

Alcatel **Premium Reflexes**™

Alcatel **OmniPCX** *Office*



▼  
**ALCATEL**

ARCHITECTS OF AN INTERNET WORLD

## User guide

Thank you for choosing one of our Reflexes, range of telephones, and for your confidence in **Alcatel**

Your digital telephone offers you all the latest design features, so that it is very easy to use, while providing the most efficient means of communication.

This easy-to-use telephone offers you:

- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section<sup>(1)</sup>,
- communication is even more convenient using the audio keys (loudspeaker, hands free<sup>(2)</sup>, etc.,
- using the convenient alphabetic keypad, you can call your correspondents by name<sup>(3)</sup>,
- transparent magnifying keys<sup>(4)</sup> for immediate reading of your programmed settings (direct calls, functions, etc.),

Your user-friendly telephone offers you:

- a screen that displays your correspondent's number or name and guides your programming operations,
- communication icons<sup>(5)</sup> (busy, free, on hold) to help you manage your calls (switching between calls, etc.),
- a complete range of connection interface units for data transmission, assisted telephone applications (CTI\*) or easy connection of analogue (fax, answering machine) or ISDN terminals (PC with ISDN board, G4 fax).

for the **Premium REFLEXES** telephone only:

- 1) Flexible grip sections
- 2) Hands free
- 3) Alphabetical keypad
- 4) Transparent keys
- 5) Communication icons

\*CTI : Computer Telephone Integration

# How to use this guide ?

## • 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

OR

Alternative to action sequence.

AND/OR



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 Premium telephone

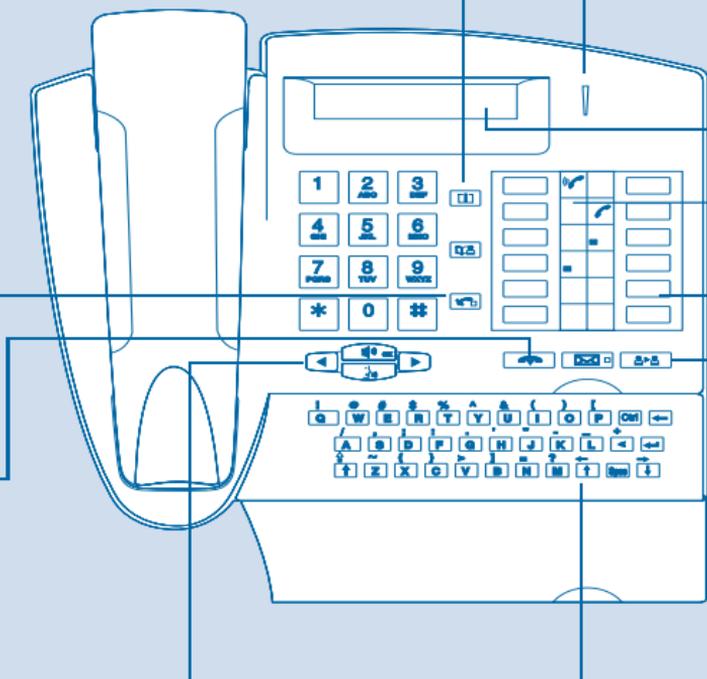
-  To check or modify your key programming.
-  Calling from your personal directory

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.

## ■ Alphanumeric 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:

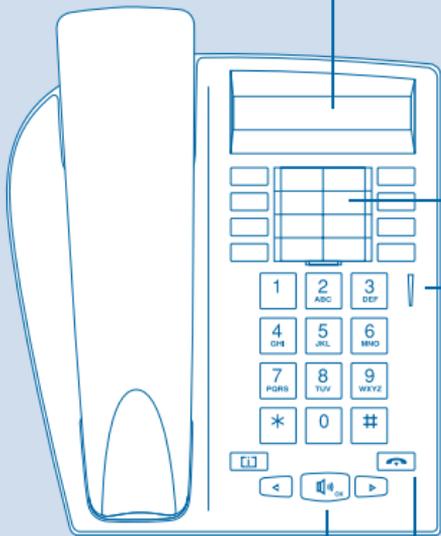
-  Display new page.
-  Divert your calls to another terminal.
-  Three-way conference.
-  Automatically redial the last number dialed.

