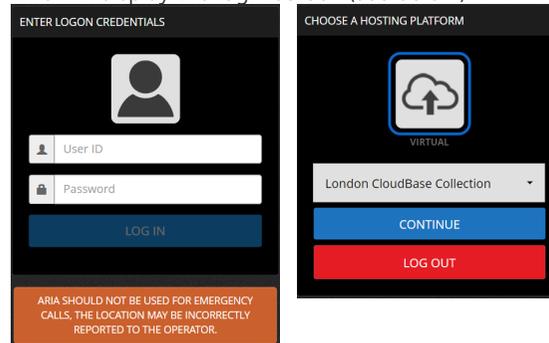


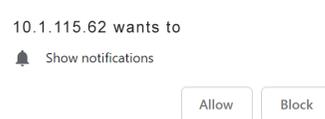
LOGGING ON

To log on to the ARIA Click:

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

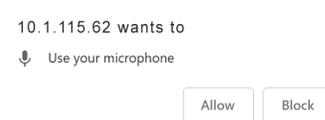


2. Type the user name and password into the **USER ID** and **Password** text boxes respectively and click **LOG IN**.
This may display the hosting platform screen (see above).
3. Ensure **VIRTUAL** is selected followed by selecting the correct CloudBase. Lastly, select **CONTINUE**.
This will display a pop up message asking if you would like to share notifications from this site.



Click the **Allow** option.

4. The next message will ask if you would like to share your microphone with the soft client host.



5. Click the **Allow** option.
When you have logged in your user name, dial number and intercom number (if configured) will be displayed.



LOGGING OUT

To log off the ARIA Touch:

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

MAKING CALLS



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

ANSWERING CALLS



Click the  icon.

HANGING UP



Click the  icon.

DO NOT DISTURB

Click the  icon.

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

MISSED CALLS

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

VOICE MAIL

1. Click 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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ASSIGN CALL TO SPEAKER



To assign a call to a speaker:

1. Click the  icon which is located above the dial pad.

This will display a drop-down list similar to the illustration below.



2. Click 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:

Click the  icon on the speaker 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. Click 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. Click OK.

TRANSFERRING A CALL

To transfer a call:

1. Click 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 click the  icon.

OR

Click the appropriate numbers using the dial pad and

click the  or  icon. You may need to click the  icon to display the dial pad.

OR

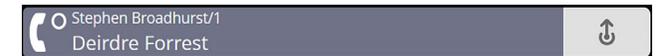
Type the first few letters of the contact's name. From the list, click a contact to call. From the list, click a number to dial.

OR

Click a speed dial.

3. To transfer the call immediately click  or speak to recipient before clicking .

MAKING A LINE PRIVATE



To make a line private:

1. Ensure the appropriate handset appearance is clicked and then click the  icon.

A pad lock icon is displayed in both the handset appearance and key page line appearance.



2. Click the privacy  icon to remove privacy.

CONFERCING

1. Call the first conference participant.
2. Once the call is connected click on  located in the Dial Pad Panel. The first conference participant is added to the Conference and Call Activity Panels.
3. Call the second conference participant.
4. Once the call is connected click on  located in the Dial Pad Panel. The conference is now active as indicated in the Audio Panel.
5. Repeat the above steps to add more participants.
6. To end the conference click the  icon next to the conference call.