



LDK 300
DIGITAL KEYSTATION
USER GUIDE



Digital Keystation User Guide for Aria 300 System

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Placing an Outside Call

Button	Procedures	Range
	<ul style="list-style-type: none"> • Lift handset or press MON button. • Press outside line button, or dial <u>CO line access code</u>. • Dial external number. • When called party answers, lift handset or use speakerphone. 	1, or 4 + 01 ~ 72 or, 48 + 001~200

Answering an Outside Call

Button	Procedures	Range
	<ul style="list-style-type: none"> • Lift handset or press MON button to use speakerphone. • Press flashing CO line button. (If the <i>Preferred Line Answer</i> feature is ON for your station, you may answer just by lifting handset.) 	

Call Transfer

Button	Procedures	Range
	<p><i>To transfer an outside call to the other extension,</i></p> <ul style="list-style-type: none"> • Press TRANS/PGM button. (The outside call is put on hold.) • Dial <u>station number</u> or press the preprogrammed DSS button. • You can make a screened or unscreened transfer. 	700 ~ 999
<i>Screened Transfer</i>	When the called extension answers, announce the call and hang up to complete call transfer.	
<i>Unscreened Transfer</i>	While the station you called rings, hang up to complete call transfer.	
	<p><i>To answer screened transfer,</i></p> <ul style="list-style-type: none"> • Answer the intercom call. • When the transferring party hangs up, the call will be connected. 	

Last Number Redial

Button	Procedures	Range
	<p>The last dialed number on an outside line is saved. To redial the last dialed number,</p> <ul style="list-style-type: none"> ● Press the REDIAL button. ● Or press the SPEED key then the * key. ● When the last dialed number is displayed. Press VOLUME (v / ^) button to find a phone number. ● Press HOLD/SAVE button then, the number is dialed. 	

Save Number Redial

Button	Procedures	Range
	<p>If you want to save a number you dialed,</p> <ul style="list-style-type: none"> ● After dialing the number of an outside party, keep handset off-hook state. ● Press the SPEED button twice. ● Hang up. <p><i>To dial a saved number,</i></p> <ul style="list-style-type: none"> ● Press the SPEED + #. 	

Auto Call Number Redial

When the called party is busy or does not answer the call, the system can automatically redial the number by pre-programmed time interval.

Button	Procedures	Range
 	<ul style="list-style-type: none"> ● Press REDIAL button. ● Hang up. ● A busy or no answer number will be redialed automatically after pre-programmed time interval, the MUTE button is lit. ● When called party answers, lift handset to talk. 	

Queuing

When a CO line is busy, you can request a call back when the CO line is available. As soon as it becomes idle, you can be the first extension to get the CO line.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press busy outside line button or specific line group button. ● Pressing CALLBK button, your CALLBK button is lighting and confirmation tone is heard. ● Hang up or press MON button. <p>To answer a queue request,</p> <ul style="list-style-type: none"> ● When the busy CO line or specific line group returns to idle, you hear ring and the queued line button is flashing. ● Lift handset and dial a desired phone number. 	

Executive/Secretary Transfer

Button	Procedures	Range
	<ul style="list-style-type: none"> ● When the Executive Station is busy or DND (Do Not Disturb), all calls will go to the Secretary Station. ● The Secretary Station may signal the Executive Station that is in DND by using Call Wait feature. (Press * key or dial the last digit of the number of Executive station or press the DSS button to operate Call Wait feature.) 	

Step Call

When an extension is busy, you can make a call to a different station by dialing only the last digit of new station number.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Dialing an extension number, and the station is busy. ● After hearing ICM busy tone, dial the last digit of the next extension number in the same 10's group. (ex. If station "712" is busy, dial digit "4" to call station "714".) ● It can be used for CO line call by pressing SPEED button + last digit. 	

Speed Dial Numbers

Each extension can program up to 20 individual speed dial numbers in the station. The numbers are entered and stored by the user and it can be recalled at any time.

