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ARIA, QSARIA/R1, November 2016

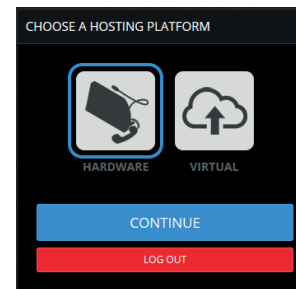
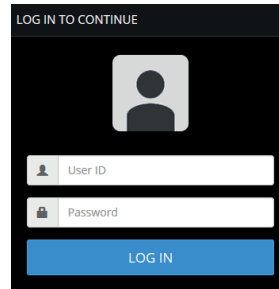
QUICK START GUIDE



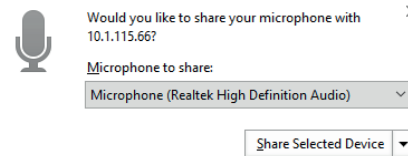
LOGGING ON

To log on to the ARIA Soft Client:

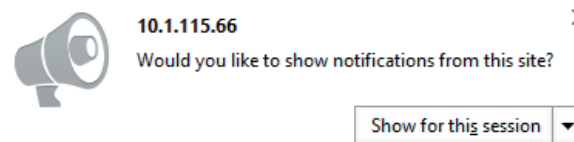
1. Type the soft client web address into your web browser.
This will display the login screen (see below).



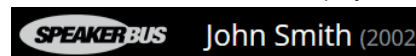
2. Type the user name and password into the **USER ID** and **Password** text boxes respectively and select **LOG IN**.
This may display the hosting platform screen (see above).
3. Ensure **HARDWARE** is selected and select **CONTINUE**.
This will display a pop up message asking if you would like to share your microphone with the soft client host.



4. Select the **Always Share** option.
The next message will ask if you would like to share notifications from this site.



5. Select the **Show for this session** option.
When you have logged in successfully your user name and dial number will be displayed on the screen.

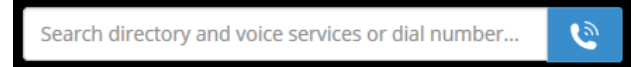


LOGGING OFF

To log off the ARIA Soft Client:

1. Select **MENU**.
This displays several menu options.
2. Select **Log Out**.
3. Select **OK** on the **Confirm** pop up message.

MAKING CALLS



1. Enter the dial number using PC/laptop keyboard in the dial number entry and select the icon.
OR
Select the appropriate numbers using the dial pad and select the or icon. You may need to select the icon to display the dial pad.
OR
Type the first few letters of the contact's name. From the list, select a contact to call. From the list, select a number to dial.
OR
Select Speed Dial.
2. Talk when call is connected.

ANSWERING CALLS



Select the icon.

HANGING UP



Select the icon.

DO NOT DISTURB

Select the icon.

This displays the icon as . Repeat to deactivate do not disturb.

MISSED CALLS

1. Select the missed calls icon which will be .
2. This will display the call log which contains the call history.

VOICE MAIL

1. Select the voice mail icon which will be or .
2. Using the dial pad, follow the voice prompts when connected to the voice mail system.

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TRANSFERRING A CALL




To transfer a call:

1. Select the  icon which is located above the dial number entry.
2. Type the dial number to transfer the call to using the PC/laptop keyboard in the dial number entry and select the  icon.
OR
Select the appropriate numbers using the dial pad and select the  or  icon. You may need to select the  icon to display the dial pad.
OR
Type the first few letters of the contact's name. From the list, select a contact to call. From the list, select a number to dial.
OR
Select Speed Dial.
3. To transfer the call immediately select  or speak to recipient before selecting .

MAKING A LINE PRIVATE




To make a line private:

1. Ensure the appropriate handset appearance is selected and then press the  icon.
A pad lock icon is displayed in both the handset appearance and key page line appearance.

2. Press the privacy  icon to remove privacy.

ASSIGN CALL TO SPEAKER



To assign a call to a speaker:


1. Select the  icon which is located above the dial pad.
This will display a label similar to the illustration below.
Handset 2
Speaker Channel 01
Speaker Channel 02
Speaker Channel 03
Speaker Channel 04
Speaker Channel 05
Speaker Channel 06
2. Select the appropriate speaker channel label (for example, **Speaker Channel 01**).
The handset icon on the handset appearance changes from a handset to a speaker.



ASSIGN CALL BACK TO HANDSET



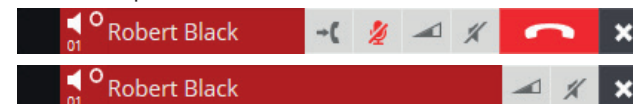
To assign a speaker call back to handset:


- Select the  icon on the handset appearance.
The handset icon on the handset appearance changes back from a speaker to a handset.



CLEARING CALL OFF SPEAKER CHANNEL

To clear a speaker channel:



1. Select the  icon on the handset appearance.
This displays a confirmation message asking to confirm the request to wipe both the handset and speaker appearance.
2. Select **OK**.