



**aria** -24IP

# Digital Key Telephone System

## New Zealand USER GUIDE

~ Contents ~

Quick Reference Guides,

Digital Keypad Features,

Attendant Operation,

Single Line Telephone (Analogue) Operation,

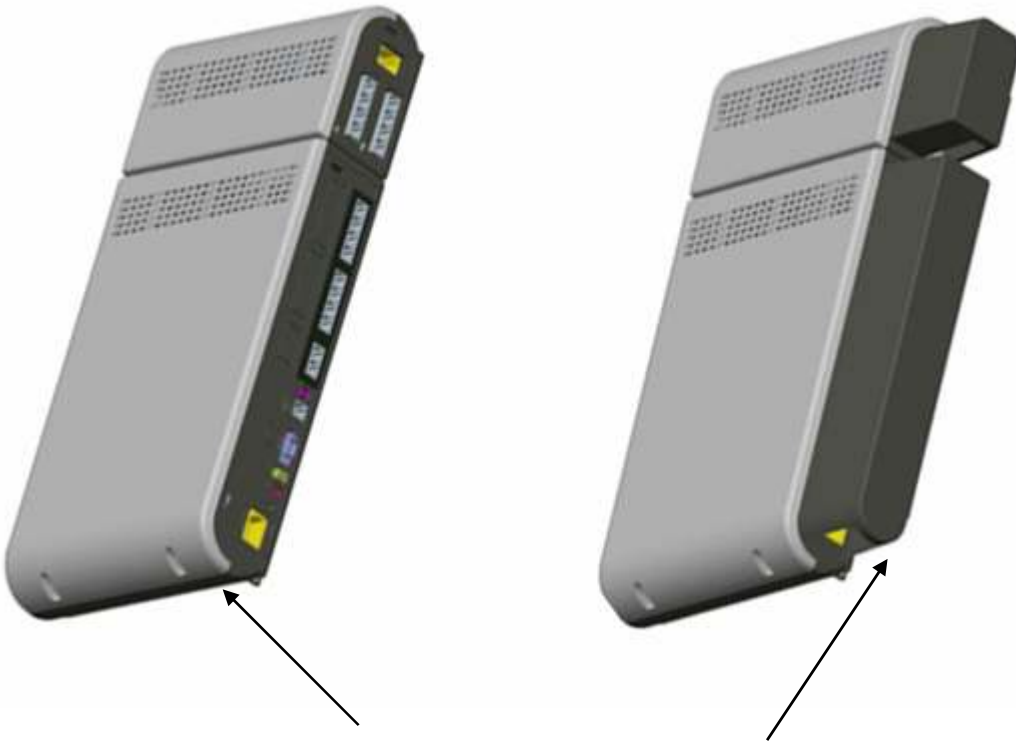
New LDP Keypad Operation.



**ip**LDK

**aria-24IP**

**aria**



*The **aria** 24-IP Key Service Unit. (With side covers)*

NB: Although every effort is made to keep this Guide up to date, Features and Functions are subject to change without notice. An inclusion of a feature or function in this guide does not imply it is operational on your system. Some features require specific hardware or software installation. Please check with your **aria** dealer for further details. A list of authorised **aria** Dealers near you can be found at [www.lgaria.co.nz](http://www.lgaria.co.nz) , through the `Who Sells Aria` link.



**CONTENTS**

Quick Reference Guide .....	6, 7
LDP series Digital Keypad Family .....	8
LDP Keypad Programming Menu.....	8, 9
LDP Keypad Navigation Key Programming Menu.....	10
Answering & Making CO Calls .....	11
Station Features .....	14
System features .....	21
Station Key (Flex Button) Programming .....	24
VMIB (In System Voice Messaging Board) User Guide .....	25
<b>Answering &amp; Making CO (Outside Line) Calls</b> .....	<b>11</b>
Answering an Outside CO (Line) Call .....	11
Call Hold .....	11
Call Park .....	11
Call Transfer .....	11
Dial By Name .....	11
Flash to Line .....	12
Last Number Redial .....	12
Making an Outside CO (Line) Call .....	12
Queueing to a Busy CO Line .....	12
Saving a Dialed Number .....	12
Storing & using Speed Dial Numbers .....	13
Universal Night Answer.....	13
<b>Station Features</b> .....	<b>14</b>
Account Code Entry .....	14
Background Music (BGM) Selection .....	14
Call Forward .....	14
Call Pickup; Directed & Group Pickup .....	15
Camp On (Call Wait) .....	15
Conference Calling .....	15
Dial By Name .....	16
Do Not Disturb .....	16
Forced Hands Free Mode .....	16
Hands Free (On Hook) Dialing .....	16
Intercom Answer Mode .....	17
Intercom Calls; Making, Answering & Putting Calls on Hold .....	17
Intercom Group (Hunt group) Calling .....	17
Message Waiting / Call Back .....	17
Mute .....	18
Outside Call Blocking .....	18
Paging .....	18
Password – Authorisation Code .....	18
Ringling Options .....	19
Station Name Programming .....	19
Step Calling; ICM & CO .....	19
Voice Over .....	20
Volume Controls; Speaker, Ringer, Handset .....	20
Walking Class of Service (Toll Bar Over-ride) .....	20
<b>System Features</b> .....	<b>21</b>
Alarm Reset .....	21
CLI Message Wait (CO Message Wait) .....	21
CO-CO Call timer Extension .....	21
Conference Room .....	22
DISA (Direct Inwards System Access) CO Call Out .....	22
Hot Desk .....	22
LCD Language Change for Keypad .....	22
Two-way Recording (to VMIB) .....	22
Voice Board (VMIB) Features .....	23



**CONTENTS**

<b>Station Programming Menu</b>	<b>24</b>
Flexible Button Programming.....	24
Codes for Flexible Button Programming.....	24
<b>VMIB Quick Reference Guide</b>	<b>25</b>
VMIB Guide for LDP-7016 & 7024 Keysets .....	25
VMIB Guide for LDP-7004 & 7008 Keysets .....	25
VMIB Password Protected Mailbox .....	25
VMIB Remote Access Guide .....	26
<b>Attendant Operation</b>	<b>27</b>
Attendant Cancel Station Feature .....	27
Attendant Intrusion .....	27
Attendant Remote Call Forward .....	27
CO – Disable Outgoing Lines .....	27
Day Night Switching (CO Ringing Mode Selection) .....	28
Intercom Box BGM Selection .....	28
LCD Language (Applying 2 <sup>nd</sup> Language) .....	28
Overriding a Key Telephone in Do Not Disturb .....	28
Paging Port BGM Selection by Attendant .....	28
Pre-Selected Message Editing .....	29
SMDR Records Management .....	29
Station Name Editing by Attendant .....	29
System Greetings for DISA and Hunt Groups .....	29, 30
System Speed Dial Entry .....	30
Temporary Class of Service Change .....	30
Time & Date Setting (Attendant Clock Set) .....	30
Time & Date Format .....	31
Traffic Analysis .....	31
Transferring an Outside Line to Another Station.....	31
Additional Attendant Codes for Flexible Button Programming (see pg 25 for others) .....	32
<b>Attendant Programming Menu Table</b>	<b>33, 34</b>
<b>Analogue Single Line Telephone Operation</b>	<b>35, 36, 37</b>



**CONTENTS**

**Supplementary LDP Keypad Section (7016 & 7024) for Soft Key usage** **38**

Keypad Devices and Buttons ..... 38

Keypad Devices and Button Description ..... 39

Soft-key Usage ..... 40

Navigation Key ..... 40

Softkey Functions:

Idle Keypad ..... 41

Call Pick Up ..... 41

Conference ..... 41, 42

Redial ..... 42

Off Hook State ..... 42

Intercom Dialing ..... 43

Intercom Ring-back ..... 43

Intercom Busy ..... 43

Intercom DND ..... 43

Intercom Dialing Error ..... 43

Intercom Receiving ..... 44

Intercom Talk ..... 44

CO Line Busy ..... 44

CO Dialing/Co Talk ..... 44

Checking Messages ..... 45

Paging ..... 45

Call Log ..... 45

Received Call ..... 46

Dialed Call ..... 46

Lost Call Log ..... 47

Lost Call Answer ..... 47

Lost Call Delete Current ..... 47

Lost Call Delete All ..... 48

Lost Call Save ..... 48

Lost Call Name / Tel ..... 48

Navigation Menu ..... 49

**Commonly Used Telephony Acronyms** **50~52**

**DOCUMENT REVISION**

m.w.	26-JAN-2006	1 <sup>st</sup> 24IP user guide.
g.p.	21-FEB-2008	Customised for Computer & Telephone Services Ltd



**Quick Reference Guide for *aria-24IP* Digital Key Telephone**

**Fixed Feature Buttons**

- ☎ **Speed key** provides you with access to speed dialing, save number redial and last number redial.
- ☎ **Trans/Pgm** (Transfer) button is used to Transfer an outside call from a station to another.
- ☎ **DndFwd** (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or make DND mode.
- ☎ **Call Back** button allows you to leave a callback indication at a station that is busy, unattended, or in DND.
- ☎ **Speaker** button enables you to make a phone call with-out lifting handset. It turns the telephone on and off when using the speakerphone.
- ☎ **Hold/Save** button enables you to place an outside caller on hold.
- ☎ **Volume +** bar allows you to adjust speakerphone and handset volume.

**Navigation Key (LDP-7016,7024 series Keysets)**

☎ **Navigation** button provides you with access to Keypad programming and features. In many cases the OK button provides the same function as the Hold/ Save key.



**Soft Key (LDP-7016,7024 series Keysets)**

☎ **Soft Keys** provides LCD prompted menu access when a specific feature is available. Such as Flash/ Mute/ Redial/ Conference/ VMIB rewind etc.



**Call Forward**

- ☎ Dial **\* 4 9**
  - 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 (Sys. ATD only)
  - # : Cancel previous call forward
- ☎ Dial the station number or press DSS button or intercom group where calls are forwarded.
- ☎ To make Call forward to VMIB, press # key after dialing call forward type (1~4).

**Call Wait (Camp-on)**

- If you dial a busy station, you may alert it to your call.
- ☎ After receiving intercom busy tone, dial **\*** or the last digit of called station number or press DSS button.
  - ☎ When the called party answers, consult with them or hang up to Transfer the call, if any.

**Conference**

- ☎ Call the desired party (internal or outside). When called party answers, press **CONF** soft key.
- ☎ Add next conference party by selecting another outside line or intercom station.
- ☎ When the party answers, press **CONF** soft key twice. All parties are connected.

To terminate a conference.

- The conference initiator should be actively in the conference.
- ☎ Hang up, or press **CONF** soft key to finish the conference (only for conference initiator).

**Leaving a Message Waiting Indication**

If you dial a station that is unattended or in Do Not Disturb, you can leave a message waiting indication.

- ☎ Dial the desired intercom station. Busy tone or DND tone is heard.
- ☎ Press **Call Back** key. The called party's Call Back key LED will flash.

To answer a Message Waiting Indication.

- ☎ Press flashing **Call Back** key and the station that left message will be signaled with tone ringing.
- ☎ If called station does not answer, press the **Call Back** key once to leave a message.

**Placing an Outside Call on Hold**

- While connected to an outside line,
- ☎ Press **Hold/Save** button.
    - Once for system hold
    - Twice for exclusive hold
  - ☎ Reverse if hold preference is programmed to system hold.
  - ☎ Press **Hold/Save** button.

**Last Number Redial**

- The last dialed number on an outside line is saved.
- ☎ Press **REDIAL** Soft key. Or,
  - ☎ Dial **5 2**
  - ☎ Each station with LCD has 10 last dialed number directory. You may find a dialed number by pressing **Volume** key. And press Hold/Save button to dial the number.

**Save Number Redial**

- If you wish to save a number you dialed,
- ☎ After dialing the number of an outside party, don't hang up
  - ☎ Press **Speed key** twice (saves number in SNR Buffer)

To dial a saved number (in SNR Buffer),

- ☎ Press **Speed** key and dial #.

**Call Transfer**

- While connected to an outside call,
- ☎ Press **Trans/Pgm** button.
  - ☎ Dial station number or DSS button. (You can select a screened or unscreened Transfer.)

Screened Transfer

When that extension answers, announce the Transfer and hang up to complete call Transfer.

Unscreened Transfer

When the called extension begins to signal, hang up to complete call Transfer.



Quick Reference Guide for *aria-24IP* Digital Key Telephone

**Storing Speed Dial Numbers**

- ☎ Press **Trans/Pgm** key and then **Speed** key .
- ☎ Dial the speed number bin.
  - Station Speed Number bins are **000~099**
  - System Speed Number bin are **2000~2499**
- ☎ Dial the phone numbers to be stored.
- ☎ Press **Hold/Save** button to save the number.

To erase an existing speed bin.

- ☎ Press **Trans/Pgm** key and then **Speed** key .
- ☎ Dial speed number bin to be erased.
- ☎ Press **Hold/Save** button.

**Dialing a Speed Number**

- ☎ Press **Speed** key and dial the speed number bin.
- ☎ When the called party answers, pick up the handset or use speakerphone.

**Voice Over**

It is available when the station has been programmed with voice over.

- ☎ When a busy Keypad engaged in an internal or external call is called through camp-on by a caller, **Hold/Save** key of busy Keypad is flashing.
- ☎ After tone, the busy Keypad will be connected to both parties.

**Queuing**

You see that a particular line is busy and want to be placed on a list waiting for the first line in the group or station to become available.

- ☎ Lift handset or press **Speaker** key.
- ☎ Press the busy outside line button, specific line group button or DSS button.
- ☎ Pressing **Call Back** key, your **Call Back** key flashes and confirmation tone is heard.
- ☎ Hang up or press **Speaker** key.

To answer a queue request.

- ☎ When the busy outside line button, specific line group button or DSS button returns to idle, you hear ringing and the queued line button flashes.
- ☎ Lift handset and dial outside line.

**Attendant Clock Set**

The attendant can set the Time/Date without entering Admin Programming.

- ☎ Press **Trans/Pgm** key.
- ☎ Dial **0 4 1**
- ☎ Enter Date (YYMMDDHH) and press **Hold/Save** key.
- ☎ Enter Time (HHmm) and press **Hold/Save** button.
  - If there is no need to change date or time, do not dial current date/time and press **Hold/Save** button.

**Entering Account Code**

To enter Acc Code prior to a call.

- ☎ Press **{Acc Code}** flexible button.
- ☎ Dial the account code (1-12 digits)
- ☎ \* to end digit entry
- ☎ Access the Line

To enter Acc Code during a call.

- ☎ Press **{Acc Code}** flex Key (conversation may continue)
  - OR Dial **Trans/Pgm 5 5 0** (line is on hold)
- ☎ Dial the account code (1-12 digits)
- ☎ \* to end digit entry
- ☎ Recommence conversation

To enter Acc Code during a call.

- ☎ Press **{Acc Code}** flex Key (conversation may continue),
  - OR Dial **Trans/Pgm 5 5 0** (line is on hold)
- ☎ Dial the account code (1-12 digits)
- ☎ \* to end digit entry
- ☎ Recommence conversation

**Flexible Buttons Programming**

- ☎ Press **Trans/Pgm** key.
- ☎ Press a flexible button to be programmed.
- ☎ See the **below chart** and dial the desired code.
- ☎ Press **Hold/Save** key.

Direct Station Select	700~727
Call Park	950~957
Call Pick Up	* 1
Call Pick Up – Directed	*4 2 (Station Number or DSS)
Speed Dial	* 9
Station Speed Dial	SPEED + bin no. (000~099)
System Speed Dial	SPEED + bin no. (2000~2499)
All Call Page	# 6
Universal Night Answer	2
Last Number Redial	SPEED + *
Save Number Redial	SPEED + #
Account Code	Trans/Pgm + 8 0
Call Wait (Camp-on)	Trans/Pgm + 8 5
Speakerphone/Headset	Trans/Pgm + 7 5
UCD Group (only) DND	Trans/Pgm + 8 7 + (UCD Gp#)
Loop Key	Trans/Pgm + 8 4

<b>For LDP-7004,7008 series Keysets</b>	
Conference key	Trans/Pgm + 9 1
Call Back key	Trans/Pgm + 9 2
Dnd/Fwd key	Trans/Pgm + 9 3
Flash key	Trans/Pgm + 9 4
Mute key	Trans/Pgm + 9 5
Redial key	Trans/Pgm + 9 7

To erase a flexible button.

- ☎ Press **Trans/Pgm** key.
- ☎ Press the flexible button to be erased.
- ☎ Press **Hold/Save** key

**MY aria-24IP NOTES: (More note space on the back page)**




**LDP-7000 Series Digital Key Telephone Family**



**Digital Keypad Programming Menu Table**

The *aria* 50-IP system supports multiple hierarchical menus based on station programming. A user can make station programming by selecting desired menu. Pressing [Trans/Pgm] button in a Keypad with LCD displays the menu.

