



Aria 50 130 300 Attendant User Guide



For Service Call:

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System Greetings

(Must be done from station 700)

- Press Trans/Pgm 06
- Dial the announcement number (001-070)
- 001 Day Message
- 002 Night Message
- 003 Weekend/Holiday Greeting
- 004 On Demand (At Lunch)
- 010-020 Custom call routing greetings
- Press # to start recording
- Press Hold/Save to complete

System Announcements

- Press Trans/Pgm 06
- Dial the announcement number (071-076)
- 071 VMIB MOH
- 073 Invalid Number Prompt
- 074 Time Out Prompt
- 075 Retry Prompt
- 076 Transfer to Attendant Prompt
- 078 Leave message prompt
- 079 Record Start prompt
- 080 Authorization Code Prompt
- 081 Busy Prompt
- 083 Station Off-net Forward Prompt
- 084 Do Not Disturb Prompt
- 085 No Answer Prompt

- Press # to start recording
- Press Hold/Save to complete

System Speed Dials

- Press Trans/Pgm button
- Press Speed button
- Dial Speed Bin Number – 2000-3499
- Dial the phone number to be stored
- Press Hold/Save
- Enter Name
- Press Hold/Save

Changing Time and Date

To change the date/time

- Press Trans/Pgm 041
- Enter Date MM/DD/YY, Hold/Save (YY:year, MM:month, DD:day)
- Enter Time HH:MM, Hold/Save (HH:hour, MM:minutes)

Dial by Name (Extension names)

- Press the Trans/Pgm 072
- Dial the station number (extension) and enter the name
- Press Hold/Save button

Day/Night Mode

- Press the DND/Fwd key
- Dial 1 for Day
- Dial 2 for Night
- Dial 3 for On Demand
- Dial 4 for Weekend
- Dial 5 for Auto Ring Mode
- Press Hold/Save button