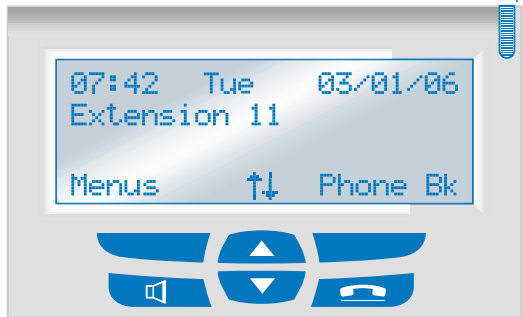# Operafone Executive D3
Quick Reference guide

The Executive system phone D3 is a full handsfree, 4 line, back-lit display telephone designed specifically for use with the *Opera* systems.
Call control and programming operations can be preformed using the prompts and menus.

Ringer lamp

```
07:42   Tue     03/01/06
Extension 11

Menus         ↑↓    Phone Bk
```

| Press upper left key to enter **Menus** Press the green (speaker) key for handsfree operation | Use ↑↓ keys to scroll through the options | Press upper right key to enter **Phone Book** Press the red (on hook) key to return to root menu or to end call |

Function Keys
The system phone has 16 programmable function keys and 6 fixed function keys and 6 context sensitive, display-associated keys. The user can alter the 16 programmable function keys. The 6 fixed function keys cannot be altered.

Programmable Function Keys
The factory settings of these keys are set as 6 LINE KEYS, 6 EXTENSION KEYS, 2 SPEED-DIAL KEYS, CONFERENCE and PICK-UP.

Fixed Function Keys
These keys provide single touch access to the most commonly used features of the system:

MESSAGE for voice mails, recorded and missed calls

MUTE disconnects microphone for secret consultation

REDIAL for any of the last 10 numbers

PARK a call for pick-up elsewhere

DIVERT to forward calls

HOLD to allow enquiry and transfer

Dual Colour Lamps (LEDs)
Each function key has a red and a green lamp. Green is associated with this Executive system phone. Red is associated with other users of the system. Fast flashing denotes ringing, slow flashing is for a held or parked call and continuously 'on' means an active call.

Programming from your PC
You can program via an Opera system that's connected to your LAN by entering the IP address in your browser, default 192.168.0.100, then enter your extension name and password PIN code.

User Programming fron your phone
When the Executive system phone is idle, pressing the **<Menus>** key gives access to the following programmable features and settings -
- **Personal Address Book**
- **Call Diversion**
- **Mailbox Settings**
- **Phone Settings** (for details see below)
- **Lists of Calls**
- **Alarm Call**
- **Do not disturb**

Enter Phone Settings -
- Press **<Menus>**key to enter
- Use ↑↓ keys to scroll
- Select **Phone Settings**
- Use ↑↓ keys to scroll to the feature to be programmed
- Press **<Select>** key

Follow the display prompts.

Phone Settings Menu
The Phone Settings Menu enables the features listed below to be customised -

Ringing Volume	Handset Volume
Speaker Volume	Headset Volume
LCD Contrast	Change Language
Define Function Keys	Keypad Tones
Phone Software	Receive Page Calls
Show Number	Change PIN Code

Answering a Call
Incoming calls to the Executive system phone are indicated in several ways -
- The phone rings
- The **Line** or **Extension** key lamp flashes
- The Ringer lamp above the display flashes
- The incoming call is shown on the display.

The call can be answered either by pressing the **<Answer>** or the 🔊 key or lifting the handset.

Record a call -
A **Record** option, if available to you, is displayed during calls at the bottom right hand corner of the display.
- Press the **<Record>** key to start recording
- Press the **<Stop>** key to interrupt the recording.

As soon as you hang up the recording is sent to your programmed email address and to your voice mail box.
Note: An Applications Card with the appropriate software licenses is required for Call Record.

Making an External Call
To make an external call on any available line -
- Lift handset or press 🔊 key
- Internal dial tone heard
- Dial digit **0**
- External dial tone heard
- Dial external number.

To make an external call using a line key -
- Press **Line** **L1** - **L6** key
- Handsfree is activated
- External dial tone heard
- Dial external number.

Redial a Number
The Executive System phone stores the last 10 external numbers dialled.
To call a number from this list -
- Press the **REDIAL** key

A list of up to the last 10 external numbers dialled appears on display, starting with the most recent.
- Move cursor with the ↑↓ keys until it is alongside the number to be redialled
- Press the **<Select>** key twice or lift handset or press the 🔊 key to dial entry.

