LG Aria Digital Key Telephone
24 Button Quick Reference User Guide (LDP-7024)

LG
LG
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Handset

Interactive LCD

3 Soft buttons

Speaker

Flex buttons

Dial Pad

Fixed Feature buttons:
Speaker
Hold/Save
Speed
Trans/Pgm
Dnd/Fwd
Call Back
Volume

Navigation Button

Microphone
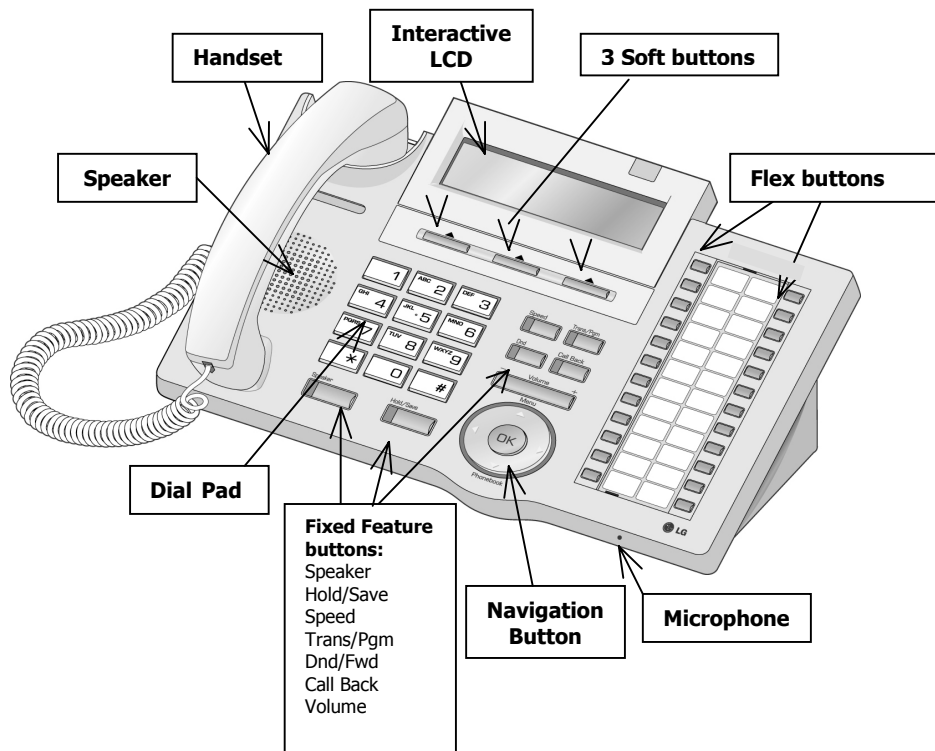
- *SPEED* button provides you with access to speed dialing. "SPEED" "*" last number dialed.
- *TRANS/PGM* (TRANSFER) button is used to transfer an outside call from a station to another.
- *CALL BACK* button allows you to leave a callback indication at a station that is busy, unattended, or in Do Not Disturb.
- *CONF* soft button is used to establish conference calls.
- *DND/FWD* (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or make DND mode.

- *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* soft button enables you to place an outside caller on hold. Press twice for exclusive hold.
- *REDIAL* soft button allows you to make last number redial and auto call number redial.
- ▾ *VOLUME* ▴ bar allows you to adjust speakerphone and handset volume.
- *FLASH* soft button is used to terminate an outside call and re-seize dial tone without having to hang up the handset.

Note: Most features can be accessed via the menu. Press TRANS/PGM scroll up & down by the volume keys. Make your selection by pressing the relevant digits

FEATURES	
MAKE AN INTERNAL CALL	Dial the extension number Ie. "102"
SELECT A LINE	Dial "0"
DIAL THE ATTENDANT	Dial "9"
TRANSFER A CALL	"TRANS/PGM" Ext.No. Hang-up or wait for an answer then hang-up. Or press the DSS button Hang-up (DSS=direct station selection)
CALL PARKING	Dial "TRANS/PGM" 601-619 **(RETRIEVE CALL:** dial 601-619)
BGM (Back Ground Music)	"TRANS/PGM" 73 (channel 01-12, 00 to cancel) Hold/Save
CALL BACK	"CALL BACK" (call back a busy or no answer extension.)
CALL FORWARD	Dial 554 or Press "SPEAKER" "DND/FWD" 1=fwd all, 2=busy,3=no ans,4=busy/no ans,5=off-net, 6= off-net no ans, 0=follow me (add # for VMIB)
CANCEL FORWARD	554 # or press "DND/FWD"
CHANGE INTERCOM MODE	"TRANS/PGM" 12 1=Hands free, 2=Tone ring, 3=Privacy Hands free SAVE
CHANGE RING TONE	"TRANS/PGM" 11 1-4 "HOLD/SAVE"
CONFERENCE	Call 1st Party press "CONF" (using the soft keys) call 2nd Party press "CONF" "CONF" (twice)
HEADSET MODE	"TRANS/PGM" 750 Save. Cancel: Trans 751 Save. (Ring modes: 76)
PAGEALL	#00 **INTERNAL:** dial #5 **EXTERNAL:** dial #9
PICKUP	** Direct Pickup: *7 Ext.No
PROGRAM FLEXIBLE BUTTONS	"TRANS/PGM" Press DSS (Flexible button) dial code or Ext.no "HOLD/SAVE"
PROGRAM STATION SPEED	"TRANS/PGM" "SPEED" (01-19 Aria 24 or 001-099 Aria 130c+), Enter Phone number to be stored "HOLD/SAVE" Enter name "HOLD/SAVE"
DIAL SPEED NUMBER	Press "SPEED" dial speed number Ie. "19"
LAST NUMBER REDIAL	Press "REDIAL" soft key and scroll through the last 10 numbers dialed using the "NAVIGATION BUTTON" or "VOLUME BUTTON" Press "OK" or "HOLD/SAVE"

ATTENDANT (RECEPTIONIST) FEATURES	
NIGHTSWITCH	"DND" (at Reception)
SETTING DAY/NIGHT/ WEEEKEND MODE	Press "DND/FWD" button at the attendant and scroll through the modes –On-Demand, Night, Weekend, Auto, Day
CHANGE TIME/DATE	"TRANS/PGM" 041 MMDDYY save HHMM save (at Reception)
PROGRAM DSS KEYS	"TRANS/PGM" DSS (flex key) dial code or Ext.no "HOLD/SAVE"
PROGRAM SYSTEM SPEEDS	"TRANS/PGM" "SPEED" 2000-4999, Enter Phone number to be stored "HOLD/SAVE" Enter name "HOLD/SAVE"
OVERRIDING AN EXTENSION IN DND MODE	Press the programmed flexible button of the station to be overridden (DND tone is heard). Dial "*" to override the extension (pre enabled)
CHANGING TEMPORARY CLASS OF SERVICE	Activate a lower COS Press "TRANS/PGM" Dial "021" Enter station range to be changed Press "HOLD/SAVE" Remove COS Press "TRANS/PGM" Dial "022" Enter station range to be changed Press "HOLD/SAVE"