Button	Procedures	Range
  	<p><i>To store station speed numbers,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press SPEED button. ● Dial <u>speed number bin</u>. (000 ~ 099) ● Dial the phone numbers to be stored. ● Press HOLD/SAVE button. ● Enter name for Dial by Name. (optional) ● Press HOLD/SAVE button. <p><i>Or,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press SPEED button. ● Dial speed number bin. ● Press desired outside line or specific line group button. ● Dial the phone number to be stored. ● Press HOLD/SAVE button. ● Enter name for Dial by Name. (optional) ● Press HOLD/SAVE button. 	
 	<p><i>To use station speed numbers,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press SPEED button. ● Dial speed number bin. (2000~4999) <p><i>To use system speed numbers,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press SPEED button. ● Dial <u>speed number bin</u>. 	
  	<p><i>To erase station speed numbers,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press SPEED button. ● Dial speed number bin to be erased. ● Press HOLD/SAVE button. 	

Storing Dial by Name

Users of a digital display phone can enter the called party's name so they can dial by name instead of dialing the phone number.

Button	Procedures													
  	<ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press SPEED button and speed number bin. ● Dial the desired phone number. ● Press HOLD/SAVE button. ● Enter the name up to 16 letters using the code below; <table border="1" data-bbox="673 588 950 997"> <tbody> <tr> <td>Q - 11 Z - 12 . - 13 1 - 10</td> <td>A - 21 B - 22 C - 23 2 - 20</td> <td>D - 31 E - 32 F - 33 3 - 30</td> </tr> <tr> <td>G - 41 H - 42 I - 43 4 - 40</td> <td>J - 51 K - 52 L - 53 5 - 50</td> <td>M - 61 N - 62 O - 63 6 - 60</td> </tr> <tr> <td>P - 71 R - 72 S - 73 Q - 7* 7 - 70</td> <td>T - 81 U - 82 V - 83 8 - 80</td> <td>W - 91 X - 92 Y - 93 Z - 9# 9 - 90</td> </tr> <tr> <td>*1 - Blank *2 - : *3 - ,</td> <td>0-00</td> <td>#</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● Press HOLD/SAVE button. 	Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30	G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60	P - 71 R - 72 S - 73 Q - 7* 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 9# 9 - 90	*1 - Blank *2 - : *3 - ,	0-00	#	
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*1 - Blank *2 - : *3 - ,	0-00	#												
	(Pressing [▼] key while entering name, the last character will be erased)													

Call Park

A call can be parked in a park location and can be retrieved by dialing the location number from any extension.

Button	Procedures	Range
	<p>While connected to an outside call,</p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial <u>park location</u>. (601-619) 	

Universal Night Answer

When External lines are programmed for UNA and the system is placed into night mode, users can answer incoming calls by dialing UNA code (regardless of their pick-up group)

Button	Procedures	Range
	<ul style="list-style-type: none"> • Lift handset or press MON button. • Dial 2 • You will be connected to ringing outside line. 	

Changing Intercom Answer Mode

A station user has the option to determine the type of ring the station will give on an Intercom call

Button	Procedures	Range
	<ul style="list-style-type: none"> • Press TRANS/PGM button. • Dial 12 • Dial 1 for Handsfree, 2 for Tone ring, or 3 for Privacy announce. • Press HOLD/SAVE button. 	
		

Placing an Intercom Call

A station user may place an intercom call to another station (call restrictions may apply)

Button	Procedures	Range
	<ul style="list-style-type: none"> • Dial intercom number or press programmed DSS button. • You will hear, <ul style="list-style-type: none"> - Ring back tone in TN (Tone) mode. Wait for called station to answer the ringing. - 3 bursts of tone in HF(Handsfree) or PV(Privacy) mode. Begin your announcement after the tone. 	

Answering an Intercom Call

Button	Procedures	Range
	<ul style="list-style-type: none"> With your intercom answer mode setting, <ul style="list-style-type: none"> - in TN mode, intercom ring is heard. Lift handset to talk. - in PV mode, 3 bursts of tone and one-way announcement is heard. Lift handset to talk. - in HF mode, 3 bursts of tone and announcement is heard. Reply with hands-free mode or lift handset for privacy. 	

