ARIA 34E ATTENDANT USER GUIDE

System Greetings (Must be done from station 700)

- Press **Trans/Pgm #4**
  Enter Message number
    - **01** Day Message
    - **02** Night Message
    - **03-09** Custom Messages
- Press **#** to start recording
- Press **Hold/Save** to complete

As soon as number is dialed message will start playing if recorded

System Speed Dials

- Press **Trans/Pgm** button
- Dial **Speed** button
- Dial Speed Bin Number – 200-399
- Dial the phone number to be stored
- Dial **Hold/Save**
- Enter Name
- Dial **Hold/Save**

Changing Time/Date

To change the date/time
- Press **Trans/Pgm #1**
- Enter Date (YYMMDDHHMM)
  (YY:year, MM:month, DD:day HH:hour, MM:minutes)
- Press **Hold/Save**

Day/Night Mode

- Press the **DND/Fwd,** to toggle between Day/Night/Auto Ring