

## FEATURE CODES








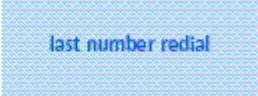



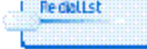

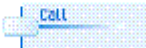


1	Outside Line
0	Operator
8000 - 8399	Dialling a System Directory number
5	Automatic Call back
# 99	Cancel automatic call back
# *	Paging All Calls
# 2	Paging Group
* 7	Parking a Call
* 7	Retrieve Parked Call from your extension
* 7 (extn)	Retrieve Parked Call from your own or another extension
# 6 (extn)	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)








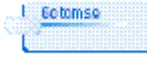

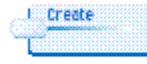



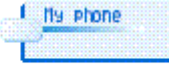




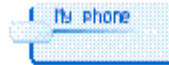



Alcatel OmniPCX Office  
Alcatel 4028/4029



**4028IP/4029 Telephone Quick Reference Guide**

**ACTIVE VOICE COMMUNICATIONS**  
service@activegroup.co.nz

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

SENDING A TEXT MESSAGE	
<b>TO SET</b>	   OR   <p>number to be called    enter the first letters of the name</p> <p>Predefined message:</p>  →  OR   <p>first message in list (27)    select the message to be sent    enter the no. of the message to be sent (01 to 27)    apply your choice</p> <p>Personal message:</p>   <p>create a temporary personal message (alphabetic keypad)    apply your choice</p>
<b>CUSTOMIZE YOUR TERMINAL</b>	
<b>ADJUSTING THE AUDIO FUNCTIONS</b>	   <p>reach the "menu" page</p>  →  <p>adjust ringing (melody, volume, mode,...) by following instructions displayed on the screen</p>
<b>ADJUSTING SCREEN BRIGHTNESS</b>	   <p>reach the "menu" page</p>   OR  <p>increase or decrease the contrast    adjust the contrast by consecutive presses</p>

### READING A TEXT MESSAGE

**WHEN YOUR MAIL KEY IS ILLUMINATED**

number of messages received

Read more → 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.      SaveToDir      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

during a conversation

OR

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

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"

### DIRECTORY DIALING

**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

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

number of telephone ringing

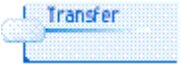

'telephone call pick-up' programmed key

number of telephone ringing




or Dial # 6

Followed by the extension number you wish to answer

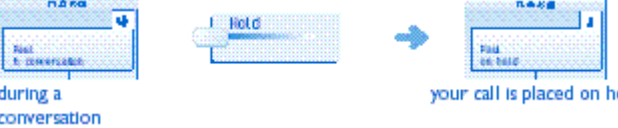

## TRANSFERRING

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



## CALL WAITING

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

## HOLDING

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


## PARKING

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

## PAGING

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

## CONFERENCING

<b>CONFERENCING UP TO 3 PARTIES</b> <i>Any combination internal and external</i>	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
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## LEAVING A TEXT MESSAGE FROM YOUR PHONE

<b>TO SET</b> <i>Displays a visual message to screen phone extensions</i>	 <b>Predefined message:</b>  first message in list (27) select the message to be sent apply your choice <b>Personal message:</b>  create a temporary personal message (alphabetic keypad) apply your choice
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