

LG Key Telephone System
SLT USER'S GUIDE
Model: Aria 300/130/ 24IP/Nexer/AriaSOHO

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CO LINE FEATURES:

Placing an Outside Call

- ◆ Lift handset
- ◆ Dial **9**; wait for dial tone and desired **Telephone number**.

Placing an Outside call via CO Group Access

- ◆ Lift handset
- ◆ Press # **8** and **CO group number**
- ◆ For Aria300: (01-72), Aria130: (01-24), Aria24IP, Nexer, Aria SOHO: (01-08)
- ◆ Dial desired **Telephone number**.

Placing an Outside call via CO Individual Access

- ◆ Lift handset
- ◆ Press # **88** and **CO line number**
- ◆ For Aria300: (001-200) Aria130:(01-40), Aria24IP, Nexer, AriaSOHO: (01-12)
- ◆ Dial desired **Telephone number**.

Enter an Account Code

(Account Code can be use to allocate cost or time of call)

- ◆ After dialing or **during a conversation** with an external party
- ◆ Press **Hook switch**, dial * **550**
- ◆ Enter **Account code**, press **Hook switch**, *Continue with conversation*

Last Number Redial

- ◆ Lift handset, dial * **552**

Conference Call (Max 3 way internal & external)

- ◆ Place a first call (internal or external)
- ◆ Press **Hook switch**,
- ◆ Dial **internal extension number**, (*When the other party answers*)
- ◆ Press **Hook switch twice** to connect conference.

Station Speed Dial

To Store

- ◆ Lift handset, dial * **555**
- ◆ Dial **speed dial number** (000-099)
- ◆ Enter **Telephone number** you wish to store (max 24 digits)
- ◆ Press **Hook switch**, replace handset

To Call Station or System Speed Dial

- ◆ Lift handset, dial * **558**
- ◆ Dial **Speed Dial number** (000-099) **System Speed Dial** (2000-4999(Aria300),
- ◆ 2000-3499(Aria130/Nexer) , (2000-2499(Aria24IP/AriaSOHO))

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HOLDING & TRANSFERING CALLS

To place a call on Hold

- ◆ Press **Hook switch**, place handset aside (Do not hang up)

To retrieve call on Hold

- ◆ Lift handset, press Hook Switch

Call Park

- ◆ While connected to an outside call
- ◆ Press **Hook switch**, dial **parking location**
- ◆ For Aria300: (use * 601- * 619),
- ◆ For Aria100 (use * 601- * 610),
- ◆ For Aria24IP, Nexer, AriaSOHO (use * 601- * 608)

To retrieve a parked call.

- ◆ Dial **parking location** (e.g. * 601)

Transferring a call to another extension

- ◆ While connected to an outside line
- ◆ Press **Hook switch/Flash**, dial **extension number** (*to screen call, wait to be answer*)
- ◆ **Hang up** to complete transfer

Call Pick-up (*When you a phone ringing in your area*)

- ◆ Lift up handset
- ◆ Dial * 7, and **extension number** of *ringing phone*.

Group Call Pick-up (*When hearing an unattended call ringing in your area*)

- ◆ Lift up handset
- ◆ Dial * **566**
- ◆ You will be connected to an incoming extension or outside line call
- ◆ (*You should be in the same pick-up group*)

Call Waiting (*camp on*)

- ◆ Make a call to an Extension number
- ◆ After receive **intercom busy tone**,
- ◆ Press **Hook switch / flash** and * key, (Camp-on tone is heard in the called station.)
- ◆ When called party answers, talk to calling party

Answer a Waiting call (*call waiting*)

- ◆ You will receive *warning tone* in handset, hang up the present call to **take a new one**.

Placing an Intercom Call

- ◆ Lift handset, dial **extension number**.