 Access the various mail services.

 Transfer call to another terminal.

# Getting to know your Easy telephone

**Display** Comprises several pages giving information on the current call.



## Hang-up key

To terminate a call or programming.

## Programmable keys and LEDs

The keys are divided into line keys, corresponding to the line LEDs, and function keys.

### Line LEDs

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

### Function LEDs

- Function active.

### Some function keys are preprogrammed:

- Divert your calls to another terminal.
- Access the various mail services.
- Access your personal directory.
- Automatically redial the last number dialled.
- Display new page.
- Transfer call to another terminal.

Light indicating voice messages received or callback requests.

## Audio keys

Loudspeaker:  
to share a conversation

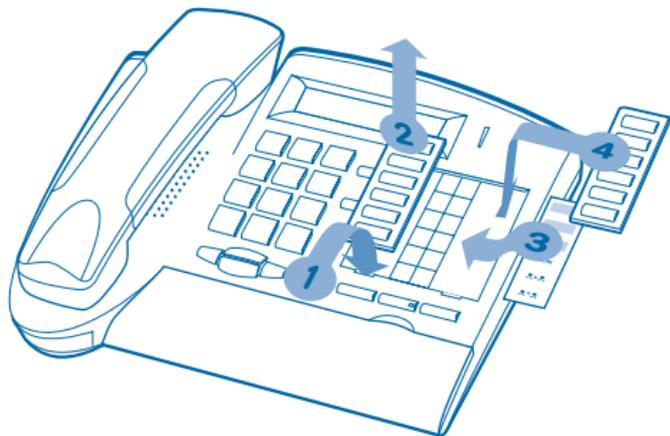
to reduce loudspeaker or receiver volume



to increase loudspeaker or receiver volume

## 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.

## 1

## Using your telephone

## 1.1

## Making or answering a call without lifting the receiver (hands free) \*



OR



OR

line key (internal  
or external)

number required



you are in hands free mode



terminate your call



During a conversation, you can lift the receiver without terminating the call.

during a conversation



\* Premium REFLEXES telephone only.

## 1.2 Making an outside call

### • Making a call:



OR



“Outside line”  
key

number required



0155667000



tells you the status of your  
call



9 is the default code for an outside line.

## 1.3 Making an internal call



OR



internal number  
required

default code for  
“Operator call”  
function

OR



name and number of person called are  
displayed

line key

## Calling your correspondent by name (company directory)



first letters of your correspondent's name

proposes a name and the corresponding number

- **If name is OK :**



make the call

- **If name is not OK :**

you can refine the search by adding more characters to the search name or by consulting the various proposals.



to show the next or previous name



to show supplementary information



to erase the name shown

On **Easy REFLEXES** telephones: this function requires a “**Call by name**” programmed key. When the key is pressed:

\*



a name is displayed



first two letters of  
correspondent's name

enter if name is OK

OR



OR



OR

**LONG  
PRESS**

show next or previous name

erase name displayed

\* **Enter a letter:** the keys on the numeric keypad also correspond to letters which are displayed when you press the key.



press once for "A", "B" or "C"

## 1.5

## Calling from your personal directory



the system automatically dials the number

directory number  
required (0 to 9)



To enter your numbers see 'Programming your personal directory'.

On **Easy REFLEXES** telephones: use the preprogrammed key to access your personal directory:



## 1.6

## Calling from the common directory

Your terminal has access to a common directory of outside numbers.



directory number

## 1.7

## Receiving a call

your telephone rings



Smith John

correspondent's name or  
number

- To answer:



OR



## 1.8

## Filtering calls using the voice mailbox

This service lets you filter incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

- Activating call screening :



programmed key  
**'Voice mailbox  
screening'**



enter your personal  
code

• **When you receive a call :**

0155667000

name or number of the caller

you hear the message left by your caller



hands free to take the call

OR



lift the receiver

OR



to stop listening only

OR



same key to stop listening and deactivate the screening

## 1.9

## Redialling the last number dialled (redial)



OR



“Redial last number” programmed key or function code

## 1.10

## Temporarily storing a number to call again

the number called does not reply

before hanging up



“Temporary number” programmed key



number remains stored until another number is recorded

- **Redialling the stored number:**



“Temporary number” programmed key

On **Easy REFLEXES** telephones: use the preprogrammed key to access your personal directory:



### 1.11

## Requesting automatic callback if internal number is busy

internal number busy



OR



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



callback request acknowledged



- **Cancelling callback request:**



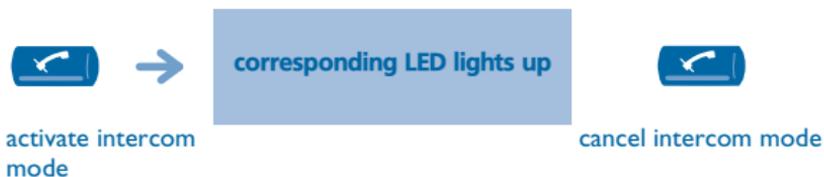
OR



“Cancel automatic callback” programmed key or function code

## 1.12 Answering an internal call in intercom mode \*

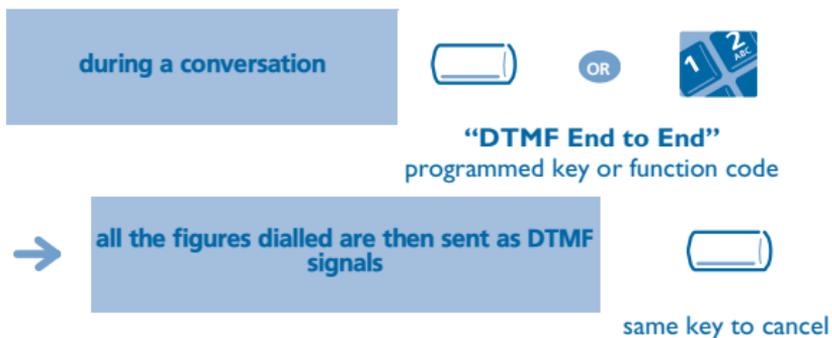
You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.



\* Premium REFLEXES telephone only.

## 1.13 Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automatic attendant or a remotely consulted answering machine.



The function is automatically cancelled when you hang up.

## 1.14 Making an ISDN call



“ISDN”  
programmed key



number called



screen shows number  
dialled

- **To correct the number:**



OR



move cursor

- **To send the call:**



LED corresponding to “ISDN” key remains lit up  
throughout the call

- **Sending a subaddress :**

You may have to add a four-digit subaddress to your correspondent's number (to obtain a fax, PC, telephone, etc.).



“ISDN”  
programmed key



number called



“SubAdd”  
programmed key



enter subaddress  
on keypad



validate and send call

## 1.15 Hiding your identity (ISDN call)

When you call an internal or an outside ISDN number, your number is automatically sent.

You can hide your identity before sending your call.



hidden identity remains active while key icon is lit up

“Secret”  
programmed key



same key to cancel

## 1.16 Identifying a malicious call (ISDN call)

When you receive a call, you can ask the network operator to record informations about your communication (correspondents' numbers, date and time of call, subaddress, etc.).

during a conversation



code for function 'Identify  
malicious call'



service request acknowledged



Using this service requires to take out a subscription to the network operator.

## 1.17 Activating the loudspeaker during a conversation (receiver lifted)

during a conversation



activate loudspeaker



OR



adjust volume (7 levels)



deactivate loudspeaker

## 1.18 Mute, so that your correspondent cannot hear you \*

- You can hear your correspondent but he/she cannot hear you:

during a conversation



corresponding LED lights up

disable  
microphone



resume the  
conversation

\* Premium REFLEXES telephone only.

## 2.1

## Calling a second person during a conversation

\*

during a conversation



OR



number of second  
correspondent

name of second  
correspondent

OR



OR



line key

directory number  
required (0 to 9)



first call is placed on hold

• To cancel your second call and recover the first:



line key for which icon is  
flashing

If you make an error, hang up: your telephone will ring and you will recover your first call.

\* Premium REFLEXES telephone only.

## 2.2 Answering a second call during a conversation

- A second correspondent is trying to call you:

during a conversation

Smith John



caller's name or number  
flashing for 3 seconds

line key for which icon  
is flashing



first call is placed on hold

- To recover your first call:



line key corresponding to  
icon

If you hang up without answering the second call, your telephone will ring.