Placing an Intercom on Hold

Button	Procedures	Range
 	<ul style="list-style-type: none"> If your phone has ICM button, you may put an intercom call on hold by pressing HOLD/SAVE button. Or, while on an intercom call, press ICM button. The ICM button flashes and intercom dial tone will be heard. <p><i>To retrieve intercom call on hold,</i></p> <ul style="list-style-type: none"> Press the flashing ICM button and lift handset. 	

Changing Differential Ring

A user may change the ring tone of a station

Button	Procedures	Range
 	<ul style="list-style-type: none"> Press TRANS/PGM button. Dial 1 1 Select the ring type by dialing 1~4. Press HOLD/SAVE button. 	

Voice Over

This feature provides voice announcement to a busy station without interrupting the existing conversation. The announcement is received over the existing conversation so that only the busy station hears both incoming parties.

Button	Procedures	Range
	<ul style="list-style-type: none"> • When a busy keyset engaged in an internal or external call is called through camp-on by a caller, HOLD/SAVE button of busy keyset is flashing. After tone, the busy keyset can be connected to both parties. • Press HOLD/SAVE button in the busy keyset to converse with new call. • Press HOLD/SAVE button again to alternate the call. 	

Answering a Call Wait with Voice Over

Button	Procedures	Range
	<ul style="list-style-type: none"> • You hear camp-on tone and HOLD/SAVE button is flashing. • Press HOLD/SAVE button to talk with the second caller. The first caller is placed on hold. (MOH may be provided) • You will be connected to the first caller when the second caller hangs up. 	

Directed Call Pick-up

Button	Procedures	Range
	<ul style="list-style-type: none"> • You hear intercom or transferred outside line ring at a station. • Lift handset or press MON button. • Dial * 4 2 and the ringing <u>station number</u>. (700~999) • You will be connected to the calling party. 	

Call Wait (Camp-on)

If you dial a busy station, you may alert it of your call.

Button	Procedures	Range
	<ul style="list-style-type: none">• After receiving intercom busy tone, dial “*” or last digit of called station number, or press DSS button.• Camp-on tone is heard in called station.• When called party answers, talk or hang up to transfer the call.	

Mute

It provides privacy during speakerphone or handset operation by disabling the microphone.

Button	Procedures	Range
	<ul style="list-style-type: none">• Press MUTE button to activate.• Press MUTE button again to deactivate.	

Call Back

If you dial a station that is busy, you can leave a callback indication.

Button	Procedures	Range
 	<ul style="list-style-type: none">• After receiving intercom busy tone, press CALLBK button.• Hang up.• When the busy station hangs up, you will be signaled.• Answer the signal by lifting handset or by pressing MON button, the station you called will be signaled.	

Message Waiting

When the called extension does not answer the call, you can leave a message wait to the station.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● If a called party does not answer, press CALLBK button. ● Hang up. ● At that time, the LED of CALLBK button in the called station is flashing. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> ● If a called party does not answer, press TRANS/PGM button and dial * 6 6 	
	<p><i>To answer a message waiting,</i></p> <ul style="list-style-type: none"> ● Press flashing CALLBK button. ● Station that left message will be signaled with tone ring. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> ● Dial * 6 7 to answer a message waiting. 	

Do Not Disturb

Button	Procedures	Range
	<p>If your phone has been programmed to have Do Not Disturb,</p> <ul style="list-style-type: none"> ● Press DND/FWD button while on-hook or your phone is ringing. ● The LED is lighting and your phone is in DND. <p><i>To remove Do Not Disturb,</i></p> <ul style="list-style-type: none"> ● Press DND/FWD button while on-hook. ● The LED is extinguished and DND at your phone is removed. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> ● Dial 5 5 3 instead of pressing DND/FWD button (Toggle setting). 	

