Advanced

REFLEXES

Alcatel **OmniPCX** *Enterprise*

ALCATEL

User guide
Alcatel OmniPCX Enterprise Advanced REFLEXES

Your Advanced REFLEXES terminal provides simple and quick access to all the services and functions offered by your Alcatel OmniPCX Enterprise system.

This User guide gives:

• a full description of your terminal,

• an alphabetic index of services and functions available,

• a step-by-step guide explaining how to use the services and functions, in three sections:

> • Your calls
>
> • For your convenience
>
> • While you are away

Your Advanced REFLEXES terminal and your Alcatel OmniPCX Enterprise system will provide everything you need from a telephone system.

Note: The availability of some of the functions described in this guide may depend on your system version or configuration. If in doubt, consult your system manager.

Name: …………………………………	Tel. No.: ………………………………
Fax No.: …………………………………	GSM No.: ………………………………
e-mail address: …………………………	DECT No.: ………………………………

Symbols used in the documentation

The action "Press" is represented by ☞

Display keys are represented by $\frac{\text{Displ}}{\boxed{}}$

User-programmed or fixed (preprogrammed) keys are represented by ⬡

All preset or customized function codes are fully explained in the code table included with this documentation.

Key programming, to customize your own terminal, is described on page 46.

Key programming functions are presented in groups, on pages 47 to 50.

System information

Depending on the software release installed on your system (R2 or $\geq$ R3), some of the preprogrammed keys on your terminal are different. These keys are described in the **"Description of Terminal"** chapter, in the paragraph **"Programmable keys and icons"**.

Also, depending on your system configuration and irrespective of the software release installed, your terminal can be single- line (you have no line keys) or multi-line (you have at least two line keys).

On a multi-line terminal, the enquiry call function can be configured in one of two modes:
- single- line (or PABX) mode,
- multi-line (or key system) mode.

This difference notably implies different activation of the enquiry call, broker call and transfer functions, depending on the selected mode.

Note: For further information concerning your system configuration, consult your system manager.

DESCRIPTION OF TERMINAL

Display, display keys and navigator

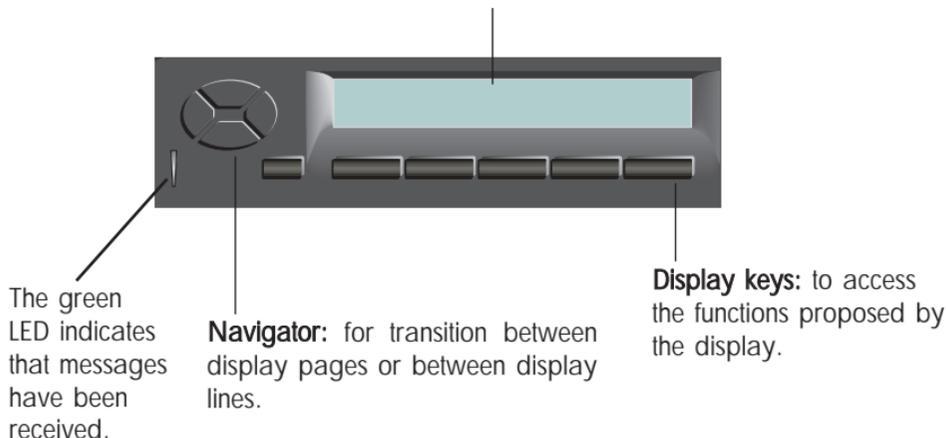**Display:** comprises two lines and several pages.
- Terminal idle:
  1st line: information on the status of the terminal; date, time.
  2nd line (and also first line for the next four pages): correspondents or functions that you can programme yourself.
- During a call:
  1st line: information about your correspondent and the current conversation
  2nd line: functions accessible at the moment.

The green LED indicates that messages have been received.

Navigator: for transition between display pages or between display lines.

**Display keys:** to access the functions proposed by the display.

Navigation principle

The navigator is used to scan pages of the directory or functions available, and to select the display line, which will define the function of the corresponding display key.

If you select the upper line, two indicators will flash to indicate that the line is temporarily active.

If you press a display key, or after a few seconds delay, the lower line automatically becomes active again.
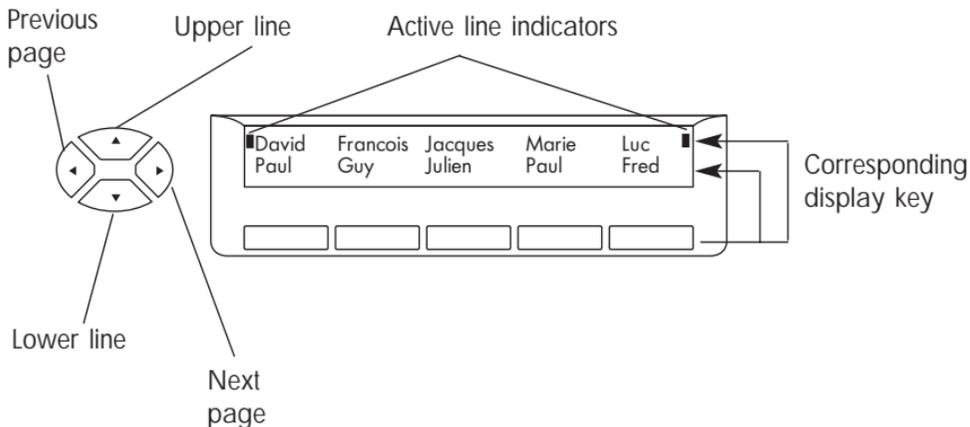
Note: Depending on your system configuration, navigator utilisation may be limited to the keys corresponding to the upper and lower lines.

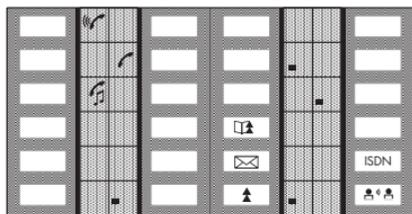## Programmable keys and icons

Depending on the software release installed on your terminal, you have 4 or 5 preprogrammed keys and 19 or 20 **keys which can be programmed** by yourself or by your installation technician:

• to call an internal or external number directly
• to access a function.

Multi-line terminals have at least two line keys.
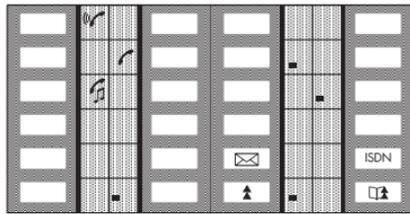These keys correspond to call or function icons.

Software release R2   Software release ≥ R3

Call icons

Programmable and
preprogrammed keys

Function icons

8

The following icons are associated with the keys:

Call icons

(((Call being made (flashing).

(Call in progress.

(♪   Call on hold.

♪   Call on common hold.

Function icons

■■■   Function active.

■※■   Function requiring action

□■□   Terminal or line busy

(supervision).

Preprogrammed keys are:

⬜📇   :   temporarily store a number

⬜✉   :   access mail services

⬜▲   :   automatically redial last number dialled

ISDN   :   consult the list of unanswered ISDN calls or make an ISDN call

👤👤   :   **intercom:** for automatic reply without having to lift the handset

Fixing the label on the terminal

A printed label is supplied with the terminal. This should be fixed under the programmable keys.

