



Aria 20 Standard Phone User Guide



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Standard Telephone User Guide

Placing a Call

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

Call Transfer

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

Storing Station Speed Dial Numbers

Lift handset.
Dial 5 5.
Dial the speed bin number (01-20) or (21-99).
Dial the number you wish to store,
Press the recall button.

Using the Speed Dial Numbers

Lift handset.
Dial 5 8.
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 5 4.
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 5 4 #.

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).

Voice Announcement

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 Message

Lift handset.
Dial 5 4 7 *.

To Hear Your Recorded Message

Lift handset.
Dial 5 4 7.

Receiving Messages

Lift handset.
Press Message Key,
To delete press #1.
To Save your Messages press the hold/save key.

Paging

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

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.