Call Forward

A call can be forwarded to the other station, station group or VMIB depending on the call forward type. It should be programmed in Admin. Programming to use some of the Call Forward types.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Lift handset or press MON button. (The MON button is illuminated.) ● Press DND/FWD button. ● Press the call forward type; <ul style="list-style-type: none"> 0 - Follow me 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 to off-net (Attendant only) ● Dial <u>station number</u> or press DSS button or <u>intercom group</u>. ● Confirmation tone is heard and DND/FWD button is flashing on forwarded station. ● Hang up. <p><i>To activate call forward to VMIB,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press DND/FWD button. ● Dial desired Call Forward code (1-4). ● Dial VMIB selection code # to receive the call. ● Hang up. <p>- In case <i>Follow-me</i>, it should be programmed from the station that you will be forwarded to i.e. if your extension is 702 and you are forwarding to 704, then you will need to go to 704 to program the feature. Also, this feature requires authorization code and requires system programming.</p> <p>- In case <i>Station Off-net</i>, the number you are forwarding to should be saved as a speed dial number first. (Please see the Page 12 to save a Speed Dial Number.)</p> <p>- In case <i>Incoming outside line to Off-net</i>, it requires system programming.</p>	<p><i>Sta. No.</i> 300 : 700~999</p> <p><i>INT. Group</i> 300 : 620~667</p>
	<p><i>To cancel call forward,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press DND/FWD button and dial #. ● Hang up. <p>- To cancel Incoming Outside line to Off-net (at system attendant), Press MON + DND/FWD + CO line code (CO group/CO line no. /CO BTN) + #</p>	
	<p>On LKD-2N/S, 8D/S,</p> <ul style="list-style-type: none"> ● Dial 5 5 4 instead of pressing DND/FWD button. <p><i>To Cancel: Dial 5 5 4 + #</i></p>	

Paging

A station, which is allowed to access page facilities, can connect and transmit voice announcement to any or all of the system external/internal page zones.

Button	Procedures	Range																		
	<p>To make a page,</p> <ul style="list-style-type: none"> ● Lift handset. ● Dial page zone. (See below chart.) And you will hear warning tone. ● After the tone, speak your message. ● Hang up. <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">All Call</td> <td style="text-align: right;"># 0 0</td> </tr> <tr> <td>Internal Zone 1</td> <td style="text-align: right;"># 0 1</td> </tr> <tr> <td>Internal Zone XX</td> <td style="text-align: right;"># XX</td> </tr> <tr> <td>Internal Zone 30</td> <td style="text-align: right;"># 3 0</td> </tr> <tr> <td>Internal All Call</td> <td style="text-align: right;"># 5</td> </tr> <tr> <td>External Zone 1</td> <td style="text-align: right;"># 6</td> </tr> <tr> <td>External Zone 2</td> <td style="text-align: right;"># 7</td> </tr> <tr> <td>External Zone 3</td> <td style="text-align: right;"># 8</td> </tr> <tr> <td>External All Call</td> <td style="text-align: right;"># 9</td> </tr> </table>	All Call	# 0 0	Internal Zone 1	# 0 1	Internal Zone XX	# XX	Internal Zone 30	# 3 0	Internal All Call	# 5	External Zone 1	# 6	External Zone 2	# 7	External Zone 3	# 8	External All Call	# 9	
All Call	# 0 0																			
Internal Zone 1	# 0 1																			
Internal Zone XX	# XX																			
Internal Zone 30	# 3 0																			
Internal All Call	# 5																			
External Zone 1	# 6																			
External Zone 2	# 7																			
External Zone 3	# 8																			
External All Call	# 9																			

Flash

This is used to send a timed break recall when the system is connected with a Centrex or a Parent PBX.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● While connected to an outside line, press FLASH button. 	

Speakerphone

Pressing an outside line button, a speed button, a station button or dialing a station number will automatically activate the speakerphone. (LKD-2N/S has no microphone and doesn't function as handsfree unit.)

Button	Procedures	Range
	To activate speakerphone, <ul style="list-style-type: none"> • Press MON button. • Dial outside line number or intercom number to talk. 	

Range

Speaker Volume Control

Button	Procedures	Range
	<ul style="list-style-type: none"> • In speakerphone mode, press VOLUME (v / ^) button to control the speakerphone volume. 	

Ring Volume Control

Button	Procedures	Range
	<ul style="list-style-type: none"> • When bell rings, press VOLUME (v / ^) button to control ring volume. 	