① Insert flat "blade" into the slot (1 slot for each block of keys).
② Raise the cover.
③ Slide the printed label into position.
④ Replace the cover.
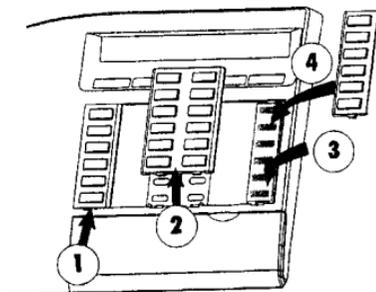
Fixed keys

The fixed keys correspond to the most frequently used functions.

Information: for simple utilisation of the functions provided by your terminal, to go into programming mode or to display information on your terminal.

Secret: to isolate you from your correspondent.
Intercom: your terminal answers an internal call automatically, without your having to lift the receiver.

Loudspeaker

End: to terminate a call or programming.

reduce loudspeaker or receiver volume.

increase loudspeaker or receiver volume.

Hands free: for hands-free operation.

Alphabetic keypad

The keypad is used for mail service functions, the "Call by name" function and for programming.

I N D E X

YOUR CALLS

Making an external call

Lift the receiver or dial the number directly.
For example, press 9, followed by the number you want. The display screen will show the number you have dialled. The icon relating to the line key will indicate the status of your call: ☎

Note: 9 is the default code for getting an outside line.
You can consult which code to dial in order to access the function you need or you can use Guide mode: 🕿 [i] *followed by* 🕿 Conslt *and* 🕿 Call *; The display screen will show the code you are looking for.*

Making an internal call

Lift the receiver or dial the number you require or press a programmed key. The display screen will show the name and number of the person you have called, and the status of his terminal. If there is no reply, you can choose one of the options indicated on the display screen. These are:

- LS Int — to send a message to your correspondent's loudspeaker
- CallBk — to ask him to ring you back
- Text — to send a written message
- Voice — to send voice mail*

• <u>→DECT</u> to call a DECT mobile terminal

Press the display key corresponding to your choice.

* Assuming that your system has a voice mail service

Calling the operator

Lift the receiver. Dial (for example) 0.

Note: 0 is the default code for the "Attendant call" function.

Making an internal call, using the person's name (Call By Name)

Type in the first few letters of your correspondent's name, or his initials, or name and first name, on your alphabetic keypad.

Then, to find the number, press one of the following keys:

• ☞ <u>Name</u> if you have typed in all or part of the name,

• ☞ <u>Init</u> if you have typed the initials

• ☞ <u>Name&F</u> you have typed the surname followed by the first name

• ☞ <u>Cancel</u> to cancel the operation

The display screen will suggest a name and number. If there are several possibilities, it will show how many alternatives there are. For example, 02/04 means that the name suggested is the second in a list of four.

You can scroll through the alternatives in a continuous loop.

If the name suggested is not the one you want, you can continue searching:

- to display the next name, ☞ Next

- to display the previous name, ☞ Prev

To make the call, ☞ Call

If the search is fruitless, your display screen will automatically suggest that you modify your request:

- To modify your request ☞ Modify

- To cancel it ☞ Cancel

Calling a second person during a conversation (enquiry call)

During a conversation with either an internal or an outside caller, you can ring a second person. There are several ways of doing this. First Enquir and then either enter the number, or the name, or use a directory key.

You will then be put through to the second correspondent, and the first one will automatically be put on hold.

To cancel the second call and return to the first, ☞ EnqOff

If you press the wrong button, hang up.

Your phone will ring and you will be put through to your first caller.

Calling an associate (your secretary or colleague)

Each terminal may have another line linked to it (an associate) (see **"Changing the associate number"**).

To call an associate line:

☞ [i] and then ☞ Conslt and ☞ Servic

☞ Next to access the function group **"Associated services"**

☞ Apply

☞ Assoc

☞ Apply ; The display screen will indicate **"Associate call"** followed by the appropriate code.

☞ Apply

Or:

☞ Assoc

Or:

Dial the code for the **"Associate call"** function.

Receiving a call

Your terminal rings
The display screen will show the caller's name or number.
To reply, lift the receiver or press the key against the flashing line number.

Receiving calls during a conversation

During a call you will be informed that an internal or external caller is trying to ring you by a beep (single-line mode) or by a line key flashing (multi-line mode).
The new call is placed on hold and the display screen shows the caller's identity for a few seconds.
If you want to answer the call:

On a single-line terminal ☞ Conslt

On a multi-line terminal press the corresponding line key.
The first call will automatically be placed on hold.

To recover the first call:

On a single-line terminal, ☞ Broker

On a multi-line terminal, press the corresponding line key.
If you hang up without taking the second call, your telephone will automatically ring again.

If several calls arrive simultaneously, only the last is displayed.
To check the identity of callers on hold ☞ [i] and press the flashing line keys.
To cancel this consultation ☞ [i]

Note: You can prevent calls from being placed on hold when your line is busy.

☞ ∎ Camp

An outside call will be directed to the operator.

To cancel this restriction, ☞ CampOn

The function remains valid until the next selection.

Transferring a call

If you are in the middle of a conversation, and you want to transfer your caller to another terminal.

Dial the number of the other terminal directly.

Your caller will automatically be placed on hold.

If the other terminal replies, ☞ Transf

You can also transfer the call immediately, without waiting to see if the other line answers.

Note: It is not usually possible to transfer calls between two outside lines - this will depend on your national telephone system.

Putting your caller on hold

You are in communication with an internal or external caller. You want to put that caller on hold and return to him later on the same terminal.

On a single-line terminal, you need to have a programmed key with the "**Park call/retrieve**" function.

You can put your caller on hold and return to him by pressing this key.

On a multi-line terminal, press the line key corresponding to the communication taking place. To return to the first caller, repeat the same procedure.

Picking up a lost call

If you should hang up while someone is on hold, the display screen and the icon relating to the line key 📞♫ will indicate this and your phone will ring.

To get back to the caller, pick up the receiver or press the line key.

Talking with two other people, internal and/or external, at the same time (conference call)

When talking to a correspondent, another correspondent is placed on hold.

For a three-way conversation: ☞ ⎣ Conf ⎦

To cancel the conference, ☞ ⎣ ▪Conf ⎦

You will then be left speaking to the first caller.
The second call will be cut off.

Note: During a conference, if you hang up or ☞ Transf *, the other two speakers will be left talking to each other (if they are both external lines, it will depend on your national telephone system).*

Casual conference

During a three-way conference, this feature enables the conference initiator to bring in up to three further participants.

Simply press:

☞ AddOn followed by the number of the correspondent you want to bring in on the conference; meanwhile, the two other participants can continue talking.

When the correspondent answers, press ☞ Insert to include them in the conference or ☞ Cancel to return to the existing conference without them.

Every time a new participant joins the conference, a beep is heard. The number of participants is shown on the display.

During a conference call, you can also bring in an incoming call, a picked-up call or a correspondent kept on hold.

To do so, press ☞ AddOn after answering or retrieving the call, then proceed as described above.

Switching from one caller to another (broker calls)

If you are in conversation with one caller and have another one on hold, you can switch back and forth between them.
In single-line mode, ☞ Broker , you will be talking to the person whose identity is shown on the left of the display screen.
In multi-line mode, press on one or the other of the line keys relating to your calls.

