

**LG - KEY TELEPHONE SYSTEM**  
**MODEL: Aria-SOHO**  
**USER'S GUIDE**

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### **Making Outgoing Calls**

- ◆ Dial **9** and **Telephone number**

### **Making Intercom Calls**

- ◆ Dial **Extension number**
- ◆ Lift up handset

### **Place a call on Hold**

- ◆ While on an external line
- ◆ Press **HOLD/SAVE**

### **To Retrieve call on Hold (Exclusive Type)**

- ◆ Press **Flashing Line Group button**

### **Call Park**

- ◆ While connected to an external call
- ◆ Press **TRANS/PGM**
- ◆ Dial **parking location**
- ◆ Aria-soho, use \* 601- \* 608

### **To Retrieve Call Park**

- ◆ Dial Parking location ( e.g. press \* 601 )

### **To transfer a call to Another Extension**

- ◆ While on an external line
- ◆ Press **TRANS/PGM**
- ◆ Dial **extension number**
- ◆ **Hang up to transfer** or *press line button to retrieve call*

### **To answer Door-Box** (*Door answer key must pre-programmed on Flex button*)

- ◆ Press door-answer key
- To release Door-lock, replace handset press door-open key or dial #\*1

### **Executive / Secretary Transfer**

(When Executive station is busy/DND mode, all calls will ring the Secretary station)  
*The Secretary station may signal the Executive station by using Call waiting feature*

- ◆ While connected to an external call
- ◆ Press **TRANS/PGM**
- ◆ Dial **Executive station** (busy tone is heard)
- ◆ Press \* (call waiting feature)
- ◆ *Wait for Executive station to answer*
- ◆ Hang up to transfer call

### Account Code

(To enter an account code during a call)

- ◆ Make an external call (must be connected)
- ◆ Press **TRANS**, dial \* **550**
- ◆ Enter **account code** (max 12 digits)
- ◆ Press \* key to *continue conversation with external call*

### Conference call

(For phoneset 7208 must pre-program conf feature on flexible button)

- ◆ Make a 1st call, press **CONF** button,
- ◆ **Make 2nd call, wait for reply, press CONF button twice to connect**

(To add more party, press Conf, make another call, press Conf to connect)

### Last Number Redial

For LDP7224

- ◆ Press **REDIAL**, Use *Vol. key to scroll* (max 10 numbers for display phone)
- ◆ Press **HOLD/SAVE** to call.

For LDP7208

- ◆ Press **SPEED** & \* Key ,use Vol. key to scroll, press **HOLD/SAVE** to call
- ◆ Lift handset

### Save Last Number Redial

- ◆ Make outgoing call, *Busy or no-answer*
- ◆ Press **SPEED** button **twice**, hang up

### To Call Save Last Number Redial

- ◆ Press **SPEED** & #
- ◆ Lift handset

### Auto Call Number Redial (Extra H/W-CPTU required)

*(Only for LDP7224)*

- ◆ Make outgoing call
- ◆ *Busy or no-answer*,
- ◆ Press **REDIAL** button, hang up

### To Answer Auto Call number redial

- ◆ When auto call number rings
- ◆ Lift up handset to answer

### **Station Speed Dial**

- ◆ **To store**
- ◆ Press **TRANS/PGM, SPEED,**
- ◆ Dial **Station Speed dial bin:**
- ◆
- ◆ *Total: 500 pool stn speed bin for Aria-soho per system sharing,*
- ◆ *Up to max 100 per station ( speed bin code range:000-099 )*
- ◆ Enter desired Telephone Number
- ◆ Press **HOLD/SAVE**
- ◆ **Edit name** (*2NS Skip this step ,for non-display*)
- ◆ Press **HOLD/SAVE,** press **SPK**

### **To Call Station / System Speed dial**

- ◆ Press **SPEED,**
- ◆ Dial **station speed bin (000-099)**
- ◆ *2000-2499 for Aria-soho*

### **To Erase Speed dial**

- ◆ Press **TRAS/PGM, SPEED**
- ◆ Dial **Speed dial bin (000-099)**
- ◆ Press **HOLD/SAVE**

### **Using Dial by Name (For *display phone only*)**

- ◆ Press **Speed Twice**
- ◆ Press **1** for *ICM (intercom) Call*
- ◆ Press **2** for *Station speed dial*
- ◆ Press **3** for *System speed dial*
- ◆ Use Volume (+ or -) to scroll,
- ◆ Press **HOLD/SAVE to call**