Placing an Intercom Group Call

Button	Procedures	Range
	<p><i>To make an intercom group call,</i></p> <ul style="list-style-type: none">• Lift handset or press MON button.• Dial the <u>intercom group number</u>.	620 ~ 667

Placing a CO Call on Hold

Button	Procedures	Range
	<ul style="list-style-type: none">• Press HOLD/SAVE button.<ul style="list-style-type: none">- Once for system hold- Twice for exclusive holdReverse if hold preference is programmed to system hold. <p><i>To retrieve the call,</i></p> <ul style="list-style-type: none">• Lift handset and press flashing outside line button.	

Group Call Pick-up

Button	Procedures	Range
	<p>You should be in the same pick-up group as ringing phone.</p> <ul style="list-style-type: none">• You hear an unattended phone ringing.• Lift handset or press MON button.• Dial * 1	

Conference

Button	Procedures	Range
	<p><i>To establish a conference,</i></p> <ul style="list-style-type: none"> ● Call desired party. (internal or outside) ● Press CONF button. (CONF button is lighting and the called party is put on exclusive hold.) ● Call the next party. ● Press CONF button twice. (once if adding additional parties) ● Conference is established. <p><i>To add another party in the conference,</i></p> <ul style="list-style-type: none"> ● Press CONF button. ● Call the next party. ● Press CONF button twice. <p><i>To exit a conference (unsupervised),</i></p> <ul style="list-style-type: none"> ● Press CONF button in the supervisor station and hang up. Other parties are still connected. 	
	<p><i>Re-entering a conference,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press CONF button. 	
	<p><i>To drop an outside party,</i> (You should be active in the conference.)</p> <ul style="list-style-type: none"> ● Press outside line of party you wish to drop. ● Hang up or press MON button. 	
	<p><i>To terminate the conference,</i></p> <ul style="list-style-type: none"> ● Hang up or, press CONF button if unsupervised. 	
<p><i>On LKD-2N/S, 8D/S,</i></p>		
	<ul style="list-style-type: none"> ● Conference feature can be accomplished by programming a flexible key as CONF button (TRANS + 91). 	

Access Authorization Code

To prevent unauthorized outside calling, DISA access or Trunk access on your station by others, the system provides a means to lock/unlock a station by access authorization code.

Button	Procedures	Range
 	<p><i>To register access authorization code,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 3 1 ● Dial your own 5 digit authorization access code. ● Press HOLD/SAVE button. ● Confirmation tone is heard. 	
  	<p><i>To change access authorization code,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 3 2 ● Dial your current access authorization code. You will hear confirmation tone. ● Dial your new 5 digits access authorization code. ● Press HOLD/SAVE button. ● You will hear confirmation tone. 	

Blocking Outside Calls

Note : An access authorization code should be registered.

Button	Procedures	Range
 	<ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 2 1 ● Press HOLD/SAVE button. (Confirmation tone is heard.) ● MUTE button will flash until restored to normal. 	

Restoring Outside Calls

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 2 2 ● Dial your current access authorization code. (Confirmation tone is heard.) ● MUTE button will be extinguished. 	

Wake-up Call

The system automatically sends ring signal to a station which registers a wake-up time. There are two kinds of wake-up call, one is effective for one-day, the other is effective until canceled.

Button	Procedures	Range
 	<p><i>To register wake-up time,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 4 1 and 4-digit wake-up time (HHMM) in 24-hour mode. (HH = 00~23, MM = 00~59) ● Press HOLD/SAVE button for “one-day” or dial # and HOLD/SAVE button for “until canceled”. (Confirmation tone is heard.) 	