Parking an external caller

You can park an external caller - that is to say, put him on hold so as to take the call on a different terminal.
During the call, ☞ Park and then dial the number of the other terminal.
The call will automatically be placed on hold.

Your caller will hear a "Hold on" tone.

To take your caller on the terminal you wish to divert to:
☞ [i] then ☞ Conslt then ☞ Servic to gain access to the function group **"Call pickup services"**.

☞ <u>Apply</u>

☞ <u>Parked</u>

☞ <u>Apply</u>

Or:
Dial the code for the **"Call retrieve"** function.

Note: If a call is parked for more than a set period of time, it is automatically returned to the operator.

Being called back automatically by an internal correspondent who is busy

If you call an internal terminal, and all its lines are busy, the display screen and a busy tone will let you know.
You then have the "automatic call back" option - being called back automatically when the line is free.

☞ <u>CallBk</u> ; The display screen will show that the call back feature is in progress.
Replace the receiver.

To cancel the request, dial the number a second time, and then hang up.

Camping on an internal correspondent who is busy

If you call an internal terminal, and all its lines are busy, the display screen and a busy tone will let you know.

You have the "camp on" option, ☞ CampOn

As soon as the line you are calling is free, your call will be put through right away.

Answering a night service bell

When the operator is away, all internal or external calls to the attendant are offered generally to all terminals.

To answer: ☞ [i] then ☞ Conslt and ☞ Servic to gain access to the function group **"Call pick up services"**.

☞ Apply

☞ GenBel

☞ Apply

Or:

☞ GenBel

Or:

Dial the code for the **"Night service answering"** function.

Picking up a call on another terminal

1. ☞ `[i]` then ☞ Conslt and ☞ Servic
   ☞ IndPic
   ☞ Apply

   Or:
   ☞ `IndPic`

   Or:
   Dial the code for the **"Direct call pickup"** function.
2. Dial the number of the phone you can hear ringing.

The system can be programmed to protect some terminals from call pickup.

If the phone is in the same pickup group as yours

From your terminal, you can pick up a call ringing on any of the terminals in the group.

☞ `[i]` then ☞ Conslt and ☞ Servic to gain access to the function group **"Call pickup services"**.

☞ Apply

☞ <u>GrpPic</u> , The display screen will show the **"Group call pickup"** function, followed by its code number.

☞ <u>Apply</u>

Or:

☞ ⟨GrpPic⟩

Or:

Dial the code for the **"Group call pickup"** function.

Calling from your personal directory

The display screen will show the first few digits of numbers that have been programmed into your directory *.

To go to the next page, use the navigator.

To make the call, press the display key corresponding to the number you want.

* For how to programme numbers, see page 51.

Calling using a programmed key

Certain programmable keys on your terminal may be allocated to internal or external correspondents or to functions.

Lift the receiver or press the programmed key of your choice. The call will be made automatically.

The display screen will show the number being called.

Entering a programmed conference

At a prearranged time, you can join in a telephone conference of up to 29 people including yourself, both internal and external (depends on configuration).
A confidential access code will have been defined in advance by the participants.
The number of digits in this code will be decided by your system administrator.

1. ☞ [i] then ☞ Conslt and ☞ Servic to access the function group **"Additional services"**.

☞ Apply

☞ MeetMe

☞ Apply

Or:

Dial the code for the **" Meet me conference"** function (*).
2. Dial the confidential access code.

If you are the first to join the conference you will hear a waiting tone. If not, you will join the conference and the display screen will show you how many people are taking part.
If there is no more room in the conference, you will hear the engaged tone.
You can leave the conference at any time by hanging up.

Introducing a caller to the conference

You can introduce an internal or external caller to the conference by using the call transfer facility.

You are on line to a caller.

Dial the code for the **"Meet me conference"** function (*), followed the confidential code for the conference.

Your caller will automatically be put on hold.

☞ Transf then, if you have a multi-line terminal, press the line key for your first correspondent.

Then, to enter the conference, ☞ CfProg

To deactivate your terminal, ☞ Back

(*) in the case of a network conference, dial the number of the node on which the conference is being held before dialling the secret access code.

Mastered conference

Depending on the configuration of your system, this function enables up to 29 participants to be interconnected, either:

- by holding a manual inclusion conference,
- by holding an automatic inclusion conference,
- by broadcasting a spoken or pre-recorded message over the correspondents' loudspeakers (announcement).

The conference is established by one user, the conference master, who is the only person who can call the participants.

If the conference is supervised, the conference master can select the participants individually.
If the conference is not supervised, the conference master uses predefined lists.

The manual inclusion conference is always supervised and can only be set up from your terminal if you are equipped with one or more add-on modules.
The other two services can be used without supervision.

For further information on this function, contact your system supervisor.

Calling a number from the system directory

Your terminal has access to a system directory of external numbers, using short codes. Simply dial the short code.

Intrusion into an internal conversation

If you ring an internal number and find it busy, you may be able to intrude in the conversation. This only applies if you have authority to do so, and if that terminal is not "protected".

☞ Intrus

If one of the three participants hangs up, the other two remain in contact.

Protecting yourself against intrusion

1. [👆] **[i]** then [👆] **Conslt** and [👆] **Servic** to access the function group "**Additional services**".

    [👆] **Apply**

    [👆] **NoBip**

    [👆] **Apply**

    Or:

    [👆] **NoBip**

    Or:

    Dial the code for the **"Protection against beeps"** function.

2. Dial the number you wish to call.

This protection ceases to apply once you hang up.

Contacting a correspondent whose calls are being forwarded or blocked

Your correspondent has forwarded his line.

However, you still wish to reach him, [👆] **Ovride**

To send a text message, [👆] **Text**

To request callback, [👆] **CallBk** ; Your request will only be received by your correspondent's terminal, it will not be forwarded.

Calling a correspondent on his loudspeaker

If your internal correspondent does not reply, you may (if you have the authority to do so) "unhook" his phone by remote control.

☞ LS Int

This connects you directly to his loudspeaker.
If he wants to reply to you, he has to lift the receiver.

Receiving an internal call in intercom mode

You can answer without lifting the handset.

☞ 📞 or ☞ 👥 (software release R2). The corresponding icon flashes.
When an internal correspondent, who is in your intercom list, calls you, your terminal rings and you are directly connected through the loudspeaker.
The caller's identity is shown on the screen.
When your caller hangs up, your terminal is also deactivated and intercom mode remains active.

Creating, modifying or consulting your intercom list (max. 10 names)

☞ [i] then ☞ Prog and ☞ IntCom
Follow the prompts given on the screen.

If the intercom list is blank, any internal call can be received in intercom mode. If the list contains names, then calls in intercom mode can only be received from the named persons.

Sending DTMF signals

In the course of a call, you sometimes have to send DTMF signals down the line (for example, if dealing with a bank service, an automatic attendant or a remote-controlled answering machine).

☞ `DTMF`

All digits are then sent in DTMF.

This function ceases to operate when you hang up or when `▪DTMF` is pressed.

Note: If you know in advance that you are going to have to send DTMF signals, you can prepare them in advance. Simply programme one key with the number you want to call, then the code for the "DTMF end to end dialling" function, followed by # and the digits to be sent. They will automatically be transmitted once the call is put through.

Hunt groups

Some terminals may be grouped together.

