



Aria LDK Keyphone User Guide



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Keyphone User Guide

Placing a Call

Lift handset.
Dial extension number,
Or dial the external number required.

Call Transfer

While connected to an outside line, press **Trans/Pgm** button,
Dial the desired extension number, or press the flexible key,
Hang up to complete call transfer,
Or announce the call, then hang up to complete call transfer.
If the call is not answered it will return to your phone.

Call Waiting

After receiving inter busy tone,
Dial *.

Call Pick Up

Lift handset.
Dial *1 to answer an unattended phone ringing in your pick up group,
Or dial *42 and the extension number of the ringing phone.

Storing Station Speed Dial Numbers

Lift the handset.
Press the **Trans/Pgm** button,
Press the **Speed** button,
Dial the speed bin button (000-099),
Dial the number you wish to store,
Press the **Hold/Save** button.

Using Speed Dial Numbers

Lift the handset.
Press the **Speed** button,
Dial the speed bin number you wish to call. 000-099 or 2000-4999
(System Speed Bin No.)

Do Not Disturb (DND)

Dial 5 3 (Toggle on / off)

Paging

Dial # 6 for "All Call" Paging,
Dial # 41 for "Internal" All Call Paging,
Dial # 01- # 10 for "Internal" Zone Paging.

Conference Calls

You are currently on a call:
Press the **Conf** key,
Dial Extension (Dial the external number),
Press **Conf** key twice.

Voice Mail

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

Date and Time Dial **Trans/Pgm** 6 2

Extension Number Prompt Dial **Trans/Pgm** 6 3

Listen to Extension Status Dial **Trans/Pgm** 6 4

Greetings

Record Greeting

Dial **Trans/Pgm** 6 1, # record greeting, press **Hold/Save**.

Delete Greeting

Dial **Trans/Pgm** 6 6

Messages

Retrieve Message

Press **Callback/Voicemail** flex key.

Delete Message

Press **Con/Delete VM**

Save/Skip Message

Press **Hold/Save**

Replay Message

Press **Callback**

Call Forward

Lift the handset.

Dial 49,

Dial the desired call forward type.

Dial the destination you wish to forward your calls to

1. Immediate
2. Busy
3. No Answer
4. Busy / No Answer
5. Immediate to an External Number
6. No Answer to an External Number

Dial the destination you wish to forward your calls to (700-899/or dial # to send to voice mail).

To cancel a call forward

Dial 49#.

Message Waiting

Lift the handset

Dial the desired extension number,

If no reply or busy tone,

Press **Callback**,

Leave a message or hang up.

To Answer Message Waiting

Lift the handset

Press **Callback**,

You will be connected to the station that set the Message Wait.

Programming Authorization Code

Used for toll override and ringing externally to check voicemails.

Press the **Trans/Pgm** button,

Dial 3 1,

Dial your 5 digit authorization code,

Press the **Hold/Save** button.

Using Authorization Code

Press the **Trans/Pgm** button,

Dial 2 3,

Dial your 5 digit authorization code,

Press the **Hold/Save** button.

Call Park

While connected to an outside call,

Press the **Trans/Pgm** button,

Dial the Call Park location,

Hang up. (Recalls after two minutes).

Retrieve a Parked Call

Dial the Call Park location. (601-619).

Flexible Keys

Program Flexible Buttons

Press the **Trans/Pgm** button,

Press a flexible button you wish to program,

Enter the desired code.

Press the **Hold/Save** button.

Attendant Operations

Changing date and Time

Lift handset

Press TRANS/PRGM Dial 0, 4, 1

Enter Date & Time (MMDDYY)

Press HOLD/SAVE

Enter Time (24Hr HHMM)

Press HOLD/SAVE

Storing System Speed Dials

Lift handset

Press TRANS/PRGM

Dial SPEED

Dial the speed bin number. (2000-2499)

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