



LDK 300
ATTENDANT
USER GUIDE







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Wake-up Call

A Wake-up call may be programmed to ring a station at a predetermined time


Button	Procedures
 	<p><i>To register a wake-up call,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 4 2 ● Dial the station range. (In case of one station, dial the station number twice.) ● After hearing confirmation tone, enter 4-digit wake-up time (HH:mm) in 24-hour mode. (HH= 00~23, mm= 00~59) ● Press the HOLD/SAVE button for one-day, or dial # and the HOLD/SAVE button for the reactivation of the wakeup call every day until canceled.
Button	Procedures
 	<p><i>To cancel a wake-up call,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 4 3 (Confirmation tone is heard and the MON button light is on.) ● Dial the station range to be canceled. ● Press HOLD/SAVE button. (MON button will be extinguished.)

Attendant Clock Set

This feature allows the attendant to set the Time and Date.



Button	Procedure
 	<ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 4 1 ● Enter Date as MMDDYY (6 digits) and press HOLD/SAVE button. ● Enter Time as military format (4 digits) and press HOLD/SAVE button. If there is no need to change date or time, press HOLD/SAVE button to go to the next step.

Changing Time/Date Format

Button	Procedure
	<p><i>To change the date format on the LCD,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 4 4 ● The format toggles between DDMMYY and MMDDYY. (YY : year, MM : month, DD : day) <p><i>To change the time format on the LCD,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 4 5 ● The format toggles between 12-hour mode and 24-hour mode. (YY : year, MM : month, DD : date)

System Greetings

The Aria LDK 300 provides announcements for Station Groups and an Auto Attendant. (only the System Attendant can record these greetings)
(additional hardware may be required)

Button	Procedures
	<p><i>To record system greetings,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 6. ● Dial the announcement number (001~070). ● Press the # button to start recording. (“Press the # button to record” is heard) ● Record your greeting and press the HOLD/SAVE button to save the recording. ● To delete the recording, press the SPEED button while the message is being played.
	

System Announcements




Button	Procedures
<p>System Prompt Messages are also available in the Aria LDK300 phone system. These will be played to users and callers under a variety of conditions. They are recorded by default in the VMIB and may be re-recorded by the Main Attendant. (additional hardware may be required)</p>	

- The System Prompt messages are 071~100 as default;

071: VMIB MOH	086: Reserved
072: Reserved	087: Reserved
073: Invalid Number Prompt	088: Remote VMIB Control Main Menu Prompt
074: Time out Prompt	089: Remote VMIB Sub-menu for digit 1 in Main Menu Prompt
075: Retry Prompt	090: Reserved
076: Transfer to Attendant Prompt	091: Reserved
077: Reserved	092: Reserved
078: Leave Message Prompt	093: Remote VMIB Sub-menu for digit 2 in Main Menu Prompt
079: Record Start Prompt	094: Remote VMIB Sub-menu for digit 3 in Main Menu Prompt
080: Authorization Code Prompt	095: Remote VMIB Sub-menu for digit * in Main Menu Prompt
081: Busy Prompt	096~100: Reserved
082: Wake-up Prompt	
083: Station Off-net Forward Prompt	
084: DND Prompt	
085: No Answer Prompt	



System Speed Dial

A group of speed dial numbers can be stored within the system for access by allowed stations. These numbers provide speedy access to often used outgoing CO dialing numbers.

Button	Procedure
  	<p><i>To store system speed numbers,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial SPEED button. ● Dial <u>speed number bin.</u> (2000 ~4999) ● Dial the phone number to be stored. ● Dial HOLD/SAVE button. <p style="text-align: center;"><i>Or,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial SPEED button. ● Dial <u>speed number bin.</u> ● Press desired outside line button. ● Dial the phone numbers to be stored. ● Dial HOLD/SAVE button. <p><i>To use system speed numbers,</i></p> <ul style="list-style-type: none"> ● Press SPEED button. ● Dial <u>speed number bin.</u>

Attendant Intrusion




Attendant may intrude into any station which is engaged in a conversation on an external line.

Button	Procedure
 	<p><i>To assign a flexible key as the Intrusion button</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Press the desired flexible key to be registered. ● Press TRANS/PGM button. ● Dial 8 6. ● Press HOLD/SAVE button. <p><i>To activate attendant intrusion</i></p> <ul style="list-style-type: none"> ● Press DSS button corresponding to the busy station you wish to call. (Busy tone is heard.) ● Press ATD INTRUSION button. (Intrusion warning tone is heard at the busy station, then a 3-way conference is set up)

Day/On-demand/Night/Weekend/Auto Mode Service (Aria-300)

The system can be placed in Day/On-demand/Night/Weekend/Auto mode operation manually by pressing [DND/FWD] button at attendant station.





