



LDK 300 ATTENDANT USER GUIDE



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Wake-up Call

A Wake-up call may be programmed to ring a station at a predetermined time

Button	Procedures
TRANS/PGM	 To register a wake-up call, Press TRANS/PGM button. Dial 0 4 2 Dial the station range. (In case of one station, dial the station number twice.) After hearing confirmation tone, enter 4-digit wake-up time (HH:mm) in 24-hour mode. (HH= 00~23, mm= 00~59) Press the HOLD/SAVE button for one-day, or dial # and the HOLD/SAVE button for the reactivation of the wakeup call every day until canceled.
Button	Procedures
TRANS/PGM	<i>To cancel a wake-up call,</i> Press TRANS/PGM button. Dial 0 4 3 (Confirmation tone is heard and the MON button light is on.) Dial the station range to be canceled. Press HOLD/SAVE button. (MON button will be extinguished.)

Attendant Clock Set

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This feature allows the attendant to set the Time and Date.

Button	Procedure
TRANS/PGM	Press TRANS/PGM button. Dial 0 4 1 Enter Date as MMDDYY (6 digits) and press HOLD/SAVE button. Enter Time as military format (4 digits) and press HOLD/SAVE button.
HOLD/SAVE	If there is no need to change date or time, press HOLD/SAVE button to go to the next step.

Changing Time/Date Format

Button	Procedure
TRANS/PGM	To change the date format on the LCD, Press TRANS/PGM button. Dial <i>0 4 4</i> The format toggles between DDMMYY and MMDDYY. (YY : year, MM : month, DD : day)
	To change the time format on the LCD, Press TRANS/PGM button. Dial 0 4 5 The format toggles between 12-hour mode and 24-hour mode. (YY : year, MM : month, DD : date)
	3

System Greetings

The Aria LDK 300 provides announcements for Station Groups and an Auto Attendant. (only the System Attendant can record these greetings) (additional hardware may be required)

Button	Procedures
TRANS/PGM	To record system greetings, Press TRANS/PGM button. Dial 06.
HOLDISAVE	Press the # button to start recording.("Press the # button to record" is heard) Record your greeting and press the HOLD/SAVE button to save the recording. To delete the recording, press the SPEED button while the message is being played.

System Announcements

Procedures

System Prompt Messages are also available in the Aria LDK300 phone system. These will be played to users and callers under a variety of conditions. They are recorded by default in the VMIB and may be rerecorded by the Main Attendant. (additional hardware may be required)

071: VMIB MOH	086: Reserved
072: Reserved	087: Reserved
073: Invalid Number Prompt	088: Remote VMIB Control Main Menu Prompt
074: Time out Prompt	089: Remote VMIB Sub-menu for digit 1 in
075: Retry Prompt	Main Menu Prompt
076: Transfer to Attendant Prompt	090: Reserved
077: Reserved	091: Reserved
078: Leave Message Prompt	092: Reserved
079: Record Start Prompt	093: Remote VMIB Sub-menu for digit 2 in
080: Authorization Code Prompt	Main Menu Prompt
081: Busy Prompt	094: Remote VMIB Sub-menu for digit 3 in
082: Wake-up Prompt	Main Menu Prompt
083: Station Off-net Forward Prompt	095: Remote VMIB Sub-menu for digit * in
084: DND Prompt	Main Menu Prompt
085: No Answer Prompt	096~100: Reserved

System Speed Dial

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A group of speed dial numbers can be stored within the system for access by allowed stations. These numbers provide speedy access to often used outgoing CO dialing numbers.

Button	Procedure
TRANS/PGM SPEED	To store system speed numbers, Press TRANS/PGM button. Dial SPEED button. Dial <u>speed number bin</u> . (2000 ~4999) Dial the phone number to be stored. Dial HOLD/SAVE button. <i>Or</i> , Press TRANS/PGM button. Dial SPEED button. Dial <u>speed number bin</u> . Press desired outside line button. Dial the phone numbers to be stored.
	Dial HOLD/SAVE button. <i>To use system speed numbers,</i> Press SPEED button. Dial <u>speed number bin</u> .