Main Menu	Sub Menu	Selection	Remark
[1] RING	1) Type	Dial 1~4	Ring Tone
	2) Answer Mode	Dial 1~3	1 Hands-free 2 Tone 3 Private
	3) SMS Message Display	Displays any SMS received while Station unavailable	
	4) Enblock Mode	1:ON 0:OFF	ISDN enblock - Off for NZ
	5) SMS/Notice Display		
	6) Scroll Speed	For Large Display phones, SMS scrolling speed	
	7) Ear-Mic Headset	1:ON 0:OFF	
	8) ICM Ring	Dial 01~15	Extended tones for ICM Ringing
	9) CO Ring	Dial 01~15	Extended tones for ICM Ringing
[2] COS	1) COS Down	ICM only Press [Hold]	
	2) COS Restore	Requires Current Password (for Station)	
	3) Walking COS	Enter COS Override Code (Supplied by Admin)	
	4) COS Change		



## Digital Keypad Programming Menu Table (cont)

Main Menu	Sub Menu	Selection	Remark
[3] AUTH / MOBL EXTN	1) Auth Register	1 <sup>st</sup> time Password Registration	
	2) Auth Change	Change Password (requires old password)	
	3) Reg Mobile Extn	(Enabled at system) enter cell phone number	
	4) Active Mobile Extn	Activate Mobile Extension Link	
[4] TIME / CONFR RM	1) Set Wake Up Time	HH:MM (# for Continuous)	LCD shows flashing * by Time
	2) Wake Up Disable	Press [OK]	
	3) Activate Conference Room	Dial 1~9 (Room number)	& 5 digit pswd if req.
	4) Deactivate Confr Room	Dial 1~9 & Password if set	[OK]/[Hold/Save]
[5] MSG	1) Set Preselected Message	Enter Message Number	Press [Hold] [DND] to cancel
	2) Set Custom Message	00 (enter message)	
[6] VMIB / Announcement	1) Record User Greeting	Record Greeting	VMIB m/box greeting
	2) Listen Time / Date	VMIB plays current time/ date	
	3) Listen Station Number	VMIB plays number of the Station	
	4) Listen Station Status	VMIB plays the status of the Station	
	5) Record Page Message	Record Page	VMIB Page Message
	6) Erase User Greeting		
	7) Erase Page Greeting		
[7] SUPPLEMENT	1) LCD Display Language	Toggles LCD from English to 2 <sup>nd</sup> Language	
	2) MPB Version Display	Shows MPB S/W version	
	3) BGM	Select BGM 00~11	Selects BGM source
	4) Register Station Name	Displayed instead of Station Number on ICM calls	
	5) Speaker / Headset	(1:SPK 0:Headset) :1	Default Speaker
	6) Headset Ring Mode	(1:S / 2:H / 3:Both) :1	Sets Ringing Device
	7) WTU Station Number RCVR		
	8) Serial Number	System Key & Unlocked Features	
	9) PC_Phone Lock Key	E:000 / D:000 (Soft-Phone Seats Unlocked)	
[*] SYSTEM	1) Relocation Out	Load Station Data for Relocate (before moving)	
	2) Relocation In	Retrieve Station Data for Relocate (New Port)	
	3) Register Bluetooth	Requires BTU Module (for LDP-7024D, LD only)	
	4) Bluetooth Login		
	0) Hot desk Login	Requires Station be a Hot Desk (Dummy) Station	
	*) Hot desk Logout	Requires Station be a Hot Desk (Dummy) Station	



**Programming Menu Table For LDP Keypad Navigation Key**


The LDP-7016D, 7024D, 7024LD user can make station programming changes by selecting the desired menu, by pressing the 'Nav' button in a Keypad. The user can see the menu on the LCD.




Nav Key	Only available on LDP-7024D & LD, 7016D	Remarks: LD has a unique MENU		
▽	1) Dial By ICM Name	Phone Book: Arrow up or down to bring cursor the desired Name. OR Use 2 digit alpha plan to 1 <sup>st</sup> letter of Name		
	2) By Station Speed Name			
	3) By System Speed Name			
△	1) Basic Programming	1) Station Name PGM	Enter Name <u>Back</u> (goes back) <u>OK</u> (to set)	
		2) Ring PGM	1 ICM Ring	Ring Type: 01~15 <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)
			2 ICM Melody	Ring Type: 01~15 <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)
			3 CO Ring	Ring Type: 01~15 <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)
			4 CO Melody	Ring Type: 01~15 <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)
		3) MODE (H/T/P) PGM (Hands free,Tone,Private)	Tone Mode <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)	
		4) Password PGM	Password Register/Change <u>Back</u> <u>Next</u> (to change) <u>OK</u> (to set)	
		5) Language PGM	English <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)	
	6) Enblock PGM	Enblock Mode OFF <u>Back</u> <u>Next</u> (to change) <u>OK</u> (to set)		
	2) Advanced Programming	1) Wake Up PGM	Enter wake up time      HH:MM <u>Back</u> <u>Erase</u> (deletes) <u>OK</u> (to set)	
		2) Preselected Message PGM	Select by Up/Down Key <u>Back</u> (goes back) <u>OK</u> (to set)	
		3) Station COS PGM	COS Down Mode <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)	
		4) Speaker/Headset PGM	SPEAKER MODE <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)	
5) Ear Mic PGM		>OFF <u>Back</u> (goes back) <u>Next</u> (to change) <u>OK</u> (to set)		
3) Speed Programme	Enter Speed Bin(000)	Edit Station Speed Dial		
4) Mobile Extension PGM	1) Mobile Extn Number	Requires Admin Programming		
	2) Mobile Extn Enable	Requires Admin Programming		
5) Conference Room PGM	1) Create Conference Room	Dial 1~9 & Pswd (optional) <u>Back</u> (goes back) <u>OK</u> (to set)		
	2) Delete Conference Room	Dial 1~9 & Pswd (optional) <u>Back</u> (goes back) <u>OK</u> (to set)		
6) Hot Desk PGM	1) Hot desk Log In	(Enabled at system) enter cell phone number		
	2) Hot desk Log Out	Activate Mobile Extension Link		



## Answering an Outside CO (Line) Call


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

## Call Hold


Button	Procedures	Range
	<p><b>Placing a CO (Outside Line) Call on Hold</b></p> <ul style="list-style-type: none"> <li>☎ You may put a CO call on hold by pressing <b>Hold/Save</b> button.</li> </ul> <p><b>To retrieve the Held CO Line</b></p> <ul style="list-style-type: none"> <li>☎ From the Holding Station: Press the {CO} button, <b>OR</b></li> <li>☎ Dial <b>4 #</b> and the CO number from another Keypad.</li> </ul>	

## Call Park

A call can be parked in a parking location and the call will be retrieved by dialing the location number. (The call can be picked up by other extension with making a page announcement to inform the parking location.)

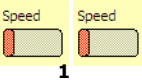
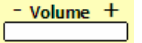

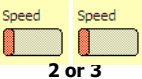
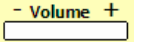

Button	Procedures	Range
	<p>While connected to an outside call,</p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> key.</li> <li>☎ Dial <u>parking location</u>.</li> </ul>	950-957

## Call Transfer

Button	Procedures	Range
 <p><b>Sta. #</b> (or <b>DSS key</b>)</p> <p>Unscreened OR Screened Transfer</p>	<p><b>To Transfer an outside call to the other extension,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button. (The outside call is put on hold.)</li> <li>☎ Dial <u>station number</u> or appropriate DSS button. (or dial <b>1</b> and PSTN # for External Transfer)</li> <li>☎ You can make a screened or unscreened Transfer.</li> </ul> <p>When the called extension answers, announce the call, and hang up to complete call Transfer. <b>OR</b> While the station you called rings, hang up to complete call Transfer. (<i>Unscreened</i>)</p> <p><b>To answer screened Transfer,</b></p> <ul style="list-style-type: none"> <li>☎ When a station rings according to Intercom Answer Mode selection, answer the intercom call.</li> <li>☎ The Transferring party hangs up, the call will be connected.</li> </ul>	700-727

## Dial By Name

An ICM call can be placed to a Station utilising the Station's Name, or a Speed Dial Call can be placed via the Speed Dial Name.

Button	Procedures	Range
 <p><b>1</b></p>  	<p><b>To Call another Station using Dial By Name:</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>SPEED key Twice</b></li> <li>☎ Dial <b>1</b> (ICM)</li> <li>☎ Scroll through <b>-volume+</b> Station Name List and Press <b>Hold/Save</b> at the desired Name</li> <li><b>OR</b></li> <li>☎ Hot Key to the 1<sup>st</sup> Letter of the Name using the 2 digit Alpha Scheme (see Storing &amp; Using Speed Dial Numbers)</li> <li>☎ Then Scroll via <b>-volume+</b> key, or hotkey again to the 2<sup>nd</sup> letter of the Name.</li> <li>☎ Press <b>Hold/Save</b> when the cursor indicated the desired name.</li> </ul>	
 <p><b>2 or 3</b></p>  	<p><b>To Call a Speed Dial using Dial By Name:</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>SPEED key Twice</b></li> <li>☎ Dial <b>2</b> (Station Speed Dial) or <b>3</b> (System Speed Dial)</li> <li>☎ Scroll through <b>-volume+</b> Station Name List and Press <b>Hold/Save</b> at the desired Name</li> <li><b>OR</b></li> <li>☎ Hot Key to the 1<sup>st</sup> Letter of the Name using the 2 digit Alpha Scheme (see Storing &amp; Using Speed Dial Numbers)</li> <li>☎ Then Scroll via <b>-volume+</b> key, or hotkey again to the 2<sup>nd</sup> letter of the Name.</li> <li>☎ Press <b>Hold/Save</b> when the cursor indicated the desired name.</li> </ul>	

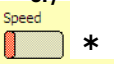
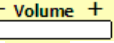
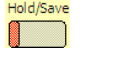


### Flash to Line


This feature may disconnect an outside line and re-seize dial tone if programmed, or it can be used to send a recall to line, when the system is connected with a PBX or Enhanced Feature Analogue Line.

Button	Procedures	Range
<b>Flash Softkey</b>	<ul style="list-style-type: none"> <li>While connected to an outside line, press <b>FLASH</b> Soft key.</li> <li>Or <b>FLASH</b> fixed key on older LKD Series Keysets</li> </ul> <p>Note: Some Enhanced Line features utilise this function, e.g. Centrex Call transfer</p>	

### Last Number Redial




Button	Procedures	Range
<b>REDIAL Softkey</b> or/  *  - Volume +  Hold/Save	<p><b>To use one of dialed numbers in the directory by scrolling,</b></p> <ul style="list-style-type: none"> <li>Press <b>REDIAL</b> or Soft key.</li> </ul> <p>OR,</p> <ul style="list-style-type: none"> <li>Dial <b>5 2</b></li> </ul> <p>When the last dialed number is displayed.</p> <ul style="list-style-type: none"> <li>Press <b>- Volume +</b> button to find the phone number.</li> <li>Press <b>Hold/Save</b> button then, the number is dialed.</li> </ul> <p><b>To Clear a Number off the Redial List,</b></p> <ul style="list-style-type: none"> <li>Press <b>REDIAL</b> or Softkey, <b>OR SPEED *</b></li> <li>Press <b>- Volume +</b> button to find the phone number.</li> <li>Press <b>SPEED</b>, the number is Deleted.</li> </ul>	

### Making an Outside CO (Line) Call

Button	Procedures	Range
 Speaker Off hook 1 (or 401..)	<ul style="list-style-type: none"> <li>Lift handset or press <b>Speaker</b> key.</li> <li>Press outside line button, pool button or dial <u>CO line access code</u>.</li> <li>Dial desired party.</li> <li>When called party answers, lift handset or use speakerphone.</li> </ul>	<p>1</p> <p>OR: 4 + 01~24</p> <p>Or, 48 + 01~40</p>



### Queuing to a Busy CO Line

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
 Call Back or,  Trans/Pgm * 6 6  Speaker Off hook	<p><b>When accessing a CO Line, and no line is available,</b></p> <ul style="list-style-type: none"> <li>The LCD shows `CO LINE xx BUSY QUEUEING (CALLBACK)`</li> <li>Press the <b>Call Back</b> key, your <b>Call Back</b> key flashes, and confirmation tone is heard. The LCD shows `PLACED IN QUEUE FOR LINE xx`</li> </ul> <p>A LDP 7004,7008 series may press <b>Trans/Pgm * 6 6</b> (or <b>5 6 6</b> in some Arias)</p> <p><b>To answer a queue request,</b></p> <ul style="list-style-type: none"> <li>When the busy CO line or specific line group returns to idle, you hear ring and the queued line button is flashing. The LCD shows `QUEUE CALLBACK LINE xx`</li> <li>Lift handset and dial a desired phone number.</li> </ul>	

### Saving a Dialed Number (to Station Speed Dial)

Each station with an LCD has 10 individual last dialed number (or LNR - Last Number Redial) directory.

Button	Procedures	Range
 Speed x2  Speed #	<p><b>If you want to save a number you dialed,</b></p> <ul style="list-style-type: none"> <li>After dialing the number of an outside party, <u>keep handset off-hook</u>. (Don't hang up.)</li> <li>Press <b>Speed</b> key twice. (Saving the number into the Save Number Redial Memory)</li> <li>Hang up.</li> </ul> <p><b>To dial the saved number,</b></p> <ul style="list-style-type: none"> <li>Press <b>SPEED + #</b>.</li> </ul>	



## Storing & Using Speed Dial Numbers

Each extension can program up to 100 individual speed dial numbers in the station. The numbers are entered and stored by the user and it can be recalled at any time.

Answer & Making CO Calls

Button	Procedures	Range																																																
<p><b>Station Speed bin 000~099 (Ph #)</b>                      Hold/Save                      (name if reqd.)                      Hold/Save</p>	<p><b>To store Station (or System) Speed Dial Numbers,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> key.</li> <li>☎ Press <b>Speed</b> key .</li> <li>☎ Dial <b>speed number bin. (000-099)</b> (ATD may dial 2000~2499 for System Speed Dials)</li> <li>☎ <b>(Optional):</b> Press desired outside line or specific line group button. (Speed bin will always use this line/ line group if applied)</li> <li>☎ Dial the phone numbers to be stored.</li> <li>☎ Press <b>Hold/Save</b> key</li> <li>☎ Enter name for Dial by Name. (optional)</li> <li>☎ Press <b>Hold/Save</b> key</li> </ul> <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> <p><b>Additional Speed Dial Entries:</b></p> <ul style="list-style-type: none"> <li>Pause (P) is Call Back key</li> <li>Flash (F) is Dnd/Fwd key</li> <li>Security (S) is * key</li> <li># is #</li> <li>Pause and Flash are available by soft key</li> </ul> </div>	<p>Station Speed bin 000~ 099</p> <p>System Speed bins 2000~2499</p>																																																
<p><b>(Speed bin #)</b>                      Station: 000~099                      System 2000~2499</p>	<p><b>To use station speed numbers,</b></p> <ul style="list-style-type: none"> <li>☎ Lift handset or press <b>Speaker</b> key.</li> <li>☎ Press <b>Speed</b> key .</li> <li>☎ Dial <b>speed number bin. (000-099)</b></li> </ul> <p><b>To use system speed numbers,</b></p> <ul style="list-style-type: none"> <li>☎ Lift handset or press <b>Speaker</b> key.</li> <li>☎ Press <b>Speed</b> key .</li> <li>☎ Dial <b>speed number bin. (2000-3499)</b></li> </ul>	<p>Station Speed bin 000~ 099</p> <p>System Speed bins 2000~2499</p>																																																
<p><b>(Speed bin)</b>                      Hold/Save</p>	<p><b>To erase station speed numbers,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button.</li> <li>☎ Press <b>Speed</b> key .</li> <li>☎ Dial <b>speed number bin to be erased.</b></li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>																																																	
<p><b>(Speed bin)</b>                      Overwrite #                      Hold/Save</p>	<p><b>To Re-Edit speed numbers,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button.</li> <li>☎ Press <b>Speed</b> key .</li> <li>☎ Dial <b>speed number bin to be edited</b></li> <li>☎ Over write the number, then press <b>Hold/Save</b></li> <li>☎ Edit the Name, if required (as per alpha scheme below.)</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul> <p><b>Example:</b> A is 2 then 1                      B is 2 then 2                      W is 9 then 1</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <table border="1" style="font-size: 8px; text-align: center;"> <tr><td>Q - 11</td><td>A - 21</td><td>D - 31</td></tr> <tr><td>Z - 12</td><td>B - 22</td><td>E - 32</td></tr> <tr><td>- - 13</td><td>C - 23</td><td>F - 33</td></tr> <tr><td>1 - 10</td><td>2 - 20</td><td>3 - 30</td></tr> </table> <table border="1" style="font-size: 8px; text-align: center;"> <tr><td>P - 71</td><td>T - 81</td><td>W - 91</td></tr> <tr><td>R - 72</td><td>U - 82</td><td>X - 92</td></tr> <tr><td>S - 73</td><td>V - 83</td><td>Y - 93</td></tr> <tr><td>Q - 7*</td><td>8 - 80</td><td>Z - 9#</td></tr> <tr><td>7 - 70</td><td></td><td>9 - 90</td></tr> </table> <table border="1" style="font-size: 8px; text-align: center;"> <tr><td>G - 41</td><td>J - 51</td><td>M - 61</td></tr> <tr><td>H - 42</td><td>K - 52</td><td>N - 62</td></tr> <tr><td>I - 43</td><td>L - 53</td><td>O - 63</td></tr> <tr><td>4 - 40</td><td>5 - 50</td><td>6 - 60</td></tr> </table> <table border="1" style="font-size: 8px; text-align: center;"> <tr><td>*1 - Blank</td><td>0-00</td><td>#</td></tr> <tr><td>*2 - :</td><td></td><td></td></tr> <tr><td>*3 - ,</td><td></td><td></td></tr> </table> </div>	Q - 11	A - 21	D - 31	Z - 12	B - 22	E - 32	- - 13	C - 23	F - 33	1 - 10	2 - 20	3 - 30	P - 71	T - 81	W - 91	R - 72	U - 82	X - 92	S - 73	V - 83	Y - 93	Q - 7*	8 - 80	Z - 9#	7 - 70		9 - 90	G - 41	J - 51	M - 61	H - 42	K - 52	N - 62	I - 43	L - 53	O - 63	4 - 40	5 - 50	6 - 60	*1 - Blank	0-00	#	*2 - :			*3 - ,			
Q - 11	A - 21	D - 31																																																
Z - 12	B - 22	E - 32																																																
- - 13	C - 23	F - 33																																																
1 - 10	2 - 20	3 - 30																																																
P - 71	T - 81	W - 91																																																
R - 72	U - 82	X - 92																																																
S - 73	V - 83	Y - 93																																																
Q - 7*	8 - 80	Z - 9#																																																
7 - 70		9 - 90																																																
G - 41	J - 51	M - 61																																																
H - 42	K - 52	N - 62																																																
I - 43	L - 53	O - 63																																																
4 - 40	5 - 50	6 - 60																																																
*1 - Blank	0-00	#																																																
*2 - :																																																		
*3 - ,																																																		