(In Auto ring mode, the ring mode will follow the Weekly Time Table)

Button	Procedures
	<p><i>To activate/deactivate Day/Night/On-demand/Weekend/Auto mode manually,</i></p> <ul style="list-style-type: none"> ● Press the DND/FWD button, the ring mode is changed to On-demand → Night → Weekend → Auto → Day mode in sequence. ● On-demand mode is not activated automatically.
	<p><i>To activate Auto ring mode with Attendant PGM mode,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 7 4. ● Dial 1 and press HOLD/SAVE button. <p>(The Weekly Time Table is programmed by your authorised Aria Technician.)</p>
	

Temporary COS Change



The Attendant can change the class of service of a station to a lower class temporarily to prevent unauthorized use of the station by others.

(An Authorisation code must be set on any station that uses this feature).



Button	Procedures
	<p><i>To activate temporary COS change,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 2 1 ● Enter the station range. ● Press HOLD/SAVE button.
	
	<p><i>To remove temporary COS change,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 2 2 ● Enter the station range. ● Press HOLD/SAVE button.
	

To Print out Accumulated SMDR Records



Station Message Detail Recording(SMDR) can provide details on both incoming and outgoing calls.

Button	Procedures
 	<p><i>For station basis,</i></p> <ul style="list-style-type: none"> ● Press the TRANS/PGM button, then dial 0 1 1 1 ● Enter the desired station range. ● Press HOLD/SAVE button. <p>Accumulated SMDR records will be printed out at a printer connected to your Aria telephone system.</p> <p><i>For account group basis,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM then dial 0 1 1 3. ● Enter the desired <u>account group</u> to be printed. (01 ~99) ● Press HOLD/SAVE button. <p>(Accumulated SMDR records will be printed out through the printer connected to KSU.)</p>


To Erase SMDR Records (*)

Button	Procedure
 	<p><i>For station basis,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM key ● Dial 0 1 1 2 ● Enter the desired station range. (SMDR records will be erased for all stations in the range.) ● Press HOLD/SAVE button. <p><i>For call account group,</i></p> <ul style="list-style-type: none"> ● Press the TRANS/PGM key, ● Dial 0 1 1 4 ● Enter the desired account group. (SMDR records will be erased for all stations in the range.) ● Press HOLD/SAVE button. <p><i>To display call charge,</i></p> <ul style="list-style-type: none"> ● Press the TRANS/PGM key, ● Dial 0 1 1 5 ● Enter the station number. ● Press HOLD/SAVE button.

Dial by Name (for ICM) (★)



Button	Procedure												
	<ul style="list-style-type: none"> ● Press the TRANS/PGM button. ● Dial 072 ● Dial the station number and enter the name using the codes as shown below. <table border="1" style="margin: 10px auto;"> <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>	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	#											
	<ul style="list-style-type: none"> ● Press the HOLD/SAVE button. 												

CO Outgoing Disable (★)

Button	Procedure
	<p><i>To disable outgoing calls a CO line,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 073 ● Press the desired outside line button. (Confirmation tone is heard.) ● After hearing confirmation tone, selected outside line button is disabled. ● Repeat the process to enable the CO line.



Customized Message

A pre-selected or customised message may be programmed to display on the LCD of a Keypad calling an intercom station.

Button	Procedure																						
	<ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 5 3 ● Dial the number of the desired message (01~20). ● Enter the desired message using the code in Dial by Name. (11 ~20) ● Press HOLD/SAVE button. 																						
																							