System Phone Book

	<ul style="list-style-type: none"> ● Press SPEED button twice. ● On the display, you will see the following. <div data-bbox="436 993 803 1071" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>DIAL BY NAME ICM : 1 U_SPD : 2 S_SPD : 3</p> </div> <ul style="list-style-type: none"> ● Select desired type. 1 : Intercom 2 : User (Station Speed Dial) 3 : System (System Speed Dial) ● Confirmation tone is heard and you will see the following. <div data-bbox="436 1262 803 1339" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>1 : XXXX XXXX XXXXXX 2 : YYYY YYYY YYYYYY</p> </div>	
 	<ul style="list-style-type: none"> ● Pressing VOLUME button, the cursor will be moved to the next name. When the cursor points a name or a dial number to call, press HOLD/SAVE button. Then, the stored number is dialed. ● You may enter characters using the code in “Storing Dial by Name”. The LCD will display the first two names which match your input. (You may delete the last letter of your input by pressing CALLBK button. And then, the previous matched name is displayed.) ● You can see the matched phone number by pressing FLASH button while the name is displayed (toggle). 	

Programming Your Name into Display

You can program your name and people using display phones will see your name instead of your station number.

Button	Procedures	Range
  	<ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press SPEED button and dial 0 0 0 ● Press SPEED button. ● Enter your name. (up to 7 letters using the code in “Storing Dial by name.”) ● Press HOLD/SAVE button. 	

Pre-selected Message

You can select a pre-assigned message to be displayed on the LCD of the phone calling the station.

Button	Procedures	Range
 	<ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 5 1 ● Dial the number of desired message. Date, Time or Station Number if required. ● Press HOLD/SAVE button. (DND/FWD button is flashing.) <div style="background-color: #f0f0f0; padding: 5px;"> <p>0 1 LUNCH, RETURN HH:MM 0 2 ON VACATION / RETURN AT MM:DD 0 3 OUT OF OFFICE/ RETURN TIME HH:MM 0 4 OUT OF OFFICE/ RETURN AT MM:DD 0 5 OUT OF OFFICE/ RETURN UNKNOWN 0 6 CALL : XX.... (Telephone number: Max. 17 digits) 0 7 IN OFFICE/STA XXXX 0 8 IN A MEETING / RETURN TIME (HH:MM) 0 9 AT HOME 1 0 AT BRANCH OFFICE # to cancel 1 1 ~ 2 0 are used for customized messages which are programmed by attendant. (See “Creating Customized Message”)</p> </div>	

User Custom Message Programming

You may program a custom message 00 to be displayed on the LCD of the phone calling your station.

Button	Procedures	Range
 	<ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 5 2 at the station. (Confirmation tone is heard.) ● Enter the message. (up to 24 letters using the code in “Storing Dial by Name”) ● Press HOLD/SAVE button. 	

Voice Announcement

This feature provides the station an audible system prompt and you can record your greeting to provide the caller when the call is not answered within the predefined time.

Button	Procedures	Range
	<p><i>Date & Time Prompt ;</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 2. ● You will hear the time prompt, "Date is December, 20th, Time is XX : XX PM." <p><i>Station Number Prompt ;</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 3. ● You will hear the station number prompt, "This is station XXXX." <p><i>Station Status Prompt ;</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 4. (You will hear below list (a-h). c-g items will be omitted if not active.) <ul style="list-style-type: none"> a) Station number XXXX b) Intercom Answer Mode c) Listed message X d) Wake-up time XX:XX AM or PM e) Do not disturb f) Forwarded to station XXXX g) Forwarded to speed bin XXX h) Queued CO XXX i) Locked (temporary COS change) j) COS X <p><i>Record your greeting,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 1. ● "Press # button to record" is heard and if there is a recorded greeting, the greeting will be played. ● Press # button and record your greeting after hearing confirmation tone. ● Press HOLD/SAVE button or MON button to finish recording, then you will hear confirmation tone. ● Pressing SPEED button while playing, the greeting is deleted and confirmation tone is heard. <p><i>Delete your greeting,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 6. <p><i>Activate Call Forward to VMIB,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press DND/FWD button. ● Dial Call Forward type code (1~4). ● Dial # key . (Confirmation tone is heard.) ● Go on-hook. <p><i>Deactivate Call Forward to VMIB,</i></p> <ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press DND/FWD button. <p><i>Leave voice message wait,</i></p> <ul style="list-style-type: none"> ● After user greeting is played. "Record your message" prompt is heard. ● After beep tone, record your message with normal voice. ● Hang up. 	