## Universal Night Answer

When CO lines are programmed for UNA and the system is placed into night mode, users can answer incoming CO line calls employing dial code regardless of pick-up group.

Button	Procedures	Range
<p><b>When another Station is ringing with a CO (Outside Line) Call,</b></p> <ul style="list-style-type: none"> <li>☎ Lift handset or press <b>Speaker</b> key.</li> <li>☎ Press flashing CO line button, <b>OR</b> dial <b>2</b>.</li> <li>☎ You will be connected to ringing outside line.</li> </ul> <p>Note: Facility may be available in Night Mode Only.</p>		



### Account Code Entry

An Account Code may be used to identify outgoing calls for billing purposes. The Account Code is appended to SMDR Call Records.

Button	Procedures	Range
{Account Code}	<p><b>To enter an Account Code before accessing a Line,</b></p> <ul style="list-style-type: none"> <li>☎ Press the {Account Code} Flexible Key</li> <li>☎ Dial the Account Code (Flexible max 12 digits) ending the string with *</li> <li>☎ Seize a CO Line and make the call.</li> </ul>	
{Account Code}	<p><b>To enter an Account Code after the call is initiated,</b></p> <ul style="list-style-type: none"> <li>☎ Press the {Account Code} Flexible Key, and dial the Account Code,</li> <li>☎ Press the {Account Code} Flex Key again, the external party is re-connected.</li> <li>☎ If there is no {Account Code} Flex Key programmed, Dial [Trans/Pgm] 5 5 0 instead.</li> </ul>	

### Background Music (BGM) Selection

A station can receive audio, generally music from an internal or external source (e.g. MOH) while idle.

Button	Procedures	Range
	<ul style="list-style-type: none"> <li>☎ Press Trans/Pgm button.</li> <li>☎ Dial 7 3 and select BGM channel (00~11).</li> <li>☎ Press Hold/Save button.</li> </ul>	00~11

### Call Forward

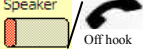
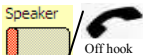
A call can be forwarded to the other station, station group or VMIB depending on the call forward type. Some programming in Admin. Programming may be required to use some of the Call Forward types.

Button	Procedures	Range
	<ul style="list-style-type: none"> <li>☎ Lift handset or press <b>Speaker</b> key. (The <b>Speaker</b> key is illuminated.)</li> <li>☎ Press <b>Dnd/Fwd</b> key. (OR Dial * 4 9 if there is no Dnd/Fwd Key)</li> <li>☎ Press the call forward type:                             <ul style="list-style-type: none"> <li>0 - Follow me</li> <li>1 - Unconditional</li> <li>2 - Busy calls</li> <li>3 - No answer calls</li> <li>4 - Busy / no answer calls</li> <li>5 - Station off-net, Unconditional</li> <li>6 - Station off-net, No Answer</li> <li>7 - Incoming outside line to off-net (Attendant only)</li> <li>8 - Unconditional Off Net to telephone Number *</li> <li>9 - No Answer Off Net to telephone Number *</li> </ul> </li> <li>☎ Dial <u>station number</u> or press DSS button or <u>intercom group</u>.</li> <li>☎ Confirmation tone is heard and <b>Dnd/Fwd</b> key is flashing.</li> <li>☎ Hang up.</li> </ul>	Sta. No. 700-727  ICM. Group 620-629  * Not yet available for Aria 24-IP
<p>0~7, Station /Group/ # / Speed Dial. OR 8~9, CO Assess (eg 1), Tel Number.</p>	<p><b>To activate call forward to VMIB,</b></p> <ul style="list-style-type: none"> <li>☎ Lift handset or press <b>Speaker</b> key.</li> <li>☎ Dial * 4 9.</li> <li>☎ Dial desired Call Forward code (1~4).</li> <li>☎ Dial VMIB selection code # to receive the call.</li> <li>☎ Hang up. (NB Requires VMIB Access, &amp; Mailbox Greeting recorded.)</li> </ul> <p>- For <b>Follow-me</b>, programme 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 authorisation code and requires system programming.</p> <p>- For <b>Station Off-net</b>, the number you are forwarding to should be saved as a speed dial number first. (Please see Speed Dial Number.)</p> <p>- For <b>Incoming outside line to Off-net</b>, it requires system programming.</p> <p>- For <b>Off Net Forwards to Telephone Number</b>, Dial a Line access code (eg 1, or 402 for CO Group 2), then the Telephone number (the Speed dial number is being saved to is displayed).</p> <p>- <b>To cancel call forwards,</b></p> <ul style="list-style-type: none"> <li>☎ Lift handset or press <b>Speaker</b> key.</li> <li>☎ Dial * 4 9 and then #.</li> </ul> <p>- <b>To cancel Incoming Outside line to Off-net (at system attendant),</b> Press MON + DND/FWD + CO line code (CO group/CO line no. /CO BTN) + #</p>	Sta. No. 700-727  ICM. Group 620-629
<p># Hang Up</p>		



## Call Pick-up: Directed & Group Pickup

Directed Call Pickup specifies which ringing station you pick the call from.

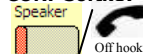

Button	Procedures	Range
 * 4 2 ( Station # ) (or press flashing DSS)	<ul style="list-style-type: none"> <li>⓪ When You hear intercom or Outside line (CO) ring at a station.</li> <li>⓪ Lift handset or press <b>Speaker</b> key.</li> <li>⓪ Dial *42 and the ringing <u>station number</u> <b>OR</b> Press the flashing <b>DSS</b> key of the ringing station</li> <li>⓪ You will be connected to the party calling the target of the Directed Call pickup.</li> </ul>	700~727
 * 1	<p><b>To use Group Call Pickup, you must be a member of the same Pick Up Group as the Ringing Station,</b></p> <ul style="list-style-type: none"> <li>⓪ You hear an unattended phone ringing.</li> <li>⓪ Lift handset or press <b>Speaker</b> key.</li> <li>⓪ Dial *1</li> </ul>	

## Camp-On (Call Wait)

If you dial a busy station, you may alert it to your call by leaving a message wait indication

Button	Procedures	Range
*	<ul style="list-style-type: none"> <li>⓪ After receiving intercom busy tone, dial "*" or last digit of called station number, or press DSS button.</li> <li>⓪ Camp-on tone is heard in called station.</li> <li>⓪ When called party answers, talk or hang up to Transfer the call.</li> </ul> <p>Note: If you release a call (transfer) to the Busy Station, the Camp On finishes, and the Transferred Party waits at the Busy Station to be answered.</p>	


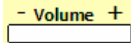

## Conference Calling

Button	Procedures	Range
CONF Softkey	<p><b>To establish a conference,</b></p> <ul style="list-style-type: none"> <li>⓪ Call desired party. (internal or outside)</li> <li>⓪ Press <b>CONF</b> soft key. (the called party is put on exclusive hold.)</li> <li>⓪ Call the next party.</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">                     Some Older Keysets may use a CONF Fixed Key                 </div>
CONF Softkey	<ul style="list-style-type: none"> <li>⓪ Press <b>CONF</b> soft key twice. (once if adding additional parties)</li> <li>⓪ Conference is established.</li> </ul>	
CONF Softkey	<p><b>To add another party in the conference,</b></p> <ul style="list-style-type: none"> <li>⓪ Press <b>CONF</b> soft key.</li> <li>⓪ Call the next party.</li> <li>⓪ Press <b>CONF</b> soft key twice.</li> </ul>	
CONF Softkey	<p><b>To exit a conference (unsupervised),</b></p> <ul style="list-style-type: none"> <li>⓪ Press <b>CONF</b> soft key in the supervisor station and hang up. Other parties are still connected.</li> </ul>	
 CONF Softkey	<p><b>Re-entering a conference,</b></p> <ul style="list-style-type: none"> <li>⓪ Lift handset or press <b>Speaker</b> key.</li> <li>⓪ Press <b>CONF</b> soft key.</li> </ul>	
	<p><b>To drop an outside party,</b>                      (You should be active in the conference.)</p> <ul style="list-style-type: none"> <li>⓪ Press outside line of party you wish to drop.</li> <li>⓪ Hang up or press <b>Speaker</b> key.</li> </ul>	
Pgm CONF key:	<p><b>To terminate the conference,</b></p> <ul style="list-style-type: none"> <li>⓪ Hang up or, press <b>CONF</b> soft key if unsupervised.</li> </ul> <p><i>For LDP-7004, 7008 series Keysets,</i></p> <ul style="list-style-type: none"> <li>⓪ Conference feature can be accomplished by programming a flexible key as <b>CONF key:</b></li> <li>⓪ <b>Trans/Pgm Flex-key Trans/Pgm 9 1 (Trans/Pgm + 91).</b></li> </ul>	





## Dial By Name

Each station and speed dial number can be assigned to a name. When names are programmed, you may select a speed dial number by the stored name.

Button	Procedures	Range
 <b>x2</b>  <b>1/2/3</b>	<ul style="list-style-type: none"> <li>Press <b>Speed key</b> twice.</li> <li>On the display, you will see the following.</li> </ul> <div style="border: 1px solid black; padding: 5px; text-align: center;">                     DIAL BY NAME                      ICM : 1 U_SPD : 2 S_SPD : 3                 </div> <ul style="list-style-type: none"> <li>Select desired type.                         <ol style="list-style-type: none"> <li>Intercom (Station Name List)</li> <li>User (Station Speed Dial)</li> <li>System (System Speed Dial)</li> </ol> </li> <li>Confirmation tone is heard and you will see the following.</li> </ul> <div style="border: 1px solid black; padding: 5px; text-align: center;">                     1 : XXXX XXXX XXXXXX                      2 : YYYY YYYY YYYYYY                 </div>	
 <b>(select target)</b>  	<ul style="list-style-type: none"> <li>Pressing <b>VOLUME</b> button, the cursor will be moved to the next name. When the cursor underscores the desired name or a dial number to call, press <b>Hold/Save</b> button. Then, the stored number is dialed.</li> <li><b>OR</b> You may enter characters using the alpha scheme in "Storing Dial by Name" (pg12). The LCD will display the first two names which match your input. (You may delete the last letter of your input by pressing <b>Call Back</b> key. And then, the previous matched name is displayed.) Use <b>Name/Tel</b> Soft key to toggle Number &amp; Name.</li> </ul>	

## Do Not Disturb

Button	Procedures	Range
	<ul style="list-style-type: none"> <li>Press <b>Dnd/Fwd</b> key while on-hook or your phone is ringing.</li> <li>The LED is illuminated and your phone is in DND.</li> </ul>	
	<p><b>To remove Do Not Disturb,</b></p> <ul style="list-style-type: none"> <li>Press <b>Dnd/Fwd</b> key while on-hook.</li> <li>The LED is extinguished and DND at your phone is removed.</li> </ul>	
<p><i>For LDP-7004,7008 series Keysets,</i></p> <p><b>5 5 3</b></p>	<p><b>(For Keysets without a DND Key,)</b></p> <ul style="list-style-type: none"> <li>Dial <b>5 3</b> instead of pressing <b>Dnd/Fwd</b> key (on/off toggle setting).</li> </ul>	



## Forced Hands Free Mode

When calling a Digital Keypad, the caller may temporarily change the answer mode of the called Station, from Tone mode (TN) to Hands Free mode (HF).

Button	Procedures	Range
<b>#</b>	<ul style="list-style-type: none"> <li>When calling a Digital Keypad (DKTU) in tone mode, Ring Back Tone is supplied</li> <li>Dial <b>#</b> (Forced Hands Free Code)</li> <li>The called DKTU stops ringing, the speaker and microphone are activated. (Operates as hands Free Mode.)</li> </ul> <p><i>Note:</i> Requires some system programming. Not available on Linked Stations.</p>	

## Hands free (On Hook) Dialing

Pressing an outside line button, a Speed key, a station button or dialing a station number will automatically activate the speakerphone. (LDP-7004D has no microphone and doesn't function as Hands-free unit. It can On Hook Dial, utilizing it's speaker)

Button	Procedures	Range
	<p><b>To activate speakerphone,</b></p> <ul style="list-style-type: none"> <li>Press <b>Speaker key</b>.</li> <li>Dial outside line number or intercom number to talk (if a microphone is available on the Keypad.)</li> </ul>	
	<p><b>To On-Hook dial,</b></p> <p>Just dial the outside line number or intercom number, the speaker is connected, lifting the handset when you wish to speak.</p>	





### Intercom Answer Mode

ICM Answer Mode determines how the Keyset responds when receiving a call. Available Modes are: Hands Free; Tone; Privacy. **HF:** After a burst of tone, the user can answer hands free. **TN:** Station rings normally, & is answered by lifting the handset or pressing Monitor Key. **PV:** Station receives a burst of tone & voice is connected through the speaker, but the microphone is deactivated for privacy. The user must lift the handset or press the Mute key to answer the call.

Button	Procedures	Range
 1 (or 2 or 3)	Press <b>Trans/Pgm</b> button. ☎ Dial <b>1 2</b> ☎ Dial 1 (HF) for Hands-free, 2 (TN) for Tone ring, or 3 (PV) for Privacy announce. ☎ Press <b>Hold/Save</b> button.	

### Intercom Calls: Making, Answering & putting a call on Hold

Button	Procedures	Range
	<b>Placing an ICM Call,</b> ☎ Dial intercom number or press programmed DSS button. ☎ You will hear, - Ring back tone in TN (Tone) mode. Wait for called station to answer the ringing. - 3 bursts of tone in HF(Hands-free) or PV(Privacy) mode. Begin your announcement after the tone.	
	<b>Answering an ICM Call,</b> ☎ With your intercom answer mode setting, - 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.	
	<b>Placing An ICM Call on Hold</b> ☎ You may put an intercom call on hold by pressing <b>Hold/Save</b> button.  <i>To retrieve intercom call on hold,</i> ☎ Hang Up, the held call will recall.	

