Aria 34E

Key Phone User Guide

LG *aria* 34E

Placing a Call
- Dial an Extension number
- *Or:* Dial the external number required

Call Transfer
- While connected to an outside line, press the **TRANS/PGM** button
- Dial the desired extension number (**700-899**)
- Hang up to complete call transfer
- *Or:* Announce the call, then hang up to complete call transfer

Call Pick-up
- Dial ***1** to answer an unattended phone ringing in your area.

Storing Station Speed Dial Numbers
- Press the **TRANS/PGM** Button
- Press the **SPEED** Button or dial ***40**
- Dial the speed bin number (**01 ~ 19**)
- Dial the number you wish to store
- Press the **HOLD/SAVE** button or dial recall

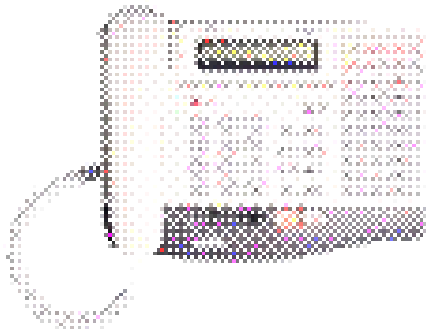## Storing System Speed Dial Numbers (On Station 700 only)
- Press the **TRANS/PGM** Button
- Press the **SPEED** Button
- Dial the speed bin number (**200 ~ 399**)
- Dial the number you wish to store
- Press the **HOLD/SAVE** button

Using Speed Dial Numbers
- Press the **SPEED** Button or dial ***9**
- Dial the speed bin number you wish to call (**01 ~ 19 & 200-399**)

Dialing By Name
- Press the **SPEED** button twice
- Press **1** for extensions, **2** for Personal or **3** for System Speed Dials
- Dial letter you require/or toggle up or down with volume key
- Press **1** or **2** depending on where the name sits on the display
- Press **HOLD/SAVE**

Do Not Disturb (DND)
- Dial ***53** (Toggle On / Off)

Paging
- Dial **#00** for "All Call" Paging
- Dial **#5** for External Paging

Voice Mail
Dial slowly, wait for all confirmation tones to complete dialing

Greetings;

Record Greeting   Dial ***224**

Messages:

Retrieve Message   Press **Callback** or ***67**

Delete Message   Press **Conf**

Save/Skip Message   Press **Hold/Save**

Replay Message   Press **Callback**

Call Forward
- Dial **49**
- Dial the desired call forward type
  - **1** - *Immediate*
  - **2** - *Busy*
  - **3** - *No Answer*
  - **4** - *Busy/no answer*
  - **5** - *Immediate to an External Number*
  - **7** - *Immediate to voice Unit*
  - **8** - *no answer to voice Unit*
- Dial the destination you wish to forward your calls to (**700-899**)

To cancel a Call Forward
- Dial **49#**

Date and Time (On Station 700 only)
- Press the **TRANS/PGM** Button
- Dial **#1**
- Enter Date (**YYMMDDHHMM**)
- Press the **HOLD/SAVE** button

Holding Calls
To place call on hold
- Press the **HOLD/SAVE** button
- To retrieve
- Press flashing line button

Call Park
While connected to an outside call
- Press the **TRANS/PGM** button or recall
- Dial the Call Park Location (**950~954**)
- Hang up.

Retrieve a Parked Call
- Dial the Call Park Location (**950~954**)

Flexible Keys
Program Flexible Buttons
- Press the **TRANS/PGM** button
- Press a flexible button you wish to program
- Enter the desired code *(refer to the table below)*
- Press the **HOLD/SAVE** button

Direct Station Select	700~ 899
Call Park	950 ~ 954
Hunt Group	9700 ~ 9729
Group Call Pickup	*1
Directed Call Pickup	*42
Station Speed Dial	SPD 01 ~19 or 200-399
Ring Type	TRANS/PGM + 50
Answer Mode	TRANS/PGM + 49
Background Music	TRANS/PGM + 73
Call Back	TRANS/PGM + 92
Redial	TRANS/PGM + 97
Conference	TRANS/PGM + 91

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	#

TRANS/PGM The **TRANS/PGM** key is used to **TRANSFER** calls and **PROGRAM** system features on the keyset.

SPEED The **SPEED** key is used to program and dial Station and System Speed Dial numbers

CONF The **CONF** key is used to establish Multiparty Conference calls

REDIAL The **REDIAL** key is used to dial a previously dialled number

MUTE The **MUTE** key mutes the microphone so the other party cannot hear you

CALLBK The **CALLBK** key is used automatically redial a busy number when it becomes free

FLASH The **FLASH** key is used to access some network features such as Call Waiting, Centrex, and Gateway.

ICM The **ICM** key is used to place an internal call on hold

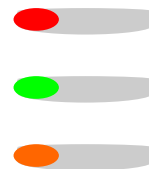The **MON** key is used to activate the speaker on the phone for the hands free speakerphone.

MON

The **HOLD/SAVE** key is used to place calls on **HOLD**, it is also used to confirm the programming of features

HOLD/SAVE

Flexible keys:
The colour of the LED signifies the status of stations, or lines.
Feature access also can be programmed on these keys.

Telephonics
TELECOMMUNICATION SPECIALISTS

LG *aria*

34E Key Phone
User Guide