## 2.3 Transferring a call

- To transfer your call to another number:

during a  
conversation



first call is placed on hold

number required

- If the number receiving the transfer answers:



OR



if allowed by system configuration

You can also transfer your call immediately, without waiting for the number to answer, using either of the two methods described above.



**Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).**

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Transfer" function:



## 2.4

### Switching between calls (Broker call)

During a conversation, a second call is on hold.

To recover the second call:



first call is placed on hold

line key corresponding to icon

## 2.5

**Three-way conference with internal and/or external correspondents (conference)**

During a conversation, another call is on hold:



three-way conference



cancel the conference and  
recover the first call



hang up on all calls



**After the conference, to leave your two correspondents talking together:**



## 2.6 Placing a call on hold (hold)

- **Exclusive hold:**

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.



your call is placed on hold

line key

- **Recover the call on hold:**



line key corresponding to  
icon

- **Common hold:**

To recover your call on any telephone in your system.



your correspondent is placed on hold and hears  
the holding tone

“Hold” programmed  
key

- **Recover the call on hold from any telephone:**



line key corresponding to icon

## 2.7

## Placing an outside call on hold (parking)

You can place an outside call on hold and recover the call on another telephone:

during a conversation



OR



“Park call” programmed key or function code



your correspondent is placed on hold and hears the holding tone

- To recover the parked call:



OR



“Retrieve parked call”  
programmed key or function code

number of telephone  
from which call was  
parked



If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.

## 2.8 Getting information about camped-on calls

- **Another call is received:**

during a conversation, you hear a beep



beep



call is automatically placed on hold

Smith John

identity shown briefly

- **You wish to take the call immediately:**



first call is automatically placed on hold

line key corresponding  
to icon



If several calls are received simultaneously, only the last one is shown.

## 2.9

## Intrusion into an internal conversation

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:



OR



'Intrude on a call' programmed key

code for function  
'Intrude on a call'

same key to cancel

- Protection against intrusion:



OR



"Protect a call" programmed key or function code

your correspondent's number

Protection is cancelled when you hang up.

### 3.1 Receiving supervised call ringing

To receive the special ringing for calls to another number:



**“Supervised call ringing”** programmed key

same key to cancel



This service must have been programmed by your installation technician.

### 3.2 Answering a general bell

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:



OR



**“Answer general bell”**

programmed key or function code

## 3.3

## Filtering calls for 'manager/secretary' groups

System configuration allows “manager/secretary” groups to be formed, so that the manager’s calls can be directed to one or more secretaries.

- **From the manager’s or secretary’s telephone:**



calls to manager’s number are filtered by the selected person (secretary, for example)

“Filter”

programmed key



same key to cancel



Filtering is indicated on the manager telephone screen and on the programmed keys of the manager and secretary telephones.

### 3.4 Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

- **If the telephone ringing is in your own pick-up group:**



OR



“**Group call pick-up**” programmed  
key or function code

- **If the telephone ringing is not in your pick-up group:**



OR



“**Terminal call pick-up**”  
programmed key or function code

number of  
telephone ringing



The system can be configured to prevent call pick-up on certain telephones.

### 3.5 Answering briefly in place of the operator

Outside calls to the operator will ring on your telephone and you can answer the call:



your telephone will ring at the same time as the switchboard

“Operator help”  
programmed key



same key to cancel

#### • Calls to the switchboard:

calls to the switchboard will ring on your telephone



“Operator help”  
programmed key

### 3.6 Monitoring calls to other terminals

Calls to other numbers can be directed to any telephone (max. 8 numbers per programmed key):



your telephone will ring at the same time as the others

“Monitoring”  
programmed key



same key to cancel

### 3.7 Hunting groups

- **Hunting group call:**

Certain numbers can form a hunting group and can be called by dialling the group number.

- **Temporary exit from your hunting group:**



OR



“Hunting group out” programmed  
key or function code

your group number

- **Return into your group:**



OR



“Hunting group in” programmed  
key or function code

your group number



**Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.**

## 3.8

## Calling an internal correspondent on his/her pager

The number called does not answer and you know that the person called has a pager:



number called



OR



“Paging” programmed key or  
function code



paging in progress is displayed



Your correspondent can answer from any telephone in the system.

