

Alcatel **Premium Reflexes**™

Alcatel **OmniPCX** *Office*



▼
ALCATEL

ARCHITECTS OF AN INTERNET WORLD

How to use this guide ?

You have an Alcatel Premium Reflexes digital telephone. The alphabetic keypad, the screen and the icons will help you use your telephone easily and make optimum use of the many functions offered.

• Actions



Lift receiver.



Hang up.



Description of an action or context.

• Display



Smith John

Partial view of display.

• Programmable keys and icons



Line key.



Icon corresponding to key.



Key programmed by technician to access service.

• Keypad



Numeric keypad.



Alphabetic keypad.



Specific key on numeric keypad.

• Audio keys



Loudspeaker.



Hands free.



Adjustment "reduce".



Adjustment "increase".

• Other fixed keys



Fixed key.



MENU key.

• Other symbols used



Alternative to action sequence.



Important informations.

These symbols can be supplemented by small icons or text. All default or customized function codes are given in the table of codes in the appended sheet.

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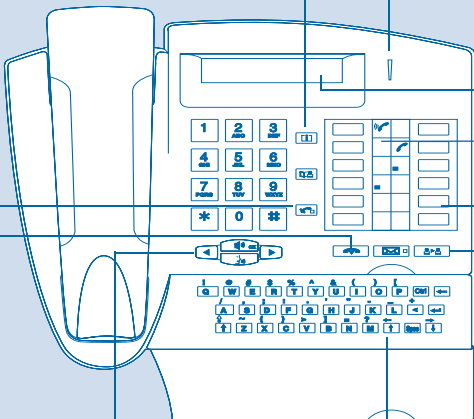
Getting to know your telephone

-  To check or modify your key programming.
-  Calling from your personal directory

Light indicating messages received.

Mute key so that your correspondent can no longer hear you.
Intercom so that your terminal automatically answers a call without having to lift the receiver.

Hang-up key
To terminate a call or programming.



■ Audio keys

Loudspeaker:
to share a conversation

to reduce loudspeaker or receiver volume

to increase loudspeaker or receiver volume



Hands free:
to make or answer a call without lifting the receiver.

■ Alphabetic keypad

Protected by a flap, used for call by name, message service and programming. You have a self-adhesive 'Memo' label to stick inside the flap.





Display

The screen displays several pages of information concerning the present call.




■ Programmable keys and icons

To make a call, activate a service or manage your calls. Icons are associated with each of these keys:





Line icons:

-  Incoming call (flashing).
-  Call in progress.
-  Call on hold.
-  Call on common hold.

Function icons:

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

Preprogrammed function keys:

-  Display new page.
-  Divert your calls to another terminal.
-  Three-way conference.
-  Automatically redial the last number dialed.

 Access the various mail services.

 Transfer call to another terminal.

For further information, visit our web site www.alcatel.com

1

Getting started

1.1

Identify the terminal you are on



Press this key twice.

1.2

Making and receiving a call

• To make a call :



lift the receiver

OR



hands free



for an outside line



dial the number for your call

• To answer :



lift the receiver

OR



hands free

1.3

Initializing your voice mailbox

Light flashes



enter your personal code then record your name according to voice guide instructions



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

1.4

Consulting your voice mailbox



1



1

display of sender's identity and
message broadcasting

personal code



OR



select message

reply message

1.5

Adjusting your telephone settings : ringer and
brightness5
JKL3
DEF

1

OR

2
ABC

ringer

brightness

for the ringer, press
repeatedly on

1

OR

2
ABC

#

choose
ringerchoose
volume

apply

for brightness, press
repeatedly on

1

#

choose
brightness

apply

1.6

Programming direct call keys



press
programmed key

present value of
selected key

enter the
number

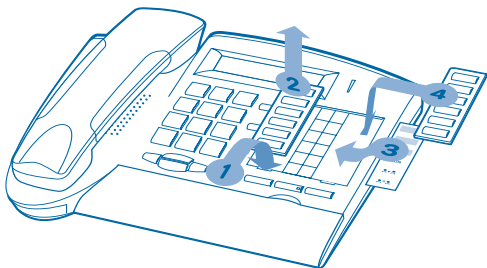


apply

1.7

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.

2

Using your telephone

2.1

Making a call



OR



OR



OR



lift the receiver

hands free

programmed line
keydial the
number for
your call

For an outside line, dial '9' before the number.
For the operator, dial '0'.

2.2

Receiving a call



OR



lift the receiver

hands free

2.3

Calling your correspondent by his name



display the correspondent's
identity



enter the first
letters of the
name

2.4 Calling from your personal directory



directory



directory number
required (0 to 9)



To program your personal directory, refer to the paragraph 'Programming your personal directory'.

2.5 Redialling



redial



0155667000

number called

2.6 Requesting automatic callback if internal number is busy

internal number busy



OR



“Automatic callback if terminal busy” programmed key or function code

3

During your communication

During a conversation, different operations like calling a second person or transferring a call to another number can be done.