Call Using a Speed Dial key -
- Press Speed Dial, ☎ , key
- Handsfree is activated
- The system will seize a line and dial the programmed number.

Note: Speed dial numbers can be entered the first time a key is used. Additional speed dial keys can be programmed using the **define function key** menu, in **Phone Settings**.

Dialling from an Address Book -
- Press **<Phone Book>** key when system phone is idle
- Select address book - Personal or Common Press **<Select>** key, at the Search prompt enter first character of the name or use ↑↓ keys to scroll to the required entry
- Press **<Select>** key to dial.

Make an Internal Call -
- Lift handset or press 🔊 key
- Internal dial tone heard
- Dial the required extension.

Call Hold and Enquiry
To put a call on hold -
- Press the **HOLD** key.

To make an enquiry call -
- Dial the extension or outside number.

To retrieve a held call -
- Press the **HOLD** key.

Note: If more than one call is on hold, the first held call is retrieved. The **HOLD** key can be used to toggle between held calls.

Lists of Calls
The system phone stores up to the last 10 missed calls, 10 dialled calls and 10 answered calls.
- Press **<Menus>** key
- Scroll down to the **List of Calls** option and press **<Select>** and then select the list required

Call Transfer
- While on a call, press **HOLD** key to place the call on hold
- Dial extension number to which call is to be transferred.

There are three types of transfer -

Unannounced Transfer - when ringing tone is heard, replace handset.

Announced Transfer - when extension answers, announce call.

Transfer to Mailbox - when ringing or busy tone is heard, dial **# 9 9**
Replacing the handset or pressing the **<Transfer>** key transfers the call.

Conference Calls
There are two conference call meeting rooms available each of which can accomodate a seven party conference. You can join either of these conferences by dialling the conference room number 700 or 701.

A 3-person conference can be established with two internal parties, two external parties, or with one external party and one internal party.
- Place a call on hold
- Internal dial tone heard
- Initiate the second call
- Once second call is in progress, press **CONFERENCE** key

If either of the called parties clears while the conference call is in progress, the Executive system phone that set the conference will continue with a normal 2-party call.

Call Divert
There are 3 types of call forwarding -
  Divert all Calls
  Divert on No Answer
  Divert on Busy
Calls can be diverted to an extension, a Voice Mail box, an entry in the Personal / Common Address Books or to an external number.
Note: Divert on Busy cannot be to an external number.

To set a Divert -
While the Executive system phone is idle
- Press **<Menus>** key
- Scroll down to the required **Call Diversion** option and press **<Select>**
- Scroll to the type of divert required and press **<Select>**
- With the cursor alongside **Enabled**, press **<Select>**
- Scroll through the call forwarding options and press **<Select>**

To clear call diversion -
- Follow first three steps above
- Move cursor and select **Disabled**.

Note: Pressing the **DIVERT** key will select Divert All Calls.

Tip: for single stroke diversion to your mobile, enter **✱ 2 1 0 ✱** **mobile no.** **#** to an empty speed dial key and at Advanced Features, set External to "off".

Personal Address Book

Up to 50 telephone numbers can be stored in the Personal Address Book. Each number is allocated a short code *800 to *849. When a code is dialled, the system accesses a line and dials the stored number. Entries may also be dialled by entering the **Phone Book** menu.

To create a new entry -
- Press **<Menus>** key
- Select **Personal Address Book**
- Select **New Entry**
- Enter telephone number (using ↑↓ keys to move cursor) and press **<Next>**
- Enter a name to identify the telephone number and press **<Next>**.

Account Codes

You may associate an account code of up to 10 digits with a phone call for billing purposes. The account code is inserted into the call data record which is then exported to a billing application.

On an outgoing Call:
- Lift hand set to receive internal dial tone
- Dial Line access digit.
- Dial **#** **3** followed by the Account Code followed by **✳**
- Now dial external number

On an incoming Call:
- While connected to an external party
- Put the caller on hold by pressing the **HOLD** key and receiving internal dial tone.
- Dial **#** **3** followed by the Account Code followed by **✳**

You will receive internal dial tone. Now press the **HOLD** key to return to your caller or dial an extension number to transfer the call.

Roaming PIN

Calls made from an extension are normally subject to the level of access that has been assigned to the user of that extension. The Roaming PIN feature can override this restriction by allowing a user to have an assigned roaming level of access at any extension, for a predetermined period of time, by entering a Roaming PIN code at that extension.