## 3.9

## Calling a correspondent on his/her loudspeaker

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:



“Forced” programmed  
key



you are connected to the loudspeaker on your correspondent's  
phone (if he/she has the hands free function)

## Sending a written message to an internal correspondent



message



number called



OR



enter the first letters of  
the name



Call back

first message in list  
(max. 27)



OR



scroll through the messages

OR



read all messages

OR



change language of  
message



send selected  
message



exit from mail  
service

- If selected message has to be completed:



enter appropriate  
data



OR



erase entry



send selected  
message

On **Easy REFLEXES** telephones: use appropriate preprogrammed key to access “Message” or “Transfer” function:



**LONG  
PRESS**

erase entry

• The 27 standard messages are shown below:

- |    |                               |    |  |
|----|-------------------------------|----|--|
| 1  | Call me back                  | 15 | Meeting on ___ (*)                               |
| 2  | Call me back tomorrow         | 16 | Meeting on ___ at _:_ (*)                        |
| 3  | Call me back at _:_ (*)       | 17 | Out for a while                                  |
| 4  | Call back _____ (*)           | 18 | Absent for the rest of the day                   |
| 5  | Call the attendant            | 19 | Absent, back at _:_ (*)                          |
| 6  | Call the secretary            | 20 | Absent, back on ___ at _:_ (*)                   |
| 7  | I will call back at _:_ (*)   | 21 | On vacation, back on ___ (*)                     |
| 8  | Use paging                    | 22 | External meeting                                 |
| 9  | Please fetch your fax         | 23 | External meeting, back on ___ (*)                |
| 10 | Please fetch your mail        | 24 | I am in room nr __ (*)                           |
| 11 | Please cancel your forwarding | 25 | In a meeting - do not disturb                    |
| 12 | Visitors are waiting          | 26 | At lunch   |
| 13 | You are expected at reception | 27 | Indisposed                                       |
| 14 | Meeting at _:_ (*)            |    | (*)Messages to be completed using numeric keypad |

## 3.11

## Send a voice message copy



display number of new and old messages



OR



personal code

select message to copy



OR

copy  
messageNumber to be  
calledcorrespondent's  
name

apply



OR



OR

add a  
correspondent

record a comment

send message

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:



## Sending a recorded message to a number / a distribution list



personal code



OR



correspondent's  
no. or list no.

correspondent's name  
or list name

apply



OR



Ready to  
record

add a  
correspondent

record message



Recording ...

recording



Please  
confirm

end of recording



OR



OR



apply

replay message

re-record a message

On **Easy REFLEXES** telephones: use the preprogrammed



key to access the "Message" function:

## 3.13

## Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:



speak, you have 20 seconds



number of  
broadcast group



The message will only be broadcast on terminals not in use and which have a loudspeaker.

## 3.14

## Answering a call on your pager

A call on your pager can be answered from any telephone within the system.

your pager beeps



“Answer paging”  
function code



your extension  
number

### 3.15 Allocating an outside line

If authorised, you can transfer an outside line to another terminal, thus enabling that person to make an outside call.

during an internal conversation



**“Allocate outside”**  
programmed key



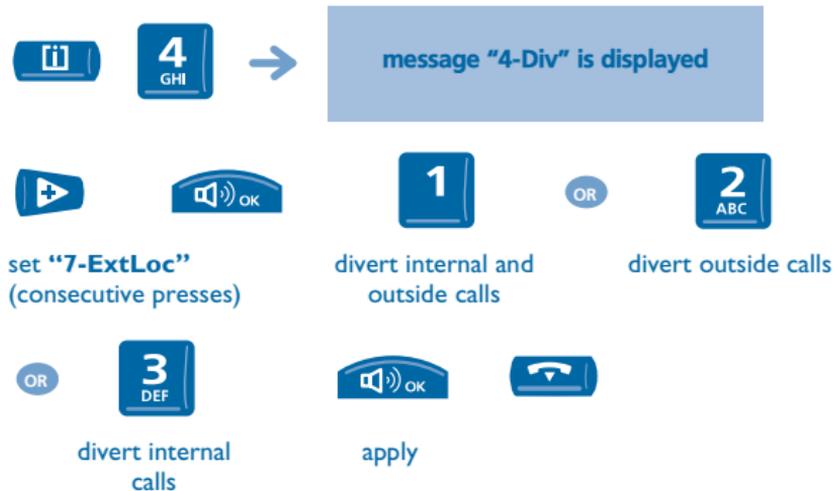
your internal correspondent now has an  
outside line and can dial



To know the cost of the call, press the **“Allocate & charge”** programmed key instead of the **“Allocate outside”** key, to allocate the line (see **“Managing your charges”**).