### Access Authorization Code

(To prevent unauthorized outside call, on your station by others, the system provides a means to lock/unlock a station by access authorization code)

#### To Register Access Authorization Code

- ◆ Press **TRANS/PGM**, dial **31**
- ◆ Enter your own **5 digits access authorization code**
- ◆ Press **HOLD/SAVE** (confirmation tone is heard)

#### To Change Access Authorization Code

- ◆ Press **TRANS/PGM**, dial **32**
- ◆ Enter your **current access authorization code** (You hear confirm tone)
- ◆ Enter **new 5 digits access authorization code**
- ◆ Press **HOLD/SAVE** (you hear confirmation tone)

#### Blocking Outside call (COS 7, intercom only)

- ◆ Press **TRANS/PGM**, dial **21** press **HOLD/SAVE** (confirmation tone is heard)
- ◆ *Mute button will flash until restored to normal*

#### Restoring Outside Calls (STA COS)

- ◆ Press **TRANS/PGM**, dial **22**
- ◆ Dial your **current access authorization code** (confirmation tone is heard)
- ◆ *Mute button light will be extinguished*

#### Step Call

- ◆ When an *Extension you call is busy*
- ◆ Dial **Last digit of next extension** you want to call

#### Voice Over /Camp-on

*(If camp on is activated for busy station, this feature is disable)*

- ◆ Call an **extension, busy tone** is heard, press \*

#### To Answer Voice Over

- ◆ Press **HOLD/SAVE** to *answer 2nd call*
- ◆ When *2nd caller hangs up*, **replace handset and lift up again to answer 1st call**

#### Call Pick-up / Group Pick-up

*(To answer Intercom / transferred call ringing on other station)*

- ◆ Call Pick-up: Lift handset, dial \* **7**, and dial **ringing extension number**
- ◆ Group Pick-up: Lift handset, dial \* **566**

### **Change Intercom Ring Mode**

- ◆ Press **TRANS/PGM**
- ◆ Dial **12**
- ◆ Dial **1** for *Handsfree mode*
- ◆ Dial **2** for *Tone mode*
- ◆ Dial **3** for *Privacy mode*
- ◆ Press **HOLD/SAVE**

### **To Answer Intercom**

- ◆ Hand-free Mode: 3 burst tone, **reply with handsfree** Mic or Lift handset
- ◆ Tone Mode: Lift handset to answer
- ◆ Privacy Mode: 3 burst of tone and one way announcement, lift up handset to answer

### **Changing Differential Ring**

- ◆ Press **TRANS/PGM**,
- ◆ Dial **11**, *Select ring type by dialing 1-4*, press **HOLD/SAVE**

### **Do Not Disturb**

To activate / deactivate

- ◆ (*Phoneset: 7208*) dial \* **553**
- ◆ (*Phone set: 7224*) Press **DND**

### **Background Music**

- ◆ Press **TRANS/PGM**, dial **73**
- ◆ Select **BGM Channel** (*00-08*)
- ◆ Press **HOLD/SAVE**

### **Speaker Phone**

*Pressing an outside line, a speed button or dialing a station number will automatically activate the speakerphone.*

To activate speaker phone

- ◆ Press **SPK** button
- ◆ Dial outside line number or intercom number to talk

### **Speaker Volume Control**

- ◆ In speakerphone mode,
- ◆ Press Volume ( + or - ) button to control the speakerphone volume

### **Ring Volume Control**

- ◆ When phone rings, press Volume ( + or - ) button to control ring volume

### **Pre- Selected Message**

- ◆ Press **TRANS/PGM**, dial **51**
- ◆ Enter **message no:** (01-10)
- ◆ Press **HOLD/SAVE** (DND/FWD is flashing)

### **Message number (01-10)**

- ◆ 01: LUNCH, RETURN HH: MM
- ◆ 02: ON VACATION / RETURN AT MM: DD
- ◆ 03: OUT OF OFFICE / RETURN TIME HHH: MM
- ◆ 04: OUT OF OFFICE / RETURN MM: DD
- ◆ 05: OUT OF OFFICE / RETURN UNKNOWN
- ◆ 06: CALL: XX...(Telephone no: Max 17 digits)
- ◆ 07: IN OFFICE STA XXXX
- ◆ 08: IN A MEETING / RETURN TIME (HH: MM)
- ◆ 09: AT HOME
- ◆ 10: AT BRANCH OFFICE
- ◆ 11 – 20 are used for customized message, which are programmed by attendant