3.1 Sending DTMF signals

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

during a conversation



OR



“DTMF End to End”
programmed key or function
code

same key to
cancel

3.2 Calling a second person during a conversation

During a conversation, to call a second person.



OR



OR



the first call is on
hold

dial number
required

enter the
first letters
of the name

line key

3.3 Receiving a second call

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

Smith John



the first call is on hold

caller's name or number
flashing for 3 seconds

press line key with icon
flashing

3.4 Switching between two calls (Broker call)

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



the first call is on hold

press line key with
icon flashing

3.5 Transferring a call

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



Number to
be called



transfer



3.6 Three-way conference

During a conversation, a second call is on hold.



3-way
conference



cancel conference and
return to first
correspondent



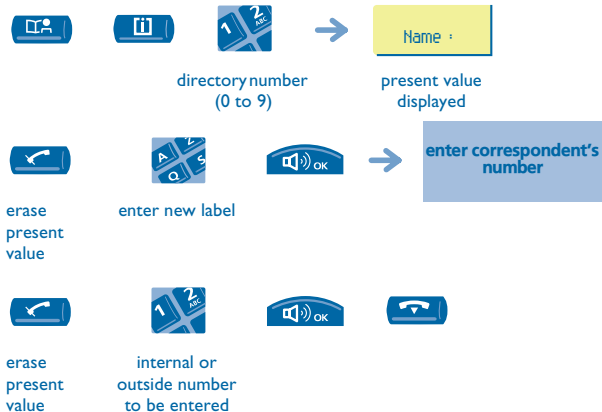
hang up on all
correspondents

4

Your telephone fits your needs

4.1

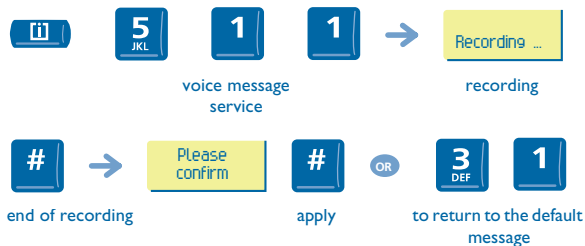
Programming your personal directory



4.2

Customising your voice greeting

You can replace the greeting message by a personal message.



4.3

Personal assistant : reaching you with one number only



personal assistant



select type of diversion



dial number of a colleague or your secretary



AND/OR



dial an outside line number

AND/OR



dial number of your mobile or DECT

AND/OR



activate/ deactivate transfer to operator

4.4

Modifying your personal code

Your personal code is used to access your voice mailbox and to lock your telephone . As long as your voice mailbox has not been initialized, personal code is 1515 .



options



personal code



old code (4 digits).



new code (4 digits)



apply

5

Keep in touch

If you do nothing, **Alcatel OmniPCX Office** diverts calls to your voice mailbox.

5.1

Diverting your calls to your voice message service



5.2

When you return, consult recorded messages

The light indicates that messages have been received.



display number of new and old messages

personal code



message
broadcasting



OR



replay message

erase message

OR



OR



OR



call sender of
message

select message

OR



copy message

5.3

Diverting your calls to another number



divert

destination
number

5.4

When you return, cancel all diversions



OR

programme another
type of diversion

5.5

Activate/disable the personal assistant

personal assistant display
status

personal assistant

to activate
personal assistant

OR

to deactivate
personal assistant

apply

6

Sharing

6.1

Call pick-up



OR



'Terminal call pick-up'
programmed key or function
code

number of
telephone ringing

6.2

Answering a general bell

If the operator is absent, to answer incoming calls to the operator.

General bell is
ringing



'General bell'
programmed key

6.3

Filtering manager/secretary



incoming calls are filtered by a
chosen person (secretary, etc.)



"Filter"
programmed key

same key to
cancel

6.4

Send a voice message copy



display number of new and old messages

1



personal code



1

5
JKL

OR

4
GHI6
MNO

select message to copy

copy message

Number to
be called

OR

correspondent's
name

apply

add a
correspondent

OR

record a
comment

OR



send message

Guarantee and clauses

Independently of the legal warranty that covers this appliance, it is guaranteed for 1 year, parts and labour, counting from the date indicated on your invoice.

Nevertheless, if the legal warranty in effect in your country exceeds 1 year, then the legal warranty is the sole warranty applicable.

The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.


Declaration of compliance

We, Alcatel Business Systems, hereby declare that we assume the Alcatel Premium Reflexes to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council.

Any unauthorised modification to the product shall render this declaration of compliance null and void. A copy of the original of this declaration of compliance can be obtained by post from :

Alcatel Business Systems - Technical Services - Customer Care
1, route du Dr. Albert Schweitzer - F 67408 Illkirch Cedex - France

The CE marking indicates that this product complies with the following EC directives:

-  - 89/336/CEE (electromagnetic compatibility)
- 73/23/CEE (low voltage)
- 1999/5/CE (R&TTE)

**Some of your telephone's functions require a software key or are only accessible once programmed by your installation technician.
For further information, visit our web site www.alcatel.com**

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