



Aria 34E Keyphone User Guide



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Keyphone User Guide

Placing a Call

Lift handset.
Dial the external number required.
Or Dial Extension number (700-850).

Call Transfer

While connected to an outside line, press transfer button.
Dial the desired extension number. (700-850).
Hang up to complete call transfer.

Storing Station Speed Dial Numbers

Lift handset.
Dial TRANS PGM
Dial SPEED
Dial the speed bin number. (00-19)
Dial the number you wish to store,
Press the HOLD/SAVE button.
Press MON and repeat.

Using the Speed Dial Numbers

Lift handset.
Dial SPEED.
Dial the desired speed bin number. (00-19) (200-299)

Do Not Disturb (DND)

Dial 5 3 (Toggle On/Off)

Call Forward

Lift handset
Dial 49
Dial the desired call forward number.
1. Immediate
2. Busy
3. No Answer
4. Busy/No Answer
5. Voice Mail Busy/No Answer after 2 rings
7. Voice Mail Busy/No Answer after 5 rings
Dial the destination to forward your calls to. (700-720).

To Cancel Call Forward

Lift handset and dial 49#.

Call Park

While connected to an outside call,
Press the recall button,
Dial the Call Park location. (950-955).
Hang up.
To retrieve a parked call, dial the Call Park Location. (950-955).

Camping A Call

While connected to an outside line, press transfer button or press the pre-programmed key
Dial the desired BUSY extension number. (700-720).
Dial the * key to camp the call
Hang up to complete call transfer.

Call Pick-Up

When you hear a phone ringing in your area,
Lift the handset.
Dial * 4 2,
Dial the extension number of the ringing phone.

Group Call Pick Up

When hearing an unattended phone ringing in your area,
Lift the handset.
Dial * 1,
You will connected to an incoming extension or outside line call.

Paging

Lift the handset.
Dial the desired page zone number,
Give your message,
Hang up to complete paging.

Page Zones

Call all zones-# 6
Call all internal zones-# 3
All call external zones -#5
Internal zone 1-# 01
Internal zone 2 -# 02

Attendant Operations

Changing date and Time

Lift handset.
Press TRANS/PRGM
Dial # 1
Enter Date & Time (YYMMDD & (24 hr) HHMM)
Press HOLD/SAVE.

Storing System Speed Dials

Lift handset.
Dial SPEED
Dial the speed bin number. (200-299)
Dial the number you wish to store,
Press the HOLD/SAVE button.
Press MON & Repeat.

Digitised Voice Unit

Time prompt

Dial *221

Date prompt

Dial *222

Extension Number prompt

Dial *223

Personal Greeting

Lift handset or press (MON) to use speakerphone.
Dial *224
Record your message (20 seconds maximum)
When you have finished your greeting:

Press HOLD/SAVE (message effective until cancelled) or Press MON (message will automatically erase after 48 hrs)
Hang Up if handset is in use
Callers will hear your message if you do not answer your phone within predetermined time.

Deleting Personal Greeting

Dial *225 or press DND

Playback Personal Greeting

Dial *226

You will hear your message

Codes for Flexible Keys

Direct Station Select	700-799
Call Park	601-619
Hunt Group	620-629
Group Call Pickup	*1
Directed Call Pickup	*42
Station Speed Dial	Speed 000-099
System Speed Dial	Speed
Ring Type	Trans/Pgm + 11
Class of Service Down	Trans/Pgm + 21
Class of Service Restore	Trans/Pgm + 22
Walking COS	Trans/Pgm + 23
Authorization Code Register	Trans/Pgm + 31
Authorization Code Change	Trans/Pgm + 32
Set Wake-Up Time	Trans/Pgm + 41
Wake-Up Disable	Trans/Pgm + 42
Set Preselected Message	Trans/Pgm + 51
Set Customer Message	Trans/Pgm + 52
Record User Greeting	Trans/Pgm + 61
Listen Time and Date	Trans/Pgm + 62
Listen Station Number	Trans/Pgm + 63
Listen Station Status	Trans/Pgm + 64
Record Page Message	Trans/Pgm + 65
Erase User Greeting	Trans/Pgm + 66
Erase Page Message	Trans/Pgm + 67
Display Language	Trans/Pgm + 71
System Software Version	Trans/Pgm + 72
Background Music	Trans/Pgm + 73
Register Station Name	Trans/Pgm + 74
Speakerphone/Headset	Trans/Pgm + 75
Headset Ring Mode	Trans/Pgm + 76
Account Code	Trans/Pgm + 80
Intercom Hold	Trans/Pgm + 83
LOOP Button	Trans/Pgm + 84