' the hook switch.
- ☎ Dial the desired extension number
- ☎ Hang up to complete call transfer.

Last Number Redial

- ☎ Lift handset.
- ☎ Dial **5 5 2**

Storing Station Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial **5 5 5**
- ☎ Dial station speed dial number. 000~099
- ☎ Dial speed dial number you wish to store.
- ☎ 'Flash' the hook switch.
- ☎ You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial *** 7**
- ☎ Dial the desired station speed dial number, 000~099,

Using System Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial *** 7**
- ☎ Dial the desired system speed dial number, 2000~3499,

Establishing a Conference Call

- The system allows you to set up a 3-way conference call.
- ☎ Lift handset.
- ☎ Call the desired party. (outside or internal)
- ☎ 'Flash' the hook switch.
- ☎ Dial the internal extension number.
- ☎ When the other party answers, 'flash' hook switch twice in 2 seconds. (All three parties are now connected.)

Message Waiting

- ☎ Lift handset.
- ☎ Dial the desired extension number.
- ☎ No reply from a key station or busy tone from an SLT station.
- ☎ 'Flash' the hook switch.
- ☎ Dial *** 6 6 .**
- ☎ Hang up.

Call Forward

- ☎ Lift handset.
- ☎ Dial **5 5 4**
- ☎ Dial the desired call forward number.
 - 1 - Unconditional, 2 - Busy calls
 - 3 - No answer calls, 4 - Busy/no answer calls
 - 5 - Station off-net, unconditional
 - 6 - Station off-net, no answer
 - 7 - Incoming outside line off-net (ATD only)
 - # - Cancel previous forward

To make Call forward to VMIB, press # key after dialing call forward **type** (1~4).

- ☎ Dial the station / group number to forward calls to.
Station numbers: 700~827 / Group numbers: 620~624
- ☎ Hang up.
- ☎ To cancel Call Forward, lift handset and dial **5 4 4** and #.
Or, dial **5 5 9** To Clear All.

For "Follow Me" Call Forward

- ☎ Go to the forwarding station and lift handset.
- ☎ Dial **5 5 4**
- ☎ Dial **0**.
- ☎ Dial the station number that calls are to be forwarded.
- ☎ Dial the authorization code of forwarded extension.
(The authorization code should be registered before "Follow Me" Call Forward can be set.)
- ☎ Dial the extension number that will receive the call.

Analogue Single Line Telephone User Guide for *aria* Telephone Systems

Do Not Disturb (DND)

- ☎ Lift handset.
 - ☎ Dial **5 5 3**
 - ☎ Place the handset.
- To cancel Do Not Disturb,
- ☎ Lift handset.
 - ☎ Dial **5 5 3** or **5 5 9**.
 - ☎ Hang up.

Shuttle Call

- ☎ An extension user engaged in an internal or external call, should briefly press hook switch to hold a call (**'flash'** the hook switch).
- ☎ The holding party hears music on hold. (If equipped)
- ☎ Dial the second number of another internal or external call.
- ☎ When the second call is connected, the extension user may alternate the call between holding parties by **'flashing'** the hook switch.
- ☎ Then, you may make a conference by **'flashing'** the hook switch.

Universal Night Answer

- When hearing an incoming signal on other phone or night bell, when system is in night ringing mode
- ☎ Lift handset.
 - ☎ Dial Universal Night Answer Access Code **2**.
 - ☎ You will be connected to an incoming call if it was programmed as an Universal Night Answer line.

Paging

- ☎ Lift handset.
- ☎ Dial the desired page zone number.
- ☎ Give your message.
- ☎ Hang up to complete paging.

Page Zones

- Call All zones: **# 6**
- Call All Internal zones: **# 7**
- Internal zone 1 : **# 0 1**
- Internal zone 2 : **# 0 2**
- : :
- Internal zone 15 : **# 1 5** (to maximum zone)
- External zone 1 : **# 4 1**
- External zone 2 : **# 4 2**
- External zone 3 : **# 4 3**
- Call all external zones : **# 5**

Meet Me" Paging

- When hearing a paging announcement,
- ☎ Dial **# #**.

Returning Call to Host System (FLASH to Line)

- If your *aria* system is connected to another system, you can use this feature to transfer a call back to an extension on the other system. (Your installer will tell you if you need this feature.)
- ☎ While connected to an extension call, **'flash'** the hook switch.
 - ☎ Dial **5 5 1**
 - ☎ Hearing new dial tone from the other system, dial the extension number on the required system.
 - ☎ When the station answers, (See Screened Transfer) speak or hang up (See Unscreened Transfer) to transfer the call.

Queuing

- If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.
- ☎ Lift handset.
 - ☎ **'Flash'** the hook switch.
 - ☎ Dial *** 6 6**.
 - ☎ You will hear confirmation tone when the call is accepted.
 - ☎ Hang up.

Call Park

- While connected to an outside call,
- ☎ Lift handset.
 - ☎ **'Flash'** the hook switch.
 - ☎ Dial parking location. 601-610
 - ☎ Hang up.
 - ☎ To retrieve a parked call, dial parking location.

