

Menu To check or modify your key programming.
☰ To call from your personal directory.

Light indicates messages received.

Mute key cuts off the microphone so that your party cannot hear you.
Intercom enables microphone so that you can automatically answer a call without lifting the receiver.



END key
 To terminate a call or programming.

Audio keys

Speaker: Protected by a flap, used for station dial by name, message service and programming. You have a self-adhesive 'Instruction' label to stick inside the flap.

To reduce speaker or receiver volume

To increase speaker or receiver volume

Handsfree: To make or answer a call without lifting the receiver

Display
 The screen displays several 'pages' of information regarding the present call.

Programmable keys and icons
 These keys are used 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.

Feature icons:

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

Preprogrammed feature keys:

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

Line Access a line, or enter a feature code while in conversation. **Call Log** Auto callback.

Forward Forward your calls to another terminal. **Store #** Temporarily store a number.

Conference Three-way conference. **Hold** Place a call on hold.

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

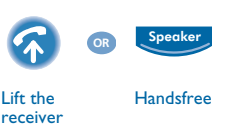
Using your telephone

Making a call



To make an external call, dial the outside line access code (9) before dialing your party's number.

Answering a call



Redial

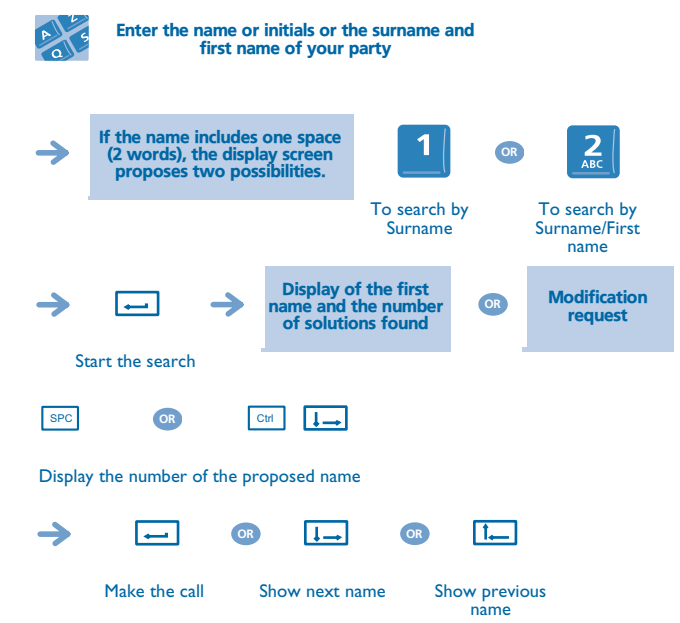


Making a callback request

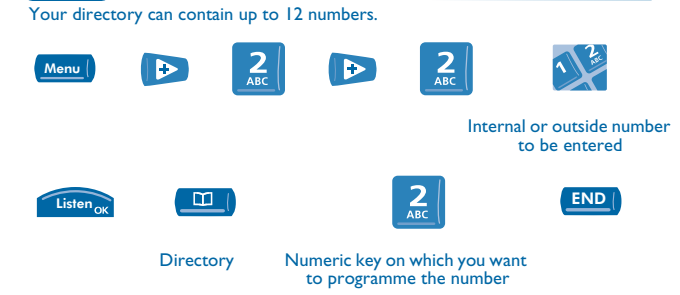


Directory

Using dial by name



Programming your personal directory



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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To call from your personal directory



Directory



Press programmable key

Forward your calls

Forwarding your calls to another number



Dial the number to be called

Forwarding your calls to your voice message service



OR



Programmed key or code for type of forwarding required

Recorded message No.

When you return, cancel all forwarding



OR



If forwarding activated with this key

Code of the 'Cancel forwarding' feature

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):



OR



The first call is placed on hold

Dial the number for your call

Type first name letters

To cancel your second call and recover the first:



Hang up



Lift the receiver

Answering a second call

During a call, 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 placed on hold

Switching between two calls (Broker call)

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



The first call is placed on hold

Line key corresponding to icon (multiline)

Transferring a call

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



Dial the number to be called



Press to perform the transfer

OR



Single-line terminal only

Three-way conference

During a call, a second call is on hold.



OR



"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.



Display shows number of new messages



Follow the instructions of the voice guide

Number of voice messages

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

Adjusting screen brightness



Code of the 'Programming brightness' feature

Choose brightness

Confirm your choice

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.