### Intercom Group (Hunt Group) Calling

Button	Procedures	Range
	<b>To make an intercom group call,</b> ☎ Lift handset or press <b>Speaker key</b> . ☎ Dial the <u>intercom group number</u> . (Hunt Group Number)	ICM. Group No. 620-629

### Message Waiting / Callback

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

Button	Procedures	Range
 <b>Hang Up</b>	☎ If a called party does not answer, press <b>Call Back</b> key. (If you're system has a voice card, you may be prompted to leave a message.) ☎ Hang up. ☎ At that time, the LED of Call Back key in the called station is flashing.	
For LDP-7004,7008 series Keysets,  * 6 6	<b>(For Keysets without a Call Back Key,)</b>  ☎ If a called party does not answer, press <b>Trans/Pgm</b> button and dial <b>*6 6</b> (or <b>5 6 6</b> on some Arias)	
	<b>To answer a message waiting,</b> The LCD shows MSG: (Station Number) ☎ Press flashing <b>Call Back</b> key. or Dial <b>6 7</b> (or <b>5 6 7</b> on some Arias). ☎ The Station that left the Call Back will be signaled with tone ring.	



## Mute

It provides privacy during speakerphone or handset operation (while in conversation) by disabling the microphone.

Button	Procedures	Range
<b>Mute Softkey</b>	<ul style="list-style-type: none"> <li>Press <b>MUTE</b> Soft key when prompted by the LCD to activate.</li> <li>Press <b>MUTE</b> Soft key again to deactivate.</li> </ul>	

## Outside Call Blocking

A Station may temporarily restrict access to outside lines. *Note : An access authorisation code must be registered.*

Button	Procedures	Range
	<ul style="list-style-type: none"> <li>Press <b>Trans/Pgm</b> key and dial <b>2 1</b> (LCD shows: ICM Only Mode)</li> <li>Press <b>Hold/Save</b> key . (Confirmation tone is heard.)</li> </ul> <p>The system will not accept any dialing to CO line.</p>	
	<p><b>To Restore Outside Line Access,</b></p> <ul style="list-style-type: none"> <li>Press <b>Trans/Pgm</b> key and dial <b>2 2</b>.</li> <li>Dial your current access authorization code.</li> <li>Press <b>Hold/Save</b> key.</li> </ul> <p>LCD shows: Original COS Restored. Confirmation tone is heard. CO line access is restored.</p>	

## Paging

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

Button	Procedures	Range																				
<p><b>(Page Code) -Speak-</b></p>	<p><b>To make a page,</b></p> <ul style="list-style-type: none"> <li>Lift handset.</li> <li>Dial page zone. (See below chart.) And you will hear warning tone.</li> <li>After the tone, speak your message.</li> <li>Hang up.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>All Call</td> <td># 6</td> <td>Internal Zone 1</td> <td># 0 1</td> </tr> <tr> <td>Internal Zone 2</td> <td># 0 2 to .....</td> <td>Internal Zone 10</td> <td># 1 0</td> </tr> <tr> <td>Internal All Call</td> <td># 7</td> <td>External Zone 1</td> <td># 4 1</td> </tr> <tr> <td>Meet Me Page</td> <td># #</td> <td></td> <td></td> </tr> <tr> <td>Conference Paging Zones</td> <td>Use Page Zones 06 ~ 10</td> <td></td> <td># 0 6 ~ # 1 0</td> </tr> </table>	All Call	# 6	Internal Zone 1	# 0 1	Internal Zone 2	# 0 2 to .....	Internal Zone 10	# 1 0	Internal All Call	# 7	External Zone 1	# 4 1	Meet Me Page	# #			Conference Paging Zones	Use Page Zones 06 ~ 10		# 0 6 ~ # 1 0	Internal Zones: 01~10
All Call	# 6	Internal Zone 1	# 0 1																			
Internal Zone 2	# 0 2 to .....	Internal Zone 10	# 1 0																			
Internal All Call	# 7	External Zone 1	# 4 1																			
Meet Me Page	# #																					
Conference Paging Zones	Use Page Zones 06 ~ 10		# 0 6 ~ # 1 0																			
<p># #</p>	<p><b>To answer paging, (meet me page)</b></p> <ul style="list-style-type: none"> <li>Go to the nearest key telephone.</li> <li>Lift handset and dial # # or <b>Hold/Save</b> button, and you will be connected to the paging party.</li> </ul>																					
<p># #</p>	<p><b>To join a Conference Page</b></p> <ul style="list-style-type: none"> <li>When receiving the Page Press <b>CONF</b> Key</li> <li>Lift the handset, the paging input is conference to the Keyset.</li> <li>For SLTs (they may receive a conference page as a ring), use the Conference Page Join Code: <b>5 8</b> , the page path is joined to the SLT. *</li> </ul>																					

## Password - Authorisation Code

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

Button	Procedures	Range
	<p><b>To register access authorisation code,</b></p> <ul style="list-style-type: none"> <li>Press <b>Trans/Pgm</b> key and dial <b>3 1</b></li> <li>Dial your own 5 digits access authorisation code.</li> <li>Press <b>Hold/Save</b> key.</li> <li>Confirmation tone is heard.</li> </ul>	
	<p><b>To change access authorisation code,</b></p> <ul style="list-style-type: none"> <li>Press <b>Trans/Pgm</b> key and dial <b>3 2</b></li> <li>Dial your current access authorisation code. You will hear confirmation tone.</li> <li>Dial your new 5 digits access authorisation code.</li> <li>Press <b>Hold/Save</b> key.</li> <li>You will hear confirmation tone.</li> </ul>	18



## Ringing Options

Button	Procedures	Range
 	<p><b>All Digital Keysets have 4 basic Station ringing options,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button.</li> <li>☎ Dial <b>1 1</b></li> <li>☎ Select the ring type by dialing 1~4.</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	
 	<p><b>Additional tones for CO and ICM ringing are available for LDP-7000 series Keysets:</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm 1 8</b> (dial 01 ~ 15) for <u>ICM Ringing</u></li> <li>☎ Press <b>Trans/Pgm 1 9</b> (dial 01 ~ 15) for <u>CO Ringing</u></li> <li>☎ Press <b>Hold/Save</b> button</li> </ul>	
	<p><b>LDP-7016D, 7024D &amp; 724LD Keysets support an additional Melody (or Melody/ Full Duplex) Unit, allowing further Ring Tone Options,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>NAV Key (down) 1 2 2</b> (dial 01 ~ 15) for <u>ICM Ringing</u></li> <li>☎ Press <b>NAV Key (down) 1 2 4</b> (dial 01 ~ 15) for <u>CO Ringing</u></li> </ul> <p>(Requires the optional Melody or Melody/ Full Duplex unit fitted.)</p>	

## Station Name Programming

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

Button	Procedures	Range
 	<ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button.</li> <li>☎ Dial <b>7 4</b>.</li> <li>☎ Enter your name. (to 12 letters using the alpha scheme in "Storing &amp; using Speed Dial Numbers" (pg 13.)</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	

## Step Calling; ICM & CO

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"> <li>☎ Dialing an extension number, and the station is busy.</li> <li>☎ 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".)</li> <li>☎ It can be used for CO line call by pressing <b>Speed</b> key + last digit.</li> </ul>	

## 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"> <li>☎ When a busy Keyset receives a camp-on by another station, the <b>Hold/Save</b> key of busy Keyset flashes.</li> <li>☎ After a tone, the busy Keyset can connect to both parties inbound speech path.</li> <li>☎ Press <b>Hold/Save</b> key in the busy Keyset to converse with new call, the 1st caller receives MOH</li> <li>☎ Press <b>Hold/Save</b> key again to alternate &amp; converse with original call.</li> <li>☎ If one caller hangs up, the other caller will be connected.</li> </ul>	



## Volume Controls: Speaker, Ringer, Handset.

Button	Procedures
	<p><b>To adjust the Speaker Volume,</b></p> <ul style="list-style-type: none"> <li>☞ Press MON or Speaker Key, press <b>-Volume+</b> button to control the speakerphone volume.</li> <li>☞ Adjust the volume from 00~12, or increase/ decrease the bar meter.</li> </ul>
	<p><b>To adjust the Ringer Volume,</b></p> <ul style="list-style-type: none"> <li>☞ When the Station is ringing, Press <b>-Volume+</b> button to control the speakerphone volume.</li> <li>☞ Adjust the volume from 00~50, or increase/ decrease the bar meter.</li> </ul>
	<p><b>To adjust the Handset Volume,</b></p> <ul style="list-style-type: none"> <li>☞ Lift the Handset, press <b>- Volume +</b> button to control the speakerphone volume.</li> <li>☞ Adjust the volume from 00~12, or increase/ decrease the bar meter.</li> </ul>

## Walking Class of Service (Toll Bar Over-ride)

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 one call is made.

Button	Procedures	Range
Speaker Off hook <b>2 3</b> <b>(Auth. code)</b> <b>1, Dial</b> <b>the number</b>	<ul style="list-style-type: none"> <li>☞ Lift handset.</li> <li>☞ Dial <b>Trans/Pgm 2 3</b> then the 5 digit authorisation code (assigned by supervisor or engineer)</li> <li>☞ Press <b>Hold/Save</b> key, confirmation tone is heard</li> <li>☞ Hang up</li> <li>☞ Select a line and dial the number required</li> </ul>	



## Alarm Reset

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

## CLI Message Wait (CO Message Wait)

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

Button	Procedures	Range
	<p><b>To retrieve CLI Message,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Call Back</b> key.</li> <li>☎ The stored message will be shown on the LCD.</li> </ul>	
<b>CONF Softkey</b>	<p><b>To delete the current CLI message and see the next one,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>CONF</b> soft key.</li> </ul>	
	<p><b>To make a callback,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Hold/Save</b> key.</li> <li>☎ The stored number is dialed as speed dialing.</li> </ul>	
	<p><b>To see the next/previous CLI message,</b></p> <ul style="list-style-type: none"> <li>☎ Press - <b>Volume +</b> key.</li> </ul>	
x2	<p><b>To delete all CLI messages,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Speed</b> key twice.</li> <li>☎ If VMIB message is stored with CLI message, the CLI message will not be deleted by pressing Speed key .</li> </ul>	

## CO to CO Call time Extension

Systems with Analogue CO Lines, may give a caller the ability to extend the allowed talk time of an unsupervised CO to CO connection. See Supervisor or System Engineer for CO-CO Extn Code.

Button	Procedures	Range
<b>CO-Co Call Timer Extn Code</b>  <b>(Timer extn multiple) 1~9</b>	<p><b>To use the Co-Co Call timer extension,</b></p> <ul style="list-style-type: none"> <li>☎ A party using a CO to Co line connection (eg two external parties of a 3 way conference, is unsupervised when the initiating station withdraws form the conference) receives warning tone 15 sec before the unsupervised conference timer (U-S Confr Timer) expires and the connection is dropped.</li> <li>☎ After the tone either party may dial the CO-CO Call timer extension code.</li> <li>☎ Followed by a digit for the appropriate multiple of the U-S Confr Timer required.</li> <li>☎ The total allowable call time is extended to the multiple of U-S Confr Timer E.g. Unsupervised Conference Timer of 10 min: User dials <b>(CO-Co Call Timer Extn Code) 4</b>. Max talk time allowed is now 40 min.</li> </ul>	

## Conference Room

Conference Room allows internal users, and external DDI callers to join into a conference independently without being invited by a conference supervisor.

Button	Procedures	Range
<b>4 3 (1~9)</b>	<p><b>To Activate a Conference Room,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>[Trans/Pgm] 4 3 + Room Number (1~9)</b></li> <li>☎ Dial a 5 digit Access Code, if required. (An access code is optional)</li> <li>☎ Press <b>[Hold/Save]</b> Key</li> </ul>	
<b>4 4 (1~9)</b>	<p><b>To Deactivate a Conference Room,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>[Trans/Pgm] 4 4 + Room Number (1~9)</b></li> </ul>	
<b>571 ~ 579</b>	<p><b>To Join a Conference Room,</b></p> <ul style="list-style-type: none"> <li>☎ An internal Station user may Dial the conference room Code + Room Number <b>(571 ~ 579)</b></li> <li>☎ An external Party must enter via a pre-programmed DDI with the Conference Room as the Destination</li> </ul>	
	<p><b>To Leave an Conference Room,</b></p> <ul style="list-style-type: none"> <li>☎ Press - <b>Volume +</b> key.</li> </ul>	21



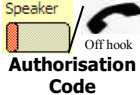
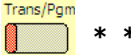

## DISA (Direct Inward System Access) CO Call Out

DISA Service allow Outside callers access to a variety of System resources and caller controlled call routing.


Button	Procedures	Range
1  <b>Password (if required)</b>	<p><b>If enabled an inbound caller may access an outgoing CO Line for calling via the Aria,</b></p> <ul style="list-style-type: none"> <li>☞ When calling in on the assigned DISA line, Dial the CO access code after hearing dial tone or voice guide from DVU.</li> <li>☞ Or, dial the CO access code after dialing the programmed authorization code (when required) for outgoing call. (Used to restrict access to this feature.)</li> </ul>	

## Hot Desk

Hot Desk Facility allows user who does not require a permanent station, to be allocated a virtual station, which is enabled as required and used as a normal station. A Hot Desk (or Dummy Station) allows the user access to their virtual station.

Button	Procedures	Range
 <p><b>Speaker</b> Off hook <b>Authorisation Code</b></p>  <p><b>Trans/Pgm</b> * *</p>  <p><b>Hold/Save</b></p>	<p><b>The Virtual Station user may Log On at any available Dummy (or Hot Desk) Station,</b></p> <ul style="list-style-type: none"> <li>☞ At the Dummy Station, lift the handset or Press <b>[Speaker]</b> Key (or MON Key at older keysets)</li> <li>☞ Dial your Virtual Station Authorisation Code</li> <li>☞ The Dummy Station will take on the Attributes of your Virtual Station and is now an Agent Station.</li> </ul> <p><b>The Virtual Station user may Log Out from their Agent Station,</b></p> <ul style="list-style-type: none"> <li>☞ At the Agent Station (a Dummy Station Logged on as a Virtual Station)</li> <li>☞ Press <b>[Trans/Pgm] * *</b> to Log Out</li> <li>☞ The LCD will prompt for a verify of log out with Call Forward options: AGENT LOGOUT WITH (Options) No Forward Set    Forward to Sta ...    Forward to Mobile-Ext    Forward to Speed 000 Forward to VM ...    Forward to VMIB</li> <li>☞ Press <b>[Hold/Save]</b> to return the Station to Dummy Station mode.</li> </ul>	

## LCD Language Change at Keypad

Button	Procedures	Range
 <p><b>Trans/Pgm</b>  7 1</p>	<ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> key and dial <b>7 1</b></li> <li>☞ The language in LCD is toggled between default country Language and the System's 2<sup>nd</sup> Language.</li> </ul>	

## Two-way Recording (to VMIB)

While a CO line call, (if service is enabled at your station) you can record the conversation. It will be saved in your station mailbox. By default a warning tone is played before recording begins.

Button	Procedures	Range
<b>{RECORD}</b>	<p><b>To record the conversation,</b></p> <ul style="list-style-type: none"> <li>☞ Press the programmed <b>{RECORD}</b> button.</li> <li>☞ To program the <b>{RECORD}</b> button, <b>Trans/Pgm + Flexkey + Trans/Pgm +5 4 + Hold/Save</b></li> </ul>	
<b>{RECORD}</b>	<p><b>To finish the recording (while still connected to CO call),</b></p> <ul style="list-style-type: none"> <li>☞ Press the programmed <b>{RECORD}</b> button again.</li> <li>☞ Or, replace the handset, and end the call</li> </ul>	



## Voice Board (VMIB) Features





The Aria's VMIB (Voice Messaging Interface Board) provides many useful voice facilities..

