Operafone Standard D4
Quick Reference guide

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

MESSAGE for voice mails

MUTE disconnects microphone for secrecy

REDIAL for any of the last 5 numbers

LINE key for single touch line access

SPEAKER key for hands-free operation

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 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.

Make an External Call
On any available line -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- To select a line dial 0 or press LINE key
- External dial tone heard
- Dial external number.

Make an Internal Call
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Dial extension or group.

Redial a number
To redial the last number dialled from the extension -
- Lift handset or press SPEAKER key
- Press REDIAL key.

To redial one of the last 5 numbers dialled -
- Press REDIAL key with handset on-hook
- The last dialled number is displayed
- Repeatedly pressing the REDIAL key scrolls through the last 5 numbers dialled
- Lift handset or press SPEAKER key when display shows the number you wish to call.

Dial Phone Book Entries
From the Common Address Book -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * access code (4000 – 4199).

From the Personal Address Book -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * access code (800 – 849).

Note: Your Personal Address Book entries are accessible only from your extension.

Answering a call
When your phone is ringing
- Lift handset or press SPEAKER key

While on a call and receiving alert tones
- Press HOLD key to put current call on hold and connect to waiting call

or

- Replace handset to end current call and phone will ring for waiting call.

Call Hold
To place a call on hold -
- While on a call
- Press HOLD key
- Internal dial tone heard.

To retrieve a held call -
- At internal dial tone
- Press HOLD key
- Held call retrieved.

Call Transfer
Unannounced transfer -
- While on a call
- Press HOLD key to put call on hold
- Internal dial tone heard
- Dial extension or group
- When ring tone heard – replace handset.

Transfer to Mailbox -
- When ringing or busy tone is heard dial # 9 9

Announced transfer -
- While on a call
- Press HOLD key to put call on hold
- Internal dial tone heard
- Dial extension or group
- When extension answers – announce call
- Replace handset.

Paging
To page a system phone -
- Lift handset
- Internal dial tone heard
- Press * 7 7
- Dial extension number required.

To page all free system phones and PA port -
- Lift handset
- Internal dial tone heard
- Press * 7 7 *

To page the PA port -
- Lift handset
- Internal dial tone heard
- Press * 7 7 #

To answer a page -
- Lift handset
- Internal dial tone heard
- Press * 7 6 *

Call Pick-Up
To pick up a call ringing another extension -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 7 1
- Dial extension number of ringing phone
- Call connected.

To pick up the longest ringing incoming call -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 7 1 0
- Call connected.

Pick-Off
To pick off a call already answered by another extension (e.g. an answering machine) -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 7 1
- Dial extension number
- Call connected

Call Parking
- Press HOLD key to put call on hold
- Internal dial tone heard
- Press * 7 1
- Success tone heard
- Replace handset.

Retrieve a parked call
When you know the extension that parked it -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 7 5
- Dial extension number that parked the call
- Call connected.

When you know the line the call was parked on -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 9 *
- Dial the line number e.g. 01 for line 1
- Call connected.

Set Do Not Disturb
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 6 2 #

Clear Do Not disturb -
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press # 6 2 #

Conference
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.

You may also have a three party conference with either:
- 2 lines + 1 extension
- 1 line + 2 extensions
- 3 internal extensions.

Place first two calls on hold -
- Internal dial tone heard
- Press * 7 3

Intrude on an Extension that is on a call
- Lift handset or press SPEAKER key
- Dial extension number required
- Busy tone heard
- Dial 7 9
- You are connected to other two parties.

Answer a doorphone call ringing at your extension
- Lift handset or press SPEAKER key
- Clear down before opening the door

Open the door
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 7 8

Voice Mail Management
- Press MESSAGE key

Follow the voice prompts to retrieve, play, record greeting and busy messages or delete voice messages etc.

Note: when you have new messages the MESSAGE lamp will flash and the display will show number of new messages.

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.

Remote Access to Voice Mail and Diversion –
Voice mail can be checked, messages changed and call diversion settings altered, provided the extension PIN code has been altered from default and provided the welcome message can be accessed.
- Get to your Intro Message by, for example, ringing own direct line (MSN telephone number) from the remote site
- While listening to introductory message, dial #
- Enter PIN code and follow the prompts.

Set your PIN code
- Lift handset or press SPEAKER key
- Internal dial tone heard
- Press * 7 0 *
- Press * PIN code
- Press * PIN code again
- Press #

Note: Your PIN code is a 4-digit number that may be required to access your voice mail.

Call Diversion

To forward all calls to another extension -

- Lift handset or press `SPEAKER` key
- Internal dial tone heard
- Press `*` `2` `1` `*`
- Dial **extension number** to which calls are to be diverted
- Press `#`
- Display will show an arrow to the extension name/number.

To clear this diversion -

- Lift handset or press `SPEAKER` key
- Broken dial tone heard
- Press `#` `2` `1` `#`
- Display will revert to idle state.

For other divert options, use the same sequence as above but with the following codes –

Divert all

To an extension	`*` `2` `1` `*` extension no. `#`
To voice mail	`*` `2` `1` `*` `*` `9` `9` `#`
To an external no	`*` `2` `1` `0` `*` extension no. `#`
To cancel	`#` `2` `1` `#`

Divert on no answer

To an extension	`*` `6` `1` `*` extension no. `#`
To voice mail	`*` `6` `1` `*` `*` `9` `9` `#`
To an external no	`*` `6` `1` `0` `*` extension no. `#`
To cancel	`#` `6` `1` `#`

Divert on busy

To an extension	`*` `6` `7` `*` extension no. `#`
To voice mail	`*` `6` `7` `*` `*` `9` `9` `#`
To cancel	`#` `6` `7` `#`

Program Entries in your Personal Address Book

- Lift handset or press `SPEAKER` key
- Internal dial tone heard
- Press `*` `*` entry code (800 – 849) `*`
- Dial **external number** (maximum of 22 digits)
- Press `#`

Note: The line access digit is automatically inserted.

Clear an entry in your Personal Address Book

- Lift handset or press `SPEAKER` key
- Internal dial tone heard
- Press `#` (800 – 849) `#`

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.

CLI Presentation

To show your number when you make external calls

- Lift handset or press `SPEAKER` key
- Internal dial tone heard
- Press `*` `3` `1` `#`

CLI Restriction

To not show your number when you make external calls

- Lift handset or press `SPEAKER` key
- Internal dial tone heard
- Press `*` `3` `0` `#`

Adjust LCD contrast

- Lift handset or press `SPEAKER` key
- Internal dial tone heard
- Press `*` `6` `3` `1` `*`
- Dial the **percentage** contrast required. For example, dialling 75 will set the contrast to 75%.
- Press `#`

Adjust Ringer Volume

- Press `*` `6` `3` `3` `*` % `#`

Adjust Speaker Volume

- Press `*` `6` `3` `4` `*` % `#`

Adjust Handset Volume

- Press `*` `6` `3` `5` `*` % `#`

Programme 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.

Internal Dialling Codes

Feature	Code
To Access a Line	0
Line Access Group	*91 to *98
Redial	*5
Call-Back (on busy)	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
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 RoomsCode	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#
Programme PIN Code	*70**PIN*PIN#
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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