### **To Cancel**

- ◆ Press **DND/FWD**, or press **TRANS/PGM , 51, #,HOLD/SAVE, Or \*559**

### **Message Waiting Light**

(To leave a message waiting light / voice message)

- ◆ **Call an extension** (no-answer)
- ◆ Phoneset; 7208, Press **TRANS/PGM**, dial \* **556** to leave a message
- ◆ Phoneset 7224,press **CALLBK** to leave a message

### **To Record Paging Message (For broadcast announcement / VMIB enabled)**

- ◆ Press **TRANS/PGM**, dial **65**,press # to record paging announcement, press **HOLD/SAVE**

### **To Delete Paging Message**

- ◆ Press **TRANS/PGM**, dial **67**

### **Paging (15 sec)**

- ◆ All call page for Internal & External: dial \* **549**
- ◆ Internal paging zone:\*501 for zone 1(\*501-\*510)
- ◆ Internal All call :dial \* **543**
- ◆ External- Zone1: dial \***545**

### **Record Mailbox Greeting**

- ◆ Press **TRANS/PGM**, dial **61**(hear *current greeting*)
- ◆ Press **# to record new greeting**, press **HOLD/SAVE**
- ◆ (*To delete greeting, press TRANS/PGM, dial 66*)

### **Call Forward**

- ◆ *Phoneset; 7208: dial \* 554*
- ◆ *Phoneset; 7224: Press **SPK**, press **DND/FWD***
- ◆ Select forward type;
- ◆ 1-Unconditional, 2-Busy calls
- ◆ 3-No-answer calls ,4-Busy & no-answer calls
- ◆ 5-Station Off-Net, Unconditional (*external forward*)
- ◆ 6-Station Off-net, No-answer (*external forward*)
- ◆ Dial the **extension number**, or Speed dial number bin for external forward
- ◆ Or press **# for voicemail box** (**must pre-record mailbox greeting**), press **SPK**

### **To Cancel**

- ◆ *Phoneset; 7208-dial \* 559*
- ◆ *Phoneset; 7224-Press **DND/FWD***

### **Voice Prompt Announcement**

- ◆ Date & time Prompt; press **TRANS/PGM**, dial **62**
- ◆ Station number prompts; press **TRANS/PGM**, dial **63**
- ◆ Station Status prompts; press **TRANS/PGM**, dial **64**

### **To Retrieve Voicemail Message** (From your station)

- ◆ *Phoneset 7208; dial \* 557*
- ◆ To **delete**, press **# 1**
- ◆ To **save and go to next message** press **# 2**
- ◆ To **replay current message** press **# 3**
- ◆ *Phoneset 7224;press **CALLBK**,*
- ◆ Press **HOLD/SAVE** to *save current and play next message*
- ◆ Press **CALLBK** to *replay*
- ◆ Press **CONF** to *delete current and play next message*

### **To Retrieve or Return Call for Message Waiting Light**

- ◆ *Phoneset; 7208.dial \* 557, to **delete voice message**, press **# 1***
- ◆ *Phoneset 7224;press **CALLBK**, to **delete message** press **CONF***

### **CLI Message Waiting For Missed Call**

(For 7208, callback feature must pre-program on Flexible button)

- ◆ To check CLI for missed call, press **CALLBK**
- ◆ To **call back**, press **HOLD/SAVE**,
- ◆ To **delete**, press **CONF**, to *see next or previous*, press *Volume up/down to scroll*
- ◆ To **delete all CLI numbers**, press **SPEED** twice

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**Remote Voicemail Access (To retrieve voicemail message from external line)**  
*(You extension must have call forward feature to voicemail, and you must register Authorization code to access mailbox from remote)*

Call to your office Main Line number  
Wait for Auto Attendant to answer (Company Greeting)  
Dial your own extension number  
Wait for your mailbox greeting (personal greeting)  
Press \* key  
Enter Authorization code (pass-code you pre-register on your station)  
Press 1 to listen to your mailbox message  
Press 1 to repeat current message,  
Press 2 to go to next message,  
Press 3 to delete current message,  
Press 4 to delete all messages