Button	Procedures	Range
<b>6 2</b>	<b>Date &amp; Time Prompt ;</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 2</b> . ☎ You will hear the time prompt, "Date is December, 20th, Time is XX : XX PM."	
<b>6 3</b>	<b>Station Number Prompt ;</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 3</b> . ☎ You will hear the station number prompt, "This is station XXXX."	
<b>6 4</b>	<b>Station Status Prompt ;</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 4</b> . (You will hear below list (a-j). NB: c-i items will be omitted if not active.) 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	
<b>6 1</b> <b>#</b> (record greeting) 	<b>Record your greeting,</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 1</b> . ☎ "Press # button to record" is heard and any current greeting will be played. ☎ Press <b>#</b> button and record your greeting after hearing confirmation tone. ☎ Press <b>Hold/Save</b> button or <b>Speaker</b> key to finish recording, then confirmation tone is heard ☎ Pressing <b>Speed</b> key while playing, the greeting is deleted, confirmation tone is heard.	
<b>6 6</b>	<b>Delete your greeting,</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 6</b> .	
<b>1~4 #</b> Off hook 	<b>Activate Call Forward to VMIB,</b> ☎ Lift handset or press <b>Speaker</b> key. ☎ Press <b>Dnd/Fwd</b> key. ☎ Dial Call Forward type code (1~4). ☎ Dial <b>#</b> key . (Confirmation tone is heard.)	
	<b>Deactivate Call Forward to VMIB,</b> ☎ Press <b>Dnd/Fwd</b> key.	
	<b>Leave a Voice Message Wait (at a busy station),</b> ☎ When Busy tone is returned, Press <b>[Call Back]</b> ☎ After beep tone, record your message with normal voice, press <b>[Hold/Save]</b> ☎ (You may choose not to press [Hold/Save] and instead receive a Call Back. Hang up.	
	<b>To listen to a recorded message,</b> ☎ Press the flashing <b>Call Back</b> key. (LCD shows MSG: VMIB (no. of msgs) ☎ The recorded message is heard with the time and date. ☎ Soft keys: <b>Next Repeat Delete Add Rewind Call Back</b> are available. ☎ Pressing <b>Hold/Save</b> button, the current message is saved, the next message is heard. ☎ Pressing <b>Call Back</b> key, the current message is played again. ☎ Pressing <b>CONF</b> soft key, the current message is deleted and the next message is heard.	
<b>Softkeys:</b> <b>Next Repeat Delete</b> <b>Add Rewind CallBk</b>	<b>To append and forward a recorded message, *</b> ☎ While listening to the recorded message press <b>Add</b> soft key, (arrow Nav key > for next page of LCD), Record preamble, press Soft key <b>Save</b> . During the replay of the message, dial recipient's station number. The message and preamble are sent.	
<b>6 5</b> <b>#</b> (record greeting) 	<b>Record VMIB Paging Message,</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 5</b> . ☎ "Press # button to record" is heard and if there is a recorded paging message, it is played. ☎ Press <b>#</b> button and record paging message after hearing confirmation tone. ☎ Press <b>Hold/Save</b> button or <b>Speaker</b> key to finish recording, confirmation tone is heard. ☎ Pressing <b>Speed</b> key while playing, the greeting is deleted, confirmation tone is heard.	
<b>5 x x</b>	<b>Activate VMIB Message Paging,</b> ☎ Dial the desired page zone ( <b>5XX</b> ) and lift handset. ☎ The recorded VMIB message is paged.	
<b>6 7</b> 	<b>Delete VMIB Paging Message,</b> ☎ Press <b>Trans/Pgm</b> key and dial <b>6 7</b> . ☎ The recorded message is deleted. ☎ Or, press <b>Speed</b> key while playing, then the message is deleted.	

System Features



## Flexible Button Programming

Button	Procedures	Range
 {Flexi-key} (Pgm Code) 	<p><b>To program flexible buttons,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button.</li> <li>☎ Press a flexible key to program.</li> <li>☎ See the below table and enter the desired code.</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	
 {Flexi-key} 	<p><b>To erase a flexible button,</b></p> <ul style="list-style-type: none"> <li>☎ Press <b>Trans/Pgm</b> button.</li> <li>☎ Press the flexible button to be erased.</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	

## Codes for Flexible Button Programming

Direct Station Select	700 ~ 727 (station number)	<b>Button Assignment (cont)</b>	
Call Park	950-957 (parking location)	Conf Room De-Active	Trans/Pgm + 44
Hunt Group	620 ~ 629 (internal hunt group)	Set Preselected MSG	Trans/Pgm + 51
Alarm Reset	* 5 6 5	Set Customer MSG	Trans/Pgm + 52
Group Call Pick-up	* 1	CLIR Key	Trans/Pgm + 53
Direct Call Pick Up	* 4 2 <station #>	2 Way Recording	Trans/Pgm + 54
Universal Night Answer	2	ATD DND (Attendant)	Trans/Pgm + 56
Speed Dial	* 7	ATD Camp On (Attendant)	Trans/Pgm + 57
Station speed dial	SPEED+000~099	Record VMIB User Greeting	Trans/Pgm + 61
System speed dial	SPEED+2000~2499	Listen Time & Date	Trans/Pgm + 62
Outside Line Access	1	Listen Station Number	Trans/Pgm + 63
Group access	4 + ...	Listen Station Status	Trans/Pgm + 64
E.g. Group #1~24	4 0 1~4 2 4	Record Page MSG	Trans/Pgm + 65
Individual Line Access	4 8 + 01~40	Erase User Greeting	Trans/Pgm + 66
E.g. Lines #1~40	4 8 0 0 1~4 8 4 00	Erase Page MSG	Trans/Pgm + 67
<b>Button Assignment for LDP-7004,7008 series</b>		Answer Machine - Ring	Trans/Pgm + 68
CONF soft key	Trans/Pgm + 91	Answer Machine - Speaker	Trans/Pgm + 69
Call Back key	Trans/Pgm + 92	DVM – One Touch Record	Trans/Pgm + 6*
DND button	Trans/Pgm + 93	DVM Pause/Resume	Trans/Pgm + 6#
FLASH button	Trans/Pgm + 94	LCD Display Language	Trans/Pgm + 71
MUTE button	Trans/Pgm + 95	MPB Version Display	Trans/Pgm + 72
Speaker key	Trans/Pgm + 96	Background Music	Trans/Pgm + 73
REDIAL Soft key	Trans/Pgm + 97	Register Station Name	Trans/Pgm + 74
<b>Button Assignment</b>		Speakerphone/Headset	Trans/Pgm + 75
Ring Type	Trans/Pgm + 11	Headset Ring Mode	Trans/Pgm + 76
Ring Answer Mode	Trans/Pgm + 12	Account Code	Trans/Pgm + 80
ICM Ring	Trans/Pgm + 18	DDI Call Wait	Trans/Pgm + 81
CO Ring	Trans/Pgm + 19	ICM Hold	Trans/Pgm + 83
COS Down	Trans/Pgm + 21	LOOP button	Trans/Pgm + 84
COS Restore	Trans/Pgm + 22	Camp-on	Trans/Pgm + 85
Walking COS	Trans/Pgm + 23	Intrusion (Attendant)	Trans/Pgm + 86
COS Change	Trans/Pgm + 24	UCD DND (+ Group number)	Trans/Pgm + 87
Auth. Code Register	Trans/Pgm + 31	Keypad Facility	Trans/Pgm + 89
Auth. Code Change	Trans/Pgm + 32	ACD Status (for Supervisor)	Trans/Pgm + 8*
Set Wake-up Time	Trans/Pgm + 41	Pager Call	Trans/Pgm + 8#
Wake-up Disable	Trans/Pgm + 42	DDI Restriction	Trans/Pgm + 98
Conf Room Active	Trans/Pgm + 43	DISA Restriction	Trans/Pgm + 99
		Call Record	Trans/Pgm + 9*
		Agent Log Out	Trans/Pgm + **
		Agent Log In	Trans/Pgm + *0
		Bluetooth Register	Trans/Pgm + *3
		Bluetooth Usage	Trans/Pgm + *4





## Voice Mail (VMIB) Quick Reference Guide –

### LDP-7016D, 7024D, 7024LD Digital Phones

#### To Record Out Going Greeting

- ☎ Press **Trans/Pgm** button.
- ☎ Dial **6 1**  
Follow the voice Prompts,  
Press **Hold/Save** when you have finished  
recording your greeting.

#### To Forward calls to the Voice Mail (VMIB)

- ☎ Press **Speaker** key.
- ☎ Dial **\* 4 9**  
Dial one of the following forward types:  
For Unconditional Forward dial..... **1 #**  
For Forward on Busy dial .....**2 #**  
For Forward on No Answer dial .....**3 #**  
For Forward on Busy/ No Answer dial ..**4 #**

#### To Remove the Call Forward to the Voice Mail (VMIB)

- ☎ Press **Speaker** key.
- ☎ Dial **\* 4 9** then **#**

#### To Retrieve your Voice Mail (VMIB) Messages

- ☎ Press the flashing **CALL BK** button.
- ☎ LCD also will indicate a VMIB message. If required, enter you Authorisation Code (Password). The Time and Date will play (if programmed). The message will begin playing.

#### Voice Mail Controls:

While listening to Messages

#### To Save a Message

- ☎ Press **Hold/Save** button or **Next Softkey**, during the message playback, or after the message & confirmation tone have played (but before the next message/ time stamp is played).
- ☎ The next message is played. If you are listening to the last of multiple messages, the 1st message is replayed.

#### To Replay the Message

- ☎ Press **CALL BK** button, or **Replay Softkey**, during the message playback, or after the message & confirmation tone have played (but before the next message/ time stamp is played).
- ☎ the message will play again (including the time/ date stamp).

#### To Delete the Message

- ☎ Press **Delete soft key** to delete the message. The VMIB will hang up when all messages are deleted, or hang up the station.

#### To Rewind the Message

- ☎ While replaying the message, Press the **Rewind Softkey**.
- ☎ The Rewind time is set at Admin programming

#### To Append a forwarded message (pre-amble)

- ☎ While replaying the message, Press the **Add Soft key**, record your preamble, press **Save Softkey**.

#### To Call Back the Message Originator

- ☎ Press **Call Back soft key** to initiate a call to the party who left the message.

### LDP-7004D & 7008D Digital Key Telephones & Analogue (SLT) Telephones

#### To Record Out Going Greeting

- ☎ Press **Trans/Pgm key** (SLT Dial **\* 3**)
- ☎ Dial **6 1**  
Follow the voice Prompts,  
Press **Hold/Save** when you have finished  
recording your greeting. (SLT press **Recall** or Hook-flash)

#### To Forward calls to the Voice Mail (VMIB)

- ☎ Press **Speaker** key.
- ☎ Dial **\* 4 9**  
Dial one of the following forward types:  
For Unconditional Forward dial..... **1 #**  
For Forward on Busy dial .....**2 #**  
For Forward on No Answer dial .....**3 #**  
For Forward on Busy/ No Answer dial ..**4 #**

#### To Retrieve your Voice Mail (VMIB) Messages

- ☎ The flashing **CALL BK** button and LCD will alert a VMIB message or Dial **\* 6 7 ( 5 6 7 on some systems)**  
If required, enter you Authorisation Code (Password)  
The Time and Date will play (if programmed)  
The message will begin playing.

#### Voice Mail Controls:

- ☎ Press **# 3** to replay the message again.
- ☎ Press **# 2** to save the message.
- ☎ Press **# 1** to delete the message.  
The VMIB will hang up when all messages are deleted, or hang up the station.

#### To Remove the Call Forward to the Voice Mail (VMIB)

- ☎ Press **Speaker** key.
- ☎ Dial **\* 49#**

### Voice Mail (VMIB) - Password Protection

#### Accessing a Password Protected Mailbox

- ☎ A station's mailbox may be flagged by your installer as password protected. To access your mailbox, you will need to key in your authorisation code (see above).

#### Changing your Authorisation Code

- ☎ Use **Trans/Pgm 3 2** (or **5 6 3 3 2** for SLT's & 2 button phone's) to change your authorisation code (your station's current code authorisation code is required for this feature.)



## Voice Mail (VMIB) - Remote Access Quick Reference Guide

### Enter your Authorisation Code (of your Station)

Before you can remotely access your voice mail you will need to enter an 'authorisation code' this is done at your extension.

- ☎ Press **Trans/Pgm**, Dial **3 1** (or Dial **\* 3 3 1** for SLT & 2 button phones)
- ☎ Dial your 5 digit Authorisation code (unique to your station)
- ☎ Press **Hold/Save** button (or hook flash / recall at slit)

### Remote Accessing Your Mailbox

You can dial into your voice mail through DISA or using your DID number. When you hear your greeting press the \* button you will be asked to enter your 'authorisation code' The system will respond with the number of messages in your voice mail, if the correct code was entered. (NB ver 3.5+ SW Authorisation code is followed by `#` key)

#### When you have a message:

- Dial **1** to retrieve your messages
- Dial **2** to listen to the next message
- Dial **3** to delete the current message
- Dial **4** to delete all messages
- Dial **\*** to exit voice mail remote control mode

#### When there is no message:

- Dial **1** to listen to the current message again
- Dial **2** to listen to or change your greeting
- Dial **3** to remove the forward to your voice mail
- Dial **#** during greeting to change the greeting



### Attendant Cancel Station Feature

The attendant can cancel the features, DND, Call forward and pre-selected messages activated at other stations.

Button	Procedure	Range
Trans/Pgm <b>0 7 1</b> (Station range) Hold/Save	<ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>0 7 1</b></li> <li>☞ Dial the desired station range to be canceled.</li> <li>☞ Press <b>Hold/Save</b> button.</li> </ul>	

### Attendant Intrusion

Attendant may intrude into any station which is in conversation with a CO line. This feature needs System Programming to be enabled.

Button	Procedure	Range
Trans/Pgm <b>{Flex-key}</b> Hold/Save	<p><b>An ATD Intrusion flexible key must be assigned</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Press the desired flexible key to be registered.</li> </ul>	
Trans/Pgm <b>8 6</b> Hold/Save	<ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>8 6</b>.</li> <li>☞ Press <b>Hold/Save</b> button.</li> </ul>	
{DSS} {ATD INTRUDE}	<p><b>To activate attendant intrusion</b></p> <ul style="list-style-type: none"> <li>☞ Press DSS button corresponding to the busy station you wish to call. (Busy tone is heard.)</li> <li>☞ Press ATD INTRUSION button. (Intrusion warning tone is heard in the busy station, then a 3-way conference is set up.)</li> </ul>	

### Attendant Remote Call Forward (not available at Aria-24IP yet)

An Attendant may set and remove a Call Forward of another Station. This Feature requires **ver 3.5** or higher SW level.

Button	Procedure	Range
Trans/Pgm <b>0 9 1</b> (Station Range) 1 ~ 4 Sta/Hunt/ # Hold/Save	<p><b>To Set a Call Forward of another Station,</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>[Trans/Pgm] 0 9 1</b></li> <li>☞ Dial the <b>Station Range</b> to be forwarded (or Station number twice for one station)</li> <li>☞ Dial <b>1 - 4</b> for the Forward type (1:Unconditional 2: Busy 3:No Ansr 4: Busy/No Ansr)</li> <li>☞ Dial the <b>Station Number/ Hunt Group Number or #</b> for VMIB Destination</li> <li>☞ Press <b>[Hold/Save]</b> (# option for VMIB requires Sta has VMIB access and Station OGM recorded.)</li> </ul>	
Trans/Pgm <b>0 9 1</b> (Station Range) # Hold/Save	<p><b>To Remove a Call Forward of another Station,</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>[Trans/Pgm] 0 9 1</b></li> <li>☞ Dial the <b>Station Range</b> for the Forward to be removed from</li> <li>☞ Dial <b># [Hold/Save]</b></li> </ul>	

### CO - Disable Outgoing Lines

The Attendant may disallow outbound access to Co Lines. For example if the line is faulty it can be disabled from being selected as a line out.

Button	Procedure	Range
Trans/Pgm <b>0 7 3</b> {DLS key} (Direct Line Select)	<p><b>To disable outgoing calls a CO line,</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>0 7 3</b></li> <li>☞ Press the desired outside line button. (Confirmation tone is heard.)</li> <li>☞ After hearing confirmation tone, selected outside line button is disabled.</li> </ul>	
(As Above)	<p><b>To enable a disabled outgoing call CO line,</b></p> <ul style="list-style-type: none"> <li>☞ Repeat the process to enable the CO line.</li> </ul>	



### Day Night Switching (CO Ringing Mode Selection)

The attendant station can the system into night service mode allowing ring assignments and answering privileges to station not having the privileges in the day mode. Or, can be placed into on-demand service mode allowing ring assignments and answering privileges to station not having the privileges in the night mode. 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 (PGM 233).

Button	Procedures	Range
 Dnd/Fwd x1 ~ x4	<b>To activate/deactivate Day/Night/On-demand/Weekend/Auto mode manually,</b> <ul style="list-style-type: none"> <li>Pressing Dnd/Fwd key, the ring mode is changed to <b>Current Aria-24IP method.</b></li> <li>On-demand → Night → Weekend → Auto → Day mode in sequence.</li> <li>On-demand mode is not activated automatically.</li> </ul>	
 Dnd/Fwd 1 ~ 5  Hold/Save	<b>FOR Ver 3.5 or higher SW:</b> <b>To activate/deactivate Day/Night/On-demand/Weekend/Auto mode manually,</b> <ul style="list-style-type: none"> <li>Pressing Dnd/Fwd key,</li> <li>Select Ring Mode (1 ~ 5) the LCD Displays the Choice</li> <li>1:Day 2:Night 3:On Demand 4:Weekend 5:Auto Ring Mode</li> <li>Press [Hold/Save] when the desired choice is displayed</li> </ul>	
 Trans/Pgm 0 7 4 1  Hold/Save	<b>To activate Auto Ring Mode with Attendant PGM mode,</b> <ul style="list-style-type: none"> <li>Press Trans/Pgm button.</li> <li>Dial 0 7 4.</li> <li>Dial 1 and press Hold/Save button.</li> </ul> (The Weekly Time Table should be entered by Admin Programming.)	