Voice Announcement (Cont'd)

Button	Procedures	Range
	<p><i>Listen to the recorded message,</i></p> <ul style="list-style-type: none"> ● Press the flashing CALLBK button. ● The recorded message is heard with the time and date. ● Pressing HOLD/SAVE button, the current message is saved and the next message is heard. ● Pressing CALLBK button, the current message is played again. ● Pressing CONF button, the current message is deleted and the next message is heard. <p>* The operation of 2/8 BTN keyset is the same with other Aria systems.</p> <p><i>Record VMIB Paging Message,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 5. ● “Press # button to record” is heard and if there is a recorded paging message, it will be played. ● Press # button and record paging message after hearing confirmation tone. ● Press HOLD/SAVE button or MON button to finish recording, then you will hear confirmation tone. ● Pressing SPEED button while playing, the greeting is deleted and confirmation tone is heard. <p><i>Activate VMIB Message Paging,</i></p> <ul style="list-style-type: none"> ● Dial the desired page zone (5XX) and lift handset. ● The recorded VMIB message is paged. <p><i>Delete VMIB Paging Message,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button and dial 6 7. ● The recorded message is deleted. ● Or, press SPEED button while playing, then the message is deleted and confirmation tone is heard. 	

Background Music

A station can receive audio, generally music from an internal or external source while idle.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 7 3. ● Internal BGM is heard. ● Dial the required Music Channel (00 ~ 12) 	00~12

CO Message Wait

When a call is received **with DID**, the Calling Line Identification (CLI) of the incoming call is displayed on the LCD of the station. **If the DID external** party hangs up the call before answered, the CLI will be stored in the CO message wait queue in the called party.

Button	Procedures	Range
	<p><i>To retrieve CLI Message,</i></p> <ul style="list-style-type: none"> ● Press CALLBK button. ● The stored message will be shown on the LCD. 	
	<p><i>To delete the current CLI message and see the next one,</i></p> <ul style="list-style-type: none"> ● Press CONF button. 	
	<p><i>To make a callback,</i></p> <ul style="list-style-type: none"> ● Press HOLD/SAVE button. ● The stored number is dialed as speed dialing. 	
	<p><i>To see the next/previous CLI message,</i></p> <ul style="list-style-type: none"> ● Press VOLUME button. 	
	<p><i>To delete all CLI messages,</i></p> <ul style="list-style-type: none"> ● Press SPEED button twice. ● If DVU message is stored with CLI message, the CLI message will not be deleted by pressing SPEED button. 	

DISA (Direct Inward System Access)

Outside caller can access a CO line which is programmed as DISA line.

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Dial the CO access code after hearing dial tone or voice guide from DVU. ● Or, dial the CO access code after dialing the programmed authorization code (when needed) for outgoing call. 	

LCD Language Change

Button	Procedures	Range
	<ul style="list-style-type: none"> ● Press TRANS/PGM button and 7 1. ● The language in LCD is changed into default value. ● If pressing TRANS/PGM + 7 1, the language in the LCD is changed to the nation's language. 	

Two-way Recording

While a CO line call, you can record the conversation and it will be saved in its own mailbox.

Button	Procedures	Range
	<p><i>To record the conversation,</i></p> <ul style="list-style-type: none"> ● Press the programmed {RECORD} button. <p>To program the {RECORD} button, [TRANS/PGM] + Flex. BTN + [TRANS/PGM] + 5 4+ [HOLD/SAVE]</p> <p><i>To finish the recording,</i></p> <ul style="list-style-type: none"> ● Press the programmed {RECORD} button again. Or, replace the handset. 	

Alarm Reset

Button	Procedures	Range
	<p>To terminate alarm signal while idle state,</p> <ul style="list-style-type: none"> ● Dial 5 6 5 ● Confirmation tone is heard and the alarm signal is terminated at all assigned stations. 	

Flexible Button Programming

Button	Procedures	Range
 	<p><i>To program flexible buttons,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press a flexible button to program. ● See the below table and enter the desired code. (See Page 26) ● Press HOLD/SAVE button. <p><i>To erase a flexible button,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press the flexible button to be erased. ● Press HOLD/SAVE button. 	

