



## ARIA 20 ATTENDANT USER GUIDE

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### System Greetings (Must be done from station 700)

- Press **Trans/Pgm #4**
- Dial **1** for System message
  - **1** Day Message
  - **2** Night Message
  - **3** Hunt Group Message
  - **4** UCD 1 Announcement
  - **5** UCD 2 Announcement
  - **6** Ring Group Announcement
  - **8** Message Waiting Indication
  - **9** Off Net Forward Message
  - **11-19** CCR Message
- Press **2** to record message from handset or \* to delete old message
- Press **#** to start recording.
- Press **Hold/Save** to complete

### System Speed Dials

- Press **Trans/Pgm** button
- Dial **Speed** button
- Dial Speed Bin Number – 21-99
- Dial the phone number to be stored
- Dial **Hold/Save**
- Enter Name
- Dial **Hold/Save**

### Changing Time/Date

To change the date/time

- Press **Trans/Pgm #1**
- Set Date MM/DD/YY, **Hold/Save**  
(YY:year, MM:month, DD:day)
- Set Time HH:MM, **Hold/Save**

### Day/Night Mode

- Press the **DND/Fwd**, to toggle between Day/Night/Auto Ring
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