### Intercom Box BGM Selection

The attendant can select the music channel source for an ICM box (Door Phone).

Button	Procedure	Range
 Trans/Pgm 0 7 5 00 ~11  Hold/Save	<b>To set ICM box music,</b> <ul style="list-style-type: none"> <li>Press Trans/Pgm button.</li> <li>Dial 0 7 5</li> <li>Dial the music channel 01~11</li> <li>Press Hold/Save button.</li> </ul>	

### LCD Language (Apply 2nd Language)

The attendant can set 2<sup>nd</sup> Language for other stations. The 2<sup>nd</sup> language applied, is set by system programming.

Button	Procedure
 Trans/Pgm 0 7 * (Station range) 00 ~14  Hold/Save	<b>To change the LCD language at attendant,</b> <ul style="list-style-type: none"> <li>Press Trans/Pgm button.</li> <li>Dial 0 7 *</li> <li>Dial the station range to be changed.</li> <li>Select the language type with the following codes.</li> <li>Press Hold/Save button.</li> </ul>

aria 50	Languages
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

### Overriding a Key Telephone in Do Not Disturb

When calling a Station in DND the Attendant may Override the DND and force the Station to ring.

Button	Procedure	Range
{DSS} *	Upon calling a busy station, Busy tone is returned <ul style="list-style-type: none"> <li>Dial * to override the station in DND or in busy.</li> <li>The target station rings.</li> </ul>	

### Paging Port BGM Selection by Attendant

Button	Procedure	Range
 Trans/Pgm 0 7 6 00 ~08  Hold/Save	<b>To allow back Ground Music to an External Page Port,</b> <ul style="list-style-type: none"> <li>Press Trans/Pgm button.</li> <li>Dial 0 7 6 (External Port 1)</li> <li>Dial the music channel 01~08.</li> <li>Press Hold/Save button.</li> </ul>	28



### Pre-Selected Message Editing

Pre-Selected Message 11 ~ 20 are customizable for Site specific usage. These messages are edited at the Attendant Station

Button	Procedure	Range
Trans/Pgm <b>0 5 3</b> (message #) (edit message) Hold/Save	<ul style="list-style-type: none"> <li>☎ Press Trans/Pgm button.</li> <li>☎ Dial <b>0 5 3</b></li> <li>☎ Dial the number of the desired message (11~20).</li> <li>☎ Enter the desired message using the code in Dial by Name.</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	

### SMDR Records Management

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

Button	Procedures	Range
Trans/Pgm <b>0 1 1 1</b> (Station range) Hold/Save	<ul style="list-style-type: none"> <li><i>To manually Print SMDR Records by station,</i></li> <li>☎ Dial Trans/Pgm + <b>0 1 1 1</b></li> <li>☎ Enter the desired station range.</li> <li>☎ Press <b>Hold/Save</b> button. Accumulated SMDR records will be printed to SMDR port)</li> </ul>	
Trans/Pgm <b>0 1 1 3</b> (Acc Group #) Hold/Save	<ul style="list-style-type: none"> <li><i>To print SMDR Records by account group,</i></li> <li>☎ Dial Trans/Pgm + <b>0 1 1 3</b></li> <li>☎ Enter the desired <u>account group</u> to be printed.</li> <li>☎ Press <b>Hold/Save</b> button. (Accumulated SMDR records will be printed SMDR port)</li> </ul>	01~99
Trans/Pgm <b>0 1 1 2</b> (Station range) Hold/Save	<ul style="list-style-type: none"> <li><i>To erase SMDR Data by station,</i></li> <li>☎ Dial Trans/Pgm + <b>0 1 1 2</b></li> <li>☎ Enter the desired station range. (SMDR records will be erased for all stations in the range.)</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	
Trans/Pgm <b>0 1 1 4</b> (Acc Group #) Hold/Save	<ul style="list-style-type: none"> <li><i>To erase SMDR Data by call account group,</i></li> <li>☎ Dial Trans/Pgm + <b>0 1 1 4</b></li> <li>☎ Enter the desired account group. (SMDR records will be erased for all stations in the range.)</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul>	

### Station Name Edit by Attendant

Button	Procedure	Range																																																						
Trans/Pgm <b>0 7 2</b> (edit name) Hold/Save	<ul style="list-style-type: none"> <li>☎ Press Trans/Pgm button.</li> <li>☎ Dial <b>0 7 2</b></li> <li>☎ Dial the station number and enter the name using the code shown.</li> <li>☎ Press <b>Hold/Save</b> button.</li> </ul> (Also see the Alpha Entry Scheme described on pg 13.)	<table border="1" style="width: 100%; text-align: center;"> <tbody> <tr> <td>Q - 11</td><td>A - 21</td><td>D - 31</td><td>P - 71</td><td>T - 81</td><td>W - 91</td></tr> <tr> <td>Z - 12</td><td>B - 22</td><td>E - 32</td><td>R - 72</td><td>U - 82</td><td>X - 92</td></tr> <tr> <td>- - 13</td><td>C - 23</td><td>F - 33</td><td>S - 73</td><td>V - 83</td><td>Y - 93</td></tr> <tr> <td>1 - 10</td><td>2 - 20</td><td>3 - 30</td><td>Q - 7*</td><td>8 - 80</td><td>Z - 9#</td></tr> <tr> <td></td><td></td><td></td><td>7 - 70</td><td></td><td>9 - 90</td></tr> <tr> <td>G - 41</td><td>J - 51</td><td>M - 61</td><td>*1 - Blank</td><td></td><td></td></tr> <tr> <td>H - 42</td><td>K - 52</td><td>N - 62</td><td>*2 - :</td><td>0-00</td><td>#</td></tr> <tr> <td>I - 43</td><td>L - 53</td><td>O - 63</td><td>*3 - ,</td><td></td><td></td></tr> <tr> <td>4 - 40</td><td>5 - 50</td><td>6 - 60</td><td></td><td></td><td></td></tr> </tbody> </table>	Q - 11	A - 21	D - 31	P - 71	T - 81	W - 91	Z - 12	B - 22	E - 32	R - 72	U - 82	X - 92	- - 13	C - 23	F - 33	S - 73	V - 83	Y - 93	1 - 10	2 - 20	3 - 30	Q - 7*	8 - 80	Z - 9#				7 - 70		9 - 90	G - 41	J - 51	M - 61	*1 - Blank			H - 42	K - 52	N - 62	*2 - :	0-00	#	I - 43	L - 53	O - 63	*3 - ,			4 - 40	5 - 50	6 - 60			
Q - 11	A - 21	D - 31	P - 71	T - 81	W - 91																																																			
Z - 12	B - 22	E - 32	R - 72	U - 82	X - 92																																																			
- - 13	C - 23	F - 33	S - 73	V - 83	Y - 93																																																			
1 - 10	2 - 20	3 - 30	Q - 7*	8 - 80	Z - 9#																																																			
			7 - 70		9 - 90																																																			
G - 41	J - 51	M - 61	*1 - Blank																																																					
H - 42	K - 52	N - 62	*2 - :	0-00	#																																																			
I - 43	L - 53	O - 63	*3 - ,																																																					
4 - 40	5 - 50	6 - 60																																																						

### System Greetings (for DISA & Group Greetings)

VMIB allows for announcements for Hunt service (UCD/Circular/Terminal) and DISA. Only the system attendant can record this message, and only when no other VMIB channels are in use.

Button	Procedures	Range
Trans/Pgm <b>0 6</b> (001~100) # Lift Handset Recording Begins Hold/Save	<ul style="list-style-type: none"> <li><i>To record system greetings,</i></li> <li>☎ Press Trans/Pgm button.</li> <li>☎ Dial <b>0 6</b>.</li> <li>☎ Dial the announcement number (001~100).</li> <li>☎ "Press # button to record" is heard. Then press # button to start recording.</li> <li>☎ <u>OR</u> to record from MPB MOH port, press * then # button to start recording.</li> <li>☎ Record your greeting and press <b>Hold/Save</b> button to finish the recording.</li> </ul> The System Prompt messages are 071~100 (Please refer to the next page for Details)	
Speed	<ul style="list-style-type: none"> <li><i>To Delete VMIB System Prompt</i></li> <li>☎ To delete, press <b>Speed key</b> while the prompt is played. (See above)</li> </ul>	



## System Greetings (cont)

The System Prompt messages are 071~100

071: VMIB MOH	085: No Answer Prompt
072: Reserved	086: Reserved
073: Invalid Number Prompt	087: Reserved
074: Time out Prompt	088: Remote VMIB Control Main Menu Prompt
075: Retry Prompt	089: Remote VMIB Sub-menu for digit 1 in Main Menu Prompt
076: Transfer to Attendant Prompt	090: Reserved
077: Reserved	091: Reserved
078: Leave Message Prompt	092: Reserved
079: Record Start Prompt	093: Remote VMIB Sub-menu for digit 2 in Main Menu Prompt
080: Authorization Code Prompt	094: Remote VMIB Sub-menu for digit 3 in Main Menu Prompt
081: Busy Prompt	095: Remote VMIB Sub-menu for digit * in Main Menu Prompt
082: Reserved	096: Leave Message after Tone Prompt (mailbox)
083: Station Off-net Forward Prompt	097: Message Waiting Prompt (SLT mailbox)
084: DND Prompt	098: Recordable Default Greeting Prompt for Mailboxes
	099~100: Reserved

## System Speed Dial Entry

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	Range
  <b>2000~2499</b> (Ph Number)	<p><b>To store system speed numbers,</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>Speed</b> key .</li> <li>☞ Dial <u>speed number bin</u>.</li> <li>☞ If required, Press desired outside line or CO Group button. (If this setting is applied, the speed dial will only use this line/line group. To skip, just go to the next step)</li> <li>☞ Dial the phone numbers to be stored.</li> <li>☞ Dial <b>Hold/Save</b> button.</li> <li>☞ Enter Speed Dial NAME (to 16 characters). <b>Hold/Save</b>.</li> </ul>	System Speed Dial Range: 2000~2499
 <b>2000~2499</b>	<p><b>To use system speed numbers,</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>Speed</b> key .</li> <li>☞ Dial <u>speed number bin</u>.</li> </ul>	

## Temporary COS Change

The System Attendant can change the class of service of another Station to Class of Service 7 (COS 7) to prevent unauthorized use of that station.

Button	Procedures	Range
<b>0 2 1</b> (Station range)	<p><b>To activate temporary COS change, (to ICM only, no CO access, COS 7)</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>0 2 1</b></li> <li>☞ Enter the station range.</li> <li>☞ Press <b>Hold/Save</b> button.</li> </ul>	
<b>0 2 2</b> (Station range)	<p><b>To remove temporary COS change, (restore to original COS)</b></p> <ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>0 2 2</b></li> <li>☞ Enter the station range.</li> <li>☞ Press <b>Hold/Save</b> button.</li> </ul>	

## Time and Date Setting (Attendant Clock Set)

This feature allows the attendant to set the Time/Date without entering Admin Programming.

Button	Procedure	Range
<b>0 4 1</b> (MMDDYY)	<ul style="list-style-type: none"> <li>☞ Press <b>Trans/Pgm</b> button.</li> <li>☞ Dial <b>0 4 1</b></li> <li>☞ Enter Date as MMDDYY (6 digits) and press <b>Hold/Save</b> button.</li> <li>☞ Enter Time as military format (4 digits) and press <b>Hold/Save</b> button.</li> <li>☞ If there is no need to change date or time, press <b>Hold/Save</b> button to go to the next step.</li> </ul>	



Button	Procedure	Range
 <b>0 4 4</b>	<b>To change the date format on the LCD (System wide),</b> ☎ Press <b>Trans/Pgm</b> button. ☎ Dial <b>0 4 4</b> ☎ The format toggles between DDMMYY and MMDDYY. (YY : year, MM : month, DD : date)	
 <b>0 4 5</b>	<b>To change the time format on the LCD (System wide),</b> ☎ Press <b>Trans/Pgm</b> button. ☎ Dial <b>0 4 5</b> ☎ The format toggles between 12-hour mode and 24-hour mode. (YY : year, MM : month, DD : date)	

### 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	Range
 <b>0 1 2 1</b> (select time type) 	<b>To print all summary at system attendant,</b> ☎ Press <b>Trans/Pgm</b> button. ☎ Dial <b>0 1 2 1</b> . & Select Measurement Time type. ☎ Press <b>Hold/Save</b> button.	
 <b>0 1 2 2</b> 	<b>To print all summary traffic report periodically at system attendant,</b> ☎ Press <b>Trans/Pgm</b> button. ☎ Dial <b>0 1 2 2</b> . ☎ Press <b>Hold/Save</b> button.	
 <b>0 1 2 3</b> 	<b>To cancel periodic printing of all summary traffic reports,</b> ☎ Press <b>Trans/Pgm</b> button. ☎ Dial <b>0 1 2 3</b> . ☎ Press <b>Hold/Save</b> button.	
 <b>0 1 2 4</b> to  <b>0 1 2 9</b>	<b>To print the traffic report,</b> ☎ Press <b>Trans/Pgm</b> button. ☎ Dial <b>0 1 2 4</b> (Attendant Traffic Report) <b>0 1 2 5</b> (Call Summary Report) <b>0 1 2 6</b> (Call Hourly Report) <b>0 1 2 7</b> (Hardware Unit Usage Summary Report) <b>0 1 2 8</b> (CO Traffic Report) <b>0 1 2 9</b> (CO Traffic Hourly Report) ☎ Press <b>Hold/Save</b> button.	





### Transferring an Outside Line to Another Station

Button	Procedure	Range
<b>{DSS}</b>	☎ While connecting an outside line, press the desired DSS station button. ☎ You can wait to announce the Transfer or hang up.	



## Flexible Button Codes for Attendant

Many of the following Attendant Station Programming codes can be programmed to an Attendants Flexible keys.

Button	Procedures	Range
 {Flexi-key} (Pgm Code) 	To program flexible buttons, ⓪ Press Trans/Pgm button. ⓪ Press a flexible key to program. ⓪ Press Trans/Pgm button. ⓪ Enter the desired code, from the table below. ⓪ Press Hold/Save button.	
 {Flexi-key} Hold/Save 	To erase a flexible button, ⓪ Press Trans/Pgm button. ⓪ Press the flexible button to be erased. ⓪ Press Hold/Save button.	

