

User Guide

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**
- 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

- Press **Pick Up** to answer an unattended phone ringing in your area
- Dial ***1** to answer an unattended phone ringing in your area

Storing System/Personal Speed Dial Numbers

- Press the **Trans/Pgm** button or ***40**
- Press the **Speed** Button
- Dial the speed bin number (**001-099** or **2000-2499**)
- Dial the number you wish to store
- Press the **Hold/Save** button or **Recall**
- Enter **Name** as per table on right
- 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 (**001-099** or **2000-2499**)

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/navigation key
- Press **1** or **2** depending on where the name sits on the display
- Press **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.
- Press **18** for internal or **19** for external Ring Tone
- Choose dial tone **01** to **15**
- Press **Hold/Save** button

Do Not Disturb (DND)

- Dial **Dnd/Fwd - 24** button (Toggle On/Off)
- Dial ***53** (Toggle On/Off) - 8 button

Redial

- Dial **Redial**
- Press volume key or navigation key to select number required
- Press **Hold/Save** to dial out

User Guide

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

Greetings:

Record Greeting

Dial **Trans/Pgm 61#** Record message,
Press **Hold/Save**
Or ***361#** record message, **recall**

Delete Greeting

Dial **Trans/Pgm 66**

Messages:

Retrieve Message

Press **Callback - 24** button
Press **Retrieve Voicemail - 8** button
or ***67**

Delete Message

Press **Delete - 24** button
Press **Delete Voicemail - 8** button
or **#1**

Save/Skip Message

Press **Hold/Save** or **#2**

Replay Message

Press **Callback** or **#3**

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
 - 6 - No Answer to an External Number
- Dial the destination you wish to forward your calls to (**700-899** or dial **#** to send to Voice Mail)

To cancel a Call Forward

- Dial **59**

Retrieving Voice Mail Messages Externally (DDI's)

- Dial **DDI Number**
- During Message press * key
- Enter Authorisation Code (2 to 5 digits) followed by #
- Follow prompts

Recording Telephone Conversations-24 Button KP Only

- When connected to Party, press navigation button to right
- Press **Record** (soft key)
- This will be saved in Voicemail and retrieved as a message



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

- 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 2499
Ring Type - internal	TRANS/PGM + 18
Ring Type - external	TRANS/PGM + 19
Answer Mode	TRANS/PGM + 12
Call Log	TRANS/PGM + 57
Background Music	TRANS/PGM + 73 04
Speaker/Headset Option	TRANS/PGM + 75
Call Back	TRANS/PGM + 92
Redial	TRANS/PGM + 97
Conference	TRANS/PGM + 91
Flash	TRANS/PGM + 94

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
Q - 72	U - 82	X - 92
R - 73	V - 83	Y - 93
S - 74	8 - 80	Z - 94
7 - 70		9 - 90
*1 - Blank	0-00	#
*2 - :		
*3 - ,		

24 Button
Delete = Speed
Blank = Navigation Button

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

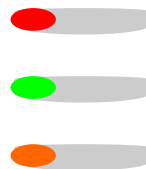


Phonebook

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



For Service Call:
06 3570900
Fax
06 3570901
Email
info@telephonics.co.nz



Flexible keys:

The colour of the LED signifies the status of stations, or lines.

Feature access also can be programmed on these keys.



Aria 24
User Guide