

- To check or modify your key programming.
- Calling from your personal directory.

Light indicating messages received.

Mute key so that your correspondent can no longer hear you.

Intercom so that your terminal automatically answers a call without having to lift the receiver.

Hang-up key
To terminate a call or programming.

Audio keys

Loudspeaker:
to reduce loudspeaker or receiver volume OR to increase loudspeaker or receiver volume

Hands free:
to make or answer a call without lifting the receiver

Alphabetic keypad

Protected by a flap, used for call by name, message service and programming. You have a self-adhesive "Memo" label to stick inside the flap.

Display

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

Programmable keys and icons

To make a call, activate a service or manage your calls. Icons are associated with each of these keys.

Call icons:

- Incoming call (flashing).
- Call in progress.
- Call on hold.
- Call on common hold.

Function icons:

- Function active.
- Function requiring action.
- Terminal or line busy.

Preprogrammed function keys:

These keys differ according to the configuration of your telephone (single-line or multi-line).

- Switching between two calls (Broker call) (single-line terminal).
- Temporarily storing a number to call again.
- To consult the list of unanswered ISDN calls or to make an ISDN call.
- Cancel an enquiry call.
- Automatically redial the last number dialled.
- Divert your calls to another terminal.

- Access the various mail services.
- Transfer call to another terminal.

Using your telephone

Making a call

- OR → OR
- lift the receiver hands free dial dial directly the number for your call

To make an external call, dial the outside line access code before dialling your correspondent's number.

Receiving a call

- OR
- lift the receiver hands free

Redialling

- 0155667000
- select the "redial" function number called

Making a call-back request

- your correspondent does not reply or is busy
- OR
- programmed "call-back request" key "call-back request" function code

Directory

Using call by name

- enter the name or initials or the surname and first name of your correspondent

- if the name includes one space (2 words), the display screen proposes two possibilities.
- OR
- to search by surname to search by surname/first name

- → OR
- start the search display of the first name and the number of solutions found modification request

- OR
- display the number of the proposed name

- OR OR
- make the call show next name show previous name

Programming your personal directory

Your directory can contain up to 12 numbers.

-
- internal or outside number to be entered
- OR
- directory numeric key on which you want to programme the number

Guarantee and clauses

We, **Alcatel Business Systems**, hereby declare that we assume

Digital terminal IDS 260 (Alcatel Reflexes 4020)

product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council.

Any unauthorised modification to the product shall render this declaration of compliance null and void. A copy of the original of this declaration of compliance can be obtained by post from:

ALCATEL BUSINESS SYSTEMS
Technical Services - Approvals Manager
1, route du Dr. Albert Schweitzer
F 67408 Illkirch - France



Calling from your personal directory



directory



press programmed key

Divert your calls to another number

Divert your calls to another number



divert



number to be called



Diverting your calls to your voice message service



programmed key or code for type of diversion required

OR



recorded message no.



When you return, cancel all diversions



if forwarding activated with this key

OR



code of the "cancel forwarding" function



During a conversation

Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine. The function is automatically cancelled when you hang up.

during a conversation



OR



press the appropriate programmed key or dial the code for the dtmf end to end dialling function

Calling a second person during a conversation

During a conversation, to call a second person.



OR



the first call is on hold

dial directly the number for your call

type first name letters

- To cancel your second call and recover the first:



hang up



lift the receiver

OR



single-line terminal

Receiving a second call

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



name of caller is displayed for 3 seconds



line key for which icon is flashing

OR



programmed key "consulting call on hold" (single-line terminal)



the first call is on hold

Switching between two calls (Broker call)

During a conversation, a second call is on hold. To accept the second call:



line key corresponding to icon

OR



broker call (single-line terminal)



the first call is on hold

Transferring a call

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



number to be called



transfer

OR



single-line terminal only

Three-way conference

During a conversation, a second call is on hold.



"conference" programmed key
Use the same procedure to cancel the conference and recover the first call.

OR



code for function "conference"

Voice message service

Consulting your voice mailbox

The light indicates that messages have been received.



display number of new messages



number of voice messages



follow the instructions of the voice guide

Customize your terminal

Programming your personal code

This password controls access to the programming and terminal locking functions by the user (default password: 0000).



code of the "change personal code" function



enter the old password



enter the new password (twice)

Adjusting the audio functions

Terminal idle:



choose the tune (16)



adjusting the ringer volume



apply your choice

Adjusting screen brightness



code of the "programming brightness" function



choose brightness



apply your choice

Installing the programmable key label

A printed label is supplied with the terminal. This should be installed beneath the programmable keys.



1. Insert a flat "blade" into the slot (1 slot per key block).
2. Raise the cover.
3. Slide the printed label into position.
4. Replace the cover.