

Storing speed dials:

*40, dial bin number,
(001-099) then
phone number
required, press recall

Dialling Speed dials:

Lift handset Dial *9
plus speed dial
number

Station Bin Number 000-099

System Bin Number (Aria 24) 2000-2499

System Bin Number (Aria 50, 130, 300) 2000-3499

For Service Call:

P: 06 3570900

Fax: 063570901

Email: Info@telephonics.co.nz

Web: www.telephonics.co.nz



Aria 24/50/130/300 User Guide - Analogue



Getting Started with your New Analogue Phone

Please follow these few steps to ensure that your new Analogue Phone is set up properly and conveys a professional image to your Clients

Setting up your Analogue Phone

Step 1:

Record a Greeting:

Dial *361 # to start

Recording, and recall to complete.

Step 2:

Call Forward Busy/No Answer to Voicemail:

Dial 49 4 #

Call Forward Immediately to Voicemail:

Dial 49 1 #

Cancel Call Forward

Dial 59

NB: # denotes Voicemail

Greeting Suggestions:

"Hi you've reached, I'm either on the phone or away from my desk, if you would like to leave a message, please do so after the tone.

"Hi you've reached, It is Monday the 15th of September and I'm out of the Office (in a meeting) until 1.30pm. Please leave a message after the tone and I will ring you back as soon as possible. Thank you.

Messages

Retrieving a Message: Press *67

Deleting Messages: Press #1

Save/Skip Message: Press #2

Replay Message: Press #3

Using your Alcatel Phone

Outside Call:

Lift Handset. Dial phone number.

Transferring Calls in Office:

While connected to an outside line, press the **recall button**, dial extension number. Announce call or hang up to complete transfer. To retrieve outside line, press recall again.

Call Park: (Hold)

While connected to an outside call, press **recall button** and dial **601-619**, hang up

Retrieve Parked Call:

Dial parked number (**601-619**)

Call pick up:

Lift handset. Dial *1.

Direct Call pick up:

Lift handset. Dial *42 and the extension number to pick up