Station Programming Menu Table (Aria-300)

The Aria-300 system supports multiple hierarchical menus based on station programming. User can make station programming by selecting desired menu. By pressing [TRANS/PGM] button in a keyset with LCD, user can see the menu.

Main Menu	Sub Menu	Sub Menu-2	Selection	Remark
[1] RING	[1] TYPE		1,2,3,4	DKTU
	[2] ANSWER MODE		H(1)/T(2)/P(3)	
[2] COS	[1] COS DOWN		ICM/COS7	
	[2] COS RESTORE		ENTER AUTHO CODE	
	[3] WALKING COS		ENTER AUTHO CODE	
[3] AUTHORIZATION	[1] AUTH REGISTER			
	[2] AUTH CHANGE			
[4] TIME	[1] SET WAKE UP TIME		ONCE/ PERMERNANT	
	[2] WAKE UP DISABLE			
[5] MESSAGE	[1] SET PRESELECTED MSG		00 - 10	
	[2] SET CUSTOMER MSG		None	
[6] ANNOUNCEMENT	[1] RECORD USER GREETING			
	[2] LISTEN TIME&DATE			
	[3] LISTEN STA NUMBER			
	[4] LISTEN STA STATUS			
	[5] RECORD PAGE MSG			
	[6] ERASE USER GREETING			
	[7] ERASE PAGE MSG			
[7] SUPPLEMENTARY	[1] LCD DISPLAY LANGUAGE		DOMESTIC/ ENGLISH	DKTU
	[2] MPB VERSION DISPLAY			
	[3] BGM			
	[4] REGISTER STA NAME			2/8 BTN/SLT
	[5] SPK/HEADSET		SPEAKER/HEADSET	
	[6] HEADSET RING MODE		SPEAKER/HEADSET/ BOTH	
	[7] WTU STA NUM RCVR			
	[8] SERIAL NUMBER			
[0] ATTENDANT				ATD ONLY
[*] SYSTEM	[#] ENTER ADMIN			ADMIN ONLY

Code for Flexible Button Programming

Direct Station Select	station number 700 ~ 999	Ring Type	TRANS/PGM + 11
Call Park	parking location 601 ~ 619	Ring Answer Mode	TRANS/PGM + 12
Hunt Group	internal hunt group 620 ~ 667	COS Down	TRANS/PGM + 21
Alarm Reset	5 6 5	COS Restore	TRANS/PGM + 22
Group Call Pick-up	5 6 6	Walking COS	TRANS/PGM + 23
Universal Night Answer	5 6 9	Auth. Code Register	TRANS/PGM + 31
Speed Dial		Auth. Code Change	TRANS/PGM + 32
Station speed dial	SPEED + 000~099	Set Wake-up Time	TRANS/PGM + 41
System speed dial	SPEED + 2000~4999	Wake-up Disable	TRANS/PGM + 42
Outside Line Access		Set Preselected MSG	TRANS/PGM + 51
Group access	1	Set Customer MSG	TRANS/PGM + 52
Group #1~72	4 0 1~4 7 2	Record User Greeting	TRANS/PGM + 61
Individual Line Access	4 8 + 001~200]	Listen Time & Date	TRANS/PGM + 62
		Listen Station Number	TRANS/PGM + 63
		Listen Station Status	TRANS/PGM + 64
		Record Page MSG	TRANS/PGM + 65
		Erase User Greeting	TRANS/PGM + 66
		Erase Page MSG	TRANS/PGM + 67
		LCD Display Language	TRANS/PGM + 71
		MPB Version Display	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
		ICM Hold	TRANS/PGM + 83
		LOOP button	TRANS/PGM + 84
		Camp-on	TRANS/PGM + 85
<u>Button Assignment for</u>			
CONF button	TRANS + 9 1		
CALLBK button	TRANS + 9 2		
DND button	TRANS + 9 3		
FLASH button	TRANS + 9 4		
MUTE button	TRANS + 9 5		
MON button	TRANS + 9 6		
REDIAL button	TRANS + 9 7		



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