Dialling the group number will put you in contact with one of the terminals in the hunt group.

Note: You can always call a specific terminal by dialling its individual number rather than the group number.

Temporarily leaving your hunt group

☞ `[ i ]` then ☞ `Conslt` and ☞ `Servic` to access the function group "Additional services".

☞ `Apply`

☞ `GrpOut`

☞ `Apply`

Or:

☞ `GrpOut`

Or:

Dial the code for the **"Set group exit"** function.

You will still carry on receiving all calls addressed to you specifically.

To return to the group, ☞ `GrpOut` or ☞ `GrpIn` (function group **"Additional services"**) or dial the code for the **"Set group entry"** function.

Putting a caller on common hold

If you are one of a group, and you are in conversation with a caller on an internal or external line, you can put him on common hold.
You must have a key programmed with the **"Common hold"** function.

You can put your correspondent on common hold (icon ♫ lit up fixed) and then press this key to retrieve the call.

The fact that he is on hold is indicated to all other members of the group who have a common hold facility and will be indicated by a flashing ♫ icon.).

Any one of them can then pick up his call by using their common hold key.

Calling an ISDN correspondent

You can have access to ISDN services.

☞ (ISDN) then dial the number you want.

The number dialled is shown on the screen, together with:

- Send   to send the call

- Rubout   to delete the last character entered

- SubAdr   to complete the number with a subaddress

- SecID   to activate "secret identity"

- Back   to return to the previous menu

The ISDN icon remains lit up during the call.

Press ☞ Send to send the call

Sending a subaddress

A four-digit subaddress sometimes has to be added to your correspondent's number (for direct access to his fax, P.C., telephone, etc.)

☞ (ISDN)

Dial your correspondent's number.

☞ SubAdr

Enter the subaddress on the keypad.

☞ Send to send.

Sending a written message to an internal correspondent

☞ (✉) then ☞ Text

☞ Send
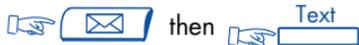
Dial your correspondent's number. His identity will be shown on the screen.

☞ Apply

The screen proposes a list of messages:
- FixMsg : predefined messages
- PrgMsg : predefined messages to be completed
- My Msg : messages to be fully composed by you (max. 127 characters)
- Return : return to previous menu

Predefined messages are listed below.

To select your message, press the corresponding key.

To send your message, ☞ Apply

The sending of the message is confirmed on the screen, which then proposes a second message.

☞ Other

To send a message during a call to a free or busy terminal,

☞ Text ; gives direct access to the list of messages

The six predefined messages are:

1. Please ring, URGENT
2. Please ring tomorrow
3. Meeting on ** / ** at ** : ** (*)
4. Meeting in room * (*)
5. Call back on ... (*)
6. Ring " ***" (*)

Complete these messages using the keypad.

Sending a written message to an ISDN correspondent

To send a written message to an ISDN correspondent, during a call, ☞ Text

Calling an internal correspondent on his pager

Your correspondent's terminal does not answer and you know he has a pager.
To inform him of your call:

1. ☞ ‾Bip‾ ; The screen confirms that he is being paged.

   Or:

   Dial the code for the **"Direct paging call"** function.
2. Dial your correspondent's number.

Your correspondent can then answer from any terminal in the system.

Leaving a direct voice message

To send a voice message, dial your correspondent's number, followed by
☞ ‾Voice‾

When your terminal is not in operation:

☞ [i] then ☞ ‾Conslt‾ and ☞ ‾Servic‾ to access the function group
"Voice mail services".

☞ ‾Apply‾

☞ ‾Depos‾

☞ ‾Apply‾

Dial your correspondent's number and leave your message.

MLA Configuration (Multi-Line Appearance)

Alcatel MLA offers a squared type of configuration that allows a number of MLA lines to appear at several terminals. Alcatel MLA provides the following features to all terminals which are members of the MLA group:

- simultaneous indication of an incoming call on an MLA line,
- answer the incoming call,
- place the call on Group Hold,
- retrieve a call on Group Hold,
- continuous status (supervision) of each MLA line via the line key icons.

Incoming call

A call to the group number is directed to a free MLA line and the status of this call is immediately visible on all group terminals (icon: $^{((}\,\mathcal{C}$). Either immediately, or after a designated delay, the call rings and call information (caller name, calling number, or trunk) is displayed at each group terminal.

To answer the call, press the corresponding key or pick up the handset. At the answering terminal, the icon changes to: $\mathcal{C}$. At the other group terminals, the icon ■ indicates that the corresponding line is now in use, and unavailable to other group members.

Calling using an MLA line

To place a call using an MLA line, press the key corresponding to a free line, and dial using any available dialing feature (keypad, speed dialing, etc.). Calls made using an MLA key reflect the directory number of your own terminal.

Group (Supervised) Hold - via MLA Key

To put a call on **Group Hold**, press the key corresponding to the MLA line (icon changes to: ♩). This call can be retrieved at any one of the group terminals by pressing the corresponding MLA line key (icon: ♩).

Private Hold

This function is only available if your set has a ⌐HOLD⌐ *programmed key.*

You can place an MLA line on hold in such a way that no other group terminal can retrieve the call. This feature is named **Private Hold** (icon: 📞).

To use Private Hold, ☞⌐HOLD⌐ on your terminal during the call. Your party is placed on hold on the corresponding MLA key, but at other group terminals, the icon ■ indicates that the line is busy. To retrieve your party, press the corresponding MLA line key on your terminal.

Transferring calls

Between group members

In the course of a conversation, to transfer your party to another member of the group, place the call on group hold and then advise the group member via appropriate means (direct voice or station call) to pick up the MLA line.

To a user who is not a member of the group

Call the intended station, and then use the terminal soft key or pre-programmed key to transfer the call. After transfer, the MLA line on which the call was initially received becomes free (icon: □).

<u>Consultation Call</u>
If you are on a call on an MLA line, you can make a consultation call. To make a consultation call, press an available line key and proceed as when in a non-MLA configuration.

The first caller is automatically placed on Private Hold (icon: $\mathcal{C}_\pi$).

On the group terminals, the icon ■ indicates that the line corresponding to this MLA key is busy, and that other group terminals cannot retrieve the first party.

<u>Incoming non-MLA calls</u>
If your individual station number is called, this non-MLA call will appear only at your terminal. The incoming call information (caller name, calling number, or trunk) is displayed on your terminal.

FOR YOUR CONVENIENCE

Making or taking a call without lifting the receiver (hands-free)

Dial a number without lifting the receiver.
This puts you automatically into hands-free mode. The loudspeaker volume is briefly indicated on the screen.
Speak straight towards the front of the phone.
During the conversation, you can lift the receiver and continue without interruption.
To switch back into hands-free mode, ☞ 🔘 and hang up.

To answer a call in hands-free mode, ☞ 🔘

Switching on the loudspeaker during a call

During a call, to activate the loudspeaker, ☞ 🔘

To switch the loudspeaker off, ☞ 🔘

Adjusting loudspeaker volume during a conversation

☞ 🔘 to activate the loudspeaker, then ☞ ▶ or ☞ ◀ to adjust the volume (7 volume levels).
The loudspeaker volume level is indicated on the screen for a few seconds.