Record Paging Message

- ◆ Lift handset, dial * 3, after confirmation tone, dial 65
- ◆ Record your Paging message, hang up

To delete paging message

- ◆ Lift handset, dial * 3, after confirmation tone, dial 66, hang up

Paging

(A station, which allowed accessing page, can connect and transmit voice Announcement to any or all of the systems internal/external)

- ◆ Lift handset
- ◆ Dial **desired page zone** number (use * 543 / internal all zone)
- ◆ **Announce your message**, Hang up to complete paging

To use other page zone: press * key and dial zone number

Page Zone: -

- ◆ Call All Zones: * 549 (*all internal & external*)
- ◆ Call All Internal Zone: * 543
- ◆ Internal zone; 1-35: use * 501-* 535 for (Aria300)
- ◆ Internal zone; 1-15: use * 501-* 515 for (Aria130)
- ◆ Internal zone; 1-10: use * 501-* 510 for (Aria24IP&Nexer)
- ◆ Internal zone; 1-5: use *501-*505 for (AriaSOHO)
- ◆ External zone; 1-3: use * 545-* 547 for (Aria300/130)
- ◆ External zone; 1: use * 545 for (Aria24IP&Nexer,AriaSOHO)
- ◆ Call All external zone; use * 548 for (Aria300/130)

Meet Me Paging (*you can respond to a page from any station*)

- ◆ Lift handset, dial * 544

Do not disturb

- ◆ Lift handset
- ◆ Dial * 553,hang (To cancel DND Lift handset, dial * 559,hang up)

Call Forward

(To forward calls ringing your extension to another station / voicemail)

To set forward:

- ◆ Lift handset, dial * **554**
- ◆ *Select call 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 bin for external forward, or # for voicemail
- ◆ Hang up

To cancel

- ◆ Lift handset
- ◆ Dial * **559**

Follow Me-Call Forward

*(It should be programmed from the station that you will be forwarded to
E.g. if your extension is 102 and you are forwarding to 104, then you will
Need to go to 104 to program the feature)*

Go to forwarding station *(where you want to receive calls)*

- ◆ Lift handset
- ◆ Dial * **554**
- ◆ Dial **0**
- ◆ Dial the **station number that calls are to be forwarded**
- ◆ Enter **authorization code of forwarded extension**
- ◆ *(Authorization code should be registered before “Follow-Me can be set)*
- ◆ Dial the **extension number that will receive the call**
- ◆ Hang up
- ◆ *(Programming Authorization code: Lift handset, press * 3,dial 31,*
- ◆ *Enter 5 digit authorization code, press Hook switch, hang up)*

To cancel Follow-Me

- ◆ Lift handset
- ◆ Dial * **559**

RECORD MAILBOX MESSAGE

- ◆ Lift handset, dial * 3 (you hear confirmation tone)
- ◆ Press **61**, *Record your greeting* after beep tone, hang up.

To delete mailbox greeting

- ◆ Lift handset, dial * 3, after confirmation tone, press **66**

Call forward to voicemail

To activate (you must record your mailbox greeting before forward to vm)

- ◆ Lift handset, dial * **554**
- ◆ *Select Call-forward type:*
- ◆ Dial 1 for-Unconditional
- ◆ Dial 2 for-No-answer calls
- ◆ Dial 3 for-Busy calls
- ◆ Dial 4 for-Busy & No-answer calls
- ◆ Press # key, hang up

To deactivate Call forward to voicemail

- ◆ Lift handset, press * **559**

To retrieve voicemail message

- ◆ Lift handset, dial * **557**
- ◆ *Message number prompt and first message is played*
- ◆ To **delete current** and **play next message**, press # **1**
- ◆ To **save current** and **play next message**, press # **2**
- ◆ To **hear current voice message**, press # **3**

Voice Announcement

- ◆ Date & Time Prompt: Lift handset, press * **3**, after confirm tone, press **62**
- ◆ Extension Status Prompt: Lift handset, press * **3**, after confirm tone, press **64**
- ◆ Extension Number Prompt: Lift handset, press * **3**, after confirm tone, press **63**