Attendant Intrusion

Attendant may intrude into any station which is engaged in a conversation on an external line.

Button	Procedure
TRANS/PGM	To assign a flexible key as the Intrusion button Press TRANS/PGM button. Press the desired flexible key to be registered. Press TRANS/PGM button.
HOLD/SAVE	Press HOLD/SAVE button.
	<i>To activate attendant intrusion</i> Press DSS button corresponding to the busy station you wish to call. (Busy tone is heard.) Press ATD INTRUSION button. (Intrusion warning tone is heard at the busy station, then a 3-way conference is set up)

Day/On-demand/Night/Weekend/Auto Mode Service (Aria-300)

The system can be placed in Day/On-demand/Night/Weekend/Auto mode operation manually by pressing [DND/FWD] button at attendant station. (In Auto ring mode, the ring mode will follow the Weekly Time Table)

Button	Procedures
	To activate/deactivate Day/Night/On-demand/Weekend/Auto mode manually, Press the DND/FWD button, the ring mode is changed to On-demand → Night → Weekend → Auto → Day mode in sequence. On-demand mode is not activated automatically.
TRANS/PGM	To activate Auto ring mode with Attendant PGM mode, Press TRANS/PGM button. Dial 0 7 4 . Dial 1 and press HOLD/SAVE button. (The Weekly Time Table is programmed by your authorised Aria Technician.)

Temporary COS Change

The Attendant can change the class of service of a station to a lower class temporarily to prevent unauthorized use of the station by others.

(An Authorisation code must be set on any station that uses this feature).



To Print out Accumulated SMDR Records

Station Message Detail Recording(SMDR) can provide details on both incoming and outgoing calls.

Button	Procedures
TRANS/PGM	For station basis, Press the TRANS/PGM button, then dial 0 1 1 1 Enter the desired station range. Press HOLD/SAVE button.
HOLD/SAVE	Accumulated SMDR records will be printed out at a printer connected to your Aria telephone system.
	 For account group basis, Press TRANS/PGM then dial 0 1 1 3). Enter the desired <u>account group</u> to be printed. (01 ~99) Press HOLD/SAVE button. (Accumulated SMDR records will be printed out through the printer connected to KSU.)

To Erase SMDR Records (*)

Button	Procedure
TRANS/PGM	For station basis, Press TRANS/PGM key Dial <i>0 1 1 2</i> Enter the desired station range. (SMDR records will be erased for all stations in the range.) Press HOLD/SAVE button.
	For call account group, Press the TRANS/PGM key, Dial <i>0 1 1 4</i> Enter the desired account group. (SMDR records will be erased for all stations in the range.) Press HOLD/SAVE button.
	To display call charge, Press the TRANS/PGM key, Dial <i>0 1 1 5</i> Enter the station number. Press HOLD/SAVE button.

Dial by Name (for ICM) (*)

Button	Procedure
TRANS/PGM	Press the TRANS/PGM button. Dial 0 7 2 Dial the station number and enter the name using the codes as shown below.
	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 R - 72 U - 82 X - 92 S - 73 V - 83 Y - 93 Q - 7* V - 83 Y - 93 7 - 70 8 - 80 9 - 90
	*1 - Blank *2 - : *3 - , 0-00 #
	Press the HOLD/SAVE button.



CO Outgoing Disable (*)

Button	Procedure
TRANS/PGM	To disable outgoing calls a CO line, Press TRANS/PGM button. Dial 0 7 3 Press the desired outside line button. (Confirmation tone is heard.) After hearing confirmation tone, selected outside line button is disabled. Repeat the process to enable the CO line.

Customized Message

A pre-selected or customised message may be programmed to display on the LCD of a Keyset calling an intercom station.