Attendant Operation

CODE:	ITEM (FOR ATTENDANT)
0111	Print SMDR (Station Base)
0112	Delete SMDR (Station Base)
0113	Print SMDR (Group Base)
0114	Delete SMDR (Group Base)
0115	Display Call Charge
0116	Abort Printing
0117	Print Lost Call
0118	Delete Lost Call
0121	Print All Summary
0122	Print All Periodically
0123	Abort Periodic Printing
0124	Print ATD Traffic
0125	Print Call Summary
0126	Print All Hourly
0127	Print H/W Usage
0128	Print CO Summary
0129	Print CO Hourly
021	Station COS Down (COS 7)
022	Station COS Restore
031	Authorization Code Cancel
041	System Date/Time Setting
042	Wake-up Time Registration (One-time /Continuous)
043	Wake-up Time Cancel
046	Use Network Time & Date
047	MONITOR CONF – ROOM
048	DELETE CONF – ROOM
074	Automatic Day/Night/Weekend Mode Program
075	ICM BOX BGM Channel select





**Attendant Programming Menu Table**

The attendant can program features with this table by pressing **Trans/Pgm key + 0** + the appropriate codes below.  
 Standard Keypad Programming features are also available to the Attendant (see Digital Keypad Programming Menu Table, pg 7 & 8)

**Attendant Operation**

Main Menu	Sub Menu	Selection	Remark	
1 Print	1 SMDR	1 Print SMDR Station	Enter Station Range	
		2 Delete (Station)	Enter Station Range	
		3 Print SMDR Group	Enter Account Group Range	
		4 Delete Group	Enter Account Group Range	
		5 Display Call Charge	Enter Station Number	
		6 Abort Printing	Print is Aborted	
		7 Print Lost Call	Lost Calls Printed	
		8 Delete Lost Call	Lost Calls Deleted	
	2 Traffic	1 Print All Summary	Select Analysis Time Type (Scroll via volume or Nav key $\Delta \nabla$ )	Today Peak Yesterday Peak Last Hour Yesterday Total Today Total
		2 Print All Periodic	Enter Print Time , Select Analysis Time Type (Prints at set time)	
		3 Abort Periodic Print	Periodic Print Cancelled	
		4 Print ATD Traffic	Select Analysis Time Type	
		5 Print Call Summary	Summary is Printed	Reports are printed at assigned port.
		6 Print Call Hourly	Hourly Call Print is set	
		7 Print H/W Usage	Select Analysis Time Type	As above
	8 Print CO Summary	Select Analysis Time Type	Today Peak...	
	9 Print CO Hourly	Enter CO Gp number	Data Printed.	
2 COS	1 Set ICM Mode Only	Enter Station Range	Press HOLD or OK	
	2 Restore COS	Enter Station Range		
3 Authorisation	1 Change Authorisation	Enter Station Number, then Stations old Authorisation Code		
4 Time/ Conf Room	1 Change Date/ Time	Enter (MM/DD/YY) (Hold/Save) Enter (HH:MM) (Hold/Save)		
	2 Set Wake Up	Enter Station Range, (HH:MM)		
	3 Disable Wake Up	Enter Station Range, Press Hold Key (or OK)		
	4 LCD Date Mode	Toggles between DD-MM-YY & MM-DD-YY		
	5 LCD Time Mode	Toggles between 24hr and 12hr time display for idle Keypad		
	6 Use PX Time/ Date	Enter (1:ON / 0:OFF) to set time/date from Exchange (ISDN)		
	7 Monitor Conf Rm	Dial Room Number		
5 Message	1 Preselected Msg Activate	Enter Station Range, & Enter Message number.		
	2 Preselected Msg Deactivate	Enter Station Range, & Press Hold/Save		
	3 Custom Msg Register	Enter Msg Number (11~20) Enter Msg using Alpha scheme		
	4 Erase VM Message			
	5 ATD Delete All CLI Msg	Enter Station Range & Press Hold/Save		
6 Rec. VMIB	Enter System Announce #	Follow the prompt & Record the greeting		



**Attendant Programming Menu Table (Cont'd)**

Main Menu	Sub Menu	Selection	Remarks
7 Supplementary	1 Cancel Features	Enter Station Range, Press Hold/Save	
	2 Register Station Name	Enter Sta Number, Use alpha scheme, enter Name	
	3 Disable Outgoing CO	Press CO Btn (toggles Disable/Enable state)	
	4 Auto Ring Mode	(1:ON / 0:OFF)	Auto Day/ Night?/etc switching
	5 ICM Box BGM	Select BGM source (00~11)	
	6 BGM to Ext port 1	Select BGM source (00~11)	
	7 BGM to Extn port 2	Select BGM source (00~11)	
	8 BGM to ext port 3	Select BGM source (00~11)	
	9 Prepaid Call	Enter Station Range, enter amount	
	* LCD Language Display	Enter Station Range, Toggles English/ 2 <sup>nd</sup> language	
* Board Svc Sw	Enter Slot Number (01~12)	Toggles Board between Normal and Service states (0:Normal/1:Service)	

Attendant Operation

## Analogue (Single Line Telephone) User's Guide

### 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 2

### Storing Station Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial \* 4 0
- ☎ 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 \* 9
- ☎ Dial the desired station speed dial number, 000~099,

### Using System Speed Dial Numbers

- ☎ Lift handset.
- ☎ Dial \* 9
- ☎ 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 \* 4 9
- ☎ 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: 700~727 / Group numbers: 620~624*
- ☎ Hang up.
- ☎ To cancel Call Forward, lift handset and Dial \* 4 9 then #.

For "Follow Me" Call Forward

- ☎ Go to the forwarding station and lift handset.
- ☎ Dial \* 4 9
- ☎ 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.



## Analogue (Single Line Telephone) User's Guide

### Do Not Disturb (DND)

- ☎ Lift handset.
  - ☎ Dial **5 3**
  - ☎ Place the handset.
- To cancel Do Not Disturb,
- ☎ Lift handset.
  - ☎ Dial **5 3**
  - ☎ 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. 950~957
  - ☎ Hang up.
  - ☎ To retrieve a parked call, dial parking location.

### 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.

### 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.



## Analogue (Single Line Telephone) User's Guide

### Voice Announcement

#### **Date & Time Prompt;**

- ☎ Lift handset.
- ☎ Dial \* 3
- ☎ After hearing confirmation tone, dial 6 2. You'll hear date & time prompt, "Date is March, 20th and Time is 00:00."

#### **Extension Number Prompt;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 3. You'll hear extension number prompt, "This extension is XXXX."

#### **Extension Status Prompt;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 4. You'll hear items listed below. (a-h)
  - a) Extension number
  - b) Intercom Answer Mode
  - c) Listed message X
  - d) Wake-up time XX:XX AM or PM
  - e) Do Not Disturb
  - f) Forwarded to extension XXXX
  - g) Forwarded to speed bin XXX
  - h) Queued CO XXX
  - i) Locked (Temporary Class of Service Charge)
  - j) COS X

#### **Recording Your Message;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 1.
- ☎ Record your message.
- ☎ Place the handset.

#### **Deleting Your Message;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 6.

#### **Recording Paging Message;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 5.
- ☎ Record paging message.
- ☎ Place the handset.

#### **Deleting Your Message;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 6.

#### **Deleting Paging Message;**

- ☎ Lift handset.
- ☎ Dial \* 3.
- ☎ After hearing confirmation tone, dial 6 7.

#### **To activate Call Forward to Internal Voice Mail,**

- ☎ Lift handset.
- ☎ Dial \* 4 9
- ☎ Dial Call Forward type number (1~4)
- ☎ Dial # .
- ☎ Hang up.

### Voice Announcement (cont)

#### **To deactivate Call Forward to Internal Voice Mail,**

- ☎ Lift handset.
- ☎ Dial \* 4 9
- ☎ Dial # .
- ☎ Hang up.

### Programming Authorization Code

- ☎ Lift handset.
- ☎ Dial \* 3
- ☎ Dial 3 1 for new code, 3 2 to change
- ☎ Dial 5 digits as authorization code.
- ☎ 'Flash' the hook switch

### Programming Your Name

- ☎ Lift handset.
- ☎ Dial \* 3
- ☎ Dial 7 4
- ☎ Enter your name using the same codes as keysets.
- ☎ 'Flash' hook switch. (Confirmation tone is heard.)
- ☎ Hang up.

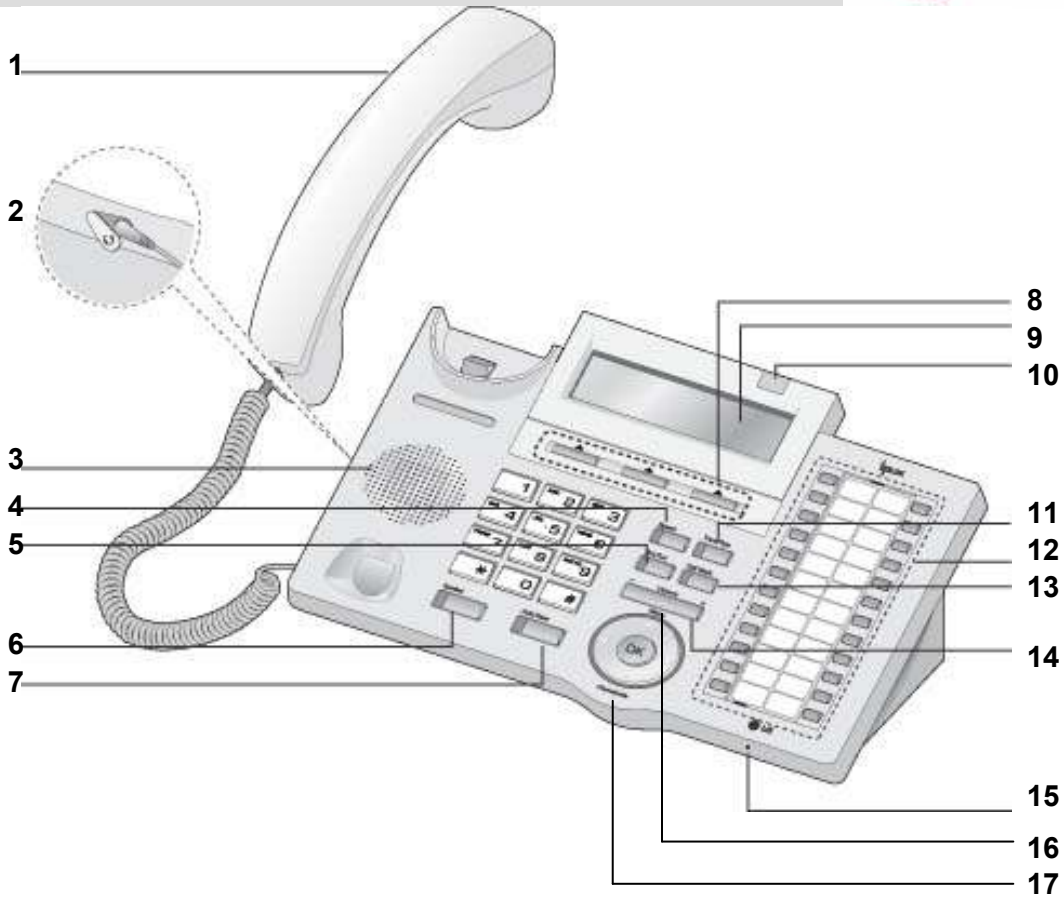
### Entering an Account Code

To identify a call, system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

- After dialing or during a conversation with an external party,
- ☎ 'Flash' the hook switch.
- ☎ Dial 5 5 0 and your account code.  
(An account code can be 1 - 12 digits.)
- ☎ Dial \* (for end of Account Code)
- ☎ Continue conversation and hang up to finish the call.

**LDP-7016/7024 Keysets. Input / Output Devices and Button**

**LDP Keysets**



1	Handset	10	Ring LED
2	Earphone	11	Trans/Pgm Button
3	Speaker	12	Flexible
4	Speed Button	13	Call back Button
5	Dnd/Fwd Button	14	Volume Button
6	Speaker Button	15	MIC
7	Hold/Save Button	16	Menu
8	3 Soft Button	17	Phonebook (Same operate as 'Speed')
9	LCD Display		

1	<b>Handset</b>	Used for handset call.
2	<b>Earphone</b>	The optional earphone into the handset to provide a hands-free phone conversation.
3	<b>Speaker</b>	Speaker toggles the speakerphone state. The button is red when the speakerphone is active.
4	<b>Speed Button</b>	Used to access speed dialing, save number redial, and last number redial. Button is also used to access flexible button programming.
5	<b>Dnd/Fwd Button</b>	The DND (Do not disturb) feature lets you activate a 'do not ring this phone' mode. When the DND is active, this button is red. Fwd is used to forward your calls to another station or voice mail.
6	<b>Speaker Button</b>	Speaker toggles the speakerphone state. The button is red when the speakerphone is active.
7	<b>Hold/Save Button</b>	This button put a call on hold or save the PGM.
8	<b>3 Soft Button</b>	Used to work in conjunction with fixed and flexible features.
9	<b>LCD Display</b>	Displays information about telephone status, dialing directories, and test message information.
10	<b>Ring LED</b>	Illuminates when the phone is ringing.
11	<b>Trans/PGM</b>	This button is used to set up a conference call or transfer a call.
12	<b>Flexible</b>	The remaining XX Flex buttons can be assigned to a feature.
13	<b>Call back</b>	A station can initiate a call back request to another busy station. Once that station becomes idle, the station that left the call back request is signaled.
14	<b>Volume</b>	The volume button adjusts the audio levels follows.
15	<b>MIC</b>	Used to work in conjunction with fixed and flexible features.
16	<b>Menu</b>	Use this menu button to move to the desired option(Dial, MSG, Program) and use for arrows key.
17	<b>Phonebook</b>	Used to access speed dialing, save number redial, and last number redial. Button is also used to access flexible button programming.



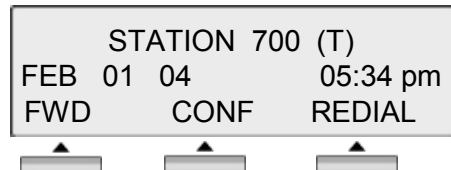
### 3 Soft Button

"3 Soft Button" is located on the bottom of the LCD display and LDK systems provide some fitting message for each operation. It gives easy access to operations with a navigation key or volume up/down key. For example, when a user gets busy message of called extension, some operations which becomes available will be displayed "Message Wait", "Camp-On" and "Flash". Then by pressing one of 3 soft button, a user can activate the desired feature.

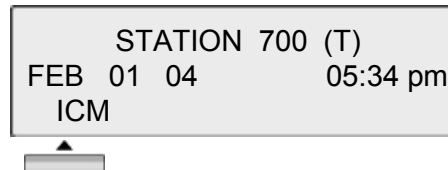


### Navigation Key

Sometimes a system does show all message for some operation, then the arrow key will be displayed the begin or end line. By pressing a navigation key of LDP-7000 series, others will be displayed.



(Press for next screen)





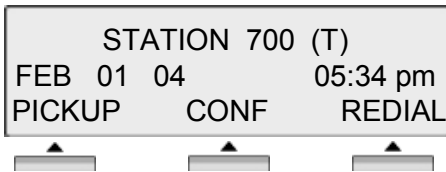


## Soft Button Feature of LDP 7016/ 7024 Keysets

The 3 soft button enables you to select the various function. For instance, if you want to select the pickup, press the first button on the left as below shown. And if there are more than three functions and displays an arrow on LCD, use navigation key to move the next or previous function.

### 1. Idle

3 Soft Button is located on the bottom of the LCD display and LDK systems provide.

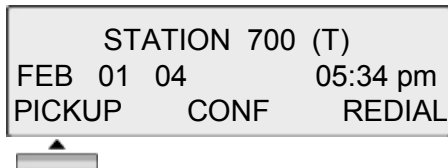


- PICKUP** : press the [PICKUP] button to pickup the ring in the same pickup group.
- CONF** : press the [CONF] button to make a conference.
- REDIAL** : press the [REDIAL] button to make a last number redial.

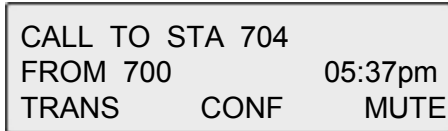
### 1.1 Pickup

A station can pickup a call ringing to an unattended station within the same pickup group by using the pickup procedure.

The pickup can be programmed in program 190.

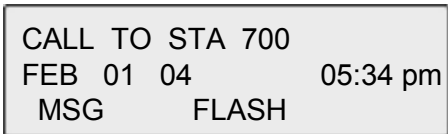


Press the [PICKUP] button.

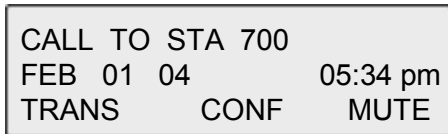


Talk

### 1.2 Conference



Dial the desired phone number.  
e.g.)700



Press the [CONF] button.



## 1.2 Conference (cont)

```

CONFERENCE
FEB 01 04      05:34 pm
FWD      CONF  REDIAL
    
```

Dial the phone number of the desired party e.g.)704

```

          CONFERENCE
FEB 01 04      05:34 pm
CONF          MUTE
    
```

For making a 3-party conference, press [CONF] button two times.

## 1.3 Redial

```

          STATION 700 (T)
FEB 01 04      05:34 pm
PICKUP  CONF  REDIAL
    
```

Press the [REDIAL] button.

```

123456789
BACK  NEXT  SEND
    
```

Use the [SEND] button to select the desired number and press the [SEND] button to make a call.

```

123456789
LINE 008      00:00:10
TRANS  CONF  MUTE
    
```

Talk

## 2. Off Hook

```

          STATION 700 (T)
FEB 01 04      05:34 pm
FWD      CONF  REDIAL
    
```

**FWD** : press the [FWD] button to forward a call to another station.  
**CONF** : press the [CONF] button to make a conference.  
**REDIAL** : press the [REDIAL] button to make a last number redial.

```

          STATION 700 (T)
FEB 01 04      05:34 pm
ICM
    
```

**ICM** : press the [ICM] button to retrieve the ICM [HOLD] button.

### 3. Intercom Dialing

STATION 700 (T)  
FEB 01 04 05:34 pm  
FLASH

▲

**FLASH** : press the [FLASH] button to disconnect the outside line and reseize and outside line dial tone. Note may be used for Centrex features, check with your System Administrator.

### 4. Intercom Ring Back

CALL TO STA 700  
FEB 01 04 05:34 pm  
MSG FLASH

▲ ▲

**MSG** : press the [MSG] button to leave a message.  
**FLASH** : press the [FLASH] button to disconnect the outside line and reseize and outside line dial tone. Note may be used for Centrex features, check with your System Administrator.

### 5. Intercom Busy

BUSY : STA 700  
[CALL BK] CAMP ( \* ) STEP  
MSG CAMP-ON FLASH

▲ ▲ ▲

**MSG** : press the [MSG] button to leave a message.  
**CAMP-ON** : press the [CAMP-ON] button to allows you to send a call waiting tone to a busy station indicating that they have a call waiting.  
**FLASH** : press the [FLASH] button to disconnect the outside line and reseize and outside line dial tone. Note may be used for Centrex features, check with your System Administrator.