	<table> <tbody> <tr> <td>LUNCH, RETURN HH:MM</td> <td>Dial 01 + (Time)</td> </tr> <tr> <td>ON VACATION, RETURN AT MM:DD</td> <td>Dial 02 + (Date)</td> </tr> <tr> <td>OUT OF OFFICE RETURN TIME HH:MM</td> <td>Dial 03 + (Time)</td> </tr> <tr> <td>OUT OF OFFICE RETURN MM:DD</td> <td>Dial 04 + (Date)</td> </tr> <tr> <td>OUT OF OFFICE RETURN UNKNOWN</td> <td>Dial 05</td> </tr> <tr> <td>CALL XX.... (17 digits)</td> <td>Dial 06 + (External no.)</td> </tr> <tr> <td>IN OFFICE, STA XXXX</td> <td>Dial 07 + (Extension)</td> </tr> <tr> <td>IN A MEETING, RETURN TIME HH:MM</td> <td>Dial 08 + (Time)</td> </tr> <tr> <td>AT HOME</td> <td>Dial 09</td> </tr> <tr> <td>AT BRANCH OFFICE</td> <td>Dial 10</td> </tr> <tr> <td>User Defined</td> <td>Dial 11 ~20</td> </tr> </tbody> </table>	LUNCH, RETURN HH:MM	Dial 01 + (Time)	ON VACATION, RETURN AT MM:DD	Dial 02 + (Date)	OUT OF OFFICE RETURN TIME HH:MM	Dial 03 + (Time)	OUT OF OFFICE RETURN MM:DD	Dial 04 + (Date)	OUT OF OFFICE RETURN UNKNOWN	Dial 05	CALL XX.... (17 digits)	Dial 06 + (External no.)	IN OFFICE, STA XXXX	Dial 07 + (Extension)	IN A MEETING, RETURN TIME HH:MM	Dial 08 + (Time)	AT HOME	Dial 09	AT BRANCH OFFICE	Dial 10	User Defined	Dial 11 ~20
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AT BRANCH OFFICE	Dial 10																						
User Defined	Dial 11 ~20																						



Erasing Station Message

The attendant can cancel the features, DND CALL FORWARD and preselected message activating at other station.



Button	Procedure
	<ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 7 1 ● Dial the desired station range to be canceled. ● Press HOLD/SAVE button.
	

Traffic Analysis

The system can monitor and print various system activate based on the attendant's request. The traffic-monitoring program is activated only when enabled and will continue accumulating statistics until disabled. The traffic data is output to the RS-232C port upon manual request. The system will support the following traffic reports; Attendant Traffic Report, Call Summary Report, Call Hourly Report, H/W Unit Usage Summary Report, CO Traffic Report and CO Traffic Hourly Report.

Button	Procedure
 	<p><i>To print all summary at system attendant,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 1 2 1. ● Select Measurement Time type. ● Press HOLD/SAVE button. <p><i>To print all summary traffic report periodically at system attendant,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 1 2 2. ● Press HOLD/SAVE button. <p><i>To cancel periodic printing of all summary traffic reports,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 1 2 3. ● Press HOLD/SAVE button. <p><i>To print the traffic report,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 1 2 4 (Attendant Traffic Report) <li style="padding-left: 20px;">0 1 2 5 (Call Summary Report) <li style="padding-left: 20px;">0 1 2 6 (Call Hourly Report) <li style="padding-left: 20px;">0 1 2 7 (H/W Unit Usage Summary Report) <li style="padding-left: 20px;">0 1 2 8 (CO Traffic Report) <li style="padding-left: 20px;">0 1 2 9 (CO Traffic Hourly Report) ● Press HOLD/SAVE button.

Attendant LCD Language

Button	Procedure
 	<p><i>To change the LCD language at attendant,</i></p> <ul style="list-style-type: none"> ● Press TRANS/PGM button. ● Dial 0 7 * ● Dial the station range to be changed. ● Select the language type with the following codes. ● Press HOLD/SAVE button.

Attendant LCD Language Continued

Code	Language
0 0	English
0 1	Italian
0 2	Finnish
0 3	Dutch
0 4	Swedish
0 5	Danish
0 6	Norwegian
0 7	Hungarian
0 8	Germany
0 9	French
1 0	Portuguese
1 1	Spanish
1 2	Korean
1 3	Estonia
1 4	Russian

Intercom Box BGM Selection by Attendant

The attendant can select the music channel source to an ICM box.

Button

Procedure



To set ICM box music,

- Press **TRANS/PGM** button.
- Dial **0 7 5**
- Dial the music channel **01~12**
- Press **HOLD/SAVE** button.

External Page Port BGM Selection by Attendant

Button

Procedure

To set External Page Port music,

- Press **TRANS/PGM** button.
- Dial **0 7 6** (External Port 1), **0 7 7** (External Port 2), or **0 7 8** (External Port 3).
- Dial the music channel (01~12).
- Press **HOLD/SAVE** button.

Attendant DSS Operation /Placing an Intercom Call from the DSS

Button	Procedures
	<ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press the desired DSS station button. ● Hang up to terminate the call.

Making a Page

Button	Procedure
	<ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press PAGE button. ● Speak in normal voice tone to announce message. ● Hang up to terminate the call.

Transferring an Outside Line to Another Station

Button	Procedure
	<ul style="list-style-type: none"> ● While connecting an outside line, press the desired DSS station button. ● You can wait to announce the transfer or, ● Hang up to transfer the call.

