

(Client Name)

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** or **Recall**
- Dial the desired extension number, (**700-719**)
- Hang up to complete call transfer
- Or: Announce the call, then hang up to complete call transfer

Call Pick-up

- Dial **66** to answer an unattended phone ringing in your area

Redial

- Press **52**

Storing Personal Speed Dial Numbers

- Press the **TRANS/PGM** Button, or **55** for analogue phone
- Press the **SPEED** Button
- Dial the speed bin number (**01-19**)
- Dial the number you wish to store
- Press the **HOLD/SAVE** button or **Recall** Key

Storing System Speed Dial Numbers (On Station 700 only)

- Press the **TRANS/PGM** Button
- Press the **SPEED** Button
- Dial the speed bin number (**21-99**)
- Dial the number you wish to store
- Press the **HOLD/SAVE** button

Using Speed Dial Numbers

- Press the **SPEED** Button or dial **58**
- Dial the speed bin number you wish to call (**01-99**)

Dialing By Name

- Press the **SPEED** button twice
- Press **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**

User Guide

Do Not Disturb (DND)

- Dial **53** (Toggle On / Off)

Paging

- Dial **#0** For "All Call" Paging
- Dial **#3** For External Paging

Voice Mail

Dial slowly, wait for all confirmation tones to complete dialing

Greetings:

Record Greeting Dial **547#**, record message, **HOLD/SAVE**

Delete Greeting Dial **547***

Messages:

Retrieve Message Press **Callback** or **57**

Delete Message Press **Conf** or **#1**

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

Replay Message Press **Callback** or **#3**

Call Forward

- Dial **54**
- Dial the desired call forward type
 - 1 - Immediate**
 - 2 - Busy**
 - 3 - No Answer**
 - 4 - Busy/no answer**
 - 5 - Immediate to an External Number**
 - 7 - Busy/no answer to voice mail**
- Dial the destination you wish to forward your calls to (**700-719**)

To cancel a Call Forward

- Dial **54#**

Date and Time (On Station 700 only)

- Press the **TRANS/PGM** Button
- Dial **#1**, enter date (MMDDYY) hold/save enter time (HHMM) hold/save

Daylight Saving (On Station 700 only)

- Press the **TRANS/PGM** Button
- Dial ***1**, move clock back one hour
- Dial ***2**, move clock forward one hour

Intercom Ring Mode

- Press **TRANS/PGM** button.
- Dial **49**
- Dial **1**, for Hands-free, **2** for Tone ring, or **3** for Privacy announce
- Press **HOLD/SAVE** button

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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** or **Recall** button
 - Dial the Call Park Location (**601-604**)
 - Hang up

Retrieve a Parked Call

- Dial the Call Park Location (**601-604**)

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	700-719
Call Park	601-604
Group Call Pickup	66
Speed Dial	Speed 01-Speed 99
Ring Type	TRANS/PGM + 50
Ring 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



MON

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

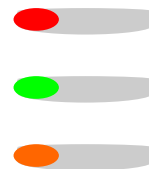


HOLD/SAVE

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



For Service Call:
06 3570900
Fax
063570901
Email
Mike@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.



Client Name
Aria 20
User Guide