

Placing an Outside Call

- ☎ Lift handset.
- ☎ Dial 1.
- ☎ Dial the desired number.

Placing an Intercom Call

- ☎ Lift handset.
- ☎ Dial intercom number.

Placing an Outside Call on Hold

- ☎ While connected to an extension call, briefly depress and release the hook switch ('flash' the hook switch).
- OR 'Flash' 5 6 0 for System Hold.

Retrieving a Held Outside (CO) Call

- ☎ Lift handset.
- ☎ Dial 4 # and CO line number. *Eg 4#01~4#40*
- ☎ On SLT, you can dial 4 * in case you don't remember the held CO number.

Placing an Outside Call via CO Group Access

- ☎ Lift handset.
- ☎ Dial 4 and CO group number. *Eg 401~424*
- ☎ Dial the desired number.

Placing an Outside Call via CO Individual Access

- ☎ Lift handset.
- ☎ Dial 4 8 and CO line number. *Eg 4801~4840*
- ☎ Dial the desired number.

Re-directing an Incoming Call (Call Pick-up)

- When you hear a phone ringing in your area,
- ☎ Lift 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 handset.
- ☎ Dial * 1
- ☎ You will be connected to an incoming extension or outside line call. (NB: You must be in the same pick-up group. – check with your installer.)

Call Wait (Camp-on)

- ☎ After receiving intercom busy tone, dial →.
- ☎ Camp-on tone is heard in the called station.
- ☎ The called station receives the ringing from camped on call when hanging up from original call.

Answering a Waiting Call

- ☎ You will receive warning tone in handset.
- ☎ Hang up the present call to take a new one.

Making a Screened Transfer

- ☎ While connected to an outside line, 'flash' the hook switch.
- ☎ Dial the desired extension number and wait to be answered.
- ☎ Announce the call.
- ☎ Hang up to complete call Transfer.

Making an Unscreened Transfer

- ☎ While connected to an outside line, 'flash' the hook switch.
- ☎ Dial the desired extension number
- ☎ Hang up to complete call Transfer.

Last Number Redial

- ☎ Lift handset.
- ☎ Dial 5 5 2

Storing Station Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial 5 5 5
- ☎ Dial station speed dial number. 000~099
- ☎ Dial speed dial number you wish to store.
- ☎ 'Flash' the hook switch.
- ☎ You will hear confirmation tone and hang up.

Using Station Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial * 7
- ☎ Dial the desired station speed dial number, 000~099,

Using System Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial * 7
- ☎ Dial the desired system speed dial number, 2000~3499,

Establishing a Conference Call

- The system allows you to set up a 3-way conference call.
- ☎ Lift handset.
- ☎ Call the desired party. (outside or internal)
- ☎ 'Flash' the hook switch.
- ☎ Dial the internal extension number.
- ☎ When the other party answers, 'flash' hook switch twice in 2 seconds. (All three parties are now connected.)

Message Waiting

- ☎ Lift handset.
- ☎ Dial the desired extension number.
- ☎ No reply from a key station or busy tone from an SLT station.
- ☎ 'Flash' the hook switch.
- ☎ Dial * 6 6 .
- ☎ Hang up.

Call Forward

- ☎ Lift handset.
- ☎ Dial 5 5 4
- ☎ Dial the desired call forward number.
 - 1 - Unconditional, 2 - Busy calls
 - 3 - No answer calls, 4 - Busy/no answer calls
 - 5 - Station off-net, unconditional
 - 6 - Station off-net, no answer
 - 7 - Incoming outside line off-net (ATD only)
 - # - Cancel previous forward

To make Call forward to VMIB, press # key after dialing call forward type (1~4).

- ☎ Dial the station / group number to forward calls to.
- Station numbers: 700~787 / Group numbers: 620~624
- ☎ Hang up.
- ☎ To cancel Call Forward, lift handset and dial 5 4 4 and #.
- Or, dial 5 5 9 To Clear All.

For "Follow Me" Call Forward

- ☎ Go to the forwarding station and lift handset.
- ☎ Dial 5 5 4
- ☎ Dial 0.
- ☎ Dial the station number that calls are to be forwarded.
- ☎ Dial the authorization code of forwarded extension. (The authorization code should be registered before "Follow Me" Call Forward can be set.)
- ☎ Dial the extension number that will receive the call.
- ☎ Hang up.