Intercom Group Call

Button	Procedure
	<ul style="list-style-type: none"> ● Lift handset or press MON button. ● Press the programmed INTERCOM GROUP CALL button. ● The call is connected to an idle station in the group.

Overriding a Key Telephone in Do Not Disturb

Button	Procedure
	<ul style="list-style-type: none"> ● Press DSS button of the station to be overridden. (DND tone or busy tone is heard.) ● Dial * to override the station in DND or in busy.

Attendant Programming Menu Table

The attendant can program some features with this table by pressing **TRANS/PGM** button and appropriate codes.

Att Menu	Attendant Main Menu	Attendant Sub Menu - I	Attendant Sub Menu - II	Selection	Remark
0	[1] PRINT	[1] SMDR	[1] Print Smdr (Station Base)	STN# (+ End Stn#)	MAIN ATD
			[2] Delete (Sta Base)	STN# (+ End Stn#)	MAIN ATD
			[3] Print Smdr (Grp Base)	GRP# (+End Grp#)	MAIN ATD
			[4] Delete (Grp Base)	GRP# (+End Grp#)	MAIN ATD
			[5] Display Call Charge		MAIN ATD
			[6] Abort Printing	None	MAIN ATD
			[7] Print Lost Call		MAIN ATD
			[8] Delete Lost Call		MAIN ATD
		[1] Print All Summary	Analysis Time Type	MAIN ATD	
		[2] Print All Periodic	Analysis Time Type , Print Time (Hour)	MAIN ATD	
		[3] Abort Periodic Print	None	MAIN ATD	
		[4] Print Atd Traffic	Analysis Time Type	MAIN ATD	
		[5] Print Call Summary	None	MAIN ATD	
		[6] Print Call Hourly	None	MAIN ATD	
		[7] Print H/W Usage	Analysis Time Type	MAIN ATD	
		[8] Print Co Summary	Analysis Time Type	MAIN ATD	
		[9] Print Co Hourly	Enter CO Grp #	MAIN ATD	
		[2]COS	[1] SET ICM ONLY MODE		Stn# (+ End Stn#)
		[2] RESTORE COS		Stn# (+ End Stn#)	
	[3]Authorization	[1] ERASE AUTHORIZATION		Stn# (+ End Stn#)	MAIN or GROUP ATD
	[4] TIME	[1] CHANGE DATE/TIME		Mm/Dd/Yy	MAIN ATD
		[2] SET WAKE UP		Stn# (+ End Stn#)	MAIN or GROUP ATD
		[3] DISABLE Wake UP		Stn# (+ End Stn#)	MAIN or GROUP ATD
		[4] LCD Date Mode		MMDDYY DDMMYY	MAIN ATD
		[5] LCD Time Mode		12H/24H	MAIN ATD
		[6] USE PX TIME /DATE		ON/OFF	MAIN ATD

Attendant Programming Menu Table (Continued)

Att Menu	Attendant Main Menu	Attendant Sub Menu - I	Attendant Sub Menu - II	Selection	Remark	
0	[5] MESSAGE	[1] PRESELECT MSG ACT		STN# (+ END STN#) + MSG #(00-10)	MAIN or GROUP ATD	
		[2] PRESELECT MSG DEACT		STN# (+ END STN#)	MAIN or GROUP ATD	
		[3] CUSTOMER MSG REG		MSG # (11-20) + MSG STREAM	MAIN or GROUP ATD	
		[4] ERASE VM MSG		STN# (+ END STN#)		
		[5] ATD DEL ALL CLI MSG				
	[6] RECORD VMIB Announcement			VMIB ANNC# (01-70)	SYSTEM ATD	
	[7] Supplemantary	[1] CANCEL FEATURES			STN# (+ END STN#)	MAIN or GROUP ATD
		[2] REGISTER STA NAME			STN# + NAME	MAIN ATD
		[3] DISABLE CO OUTGOING			PRESSING CO BTN	MAIN ATD
		[4] AUTO D/N/W			ATD/AUTO	
		[5] ICM BOX BGM CHANNEL SEL			BGM CHANNEL # (01-12)	MAIN ATD
		[6] EXT PORT#1 BGM EN/DI			ENABLE / DISABLE	MAIN ATD
		[7] EXT PORT#2 BGM EN/DI			ENABLE / DISABLE	MAIN ATD
		[8] EXT PORT#3 BGM EN/DI			ENABLE / DISABLE	MAIN ATD
		[9] PREPAID CALL				
[*] LCD DISPLAY LANGUAGE						
[*] BOARD Service Switch				SLOT NUMBER (01 – 27)		
[#] WTU SUBSCRIBE				FLEX 1 – FLEX 9		



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