### 4.1 Selecting calls to be diverted

When a diversion is applied, you can select the types of call to be diverted: outside, internal, all.



## 4.2 Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).



OR



diversion key or **“Immediate diversion”** function code

destination number



diversion is acknowledged



OR



your telephone is no longer active



diversion is displayed, with number or name to which the calls are diverted



**General remark concerning diversions: the number to which your calls are diverted can be programmed. However, if the programmed number is not being answered, another diversion number should be entered when the function is activated.**



**You can make calls, but only the destination number can call you.**

## 4.3

## Diverting your calls to your voice message service



OR



OR



programmed key or code for type  
of diversion required



number of message  
service

## Activate/disable the personal assistant



personal assistant display status

personal assistant



to activate personal assistant



OR



to deactivate personal assistant



apply

## 4.5

## Personal assistant : reaching you with one number only



personal assistant

select type of  
diversiondial 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

## 4.6 Diverting calls to your pager

Callers will thus be able to contact you while you are moving around the company:



OR



OR



“Divert to paging” programmed  
key or function code



diversion is acknowledged

OR



message “4-Div” is displayed



diversion is acknowledged

## 4.7

Forwarding your calls from the receiving terminal  
("Follow me")

- You wish to receive your calls in your present location:  
Use the "Follow me" function.



OR



"Follow me" programmed key or  
function code

your extension  
number

OR



message "4-Div" is displayed



your extension  
number

## 4.8

## Applying a selective diversion

You can selectively divert calls, according to the caller's identity:



OR



"Selective diversion" programmed  
key or function code

same key to cancel



To use this function, the selective diversion lists must be programmed.

## 4.9 Diverting all group calls

You can divert all your group calls to another internal number:



OR



“Divert group calls” programmed  
key or function code

number receiving  
diversion



diversion is acknowledged



OR



## 4.10 When you return, cancel all diversions



OR



OR



“Cancel all diversions” programmed  
key or function code



acknowledgement of cancellation of diversion is displayed. Your  
telephone will again receive all incoming calls

OR



message “4-Div” is displayed



A diversion can also be cancelled by programming another type of diversion.

## 4.11

## Diverting calls when your line is busy (divert if busy)



OR



“Divert if busy” programmed key or  
function code

number receiving  
diversion



diversion is acknowledged



OR



OR



message “4-Div” is displayed



number receiving  
diversion

## 4.12 Do not disturb

You can make your terminal temporarily unavailable for all calls.



