



Aria 20 Digital Phone User Guide



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Digital Telephone User Guide

Placing a Call

Lift handset.
Dial the external number required.
Or Dial Extension number (700-720).

Redial

SPEED *.

Call Transfer

While connected to an outside line, press transfer button.
Dial the desired extension number (700-720).
Hang up to complete call transfer.

Storing Station Speed Dial Numbers

Lift handset.
Dial TRANS PGM.
Dial SPEED,
Dial the speed bin number (01-20)-(21-99) (System).
Dial the number you wish to store,
Press the HOLD/SAVE button.

Using the Speed Dial Numbers

Lift handset.
Dial SPEED,
Dial the desired speed bin number. (01-20)-(21-99).

Do Not Disturb (DND)

Dial 5 3 (Toggle On/Off).

Call Forward

Lift handset.
Dial 54,
Dial the desired call forward number.

1. Immediate
2. Busy
3. No Answer
4. Busy/No Answer
7. Voice Mail Busy/No Answer

Dial the destination to forward your calls to (700-720).

To Cancel Call Forward

Lift handset and dial 54#.

Call Park

While connected to an outside call,
Press the recall button,
Dial the Call Park location (601-606).
Hang up.
To retrieve a parked call, dial the Call Park Location.
(601-606).

Paging

Lift the handset.
All Call # 0,
Internal All Call # 4,
External All Call # 3,
You will then hear the warning tone,
After the tone speak your message, then hang up.

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.

Attendant Operations

Changing Date and Time

Lift handset.
Press TRANS/PRGM,
Dial # 1,
Enter Time & DDMMYY,
Enter Time then Press HOLD/SAVE.

Storing System Speed Dials

Lift handset.
Dial TRANS PGM.
Dial SPEED,
Dial the speed bin number (21-99)
Dial the number you wish to store,
Press the HOLD/SAVE button.

Voice Announcements

Dial slowly, wait for all confirmation tones to complete dialing.

Recording Your Message

Lift the handset.
Dial 5 4 7 #,
Record your message,
Press the HOLD/SAVE button,
Hang up.

Deleting Your Messages

Lift the handset.
Dial 5 4 7 *.

To Hear Your Recorded Message

Lift the handset.

Receiving Messages

Lift the handset.

Dial 5 7,

To delete or save a message follow software instructions.

Call Pick Up

Lift the handset.

Dial 66 to answer an unattended phone ringing in your area.

Or dial *42 and the extension number of the ringing phone.