# ALCATEL

## Easy
### REFLEXES

# Getting to know your telephone

**Display**
The screen displays several pages of information concerning the present call.

ALCATEL

Wed 15 Jul 16:30

**Programmable keys and LEDs**
The keys are divided into line keys, corresponding to the line LEDs, and function keys.

**Line LEDs**
- Call in progress.
- Incoming call (flashing).
- Callback (flashing).
- Call on hold (flashing).

**Function LEDs**
- Function active.

**Some function keys are preprogrammed:**
- Divert your calls to another extension.
- Access the various mail services.
- Access your personal directory.
- Automatically redial the last number dialled.
- Display new page.
- Transfer call to another extension.

Light indicating voice messages received or callback requests.

To terminate a call or programming.

**Installing the programmable key label**
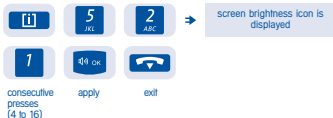A printed label is supplied with the station. This should be installed between the programmable keys.
1. Insert a flat "blade" into the slot.
2. Raise the cover.
3. Slide the printed label into position.
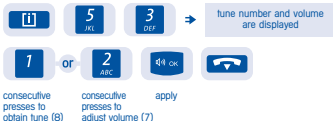4. Replace the cover.

To check or modify your key programming.

**Audio keys**

**Loudspeaker**
to share a conversation

to reduce loudspeaker or receiver volume

to increase loudspeaker or receiver volume

*Easy* REFLEXES

## Adjusting screen brightness

[i] [5 JKL] [2 ABC] ➡ screen brightness icon is displayed

[1] [◀)) OK] [☎] 

consecutive presses (4 to 16) | apply | exit

## Selecting ringer tune and adjusting volume

You can select your ringer tune (choice of 8) and adjust the volume (1 to 7).

[i] [5 JKL] [3 DEF] ➡ tune number and volume are displayed

[1] or [2 ABC] [◀)) OK] [☎]

consecutive presses to obtain tune (8) | consecutive presses to adjust volume (7) | apply

## Selecting a language

[i] [5 JKL] [4 GHI] ➡ present language is displayed [⌗]

select language (keys 1 to 4)

[◀)) OK] [☎]

apply | exit

## Locking/unlocking your telephone

[i] [2 ABC] [⌗] [1] or [2 ABC]

personal code (4 digits). Default code 1515 | to lock | to unlock

■ To make a call

[📞] or [▭] or [⌗]

lift the receiver | press a line key | dial the number for your call

■ To answer

[📞]

lift the receiver

■ To terminate a conversation

[📞] or [☎]

hang up

## Making an outside call

[0] [⌗] ➡ 0155667000

dial 0 | dial the number for your call | number dialled

## Making an internal call

[⌗] or [9 WXYZ] ➡ Alcatel

number required | for the operator | name of person called or operator

## Calling from the directory

■ Personal directory

[📖] [⌗]

directory | press one of the keys 0 to 9

■ Common directory

[⌗]

Directory number (8000 to 8399)

## Redialling last number dialled

[⬆] [📞]

redial | speak

## Requesting automatic callback

internal number busy [5 JKL] or [⌗] [▭]

code for function "Automatic callback if extension busy" | callback programmed key

### Calling a second person during a conversation

During a conversation, to call a second person.

dial number required *or* line key ➡ the first call is on hold

### Receiving a second call

During a conversation, another person is trying to call you.

Smith John | caller's name displayed for 3 seconds | line key with light flashing ➡ the first call is on hold

### Transferring a call

During a conversation, to transfer the call to another number.

number to be called | transfer | hang up
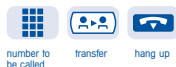
### Switching between two calls (Broker call)

line key with LED flashing ➡ the first call is on hold

### Three-way conference

During a conversation, a second call is on hold.

code for function "Conference" | same key to cancel ➡ you are in conversation with your first correspondent again | hang up on all correspondents
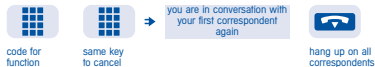
### Programming your personal code

The default code on your telephone is 1515.

