



ARIA TELEPHONE SYSTEM

ATTENDANT USER GUIDE

System Greetings (Must be done from station 700)

- Press **Trans/Pgm 06**
- Dial the announcement number (**001-070**)
 - **001** Day Message
 - **002** Night Message
 - **003** Weekend/Holiday Greeting
 - **004** On Demand
 - **005** Lunch
 - **010-020** Custom call routing greetings
- Press **#** to start recording
- Press **Hold/Save** to complete
- To delete the recording, press the **SPEED** button while the message is being played.

System Announcements

- Press **Trans/Pgm 06**
- Dial the announcement number (**071-076**)
 - **071** VMIB MOH
 - **073** Invalid Number Prompt
 - **074** Time Out Prompt
 - **075** Retry Prompt
 - **076** Transfer to Attendant Prompt
 - **078** Leave message prompt
 - **079** Record Start prompt
 - **080** Authorization Code Prompt
 - **081** Busy Prompt
 - **083** Station Off-net Forward Prompt
 - **084** Do Not Disturb Prompt
 - **085** No Answer Prompt
- Press **#** to start recording
- Press **Hold/Save** to complete
- To delete the recording, press the **SPEED** button while the message is being played.

System Speed Dials

- Press **Trans/Pgm** button
- Dial **Speed** button
- Dial Speed Bin Number – 2000-2499
- 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 041**
- Set Date MM/DD/YY, **Hold/Save**
(YY:year, MM:month, DD:day)
- Set Time HH:MM, **Hold/Save**

Dial by Name (Extension names)

- Press the **Trans/Pgm 072**
- Dial the station number (extension) and enter the name
- Press **Hold/Save** button

Day/Night Mode

- Press the **DND/Fwd** key
 - Dial **1** for Day
 - Dial **2** for Night
 - Dial **3** for On Demand
 - Dial **4** for Weekend
 - Dial **5** for Auto Ring Mode
 - Dial **6** for Lunch mode
 - Press **Hold/Save** button
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