Adjusting receiver volume during a conversation

☞ ▶ or ☞ ◀ to adjust the volume (7 volume levels).
The receiver volume level is indicated on the screen for a few seconds.

Calling the last number dialled (redial)

☞ ⬆️ ; The number will be dialled straight away, and displayed on the screen.

Switching off the microphone (mute)

You can turn off the microphone in the course of a conversation, whether via the receiver or hands-free. ☞ ☎ or ☞ 👤👤 (software release R2).
You will be able to hear the caller, but he cannot hear you, and the corresponding LED or icon flashes.
To continue the conversation as usual, ☞ ☎ or ☞ 👤👤

Customizing your terminal

To help you when making everyday calls, you can select certain functions, build up a personal directory, and programme the free keys.

To customize your phone, ☞ [i] ; The display screen will show you the five main groups of functions you have available:

- Conslt : to get information on keys that are already programmed and those that are free, and to activate functions.
- Prog : to programme and customize your terminal (ringing tones, function keys, screen, associate line, personal access code, directory)
- WhoAmI : to discover the identity of a terminal

- <u>Lang</u> : to alter the display language

- <u>Test</u> : to try out displays and ringing tones.

Press the display key corresponding to one of these groups, and the screen will tell you what functions are available within it (see detailed list).

In general terms:

- to return to the previous level within a menu ☞ <u>Back</u>

- to return to the main menu ☞ <u>Menu</u>

- to exit from customization mode ☞ 📞

Programming your personal code

The default code for your terminal is 0000.

To choose or alter your personal code: ☞ [i] then ☞ <u>Prog</u>

If necessary, dial your personal code and then ☞ <u>Passwd</u>

The display screen will prompt you to dial the default code or your old code.

Dial this in, and then dial the new code twice, as instructed by the display screen.

Each digit of the code is indicated by an asterisk.

Adjusting the ringer

You can choose the tune your terminal plays (from among 16 options) and the volume level.

☞ [i] and ☞ Prog

If necessary, dial your personal code ☞ ☞ Melody

To listen to the various options, ☞ Prev or ☞ Next

To adjust the volume level, ☞ + or ☞ − or ☞ ▶ or

☞ ◀ . The loudspeaker volume is briefly indicated on the screen.

Confirm your choice by pressing ☞ ☏ or ☞ Menu (to return to the programming menu).

You can also alter the ringing tone without lifting the receiver.

☞ ◁» ok to select the tune.

If necessary, dial your personal code and then ☞ ▶ and ☞ ◀ or

☞ + or ☞ − to alter the volume level.

Adjusting the display brightness

1. Quick adjustment using the navigator

You can adjust the contrast of the display (16 levels) and of the icons (8 levels) by using the vertical keys of the navigator when they are not being used to select the active line of the display (no line indicator active on the display screen).

2. Adjustment using the menu

☞ [i] and ☞ Prog . If necessary, dial your personal code and ☞ Displ

The display will indicate the levels of brightness for the display screen, and the icons

☞ + or ☞ − until the desired contrast is obtained.

Confirm your choice by pressing, ☞ 📞 or ☞ Back (to return to the programming menu).

Note : in earlier versions, the contrast can only be adjusted using the menu.
In this case there are only four contrast levels, accessible through Level1 ..... Level4

Changing the associate number

The associate number can be an extension number, a voice message service number or a pager number.

To change this number: ☞ [i] then ☞ Prog

☞ Assoc. the screen displays the associate number if it has been programmed

☞ Modify

Dial your own personal code followed by the new associate number.

To confirm ☞ 📞

To cancel this number, proceed in the same way, but dialling your own extension number instead of the associate number.

Programming a function on the programmable free keys

Consult the list of programmable function groups below.

To programme a function on a free key, ☞ [i] then ☞ Prog

If necessary, dial your personal code.

☞ Keys

Press any key that is not yet programmed.

Dial directly the code or the number to be entered.

Or:

☞ Servic

☞ Next until you reach the function group you want, then ☞ Apply

Then press the display key corresponding to the function you want to programme.

☞ Apply

Definition of function groups

When you select a function, its title appears on the display, followed by the code number allocated to the function. To activate the function, you can type this code straight onto the keypad. If a function and its code do not appear, it means that this function is not available on your system.

You can consult and invoke functions without lifting the receiver, using [i] ,

Conslt and Servic

COMFORT

Group 1: Forwarding services

Immed	:	Forward all calls
Busy ➡	:	Call forwarding when you are already in communication (call forwarding on busy)
NoRep ➡	:	Call forwarding after ringing without answer (call forwarding on no reply)
ByNoR ➡	:	Call forwarding on busy/no reply
FwdOff	:	Cancel call forwarding
DFwdof	:	Cancel follow me
RemFwd	:	Call forward programming from any station (follow me)
RfwdOf	:	Remote forward cancellation from any station

Group 2: Lock/DND

Lock	:	Station lock/unlock
DND	:	Do not disturb
SecID	:	Identity secrecy
DispID	:	Display identity
CampOn	:	Camp on control

Group 3: Call pickup services

GrpPic	:	Call pickup: group
IndPic	:	Call pickup: station
GenBel	:	Call pickup: unassigned night answer
Parked	:	Call park/retrieve
Hold	:	Common hold

Group 4: Associate services

Assoc	:	Call associate
OvFlw	:	Overflow on no answer
Busy ➡	:	Immediate call overflow on busy
NoRep ➡	:	Overflow on no answer and immediate call overflow on busy
OvflOf	:	Cancel associated overflow

Group 5: Consultation & callbacks

LastCa	:	Call back last caller
Charge	:	Charging information
Alarm	:	Alarm consultation

Group 6: Appointment reminder

Temp	:	Set temporary appointment
TempOf	:	Cancel appointment reminder

Group 7: Voice mail services

Voice	:	Voice mail access
Consult	:	Voice mail consultation
Notify	:	Notification of voice message arrival
Depos	:	Voice mail deposit
Record	:	Conversation recording

Group 8: Additional services

NoBip	:	Intrusion protection

COMFORT

Project	: Business account code
Substi	: Substitution
GrpOut	: Hunt group: out
Grpin	: Hunt group: in
SetOut	: Set out for moving
MeetMe	: Meet-me conference
Z→UA	: Analogue station behind Reflexes™ set
SelPli	: Main line selection on multinumber station
SelSLi	: Secondary line selection on multinumber station

Group 9: Paging services

Paging	: Paging answer
BIP	: Direct call of the paging device

Group 10: Transparency

Pulse	: Pulse sending
MFSend	: MF sending
Alpha	: Alphapage connection

Choosing a language

To choose the language of the visual display.

☞ [i] and ☞ Lang then, if necessary, dial your personal code.
The display screen will offer you several possibilities.
For example:

F : French - GB : English - D : German - SP : Spanish - P : Portuguese - NL: Dutch - DK : Danish - I : Italian - A : Austrian.
Press the key of your choice.

To confirm your choice, ☞ <u>Apply</u>

To return to the menu and choose another language, ☞ <u>Cancel</u>

To return to the main menu, ☞ <u>Menu</u>

☞ 📞

Programming your personal directory

1. ☞ [i] then ☞ <u>Prog</u>
2. Tap in your personal number
3. ☞ <u>Keys</u>
4. Press a display key that has not been programmed.
5. Tap in the number to be programmed (if it is an external number, dial 9 first).
6. ☞ <u>Apply</u> ; The display screen will prompt you to enter the name that corresponds to this number.
7. On the alphanumeric keypad, enter your correspondent's name (max. 6 characters).

COMFORT

8. ☞ **Apply**

9. ☞ 📞

Note: If the key selected is programmed already, this programme can be deleted or amended.

☞ **Rubout**   *To delete the last letter typed*

☞ **Servic**   *To programme a function*

☞ **Number**   *To amend a number*

☞ **Name**   *To change the name associated with the number*

☞ **Erase**   *To delete both name and number*

☞ **Return**   *To return to the "choice of key" menu*

Programming an appointment reminder

1. Appointment reminder

1. ☞ [i] then ☞ **Conslt** and ☞ **Servic**

    ☞ **Next** to gain access to the function group **"Appointment reminder"**.

    ☞ **Apply**

    ☞ **Temp**

☞ <u>Apply</u>

Or:

☞ Temp

Or:

Dial the code for the **"Wake-up/appointment reminder"** function.

2. Enter the time of the appointment: two digits for the hour, two for the minutes.
   ☞ <u>Rubout</u> enables you to correct mistakes

3. Enter the number of the terminal that is to be rung. If this is your own terminal, enter nothing.

4. ☞ ☎ ; At the prearranged time your phone will ring. The display screen will indicate that this is an appointment call.

5. Lift the receiver and replace it to acknowledge the call.

Note: Ito cancel the appointment call, follow the same procedure as when you set it up, using
· Temp *or* TempOf *or the code for the* **"Cancel wake-up/appointment reminder"** *function.*

2. Multiple appointment reminder (from 2 to 4 appointments)

To program multiple reminders:

1. Enter programming mode by pressing the corresponding programmable key or dialling the code of the **"Appointment reminder"** function.

2. If requested, dial the number of the terminal that is to receive the call.
3. ☞ ⟦ ../.. ⟧ on which you wish to program the first reminder.
4. Enter the time of the appointment: 2 figures for the hours, 2 figures for the minutes.
5. Repeat operations 3 and 4 for each appointment.
6. ☞ ⟦ ☎ ⟧ ; at the programmed time, your terminal rings and the display reminds you that you have an appointment.
7. Off-hook then on-hook to validate the reply.

To change or cancel one or more appointment reminders, use the same procedure. Select the corresponding display key, then:

• enter the new time to change the appointment,

• ☞ ⟦ Erase ⟧ to cancel it.

Note: If you do not respond the first time, the system will ring you again. After the second attempt the call will be abandoned.

If your terminal is being forwarded to another, the appointment call will not follow.

"Do not disturb"

You can make your terminal temporarily inaccessible to all incoming calls (except from the operator).

1. ☞ `[i]` then ☞ `Conslt` and ☞ `Servic` to gain access to the function group **"Lock/DND"**.

   ☞ `Apply`

   ☞ `DND`

   ☞ `Apply`

   Or:

   ☞ `DND`

   Or:

   Dial the code for the **"Do not disturb"** function.
2. Then, when prompted, enter your personal code.
3. Wait 2 seconds or ☞ `☎`. Your display will indicate **"Do not disturb"**.
To cancel this, follow the same procedure as when you set it up.

Forwarding calls when you are busy

1. ☞ `[i]` then ☞ `Conslt` and ☞ `Servic` to gain access to the function group **"Forwarding services"**.

   ☞ `Apply`

   ☞ `Busy*`

☞ Apply

Or:

☞ Busy◄

Or:

Dial the code for the **"Immediate forward on busy"** function.

2. Then follow the prompts to enter the number to which calls are to be forwarded. The display screen will acknowledge the forwarding (associate line, recorded mailbox or other line).

3. ☞ 📞

Identifying the terminal you are on

☞ [i] then ☞ WhoAmI

The display screen will show the surname, first name and number of this terminal.

Saving a number, to call it later

The other person (internal or external) does not reply. Before hanging up, ☞ 📖 . The number you dialled will be stored.

To ring it again later, ☞ 📖

This number will remain in memory until it is used again, or until replaced by another one.

Hiding your identity

Your terminal has access to ISDN facilities.
When you call an internal number, or an outside line that also subscribes to ISDN, your own number is automatically transmitted.
You have the option of hiding your identity before you call.

☞ ISDN then ☞ Secrt

Then dial the number you want (without typing the code for an outside line).

To cancel this confidentiality, ☞ ISDN then ☞ Secrt

Hiding your caller's identity

Whether your phone is being used or is idle, you can hide the identity of your correspondents on your terminal, ☞ DispId

To cancel this function, ☞ DispId

Reporting malicious calls

If you answer a call and find it is malicious, you can report it, ☞ Trace

If the call came from an internal terminal, the fact will be reported to the system administrator. If the call came from an outside line, it will be reported to the telephone company. The **"Malicious call"** facility remains available for a few moments even if the person hangs up immediately.

Calling an external "private" number

Even though private use of the phone may be restricted, you can make "private" calls by identifying them as such. They will be charged separately.
Lift the receiver. Dial the code for the **"Private call"** function, followed by the PIN code then, if necessary, your personal code. Dial the number you want to call.

Note: Private calls cannot be transferred to a different terminal.

Allocating calls to customer account codes

Outside calls can be given reference numbers, linking their cost to your customer accounts.

1. ☞ [i] then ☞ Conslt and ☞ Servic to gain access to the function group **"Additional services"**.

   ☞ Apply

   ☞ Prject

   ☞ Apply

   Or:

   ☞ Prject

   Or:

   Dial the code for the **"Business account code"** function.

2. Dial the appropriate account number.
3. Dial the prefix to access the public telephone network, followed by the number of your correspondent.

Finding out the cost of your last external call

☞ [i] then ☞ Conslt and ☞ Servic to gain access to the function group **"Consultation & Callbacks"**.

☞ Apply

☞ Charge

☞ Apply

Or:

☞ Charge

Or:

Dial the code for the **"Charging meter readout"** function.

The display screen will show you the length and the number of units or the cost of your last outside call, and also the total number of charge units or the total cost since the meters were last reset.

Twin-set configuration

This configuration allows two terminals to be grouped under a single number.
Your terminal is the main terminal, while the other one, usually a DECT terminal, is the secondary one. Each telephone has its own directory number, but the twin set number is that of the main terminal.
When you receive a call, the two terminals ring simultaneously. When one terminal takes the call, the other stops ringing.
When all the lines of the main terminal are busy, the secondary terminal (DECT) does not ring.
The secondary terminal can always be called by its own number, but in this case the twin-set function is no longer taken into account.
Most functions are common to the two terminals, e.g. call forwarding, appointment reminder, the various messages, etc., but the others remain specific to each terminal, e.g. personal directory, automatic callback, out of service, padlocking the terminal, etc.

Note: when creating the twin set, all the programmed functions (call forwarding, call-backs, messages, etc.) are cancelled on both terminals.

For further information on this configuration, contact your system supervisor.

WHILE YOU ARE AWAY

Forwarding calls to another number

The other number may be your home phone, a portable, a car phone, or else a different terminal such as the operator or your associate line.

1. ☞ 🔲 then ☞ Conslt and ☞ Servic for access to the function group **"Forwarding services"**.

   ☞ Apply

   ☞ Immed ; the display shows the **"Immediate forward"** function followed by its code.

   ☞ Apply

   Or:

   ☞ Immed

   Or:

   Dial the code for the **"Immediate forward"** function.

2. Then dial the number of the phone that is to receive the forwarded calls. If it is an external number, first type the code for an outside line (e.g. 9).
   The display screen will show that the forwarding has been accepted (Programme recorded).

3. After two seconds, or pressing ☞ 📞 ; your phone will return to normal mode, and the display screen will show that calls are being forwarded, and to which number

Note: You can continue to make outgoing calls, but only the forwarded number will be able to call you.

Forwarding calls to an associate number

The associated number can be another extension number, the voice mail service number or the paging function number.

If you have already defined an associate number (see **"Changing the associate number"**), you can forward your calls to this number in the following ways:

☞ [i] then ☞ Conslt and ☞ Servic

☞ Next to gain access to the list of functions **"Associate services"**.

☞ Apply

☞ OvFlw to forward if you fail to reply within a set time.

☞ Busy✷ for immediate forwarding when your terminal is engaged.

☞ NoRep✷ for a combination of both the above.

☞ OvflOf to cancel this function.

Note : any of these functions can be invoked by dialling the appropriate code (overflow) or by pressing the corresponding programmed key.

Forwarding your calls to another number, when you are away from your desk (Forward on no reply)

1. ☞ `[ i ]` then ☞ `Conslt` and ☞ `Servic` to gain access to the function group **"Forwarding services"** .

   ☞ `Apply`

   ☞ `NoRep⬩`

   ☞ `Apply`

   Or:

   ☞ `NoRep⬩`

   Or:

   Dial the code for the **"Forward on no reply"** function.

2. Then, following the prompts, dial the number to which calls are to be forwarded. The display screen will acknowledge the forwarding.

3. ☞ `☎` ; Calls will be forwarded if your terminal does not reply within a certain time. This depends on the configuration; the default is 15 seconds.

Note: If your system permits, you may be able to forward calls to an outside number.

Forwarding calls to a another number when your line is busy or you are away (forward on busy or no reply)

1. ☞ [¯i¯] then ☞ Conslt and ☞ Servic to gain access to the function
   group **"Forwarding services"**.

   ☞ Apply

   ☞ ByNoR✳

   ☞ Apply

   Or:

   ☞ ByNoR✳

   Or:
   Dial the code for the **"Forward on no reply"** function.

2. Then, following the prompts, dial the number to which calls are to be
   forwarded. The display screen will acknowledge the forwarding.

3. ☞ ☎

Note: If your system permits, you may be able to forward calls to an outside number.

ABSENCE

Forwarding your calls, from a different terminal

Forwarding your calls from the terminal you are on (Follow me)

If you are temporarily in another room, and would like your calls to be forwarded to you. From the terminal you are on:

1. ☞ `[ i ]` then ☞ Conslt and ☞ Servic to gain access to the function group **"Forwarding services"**.

   ☞ Apply

   ☞ RemFwd

   ☞ Apply

   Or:

   ☞ `RemFwd`

   Or:

   Dial the code for the **"Remote forward"** function.

2. Then, following the instructions, dial your own terminal number.

3. ☞ ☎

Forwarding calls from any other terminal within the company

You wish to forward calls from one terminal to another, from any terminal within the company:

1. ☞ 🔲 **[i]** then ☞ ⎯ **Conslt** and ☞ ⎯ **Servic** to gain access to the function group **"Forwarding services"**.

   ☞ ⎯ **Apply**

   ☞ ⎯ **RemFwd**

   ☞ ⎯ **Apply**

   Or:

   ☞ **RemFwd**

   Or:

   Dial the code for the **"Remote forward"** function.

2. Then, following the instructions, dial the number of the terminal receiving the forwarding, followed by the number of the terminal being forwarded.

3. ☞ 🔲 📞

A B S E N C E

Forwarding calls to a recorded message

1. ☞ [i] then ☞ Conslt and ☞ Servic to access the function group **"Forwarding services"**.

   ☞ Apply

   Select type of forwarding.

   ☞ Apply

   Or:

   Press the programmed key for the type of forwarding required.

   Or:

   Dial the code for the corresponding function.

2. Dial the number of your recorded message service.

   After 2 seconds, or by pressing [☎] your terminal returns to normal.

Cancelling forwarding

From your own terminal

☞ [i] then ☞ Conslt and ☞ Servic to gain access to the list of functions **"Forwarding services"**.

☞ Apply

☞ FwdOff

☞ __Apply__

Or:

☞ FwdOff if the forwarding was activated using this key

Or:

Dial the code for the **"Forward cancellation"** function

After two seconds, or by pressing ☎ your terminal becomes accessible to incoming calls once more.

From the internal terminal that is receiving your forwarding

1. ☞ [i] then ☞ __Conslt__ and ☞ __Servic__ to access the function group **"Forwarding services"**.

    ☞ __Apply__

    ☞ __DFwdof__

    ☞ __Apply__

    Or:

    Dial the code for the **"Cancel follow me"** function.

2. Dial the number of the terminal that is being forwarded.

From any other terminal within the company

1. ☞ `[i]` then ☞ `Conslt` and ☞ `Servic` to gain access to the list of functions **"Forwarding services"**.

   ☞ `Apply`

   ☞ `RFwdOf`

   ☞ `Apply`

   Or:

   ☞ `RFwdOf`

   Or:

   Dial the code for the **"Cancel remote forward"** function
2. Dial the number of the terminal being forwarded.

Note: Whenever you programme new forwarding, it cancels any previous forwards.

Selective forwarding

In multi-line mode, you can have a main number and one or more secondary numbers. Calls to your main number, and those to your secondary numbers, can be forwarded to different terminals.

1. ☞ [i] then ☞ Conslt and ☞ Servic to access the function group "Forwarding services".

    ☞ Apply

    Select type of forwarding.

    ☞ Apply The display then proposes forwarding of your main number, your secondary numbers or all your numbers.

    Select the appropriate option.

    ☞ Apply

2. Dial the number that is to receive the forwarding.

3. ☞ 📞

Consulting recorded messages

☞ ✉ together with a green LED indicate that you have messages waiting.

☞ ✉ then ☞ Voice and follow the voice guide instructions.

Consulting "call-me" messages

The icon ✉ together with a green LED indicate that you have messages waiting.

☞ ✉

ABSENCE

☞ $\underline{\text{CallBk}}$ and you will see the first person to be called back.

To call them, ☞ $\underline{\text{CallBk}}$

To store their message in memory, ☞ $\underline{\text{Save}}$

To go to the next message, ☞ $\underline{\text{Next}}$

Note: You can protect access to your messages by using your personal code.

Padlocking your terminal

This facility allows you to prevent any calls being made from your terminal, or any changes being made to its programming.

1. ☞ $\boxed{[i]}$ then ☞ $\underline{\text{Conslt}}$ and ☞ $\underline{\text{Servic}}$ to gain access to the function group **"Lock/DND"**.

   ☞ $\underline{\text{Apply}}$

   ☞ $\underline{\text{Lock}}$

   ☞ $\underline{\text{Apply}}$

   Or:

   ☞ $\boxed{\text{Lock}}$

Or:

Dial the code for the **"Padlock"** function.

To unlock your terminal, follow the same procedure as for padlocking it. Then, following the prompts, dial your personal code.

Forwarding your calls to your pager

This enables people to page you if you are somewhere in the building.

1. ☞ [i] then ☞ Conslt and ☞ Servic to gain access to the function group **"Forwarding services"**.

☞ Apply

☞ Immed

☞ Apply

Or:

☞ Immed

Or:

Dial the code for the **"Immediate forward"** function.

2. Dial the paging number.

The display screen will acknowledge receipt.

Replying when your pager sounds

If you are away from your office but still in the building, and your pager bleeps, you can reply to it from any company phone.

1. ☞ [i] then ☞ Conslt and ☞ Servic to gain access to the function group **"Paging services"**.

   ☞ Apply

   ☞ Paging

   ☞ Apply

   Or:

   ☞ Paging

   Or:

   Dial the code for the **"Paging reply"** function.

2. Dial your own terminal number. You will be put through to the person who paged you.

Leaving a written message for internal callers

You can leave an absent message (called "Apology") on your terminal. This will be shown on the display screen of anyone who rings you.

 then

The display screen will offer you a choice of messages.

Select your message as described in the chapter Your Calls, paragraph **"Sending a written message to an internal correspondent"**.

Your display screen will record that an apology message is in operation.

Your callers will be informed on their screens, and can read the message by using **"Scroll"**.

To cancel the message:

 then

 and
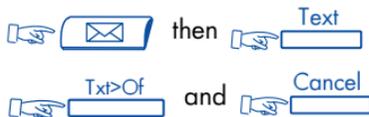
Prewritten apology messages:

1. In a meeting - do not disturb
2. Out at a meeting
3. Please call the operator
4. Back in a minute
5. Call me tomorrow
6. Ring ∗∗∗ (*)
7. In a meeting, room ∗∗ (*)
8. Away, back on ∗∗/∗∗ (*)

9. On holiday till **/** (*)
10. Away, back at **/** (*)

(*) Complete these messages using the keypad.

Reading messages left in your absence

The icon relating to ⬛🖂 and a green LED on your terminal will tell you that you have messages waiting.

☞ ⬛🖂 ; The display will tell you how many messages are waiting.

☞ Text̲ and ☞ Read̲

The first line will give you the person's name, and the date and time of the message.

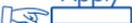The second line gives you a set of options:

- Save   : To store received messages in memory
- Scroll : To display the messages
- Return : To go back to the previous menu
- Next   : To go on to the next message
- Recall : To call the author of the message
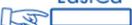- Answer : To reply to the message in writing (see previous paragraph)

Note: Any message you do not store will be deleted once you go on to the next message, or once you leave Message mode.

Calling back the last internal caller whose call went unanswered

You can call the last internal caller back, even without knowing who it was.
Lift the receiver.

1. 👉 **[i]**   then   👉 **Conslt**   and   👉 **Servic**   to gain access to the function group **"Consultation & Callbacks"**.

    👉 **Apply**

    👉 **LastCa**

    👉 **Apply**

    Or:

    👉 **LastCa**

    Or:

    Dial the code for the **"Last caller call back"** function.

    The last caller's identity will be displayed.

2. 👉 **Recall**

Consulting the list of ISDN calls

When you are away, any calls from ISDN lines will be recorded, up to a maximum of 16.

A B S E N C E

The icon relating to ISDN shows if there are messages waiting.

☞ ISDN ; The display screen will show how many calls have been made.

To consult the list, ☞ No ans

The first line will give you the person's name, and the date and time of the message.
The second line gives you a set of options:
• Save: To store received messages in memory
….see section **"Reading messages left in your absence"**.

Consulting the list of internal calls

When you are away, internal calls will be recorded (up to 10).
The ⊠ icon indicates that messages are waiting.

☞ ⊠ the screen indicates the number of calls received.

To consult the list, ☞ No ans

The first line will give you the person's number, and the date and time of the call.
The second line proposes:
• Save: To store in memory
….see section **"Reading messages left in your absence"**.

GLOSSARY

ALPHAPAGE CONNECTION
Connection to the Alphapage message service.

BROKER CALL
A function which allows you to hold two conversations at once, switching from one to the other

CALL TRANSFER
A facility which allows you to pass a call to another user within your company.

CONFERENCE
This facility allows you to switch from talking to two callers alternately, to talking with both at once.

DECT
A European standard: Digital Enhanced Cordless Telecommunication. DECT terminal: a cordless phone (Alcatel Mobile 100/200 or similar) which meets this standard.

DTMF DIALLING
During a call, you may need to send DTMF codes, also called multifrequency codes. These are needed, for example, when using a bank service, an automatic attendant, or a remote-operated answering machine. Numbers you dial are transmitted on the outside line in the form of audible frequencies.

FILTER
A facility offered to a manager/secretary pair, allowing calls to the manager to be intercepted by one or more secretaries.

HOLD
A facility which allows you to keep a caller waiting while you perform a second operation, and then pick up the call again on the same terminal.

HUNT GROUP
A set of terminals which all have the same number in the phone book. A caller to this number will get whichever of the terminals in the group is free.

INTERCOM
A service which allows you to use your phone as an intercom to receive internal calls. The loudspeaker is switched on automatically.

INTRUSION
A facility which allows you to interrupt a call between two other people (at least one of whom is internal).

ISDN
Integrated Services Digital Network.

LINE KEY
A key which gives access to a telephone line.

MANAGER/ SECRETARY
The range of special services such as filtering, forwarding, etc., between a manager's terminal and his secretary's.

MULTI-LINE TERMINAL
A phone which has at least two lines (at least two line keys).

NIGHT SERVICE BELL
A service often used after hours, which enables anyone to answer incoming calls.

PARKING
This service allows you to put a call on hold, and then pick it up again on any compatible terminal in the company.

PERSONAL CODE
This code acts as a password to control access to programming functions and for padlocking your terminal (OOOO default).

PERSONAL DIRECTORY
A directory containing the phone numbers particular to the user of one terminal.

PROGRAMMED CONFERENCE
At a prearranged time, you can take part in a telephone conference involving up to 29 internal and external callers.

SINGLE-LINE TERMINAL
A phone which has one line available to it (no line keys).

SUB-ADDRESS
To contact your correspondent's fax, PC or phone, you may need to add a four-digit "sub-address" to his number.

SYSTEM DIRECTORY
A directory containing all the abbreviated numbers available to all users within the company.

UNASSIGNED NIGHT CALLS
This facility enables you to answer incoming calls when the switchboard is not attended (General bell).

Precautions for use:

Caution, never bring your telephone set in contact with water. To clean your set however, you may use a damp cloth.
Never use solvents (trichlorethylene, acetone, …) which may damage the plastic surfaces of your telephone set. Never spray cleaning products on your set.

If the terminal is used close to a strong source of electromagnetic radiation, slight modulation may be audible in the earphone.

Conformity: this terminal has been designed to be connected behind an Alcatel OmniPCX Enterprise PABX. It comes in the SELV (Safety Extra Low Voltage) rank and conforms to the standard EN 60950.
The CE mark indicates that this product conforms to the following Council Directives:
• 89/336/CEE (concerning electro-magnetic compatibility)
• 73/23/CEE (concerning electrical safety)
• 1999/5/CE (R&TTE)

$$C\hspace{-0.2em}\in$$