Alcatel First Reflexes™

Alcatel OmniPCX *Office*

Light indicating voice messages received or callback requests.

Preprogrammed keys

✉	Access the various mail services.
	Access your personal directory.
	Hold a three-way conference.
	Be called back autmatically.
	Divert your calls to another terminal.
	Automatically redial the last number dialled.
	Cancel a broker call.
	Pick up an incoming call to another telephone.

Installing the programmable key label

A printed label is supplied with the terminal. This should be installed beneath the programmable keys.

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.

3 E H 2 1 0 4 3 B S A A 0 1 0 3 2 0

▼ **ALCATEL**

Using your telephone

Making a call

lift the receiver   dial the number for your call

💬 *To make an external call, dial the outside line access code before dialling your correspondent's number.*

Receiving a call

lift the receiver

Redialling

lift the receiver   redial

Requesting automatic callback if internal number is busy

number busy   callback   hang up

Directory

Programming your personal directory

Create your directory using the 10 keys (0 to 9) on the keypad.

lift the receiver   code for function **"Customisation"**   6 MNO

0 to 9   internal or outside number to be entered   hang up

Calling from your personal directory

lift the receiver   directory   directory number required (0 to 9)

Divert your calls to another number

Divert your calls to another number

lift the receiver   number called

Diverting your calls to your voice message service

lift the receiver

Activate/disable the personal assistant

As well as leaving a message in the voice mailbox, the personal assistant directs the caller to an extension number, an outside number, a mobile or the switchboard.

lift the receiver   code for function **"Customisation"**   personal assistant

1 to activate personal assistant   OR   **2** ABC to deactivate personal assistant   **#** apply

During a conversation

Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine. The function is automatically cancelled when you hang up.

during a conversation   **"DTMF End-to-End"** function code   same key to cancel

Calling a second person during a conversation

During a conversation, to call a second person.

dial   →   the first call is on hold   cancel second call

Receiving a second call

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

→   the first call is on hold

code for function **"Consultation of call on hold"**

Switching between two calls (Broker call)

During a conversation, a second call is on hold.
To accept the second call:

→   the first call is on hold

code for function **"Broker call"**

Transferring a call

During a conversation, to transfer the call to another number.

number called   hang up

Three-way conference

During a conversation, a second call is on hold.

call transfer   same key to cancel

Voice message service

Initializing your voice mailbox

light flashes   lift the receiver   enter your personal code then record your name according to voice guide instructions

💬 As long as your voice mailbox has not been initialized, personal code is 1515.

Modifying your personal code

Your personal code is used to access your voice mailbox and to lock your telephone.

lift the receiver   code for function **"Customisation"**   **4** GHI options   **1** personal code

old code (4 digits)   new code (4 digits)   **#** apply

Consulting your voice mailbox

The light indicates that messages have been received.

lift the receiver   personal code   **1**   message broadcasting

1: listen to the message again 2: delete the message.
3: call sender of message.
4 and 5: select a message.
6: copy the message.

keys "1" to "6"

Customising your voice greeting

You can replace the greeting message by a personal message.

lift the receiver   code for function **"Customisation"**   **1** voice message service

1   recording   **#** end of recording   **#** apply

OR   **3** DEF **1** to return to the default message   hang up

Customize your terminal

Adjusting the audio functions

lift the receiver   code for function **"Customisation"**   **3** DEF **1**

press repeatedly on   **1** choose ringer   OR   **2** ABC choose volume

hang up