### 6. Intercom Do Not Disturb

DO NOT DISTURB STA 700  
CALL BK FLASH

▲ ▲

**CALL BK** : press the [CALL BK] button to leave the call back request or message.  
**FLASH** : press the [FLASH] button to disconnect the outside line and reseize and outside line dial tone. Note may be used for Centrex features, check with your System Administrator.

### 7. Intercom Dialing Error

INVALID  
FEB 01 04 05:34 pm  
FLASH

▲

**FLASH** : press the [FLASH] button to disconnect the outside line and reseize and outside line dial tone. Note may be used for Centrex features, check with your System Administrator.



## 8. Intercom Receiving

CALL FROM STA XXX  
 FEB 01 04 05:34 pm  
 DND

**DND** : press the [DND] button to prevent other parties from disturbing you.

## 9. Intercom Talk

CALL FROM STA XXX  
 FEB 01 04 05:34 pm  
 TRANS CONF MUTE

**TRANS** : press the [TRANS] button to transfer the incoming call to another station.  
**CONF** : press the [CONF] button to make a conference.  
**MUTE** : press the [MUTE] button to mute the handset, speakerphone, or headset but does not affect the speech coming over the speaker or handset. Pressing the [MUTE] button again activates the microphone.

## 10. CO Line Busy

CO LINE 001 BUSY  
 QUEUING ([CALLBK])  
 CALL BK

**CALL BK** : press the [CALL BK] button to leave the call back request or message.

## 11. CO Dialing/ CO Talk

123456789  
 LINE 125 00:00:03  
 TRANS CONF MUTE

**TRANS** : press the [TRANS] button to transfer the incoming call to another station.  
**CONF** : press the [CONF] button to make a conference.  
**MUTE** : press the [MUTE] button to mute the handset, speakerphone, or headset but does not affect the speech coming over the speaker or handset. Pressing the [MUTE] button again activates the microphone.

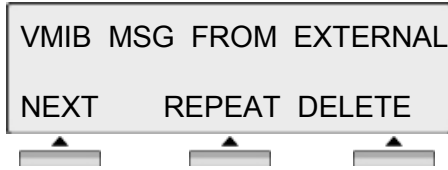


123456789  
 LINE 125 00:00:03  
 RECORD FLASH ACNR

**RECORD** : press the [RECORD] button to record the current calling.  
**FLASH** : press the [FLASH] button to disconnect the outside line and re seize and outside line dial tone. Note may be used for Centrex features, check with your System Administrator.  
**ACNR** : press the [ACNR] button to set the automatic call number redial.



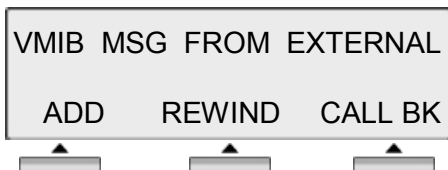
## 12. Checking messages



**NEXT** : press the [NEXT] button to move to the next message.

**REPEAT** : press the [REPEAT] button to hear the message again.

**DELETE** : press the [DELETE] button to erase the message.

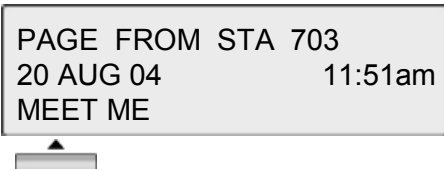


**ADD** : press the [ADD] button to leave a message to the party who leave a message to me.

**REWIND** : press the [REWIND] button to hear the message from the beginning.

**CALL BK** : press the [CALL BK] button to leave the call back request or message.

## 13. Paging

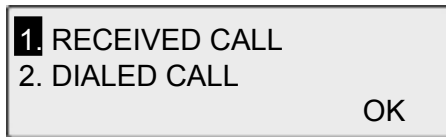


**MEET ME** : press the [MEET] button to answer the current paging.

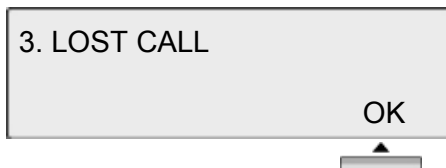
## 14. Call Log

Press the [Call Log] button.

To programme a key: **Trans/Pgm Flexi-key Trans/Pgm 5 7 Hold/Save**

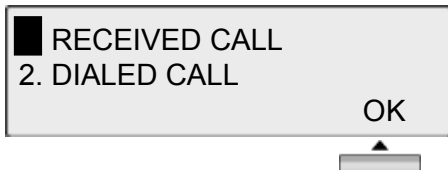


**RECEIVED CALL** : Received call list  
**DIALED CALL** : Dialed call list

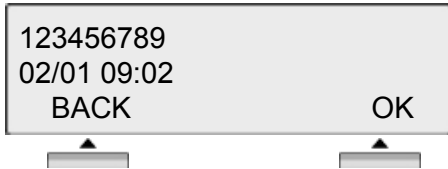


**LOST CALL** : CLI message wait list

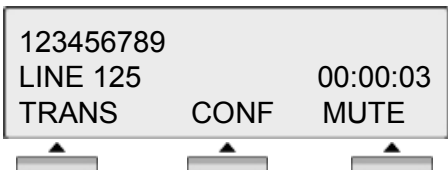
### 14.1. Received Call



Press the [OK] or  [OK] button.

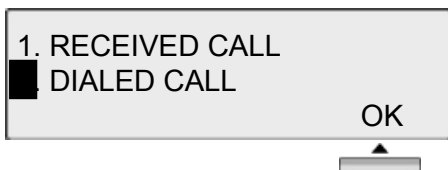



Press the [OK] or  [OK] button.

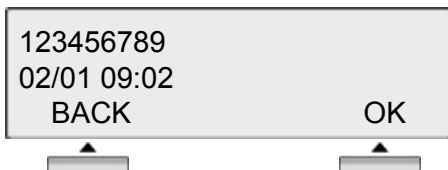


**NOTE** **BACK** Return to the previous

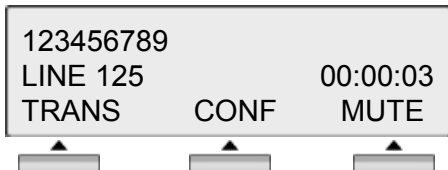
### 14.2. Dialed Call



Press the [OK] or  [OK] button.



Press the [OK] or  [OK] button.



**NOTE** **BACK** Return to the previous



**14.3. Lost Call**

**3** LOST CALL  
OK

Press the [OK] or  [OK] button.

0123456789  
03/10 16:02 CNT :01  
BACK SELECT > ANSWER

Press the [SELECT] button.

Use the [SELECT] button to select the following item;

- . DEL CUR
- . DEL ALL
- . SAVE
- . NAME / TEL

**14.3.1 ANSWER**

0123456789  
03/10 16:02 CNT :01  
BACK SELECT > ANSWER

0123456789  
LINE XXX 00:00:03  
TRANS CONF MUTE

Press the [ANSWER] button you can make a call to CLI.

**14.3.2 DELETE CURRENT**

0123456789  
03/10 16:02 CNT :01  
BACK SELECT > DEL CUR

STATION 100 (T)  
FEB 01 04 05:34 pm  
PICKUP CONF REDIAL

Press the [DEL CUR] button, current message is erased.

**NOTE** **BACK** Return to the previous

## 14.3 3. Lost Call (cont)

## 14.3.3 DEL ALL

```
0123456789
14/07 16:02 CNT :01
BACK SELECT > DEL ALL
```

Select the [DEL ALL] button by pressing [SELECT] button.

```
ALL CLI DELETE
Press HOLD Key
BACK SELECT > DEL ALL
```


Press the [HOLD] button, current all message is erased.

## 14.3.4 SAVE

```
0123456789
03/10 16:02 CNT :01
BACK SELECT > SAVE
```

To save CLI, press the [SAVE] button.

```
ENTER SPD BIN NO (000)
CLI MSG USED
PAUSE FLASH D-TONE
```

Press the  or [HOLD] button, speed dial is registered.  
See the page 39.

## 14.3.5 NAME/TEL

```
0123456789
03/10 16:02 CNT :01
BACK SELECT > NAME/TEL
```

To check the name of the selected number, press the [NAME/TEL] button.

```
EDWARD
03/10 16:02 CNT :01
BACK SELECT > NAME/TEL
```

On the contrary, to check the number of the selected name, press the [NAME/TEL] button.

**NOTE**

**BACK** Return to the previous



## Navigation Menu

Refer to the Programming Menu Table For LDP Keypad Navigation Key on Page 9 for details of the Menu Features.  
 Below is a guide on the general method of using the Navigation Menu.



- |  |
|--|
| <ol style="list-style-type: none"> <li><b>1</b> BASIC PROGRAM</li> <li>2. ADVANCED PROGRAM</li> </ol> <p style="text-align: right;">OK</p> |
|--|

Press the [Menu] button.



- |  |
|--|
| <ol style="list-style-type: none"> <li>1. BASIC PROGRAM</li> <li><b>2</b> ADVANCED PROGRAM</li> </ol> <p style="text-align: right;">OK</p> |
|--|

Press the [Navigation] button.



- |  |
|--|
| <ol style="list-style-type: none"> <li><b>3</b> SPEED PROGRAM</li> <li>4. MOBILE EXTENSION PGM</li> </ol> <p style="text-align: right;">OK</p> |
|--|

Press the [Navigation] button.



- |  |
|--|
| <ol style="list-style-type: none"> <li>3. SPEED PROGRAM</li> <li><b>4</b> MOBILE EXTENSION PGM</li> </ol> <p style="text-align: right;">OK</p> |
|--|

Press the [Navigation] button.



- |  |
|--|
| <ol style="list-style-type: none"> <li><b>5</b> CONFERENCE ROOM PGM</li> <li>6. HOT DESK PROGRAM</li> </ol> <p style="text-align: right;">OK</p> |
|--|

Press the [Navigation] button.



- |  |
|--|
| <ol style="list-style-type: none"> <li>5. CONFERENCE ROMM PGM</li> <li><b>6</b> HOT DESK PROGRAM</li> </ol> <p style="text-align: right;">OK</p> |
|--|

Press the [Navigation] button.

## Commonly used Telephony Acronyms

Abbreviation / Keywords	Meaning
[CALLBK] or [CB] or [CALLBACK]	The fixed button for the call back function.
[CONF]	The fixed button for the conference function.
[DND] or [FWD] or [CFW] or [FOR] or [DND/FWD]	The fixed button for the DND and call forward function.
[FLASH]	The fixed button for the flash function
[HOLD] or [SAVE] or [HOLD/SAVE]	The fixed button for the hold and save function.
[ICM] or [Intercom]	The fixed button for the intercom function
[MON]	The fixed button for the on-hook and off-hook function.
[MUTE]	The fixed button for the (speech) mute function.
[REDIAL]	The fixed button for the redial function.
[SPD] or [SPEED]	The fixed button for the speed function.
[TRANS] or [TRANS/PGM]	The fixed button for the transfer and ADMIN program function.
[UP]/[DOWN] or [VOLUME UP]/[VOLUME DOWN]	The fixed button for the volume up and down function.
{COL}	The flexible button for CO line access function about one CO line
{LOOP} or LOOP	The flexible button for CO line access function about all accessible CO lines
{POOL} or {CO Group}	The flexible button for CO line access function about CO group
Absent Text Message	Displays on a (calling Station's) LCD the reason for a persons (called Station) absence.
Account Code or Authorization Code	The password used to check the authority of user. ('Authorization Code' is used as a synonym in this document)
ACD	Automatic Call Distribution (also called UCD)
ADMIN (program)	Administration (the data base programming mode)
ATD or Attendant (Station)	Attendant Station (a telephone operator of the IP LDK)
Attendant Recall	The routing to the attendant of an unanswered call
BGM	Back Ground Music (through the station speaker)
BLF	Busy Lamp Field (shows status of a programmed flexible key via its LED state)
BRI	Basic Rate Interface (ISDN BRI CO line)
Call Back	The service that allows a caller to leave a message on unanswered station
Call Park	The service that allows a user to park a call to be retrieved by any other station
Called Party	The party being called (CPN)
Calling Party	The caller (CLIP)
Camp On	The service that facilitates a call waiting signal at a busy Station, of another call
CAS	Centralized Attendant Service for Networked (IP Networking) Sites

## Commonly used Telephony Acronyms

Abbreviation / Keywords	Meaning
CFW	Call Forward
CID	Caller ID
Circular Group	The call distribution method of hunt group.
CLI / CLIP	Calling Line Identification /Presentation (the telephone number of the caller)
CO Group or CO GRP or CO Line Group	Central Office Line Group (the truck line group of analog, ISDN, IP, etc)
CO or COL or CO Line	Central Office Line (the truck line of analog, ISDN, IP, etc)
COS	Class Of Service
CPN	Called Party Number (the destination number)
CTI	Computer Telephony Integration
Day/Night/Weekend/On Demand	The Call Ringing (or routing) state according the time and date
DECT	Digital European Cordless Telephone
DID or DDI	Direct Inward Dialing (the public telephone network service of CO incoming call to a specific destination)
DISA	Direct Inward System Access (of a CO incoming call via Auto Announcement)
DKTU	Digital Key Telephone Unit
DND	Do Not Disturb
DNS	Domain Name System of the Internet protocol
DSS	Direct Station Select (Button) (the flexible button that is assigned for ICM call to specific station)
DTMF	Dual Tone Multi Frequency (the tone signaling protocol of the telephone network)
EXT	External
FLEX	Flexible (Button) The user programmable button on DKTU
GRP	Group
HF	Hands Free (the intercom answer mode of hands free)
Hunt Group or Hunt	A group of stations
ICM	Intercom
ICM Box	Intercom Box (or Door Phone)
ICM Call	Intercom Call (The call between two stations)
ICM Tenancy Group	The facility of logically separating of stations into semi-autonomous zones
IP	Internet Protocol
ISDN	Integrated Service Digital Network
Keypad	- Telephone that is served as Keyphone terminal. DKTU, SLT, WHTU, ISDN Phone, IP Phone, ICM Box, etc.
LAN	Local Area Network

## Commonly used Telephony Acronyms

Abbreviation / Keywords	Meaning
LCD	Liquid Crystal Display
LCR	Least Cost Routing
IP LDK	LG Internet Protocol Digital Key Telephone System
LED	Light Emitting Diode
LNR	Last Number Redial
MOH	Music On Hold
MSN	Multiple Subscriber Number of public ISDN network service
NET	Networking) (the software service of QSIG and H.450 networking)
Net Call	An intercom call over an IP network connection
On Hook Dialing	The software service of dialing at the dial pad without lifting handset
PABX	Private Automatic Branch Exchange
PGM	Program (the abbreviated presentation of 'ADMIN program' or 'station program')
Pick Up	The service allowing a station to answer a call ringing at another station
PLA	Preferred Line Answer
POTS	Plain Ordinary Telephone Service (of a Public Exchange)
PRI	Primary Rate Interface (ISDN)
PSTN	Public Switched Telephone Network
RBT	Ring Back Tone
Ring Group	A call distribution method of hunt group.
RS-232C	The serial communication interface protocol
SLT	Single Line Telephone
SMDI	Simplified Message Desk Interface
SMDR	Station Message Detail Record (provides detailed station log information about incoming/outgoing CO call)
Speed Bin	A System or Station index used for saving Co (Line) dialling data
STA	Station, an extension (terminal) of IP LDK
Station	An extension (terminal) of IP LDK
System Attendant	The first programmed attendant among the main attendant
System Speed Dial	The speed dial data that is saved by attendant station (and may be available system wide)
UCD (Group)	Uniform Call Distribution (a Hunt Group method)
UNA	Universal Night Answer (allows a station to pick up a ringing CO (Line) call)
VM or VM Group or Voice Mail Group	Voice Mail Group (for external, or adjunct, Voice Mail Devices)
Weekly Time Table	The table that is saved the day working time and work finish time during week
WHTU	Wireless Hand Telephone Unit (System Wireless DECT telephone terminal)





NOTES:

ARIA INSTALLED BY:
INSTALL DATE:



# LG Electronics Inc.

Computer & Telephone Services Ltd    NZ 0800 366363 info@cts.co.nz

## aria Digital Telephone Systems

Proudly Imported, Distributed By:



# ATLAS GENTECH

**Atlas Gentech (NZ) Limited**

Private Bag 14927, Panmure, Auckland

Please Note your first level of support is your Aria Dealer. A list of Aria Dealers can be found at [www.lgaria.co.nz](http://www.lgaria.co.nz) at the `who sells aria` link.