



Light indicates voice messages received or callback requests.

**Preprogrammed keys**

- Make or cancel a second call, or enter a feature code during a call.
- Access the various mail services.
- Switching between two calls (Broker call).
- Place a call on hold.
- Three-way conference.
- Transfer call to another terminal.
- Reduce handset or ringer volume.
- Increase handset or ringer volume.

**Installing the programmable key label**

A printed label is supplied with the terminal. This should be installed beneath the key label covers.



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.

**Declaration of compliance**

Warning: Earpiece may retain magnetic objects. The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

This device complies with Part 15 of FCC Rules and with RSS-210 of Industry Canada. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Warning: Changes or modifications made to this equipment not expressly approved by Alcatel Business Systems may void the FCC authorization to operate this equipment.

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**Using your telephone**

**Making a call**

- Lift the receiver
- Dial the number for your call

*For an outside line, dial '9' before the number  
For the attendant, dial '0'*

**To call from your personal directory**

- Lift the receiver
- Code for feature 'Individual directory'
- Directory number required (0 to 9)

**Redial**

- Lift the receiver
- Code for "Redial last number" feature

**Making a callback request**

- Your party does not reply or is busy
- 'Callback request' feature code
- Hang up

**Directory**

**Programming your personal directory**

Your directory can contain up to 12 numbers..

- 'Personal directory programming' feature code
- Numeric key on which you want to programme the number
- Internal or outside number to be entered
- Confirm your choice

**To call from your personal directory**

- Lift the receiver
- 'Call from personal directory' feature code
- Press programmable key

## forward your calls

### Forwarding your calls to another number



Code of type of forward

Dial the number to be called

Hang up

### Forwarding your calls to your voice message service



Code of type of forward

Recorded message No.

Hang up

## During a call

### Placing a call on hold (HOLD)

During a call, you may place the call on hold and recover it later, on the same telephone



the call is placed on hold



Press the line key with icon to recover the call on hold

### Calling a second person during a call

During a call, you can call a second person (consultation call):



The first call is placed on hold



Number of second party

To cancel the consultation call



*This feature does not allow transfer or conference.*

### Answering a second call

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



The first call is placed on hold

Code for the "Call waiting - access" feature

### Switching between two calls (Broker call)

During a call, a second call is put on hold. .  
To alternate between calls:



The first call is placed on hold

Broker call

## Transferring a call

During a call, you may transfer the call to another number :



Dial the number to be called

Press 'Transfer' key

Hang up

## Three-way conference

During a call, a second call is on hold.



"Conference" programmed key

Code for "Conference" feature

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

## Voice message service

### Reviewing your voice mailbox

The light indicates that messages have been received.



Follow the instructions of the voice guide

Lift the receiver

## Customize your terminal

### Programming your personal code

This code acts as a password controlling access to programming functions and the user 'Set Locking' feature (code by default: 0000).



Code of the 'Change personal code' feature

Enter the old password

Enter the new password (twice)

## Adjusting the audio features

Terminal idle:



Choose the tune (16)

Adjusting the ringer volume:



Confirm your choice

## Personal notes