Button	Procedure	
TRANS/PGM	Press TRANS/PGM button. Dial <i>0 5 3</i> Dial the number of the desired message (01-	~20).
HOLD/SAVE	Enter the desired message using the code in Press HOLD/SAVE button.	n Dial by Name. (11 ~20)
	LUNCH, RETURN HH:MM ON VACATION, RETURN AT MM:DD OUT OF OFFICE RETURN TIME HH:MM OUT OF OFFICE RETURN MM:DD OUT OF OFFICE RETURN UNKNOWN CALL XX (17 digits) IN OFFICE, STA XXXX IN A MEETING, RETURN TIME HH:MM AT HOME	Dial 01 + (Time) Dial 02 + (Date) Dial 03 + (Time) Dial 04 + (Date) Dial 05 Dial 06 + (External no.) Dial 07 + (Extension) Dial 08 + (Time) Dial 09 Dial 10
	User Defined	Dial 11 ~20

Erasing Station Message

The attendant can cancel the features, DND CALL FORWARD and preselected message activating at other station.

Button		Procedure
TRANS/PGM	Press TRANS/PGM button. Dial 0 7 1	



Dial the desired station range to be canceled. Press **HOLD/SAVE** button.

Traffic Analysis

The system can monitor and print various system activate based on the attendant's request. The traffic-monitoring program is activated only when enabled and will continue accumulating statistics until disabled. The traffic data is output to the RS-232C port upon manual request. The system will support the following traffic reports; Attendant Traffic Report, Call Summary Report, Call Hourly Report, H/W Unit Usage Summary Report, CO Traffic Report and CO Traffic Hourly Report.

Button	Procedure
TRANS/PGM	To print all summary at system attendant, Press TRANS/PGM button. Dial 0121. Select Measurement Time type. Press HOLD/SAVE button.
	To print all summary traffic report periodically at system attendant, Press TRANS/PGM button. Dial 0122. Press HOLD/SAVE button.
	To cancel periodic printing of all summary traffic reports, Press TRANS/PGM button. Dial 0 1 2 3 . Press HOLD/SAVE button.
	To print the traffic report, Press TRANS/PGM button. Dial 0 1 2 4 (Attendant Traffic Report) 0 1 2 5 (Call Summary Report) 0 1 2 6 (Call Hourly Report) 0 1 2 7 (H/W Unit Usage Summary Report) 0 1 2 8 (CO Traffic Report) 0 1 2 9 (CO Traffic Hourly Report) Press HOLD/SAVE button.

Attendant LCD Language

Button	Procedure
TRANS/PGM	To change the LCD language at attendant, Press TRANS/PGM button. Dial 07 * Dial the station range to be changed. Select the language type with the following codes
HOLD/SAVE	Press HOLD/SAVE button.

Attendant LCD Language Continued

Code	Language
0 0	English
0 1	Italian
0 2	Finnish
03	Dutch
04	Swedish
05	Danish
06	Norwegian
07	Hungarian
08	Germany
09	French
10	Portuguese
11	Spanish
12	Korean
13	Estonia
14	Russian

Intercom Box BGM Selection by Attendant

The attendant can select the music channel source to an ICM box.

Button

Procedure



To set ICM box music, Press TRANS/PGM button. Dial 075 Dial the music channel 01~12 Press HOLD/SAVE button.

External Page Port BGM Selection by Attendant

Button	Procedure
	To set External Page Port music, Press TRANS/PGM button. Dial 0 7 6 (External Port 1), 0 7 7 (External Port 2), or 0 7 8 (External Port 3). Dial the music channel (01~12). Press HOLD/SAVE button.

Attendant DSS Operation /Placing an Intercom Call from the DSS

Button	Procedures
	Lift handset or press MON button. Press the desired DSS station button. Hang up to terminate the call.

Making a Page

Button	Procedure
	Lift handset or press MON button. Press PAGE button. Speak in normal voice tone to announce message. Hang up to terminate the call.

Transferring an Outside Line to Another Station

Button	Procedure
	While connecting an outside line, press the desired DSS station button. You can wait to announce the transfer or, Hang up to transfer the call.

Intercom Group Call

Button	Procedure
	Lift handset or press MON button. Press the programmed INTERCOM GROUP CALL button. The call is connected to an idle station in the group.

Overriding a Key Telephone in Do Not Disturb

Button	n Procedure					
	Press DSS button of the station to be overridden. (DND tone or busy tone is heard.)					
	Dial $*$ to override the station in DND or in busy.					

Attendant Programming Menu Table

The attendant can program some features with this table by pressing **TRANS/PGM** button and appropriate codes.

