

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 and is accessed via the 'soft keys'



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 and is accessed via the 'soft keys'



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 and accessed via the 'soft keys'



Speaker The **SPEAKER** key is used to activate the speaker on the phone for the hands free speakerphone



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



Menu The **Menu** arrow holds basic and advanced functions. The **Phonebook** arrow hold 'dial by name' function. The side arrows navigate through the soft key functions



Phonebook



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



Aria 50 130 KP external VM User Guide



For Service Call:

P: 06 3570900
Fax: 063570901
Email: Info@telephonics.co.nz
Web: www.telephonics.co.nz



Placing a Call

- Lift the handset
- Dial an extension number
- Or: Dial the external number required

Call Transfer

- While connected to an outside line, press the **TRANS/PGM**
- 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

- Lift handset
- Dial *1 to answer an unattended phone ringing in your area

Storing Personal Speed Dial Numbers

- Lift the handset
- Press the **TRANS/PGM** button or *40
- Press the **SPEED** Button
- Dial the speed bin number (001-099)
- Dial the number you wish to store
(To include extension after the number, press **CALLBACK** twice then the extension)
- Press the **HOLD/SAVE** button

Using Speed Dial Numbers

- Lift the handset
- Press the **SPEED** Button or dial *9
- Dial the speed bin number you wish to call (001-099 or 2000-3499)

Dialing By Name

- Press the Phone Book or 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 **SEND** or **HOLD/SAVE**

Intercom Answer Mode

- Press **TRANS/PGM** button.
- Dial 12
- Dial 1, for Hands-free, 2 for Tone ring, or 3 for Privacy announce
- Press **HOLD/SAVE** button

Ring Type Mode

- Press **TRANS/PGM** button.
- Dial 11
- Dial 1-4 for ring tones
- Press **HOLD/SAVE** button

Do Not Disturb (DND)

- Dial *53 (Toggle On/Off)

Paging

- Dial #6 For "All Call" Paging
- Dial #7 For "Internal" Paging
- Dial #5 For External Paging

Voice Mail

Dial slowly, wait for all confirmation tones to complete dialing

Access

- Dial 999
- Enter password (4 digits) Default = 0000
- Dial 1 to listen to messages
- Dial 2 to save message
- Dial 3# to delete message
- Dial 4 to forward message

Call Forward

- Lift the handset
- 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
 - 6 - No Answer to an External Number
- Dial the destination you wish to forward your calls to (700 ~799/or dial 999 to send to Voice mail)

To cancel a Call Forward

- Dial 59

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**
- Dial the Call Park Location (601-609)
- Hang up

Retrieve a Parked Call

- Lift the handset
- Dial the Call Park Location (601-609)

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

Extensions	700-899
Call Park	601-609
Group Call Pickup	*1
Speed Dial	Speed 001- Speed 3499
Ring Type	TRANS/PGM + 1 1
Answer Mode	TRANS/PGM + 1 2
Background Music	TRANS/PGM + 73 04
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	#