Preselected Messages

- You can choose a preselected message to be displayed on the LCD of the phone calling your station.
- ☎ Lift handset.
 - ☎ Dial **5 6 3** (Program Code)
 - ☎ Dial **5 1**
 - ☎ Dial the following number to leave your message. (01-10)
 - Dial 01 + (Time) LUNCH, RETURN HH:MM
 - Dial 02 + (Date) ON VACATION, RETURN AT MM:DD
 - Dial 03 + (Time) OUT OF OFFICE RETURN TIME HH:MM
 - Dial 04 + (Date) OUT OF OFFICE RETURN MM:DD
 - Dial 05 OUT OF OFFICE RETURN UNKNOWN
 - Dial 06 + (External no.) CALL XX.... (17 digits)
 - Dial 07 + (Extension you can be called) IN OFFICE, STA XXXX
 - Dial 08 + (Time) IN A MEETING, RETURN TIME HH:MM
 - Dial 09 AT HOME
 - Dial 10 AT BRANCH OFFICE
 - ☎ **'Flash'** the hook switch.
 - ☎ Hang up.
 - ☎ To erase a pre-selected message, lift handset and dial **5 6 3 + 5 1 + #**
 - ☎ **'Flash'** the hook switch.
 - ☎ Hang up.

Handset Off-hook Alarm

- Should the handset be left off the cradle unattended, for any length of time, the user will receive a high pitched signal.
- ☎ To cancel the signal, hang up.

Analogue Single Line Telephone User Guide for *aria* Telephone Systems

Voice Announcement

Date & Time Prompt;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 2**. You'll hear date & time prompt, "Date is March, 20th and Time is 00:00."

Extension Number Prompt;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 3**. You'll hear extn number prompt, "This extension is XXXX."

Extension Status Prompt;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 4**.

You'll hear items listed below. (a-h)

a) Extension number

b) **Intercom Answer Mode**

c) Listed message X

d) Wake-up time XX:XX AM or PM

e) Do Not Disturb

f) Forwarded to extension XXXX

g) Forwarded to speed bin XXX

h) Queued CO XXX

i) Locked (Temporary Class of Service Charge)

j) COS X

Recording Your Message;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 1**.

☎ Record your message.

☎ Place the handset.

Deleting Your Message;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 6**.

Recording Paging Message;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 5**.

☎ Record paging message.

☎ Place the handset.

Deleting Your Message;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 6**.

Deleting Paging Message;

☎ Lift handset.

☎ Dial **5 6 3**.

☎ After hearing confirmation tone, dial **6 7**.

To activate Call Forward to Internal Voice Mail,

☎ Lift handset.

☎ Dial **5 5 4**.

☎ Dial Call Forward type number (1-4)

☎ Dial # .

☎ Hang up.

To deactivate Call Forward to Internal Voice Mail,

☎ Lift handset.

☎ Dial **5 5 4**.

☎ Dial # .

☎ Hang up.

Programming Authorization Code

☎ Lift handset.

☎ Dial **5 6 3**

☎ Dial **3 1** for new code, **3 2** to change

☎ Dial 5 digits as authorization code.

☎ 'Flash' the hook switch.

Programming Your Name

☎ Lift handset.

☎ Dial **5 6 3**

☎ Dial **7 4**

☎ Enter your name using the same codes as keysets.

☎ 'Flash' hook switch. (Confirmation tone is heard.)

☎ Hang up.

Entering an Account Code

To identify a call, system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

After dialing or during a conversation with an external party,

☎ 'Flash' the hook switch.

☎ Dial **5 5 0** and your account code.

(An account code can be 1 - 12 digits.)

☎ Dial * (for end of Account Code)

☎ Continue conversation and hang up to finish the call.

Following features are only available with Hotel Software

Baby Listening

This feature allows a guest to monitor his room from any other party of the hotel. You can hear the room which is set baby listening but the room will not be disturbed.

To activate baby listening at guest's room,

☎ Lift the handset.

☎ Dial the guest's own room number.

(Confirmation tone is heard.)

To cancel baby listening at guest's room,

☎ Replace the handset.

To operate baby listening from any other phone in the system,

☎ Lift the handset.

☎ Dial the guest's own room number.

☎ DND tone will be heard and dial the guest's own room number again.

☎ After confirmation tone, baby listening is operated.

Maid Status

The Maid can update the maid status of any room.

To register "Cleaned" at a guest station,

☎ Dial SLT PGM code **5 6 3**

☎ Dial code **7 ***

(Confirmation tone is heard.)

To register "Dirty" at a guest station,

☎ Dial SLT PGM code **5 6 3**

☎ Dial code **7 #**

(Confirmation tone is heard.)

New Cabina Call

It allows to temporarily override toll restriction and make a call.

☎ Dial SLT PGM code **5 6 3**

☎ Dial code **0 1 1 1**

☎ Enter the password (5 digits).

☎ 'Flash' the hook switch. (Confirmation tone is heard.)

☎ Accessing CO line, dial tone will be heard.

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