Do Not Disturb (DND)

- ☎ Lift handset.
- ☎ Dial **5 5 3**
- ☎ Place the handset.
- To cancel Do Not Disturb,
- ☎ Lift handset.
- ☎ Dial **5 5 3** or **5 5 9**.
- ☎ Hang up.

Shuttle Call

- ☎ An extension user engaged in an internal or external call, should briefly press hook switch to hold a call ('flash' the hook switch).
- ☎ The holding party hears music on hold. (If equipped)
- ☎ Dial the second number of another internal or external call.
- ☎ When the second call is connected, the extension user may alternate the call between holding parties by 'flashing' the hook switch.
- ☎ Then, you may make a conference by 'flashing' the hook switch.

Universal Night Answer

- When hearing an incoming signal on other phone or night bell, when system is in night ringing mode
- ☎ Lift handset.
- ☎ Dial Universal Night Answer Access Code **2**.
- ☎ You will be connected to an incoming call if it was programmed as an Universal Night Answer line.

Paging

- ☎ Lift 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: **# 7**
- Internal zone 1 : **# 0 1**
- Internal zone 2 : **# 0 2**
- Internal zone 15 : **# 1 5** (to maximum zone)
- External zone 1 : **# 4 1**
- External zone 2 : **# 4 2**
- External zone 3 : **# 4 3**
- Call all external zones : **# 5**

Meet Me" Paging

- When hearing a paging announcement,
- ☎ Dial **# #**.

Returning Call to Host System (FLASH to Line)

- If your *aria* system is connected to another system, you can use this feature to Transfer a call back to an extension on the other system. (Your installer will tell you if you need this feature.)
- ☎ While connected to an extension call, 'flash' the hook switch.
- ☎ Dial **5 5 1**
- ☎ Hearing new dial tone from the other system, dial the extension number on the required system.
- ☎ When the station answers, (See Screened Transfer) speak or hang up (See Unscreened Transfer) to Transfer the call.

Queuing

- If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.
- ☎ Lift handset.
- ☎ 'Flash' the hook switch.
- ☎ Dial *** 6 6**.
- ☎ You will hear confirmation tone when the call is accepted.
- ☎ Hang up.

Call Park

- While connected to an outside call,
- ☎ Lift handset.
- ☎ 'Flash' the hook switch.
- ☎ Dial parking location. 601~610
- ☎ Hang up.
- ☎ To retrieve a parked call, dial parking location.

Preselected Messages

- You can choose a preselected message to be displayed on the LCD of the phone calling your station.
- ☎ Lift handset.
- ☎ Dial **5 6 3** (Program Code)
- ☎ Dial **5 1**
- ☎ Dial the following number to leave your message. (01~10)
- Dial 01 + (Time) LUNCH, RETURN HH:MM
- Dial 02 + (Date) ON VACATION, RETURN AT MM:DD
- Dial 03 + (Time) OUT OF OFFICE RETURN TIME HH:MM
- Dial 04 + (Date) OUT OF OFFICE RETURN MM:DD
- Dial 05 OUT OF OFFICE RETURN UNKNOWN
- Dial 06 + (External no.) CALL XX.... (17 digits)
- Dial 07 + (Extension you can be called) IN OFFICE, STA XXXX
- Dial 08 + (Time) IN A MEETING, RETURN TIME HH:MM
- Dial 09 AT HOME
- Dial 10 AT BRANCH OFFICE
- ☎ 'Flash' the hook switch.
- ☎ Hang up.
- ☎ To erase a pre-selected message, lift handset and dial **5 6 3 + 5 1 + #**
- ☎ 'Flash' the hook switch.
- ☎ Hang up.

Handset Off-hook Alarm

- Should the handset be left off the cradle unattended, for any length of time, the user will receive a high pitched signal.
- ☎ To cancel the signal, hang up.

Wake Up Call

- ☎ Dial **5 6 3 4 1**, HHMM (24hr format) To Set Wake Up Time
- ☎ Hook-flash to enable the Wake Up One time,
- ☎ Or # Hook-flash to set until cancelled.
- ☎ Dial **5 6 3 4 2** Hook-flash to cancel the Wake Up Call

Walking Class of Service

- A toll call may be made from a toll barred station, using the authorisation code of a non barred station. The Station returns to its normal Class of Service (Toll Barred) after 1 call is made.
- ☎ Lift handset.
- ☎ Dial **5 6 3 2 3** then the 5 digit authorisation code
- ☎ Hook-flash the station, confirmation tone is heard
- ☎ Hang up
- ☎ Dial the outside line code (1) then the number required.