To activate Roaming PIN -
- Press **<Menus>** key
- Scroll down to Roaming PIN and press **<Select>**
- With the cursor alongside **Enabled**, press **<Select>**
- Enter User ID Number and Roaming PIN code.
The system phone returns to idle and the display shows the Roaming User ID Number.

To deactivate Roaming PIN -
- Enter Roaming PIN option
- Select **Disabled**.

Voice Mail

Only available if the system is equipped with a Voice Mail or Applications Card and the extension has been enabled for Voice Mail.
If the extension is password protected, the PIN code must be entered at the prompt.

Manage new mailbox messages-

The **MESSAGE** key lamp flashes and the display shows the total number of new messages.
- Press **MESSAGE** key
- Scroll down through the list of new messages
- Select the message.
Messages can be replayed, deleted, dialled (if the CLI was received) or forwarded.

Retrieve saved messages -

- Press **MESSAGE** key and select **Mailbox**
- Three sub-options are typically available: **Message List**, **Recorded List** and **Setup Voice Mail**
- Select **Message List** or **Recorded List** to view any stored messages.

Record introductory and busy message -

- Follow first three steps above and select **Setup Voice Mail**
- Select **Intro Message** or **Busy Message**
- Follow the display prompts to play, record or delete introductory or busy message.
- To record, lift handset.

Forward a message or recording to a mail box -

- Select a message or recording as described above
- Scroll down through the options and select **<Forward>**
- Select the destination voice mailbox
After the welcome message you can record an introductory tag (e.g. I think you should action the following..) and hang up to forward the message.

Record a memo or a Dictaphone message -

- Dial **#** **9** **8** followed by the destination **extension number** (your own for a personal memo)
- Record a message of up to three minutes and hang up.

Break-out of Voice Mail -

- Dial **✳** followed by the required **extension** number while listening to the introductory message.

Remote Access to Voice Mail and Diversion –

Voice mail can be checked, messages altered and call diversions altered from an outside location, provided an extension PIN code has been programmed and provided the welcome message can be accessed; i.e. the extension is diverted to voice mail, automated attendant is set up or by transfer from another extension.
- Get to your intro message by, for example ringing your own direct line (MSN telephone number) from the remote site
- While listening to introductory message, dial **#**
- Enter **PIN** code and follow the prompts.

Internal Dialling Codes

Feature	Code
To Access a Line	0
Line Access Group	*91 to *98
Redial	*5
Dial Entries in -	
Personal Addr Book	*800 to *849
Common Addr Book	*4000 to *4199
Park Call	*74
Retrieve Parked Call	*75(Extn No)
Retrieve Parked Line Call	*9*(Line No)
Universal Pick-up	*710
Directed Pick-up	*71(Extn No)
Directed Pick-off	*71(Extn No)
Conference	*73
Call-Back (on busy)	5
Directed Page	*77(Extn No)
Page PA Port	*77#
Universal Page	*77*
Answer a Universal Page	*76*
Call an Extension Group	(Group No)
Door Opening Code	*78
Access Voicemail	*99
Break-out of Voicemail	*(Extn No)
Skip to end of message	0
Connect to Mailbox -	
to the welcome message	#99 (Extn No.)
without welcome message	#98 (Extn No.)
on ringback or busy tone	#99
Meet Me Conference Rooms	Code: 700 and 701
Account Code	#3Account Code*

Programming Options	Code
Divert All Calls -	
to an Extension	*21*(Extn No)#
to Voicemail	*21**99#
to External Number	*210*(Tel No)#
Clear Divert all Calls	#21#
Divert on No Answer -	
to an Extension	*61* (Extn No)#
to Voicemail	*61**99#
to External Number	*610*(Tel No)#
Clear Divert No Answer	#61#
Divert on Busy -	
to an Extension	*67*(Extn No)#
to Voicemail	*67**99#
Clear Divert on Busy	#67#
Do Not Disturb (DND)	*62#
Clear DND	#62#
CLI Restriction	*30#
CLI Presentation	*31#
Program PIN Code	*70**PIN*PIN#
Change PIN Code	*70*oldPIN*newPIN*newPIN#
Clear PIN Code	*70*PIN#
Activate Roaming PIN	*68 (User ID) (Roaming PIN)
Deactivate Roaming PIN	#68#
Personal Address Book	
Program Entries	**(Index Code)*(Tel No)#
Clear entry in Personal Address Book	#(Index Code)#
Manual Day/Night Switch	*07*(ring mode)#

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For detailed instructions, refer to the system CD