

Quick Start Guide ARIA Click

Revision 10

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Guide Reference: QSARIA/R10

For the ARIA Click user guide please visit www.speakerbus/userguides or scan the QR link.




SIGNING IN

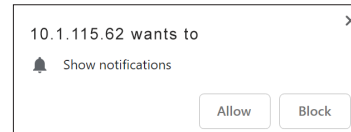
There are three ways to sign into ARIA Click depending on the authentication configuration set by your organisation:

- Speakerbus credentials
- Active Directory credentials
- Microsoft credentials

To sign into ARIA Click:

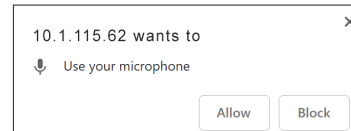
1. Before signing in for the first time, you will be prompted to select your preferred language.
2. Click  to select the authentication type.
3. Enter user name and password into **User ID** and **Password**.
4. Ensure the correct **CloudBase** is selected.
5. Lastly, click **SIGN IN**.

This will display a pop up message asking if you would like to share notifications from this site.



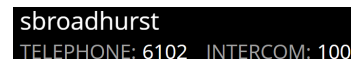
Click the **Allow** option.

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



7. Click the **Allow** option.

When you have logged in successfully your user name and dial number will be displayed on the screen.

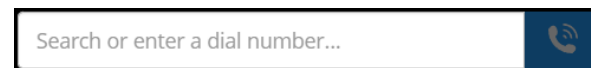





SIGNING OUT

To sign out of ARIA Click:

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

MAKING A CALL



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.

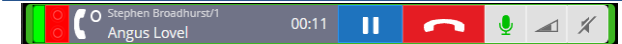
2. Talk when call is connected.

ANSWERING A CALL



Click the  icon.

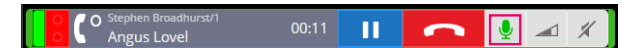
CLEARING A CALL



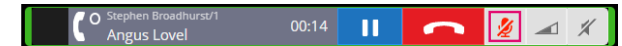
Click the  icon.

MUTING/UNMUTING ACTIVE CALLS

To mute an active call, touch the appropriate handset green **microphone** softkey.




The **microphone** softkey will turn red.




To unmute the handset, touch the red **microphone** softkey which will return to green.

DO NOT DISTURB



Click the  icon.

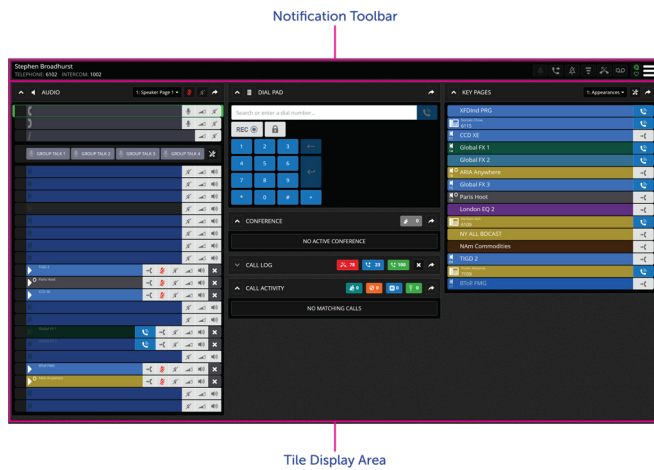
This displays the icon as . Repeat to deactivate do not disturb.

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.



NOTIFICATION TOOLBAR

	User Information
	Recording Configuration Status
	Health Status

The dashboard also provides access to:

	Menu		Dial Pad
	Alert Muting		Missed Calls
	Call Forwarding		Intercom Dashboard
	Do Not Disturb		
	Voicemail		

ASSIGN CALL TO SPEAKER



To assign a call to a speaker:

- Click the icon which is located above the dial pad.
This will display a drop-down list similar to the illustration below.

Handset 02
Speaker 01
Speaker 02
Speaker 03
Speaker 04
Speaker 05
Speaker 06

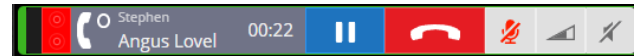
- Click the appropriate speaker channel label (for example, **Speaker Channel 01**).
The handset icon on the handset appearance changes from a handset to a speaker.



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:



- 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.
- Click **OK**.

TRANSFERRING A CALL

To transfer a call:

- Click the icon which is located above the dial number entry.
- 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.

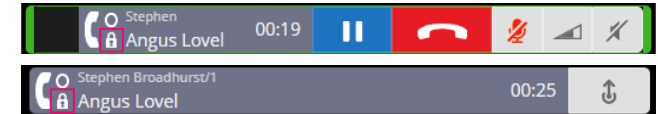
- To transfer the call immediately click or speak to recipient before clicking .

MAKING A LINE PRIVATE

To make a line private:

- 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.



- Click the privacy icon to remove privacy.

CONFERENCING

- Call the first conference participant.
- 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.
- Call the second conference participant.
- Once the call is connected click on located in the Dial Pad Panel. The conference is now active as indicated in the Audio Panel.
- Repeat the above steps to add more participants.
- To end the conference click the icon next to the conference call.