**To Listen or re-record mailbox greeting:**  
Press 2 to listen or re-record mailbox greeting  
(Press # to re-record or press \* to stop)

**To cancel call forward to voicemail:**  
Press 3 to cancel call forward to mailbox

**To Exit voicemail:**  
Press \* to exit voicemail

## **ATTENDANT OPERATION**

### **AUTO ATTENDANT GREETING**

*(Use attendant phone to record greeting)*

Press **TRANS / PGM**

Dial **06** (attendant, record VMIB)

Dial announcement number (001-100)

**Lift up handset**, press #, *record after beep tone*

Press **HOLD/ SAVE**

### **ATTENDANT CLOCK SET**

Press **TRANS/ PGM**

Dial **041** (attendant, time, change date / time)

Enter **Date- MMDDYY** (6 digit), Enter **Time-HH:MM**

Press **HOLD / SAVE**

### **TO CHANGE DATE FORMAT ON LCD**

Press **TRANS / PGM**

Dial **044** (attendant, time, and LCD date mode)

The format toggles between DDMMYY and MMDDYY

(YY: year, MM month, DD: date)

### **TO CHANGE TIME FORMAT ON LCD**

Press **TRANS /PGM**

Dial **045** (attendant, time, and LCD time mode)

The format toggles between 12-hour mode and 24-hour mode

### **WAKE -UP CALL**

*To register wake-up call*

Press **TRANS /PGM**

Dial **042** (attendant, time, set wake-up)

Dial the **station number range**:

(In case of one station, dial the station number twice, e.g. STA100, enter 100100)

Enter **4-digit wake-up time** (HHMM)

Press **HOLD /SAVE** for one day, or press # and HOLD / SAVE for everyday

( To cancel: press **TRANS/PGM 043**)

### **SYSTEM SPEED DIAL**

(Common speed dial numbers can be stored within the system for access by all station)

To store

Press **TRANS /PGM**, Press **SPEED**, dial **speed dial bin** 2000-2499

Enter **phone number** to be stored, press **HOLD /SAVE**

**Edit** name, press **HOLD/SAVE** (max 16 Characters)

### Day / On-demand / Night / Weekend Mode / Service

To activate /deactivate Day/Night/On-demand/Weekend/auto ring mode

- ◆ Press **DND / FWD**
- ◆ The ring mode will change to:
- ◆ **On-demand→Night→Weekend→Auto Ring→Day Mode in sequence**

### To activate Auto ring mode with Attendant PGM mode:

- ◆ Press **TRANS /PGM**
- ◆ Dial **074** (attendant, supplementary, auto ring mode)
- ◆ Dial **1** and press **HOLD / SAVE**
- ◆ (The Weekly timetable should be entered by Admin Programming)
  
- ◆ **To cancel:** Press **DND/FWD**

### Storing Dial by Name (for ICM)

- ◆ Press **TRANS / PGM**
- ◆ Dial **072** (attendant, supplementary, register STA Name)
- ◆ Dial the **station number** and **enter name** using the phone keypad
- ◆ (E.g. A- enter21, B- enter22, C- enter23)
- ◆ Press **HOLD /SAVE**
- ◆ ( *To cancel name,TRANS,072,Sta No., HOLD/SAVE*)

### Customized Message

- ◆ Press **TRANS / PGM**
- ◆ Dial **053** (attendant, message, custom REG)
- ◆ Dial **message number** (11-20)
- ◆ Enter **edit message using phone keypad**
- ◆ (E.g. A- digit 21,B- digit 22, C- digit 23)
- ◆ Press **HOLD /SAVE**

### Erasing Station Message

- ◆ Press **TRANS /PGM**
- ◆ Dial **071** (attendant, supplementary, cancel feature)
- ◆ Dial the **station range to be cancel**
- ◆ Press **HOLD /SAVE**

### Intercom Box BGM selection by attendant

To select ICM box music

- ◆ Press **TRANS /PGM**
- ◆ Dial **075** (attendant, supplementary, ICM box BGM CH SEL)
- ◆ Dial the **music channel** (01-12) (Aria24 00-08)
- ◆ Press **HOLD /SAVE**

### Alarm Reset

- ◆ Press \* **565** ( e.g., fault display)