$i$ | 5 JKL | 1 ➡ old code | old code (4 digits)

new code (4 digits) | apply | exit

### Programming your personal directory

Create your directory using the 10 keys (0 to 9) on the keypad.

directory | $i$ | directory number (0 to 9) ➡ Label | present value displayed

enter new label * | apply ➡ present number displayed

internal or outside number to be entered | apply | exit

*To enter a name: the numeric keys have letters which can be obtained by consecutive presses.

2 ABC press once for "A", twice for "B", three times for "C" | ◀ *or* ▶ Move the cursor to the left or right

| Personal directory numbers | |
|---|---|
| 0 | 5 |
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |

## Call pick-up

■ Another telephone is ringing

code for function
**"Extension call pick-up "**

n° of telephone ringing

■ A telephone in your group is ringing

code for function
**"Group call pick-up"**

## Answering a general bell

If the operator is absent, to reply to calls to the operator:

General bell is ringing

code for function
**"Answer general bell"**

## Broadcasting a message to a group

To broadcast a message on the loudspeakers of the extensions in your group:

number of your broadcasting group

speak you have 20 seconds

hang up

## Sending a written message to one of your correspondents

■ Internal number

message

**2 ABC**

number of extensions to receive message

first message in list (max. 27)

Call me back

next message

or

previous message

or

read complete message

message sent

## Diverting calls

■ To another extension

divert

destination number

hang up

■ Diverting calls to a voicemail (option)

or

function code for type of diversion required

number of voicemail

## Follow me diversion

From extension to receive the diverted calls

code for function
**"Follow me diversion"**

number of your extension

## Cancelling all diversions

or

programme another type of diversion

## Consulting recorded messages

The light indicates that messages have been received.

■ Written messages (and callback requests)

number of messages

sender of 1st message

supplementary information

start of message

remainder of message

call back sender

■ Voice messages (option)

**3 DEF**

follow voice instructions

# ALCATEL OFFICE*

## Table of codes
A function is activated by entering the corresponding code on the keypad.

| Function | Default code | Your code | Function | Default code | Your code |
|---|---|---|---|---|---|
| Answer general bell | ✳1 | | Hunting group out | #4 | |
| Answer paging by prefix | ✳95 | | Immediate diversion | ✳01 | |
| Answer paging by suffix | #95 | | Intrude on a call | 4 | |
| Appointment time (programmed) | | | Line allocation | | |
| Automatic callback if terminal busy | 5 | | Line allocation + callback with charge info. | | |
| Broadcast groups | #✳ | | Locking/Unlocking | ✳3 | |
| Broker call | 2 | | Meter Total Recall | | |
| Business account code | | | Moving a terminal | 878 | |
| Calibrated break | 65 | | Open door | | |
| Cancel all diversions | ✳00 | | Operator call | 9 | |
| Cancel automatic callback | ✳99 | | Paging by prefix | #90 | |
| Cancel enquiry call | 1 | | Paging by suffix | 7 | |
| Cancel follow me | ✳07 | | Park / retrieve parked call | ✳7 | |
| Common directory numbers | 8000 to 8399 | | Protect a call | 98 | |
| | | | Redial last number | #1 | |
| Conference | 3 | | Replacing a terminal | 877 | |
| Consult voice messages | | | Seize main line | 0 | |
| Consultation of call on hold | #8 | | Seize secondary lines | 460 to 494 | |
| Divert group calls | #06 | | Selective diversion | | |
| Divert if busy | ✳02 | | Substitution (business charge code) | | |
| Divert to paging | #04 | | | | |
| Do not disturb | ✳05 | | Switch to programming | 88 | |
| Do not disturb override | 9 | | Terminal call | 100 to 227 | |
| DTMF End to End | ## | | | | |
| Follow me diversion | ✳06 | | Terminal call pick-up | #6 | |
| Group call | 500 to 525 | | Text message (call back later) | ✳91 | |
| Group call pick-up | ✳6 | | Voice message (codes reserved) | 66 and 67 | |
| Hunting group in | #4 | | | | |

Your telephone provides access to a number of functions, depending on your system version and configuration.

You can programme keys as required and print new labels.
See the installation guide or contact your distributor.

Name: . . . . . . . . . . . . . . . . . . . . . . . . .   Telephone No.: . . . . . . . . . . . . . . . . . .

Fax. No.: . . . . . . . . . . . . . . . . . . . . . . .   Mobile No.: . . . . . . . . . . . . . . . . . . . .

E-mail address: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .