Alcatel **OmniPCX** *Office*
Alcatel 4038/4039/4068

4039 Telephone Quick Reference Guide

MAKING CALLS

CHANGING HANDSET TO SPEAKERPHONE	While in conversation using the handset Press hands free key Then replace handset, Speaker phone will now be active. Press hang up to disconnect
OUTWARD DIALING	lift the receiver / hands free / programmed line key / dial directly the number for your call Dial 1, followed by the desired number
INTER OFFICE CALLING	Dial extension or press extension key
CALLBACK *If an extension is engaged you may programme your phone to ring you when the extension is free*	After you have dialled the extension and hear busy tone Dial 5 to set a Callback To Cancel dial # 99
REDIAL	last number redial
REDIAL LIST	'Redial' key (long press) / reach the 'Menu' page / Redial List select the No. in the last ten issued / call required number
MUTE	Press light illuminates green when in use Press light turns off when not in use

FEATURE CODES

1	Outside Line
0	Operator
8000 - 8399	Dialling a System Directory number
5	Automatic Call back
# 99	Cancel automatic callback
# *	Paging All Calls
# 2	Paging Group
* 7	Parking a Call
* 7	Retrieve Parked Call from your extension
* 7 (extn)	Retrieve Parked Call from your own or another extension
# 6 (extn)	Direct Pick Up
* 6	Group Pick Up
* 01	Forward All Calls
* 02	Forward Calls on Busy
* 00	Cancel Call Forwarding
* 06	Forward I'm Here
* 07	Cancel Forward I'm Here
# 1	Redial
3	Conference
# #	DTMF (touch tones)
#7	Record conversation (if enabled on the system)

<table>
<tr><td colspan="2" align="center">PROGRAMMING COMPANY SPEED DIALS
DIRECTORY DIALLING</td></tr>
</table>

1. Press left arrow on navigator key to access menu page
2. Press key next to operator – password help1954
3. Press Speed dial (Displays first entry – 8000 – 8399)
4. Press MODIFY or (NEXT / PREVIOUS to locate desired entry)
5. Enter name from keypad and press OK
6. Dial phone number (you do not need to dial 1 for outside lines)
7. Press OK
8. Press NEXT to continue
9. Press 🔲 to exit

CHANGING EXTENSION NAMES

1. Press left arrow on navigator key to access menu page
2. Press key next to operator – password help1954. Press OK
3. Press SUBSCR
4. Dial extension number you wish to change   (Enter Destination is prompted on your screen)
5. Press NAME
6. Press CLEAR and re-enter new name
7. Press OK
8. Press 🔲 to exit

TRANSFERRNG

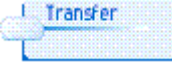| TRANSFER	Ask your caller to hold Dial extension number
	Wait for an answer (optional)
	Press [Transfer] and hang up
To Retrieve the call if you *have not* pressed transfer	Press [icon] then CALL key (flashing)
	You are connected to your caller
To Retrieve the call if you *have* hung up	Press DIR PICK or Dial # 6
	Followed by the extension number

CALL WAITING

IGNORE THE CALL	It will return to its sender
REPLACE YOUR RECEIVER	The 2nd call will ring your phone
ANSWER THE CALL WAITING AND HOLD YOUR 1ST CALLER	Ask your caller to hold line key for which icon is flashing the first call is on hold
	You are connected to the 2nd caller
TO RETURN TO YOUR FIRST CALLER AND END THE CONVERSATION IN PROGRESS	key associated with the 'incoming call' icon
SHUTTLING BETWEEN THE TWO CALLERS	key associated with the 'incoming call' icon your first call is placed on hold

HOLDING

HOLD A CALLER	Ask your caller to hold during a conversation your call is placed on hold
RETRIEVE CALL ON HOLD	Press ___ key

DIRECTORY DIALLING

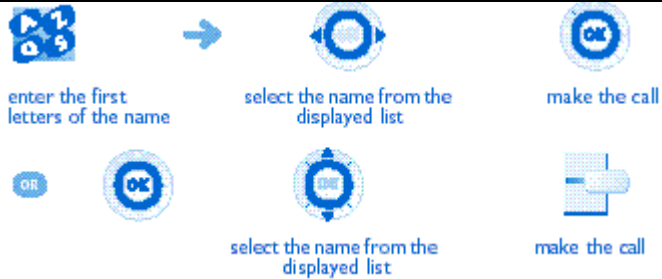|	
BY NUMBER *Accesses up to 400 Company speed dials by number*	Dial the 4 digit speed code 8000 - 8399
BY NAME *Dials Internal and Company names using Directory*	 enter the first letters of the name → select the name from the displayed list → make the call OR OK → select the name from the displayed list → make the call
PERSONAL CALL KEYS	To Program your call keys press a call key or a programmable key (f1 or f2), either directly or via the ℹ key → follow informations displayed on the screen Making calls via your programmed call keys access the perso page using the navigator → find the correspondent you want to call from the programmed call keys → call the chosen correspondent
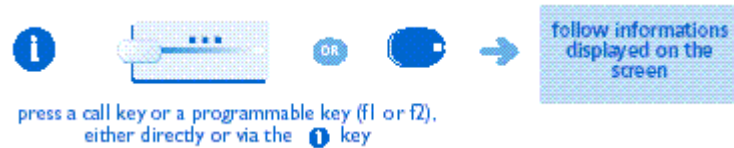
RECEIVING CALLS

GROUP PICK UP *Answers any ringing phone in your group*	'group call pick-up' programmed key or Dial * 6
DIRECTED PICK UP *Answers a specific ringing phone*	reach the 'Menu' page → Pickup → Set → number of telephone ringing OR 'telephone call pick-up' programmed key → number of telephone ringing or Dial # 6 Followed by the extension number you wish to answer
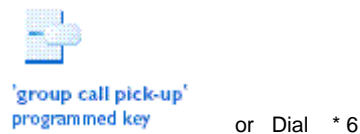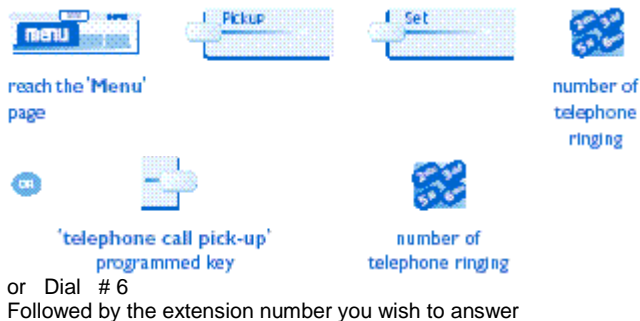
PROGRAMMING CLOCK

1.   Press left arrow on navigator key to access menu page
2.   Press key next to operator on screen Password help1954
3.   Press key under CLOCK
4.   Re-enter date and time
5.   Press OK

PREANNOUNCEMENT/WELCOME MESSAGE

1.   Press left arrow on navigator key to access menu page
2.   Press key next to Operator
3.   Enter 19871987 (Password)
4.   Press key next to VOICE
5.   Press key next to MOH
6.   Scroll to message via keys under prev/next   MSG 1   or   MSG 2   or   MSG 3   or   MSG4

N.B. Note that no tone will be heard when you record

NIGHT SERVICE

1.   Press   NIGHT
2.   Enter password   help1954

   ■■■ Flashes next to Night Key

   Repeat to put back into DAY

COMMON MAILBOX

Your Message Indicator will flash red

1.   Press MAIL KEY then the key then key next to GenMbx
2.   When prompted your password is help1954
3.   Press key next to consult and then select the message you wish to play with the navigator key and OK

To Record the Common Mailbox/AA Greeting

1. Press left arrow on navigator key

2. Press the key next to operator

3. Enter password help1954

4. Press the OK key

5. Press the key next to Expert

6. Press down arrow on navigator key

7. Press the key next to voicemail

8. Press the key next to GenMbx or AutoAtt

9. Press the key under Record twice, record message, press key under stop, and OK to save
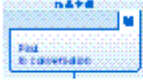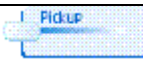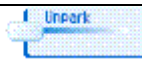
Telephone Customisation
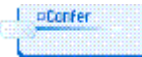
Press left arrow on navigator key

Press the key next to Settings

- Mlbox   To record a personal greeting or set default greeting & record your name against your mailbox

- Assist   To turn on/off personal assistant (in voicemail) Modify options in the personal assistant

- Phone   Melody/ Contrast/ Headset

- Option   Language/ Password

- Key   Add / Edit one touch buttons on personal page
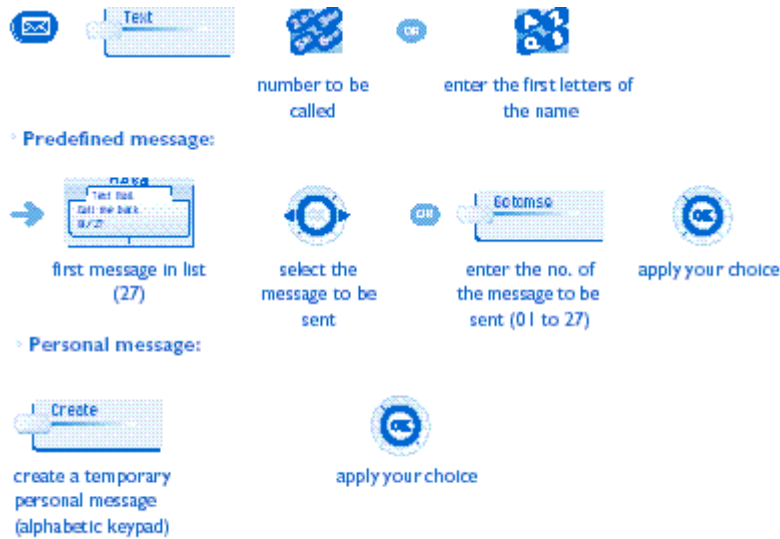

To Reset Voicemail Password

Press left arrow on navigator key
Press the key next to operator
Enter operator password help1954 followed by OK
Press the key next to subscriber then enter the extension number you wish to reset
Press the key next to Pwd Res
The phone will then display "subscriber personal code init? "
Press ok and that extension's password is now reset.

PARKING	
PARK (Note: You can only park one call at a time)	Ask your caller to hold during a conversation (or Dial * 7)
PARK RETRIEVE	(or Dial * 7) Dial the extension number the call is parked at

PAGING	
ANSWERING PAGE	From any phone Dial * 7 followed by the number announced by the operator
ALL CALLS	Dial # *
PAGING GROUP	Dial # 2

CONFERENCING	
CONFERENCING UP TO 3 PARTIES *Any combination internal and extenal*	While in conversation Dial the extension you wish to conference (Speak with the new party – the other party can not hear) Press to conference all parties

LEAVING A TEXT MESSAGE FROM YOUR PHONE	
TO SET *Displays a visual message to screen phone extensions*	Predefined message: Personal message:

SENDING A TEXT MESSAGE

TO SET

Sends a visual text message to Display phones
(N.B. Once sent the message can not be cancelled)

Text → number to be called OR enter the first letters of the name

Predefined message:

→ first message in list (27) select the message to be sent OR Gotomsg → enter the no. of the message to be sent (01 to 27) OK apply your choice

Personal message:

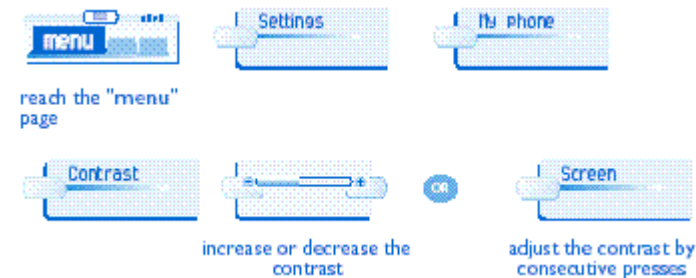Create → create a temporary personal message (alphabetic keypad) OK apply your choice

CUSTOMIZE YOUR TERMINAL

ADJUSTING THE AUDIO FUNCTIONS

menu → reach the "menu" page Settings My phone

Ringing → adjust ringing (melody, volume, mode,...) by following instructions displayed on the screen
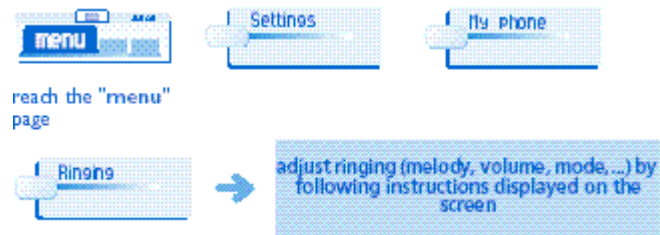
ADJUSTING SCREEN BRIGHTNESS

menu → reach the "menu" page Settings My phone

Contrast increase or decrease the contrast OR Screen → adjust the contrast by consecutive presses

READING A TEXT MESSAGE

WHEN YOUR MAIL KEY IS ILLUMINATED

→ number of messages received Text → displays the sender's message on the screen

Readmore → Displays the rest of the message and the date and time it was left

Next message. Previous message.

Clear — Erase message. Sendmsg — Sending a written message to an internal correspondent.

Call — Call back sender of message. SaveToRep — Save the sender's number in your directory.
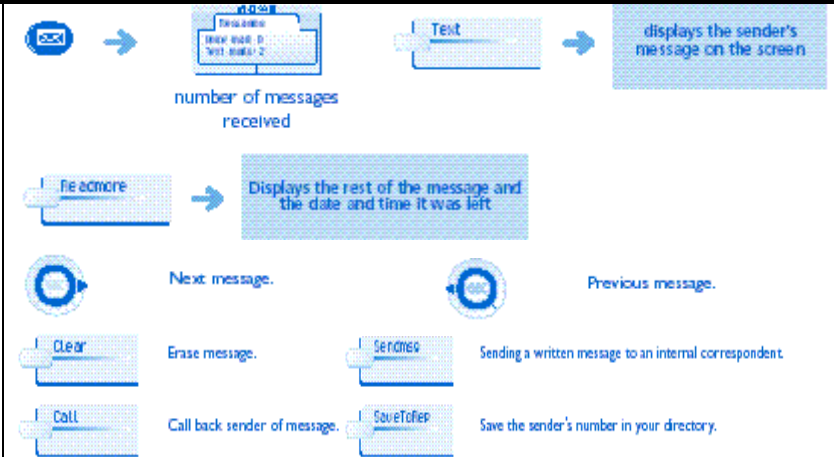
SENDING DTMF TONES

FOR AUTOMATED VOICE MESSAGING, *i.e. telephone banking; voicemail etc*

Dial the required number

Paul in conversation — during a conversation DTMF code OR Send DTMF — to activate

or Dial # #

Dial the required digits from your keypad
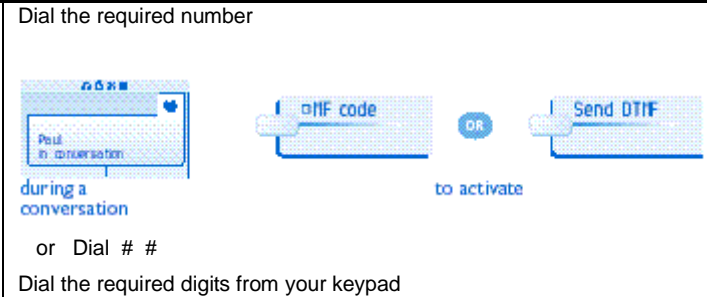
DIVERTING CALLS

TO SET
Diverts your phone to ring at an alternative destination, e.g. extension or external number

press the key associated with the type of diversion required (immediate, if busy, if no reply etc.) dial the destination number OK press the ok key if programming is not automatically recorded

TO DIVERT TO VOICEMAIL

press the key associated with "divert to voice mailbox" press the ok key if programming is not automatically recorded

TO CANCEL ALL DIVERTS

press the key next to "cancel or deactivate the diversion"