Att Menu	Attendant Main Menu	Attendant Sub Menu - I	Attendant Sub Menu - II	Selection	Remark
	[1] PRINT	[1] SMDR	[1] Print Smdr (Station Base)	STN# (+ End Stn#)	MAIN ATD
			[2] Delete (Sta Base)	STN# (+ End Stn#)	MAIN ATD
			[3] Print Smdr (Grp Base)	GRP# (+End Grp#)	MAIN ATD
			[4] Delete (Grp Base)	GRP# (+End Grp#)	MAIN ATD
			[5] Display Call Charge		MAIN ATD
			[6] Abort Printing	None	MAIN ATD
			[7] Print Lost Call		MAIN ATD
0			[8] Delete Lost Call		MAIN ATD
		[2] TRAFFIC	[1] Print All Summary	Analysis Time Type	MAIN ATD
			[2] Print All Periodic	Analysis Time Type , Print Time (Hour)	MAIN ATD
			[3] Abort Periodic Print	None	MAIN ATD
			[4] Print Atd Traffic	Analysis Time Type	MAIN ATD
			[5] Print Call Summary	None	MAIN ATD
			[6] Print Call Hourly	None	MAIN ATD
			[7] Print H/W Usage	Analysis Time Type	MAIN ATD
			[8] Print Co Summary	Analysis Time Type	MAIN ATD
			[9] Print Co Hourly	Enter CO Grp #	MAIN ATD
	[2]COS	[1] SET ICM ONLY MODE		Stn# (+ End Stn#)	
		[2] RESTORE COS		Stn# (+ End Stn#)	
	[3]Authorization	[1] ERASE AUTHORIZATION		Stn# (+ End Stn#)	MAIN or GROUP ATD
	[4] TIME	[1] CHANGE DATE/TIME		Mm/Dd/Yy	MAIN ATD
		[2] SET WAKE UP		Stn# (+ End Stn#)	MAIN or GROUP ATD
		[3] DISABLE Wake UP		Stn# (+ End Stn#)	MAIN or GROUP ATD
		[4] LCD Date Mode		MMDDYY DDMMYY	MAIN ATD
		[5] LCD Time Mode		12H/24H	MAIN ATD
		[6] USE PX TIME /DATE		ON/OFF	MAIN ATD

Attendant Programming Menu Table (Continued)

Att Menu	Attendant Main Menu	Attendant Sub Menu - I	Attendant Sub Menu - II	Selection	Remark
0	[5] MESSAGE	[1] PRESELECT MSG ACT		STN# (+ END STN#) + MSG #(00-10)	MAIN or GROUP ATD
		[2] PRESELECT MSG DEACT		STN# (+ END STN#)	MAIN or GROUP ATD
		[3] CUSTOMER MSG REG		MSG # (11-20) + MSG STREAM	MAIN or GROUP ATD
		[4] ERASE VM MSG		STN# (+ END STN#)	
		[5] ATD DEL ALL CLI MSG			
	[6] RECORD VMIB Announcement			VMIB ANNC# (01-70)	SYSTEM ATD
	[7] Supplemantary	[1] CANCEL FEATURES		STN# (+ END STN#)	MAIN or GROUP ATD
		[2] REGISTER STA NAME		STN# + NAME	MAIN ATD
		[3] DISABLE CO OUTGOING		PRESSING CO BTN	MAIN ATD
		[4] AUTO D/N/W		ATD/AUTO	
		[5] ICM BOX BGM CHANNEL SEL		BGM CHANNEL # (01-12)	MAIN ATD
		[6] EXT PORT#1 BGM EN/DI		ENABLE / DISABLE	MAIN ATD
		[7] EXT PORT#2 BGM EN/DI		ENABLE / DISABLE	MAIN ATD
		[8] EXT PORT#3 BGM EN/DI		ENABLE / DISABLE	MAIN ATD
		[9] PREPAID CALL			
		[*] LCD DISPLAY LANGUAGE			
	[*] BOARD Service Switch			SLOT NUMBER (01 – 27)	
	[#] WTU SUBSCRIBE			FLEX 1 – FLEX 9	



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