OR



OR



“Do not disturb” programmed key  
or function code



“Do not disturb” message is displayed

OR



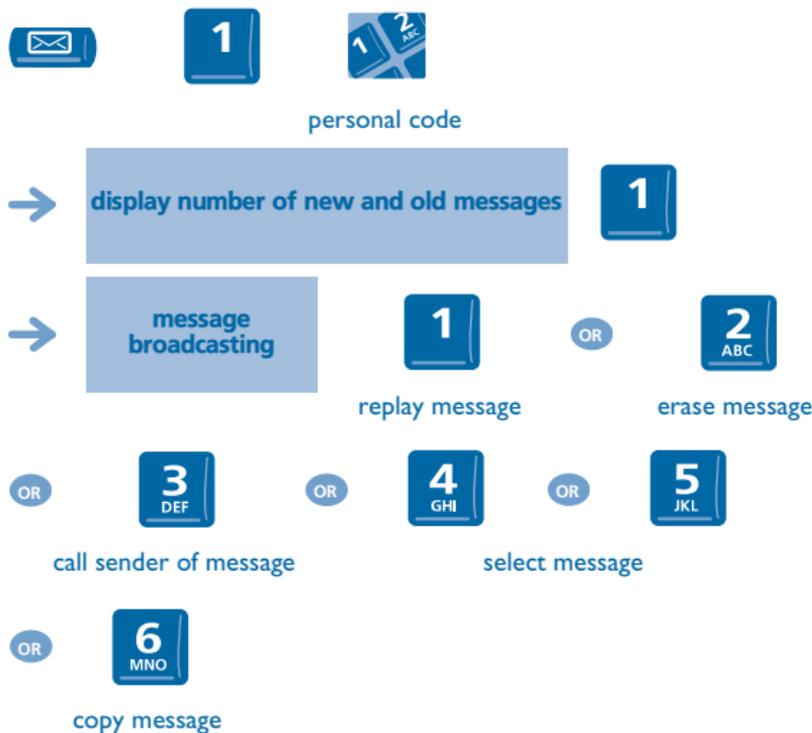
message “4-Div” is displayed



## 4.13

## When you return, consult recorded messages

The light indicates that messages have been received.



On **Easy REFLEXES** telephones: use the preprogrammed



key to access the "Message" function:

#### 4.14 Leaving a recorded message for internal callers

You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.



Call back

**“Divert to text”**  
programmed key

first of the 27 messages

follow instructions to select message



Message is selected in the same way as in:  
Sending a written message to an internal correspondent.

## 4.15 Consulting written messages

The light indicates that messages have been received.



number of messages received is displayed



name of first person to call back is displayed



number of sender of message is displayed



display date and time  
of message

OR



display contents of  
message

OR



read complete message



call the person back

\*

OR



erase message



OR



OR



go to next  
message

previous message

terminate consultation

\* Calling the person back automatically erases the message.

On **Easy REFLEXES** telephones: use the preprogrammed key to access the “Message” function:



**LONG  
PRESS**

erase message displayed

## 5

## Managing your charges

### 5.1 Charging your calls directly to business accounts

You can charge the cost of your outside calls to business account numbers.



OR



**“Business account code”**  
programmed key or function code

number of business  
account

- **Adding or changing a business code during a call:**



**“Business account code during call”** programmed key

### 5.2

### Finding out the cost of an outside call made for an internal user from your terminal

in conversation with the internal  
user



OR



**“Meter Total Recall”** programmed  
key or function code



the call is placed on hold



outside number  
called



transfer call to your  
correspondent on hold

• **At the end of the call, you are called back and you can:**

1. Read information concerning call (cost, duration, number of units...).
2. Print a charge ticket.



twice



On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Transfer" function:



## 5.3

### Charging the cost of an outside call to your company \*

If authorised, when travelling or from home, you can call a public network subscriber and charge the cost of the call to your company.



your company's number



extension number and check code



public network number

\*For greater detail, contact your system manager.

## 6.1

### Initializing your voice mailbox

Light flashes



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



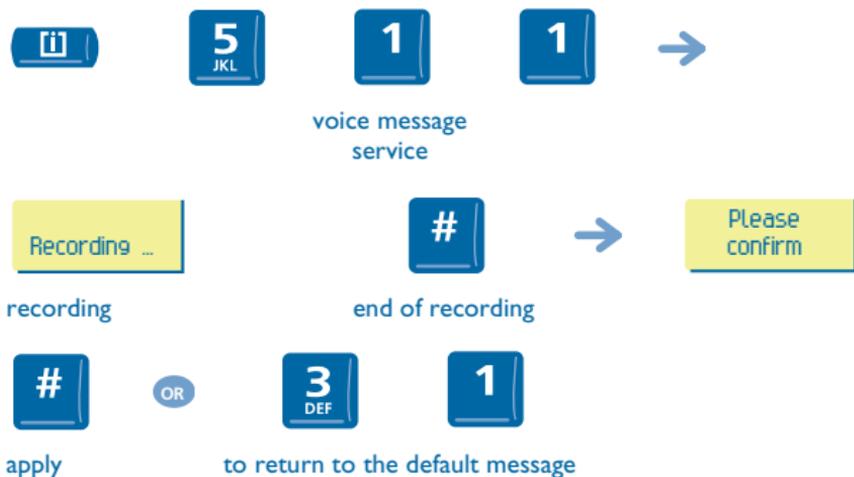
Your personal code is used to access your voice mailbox and to lock your telephone.

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:



## 6.2 Customising your voice greeting

You can replace the greeting message by a personal message.



## 6.3 Modifying your personal code

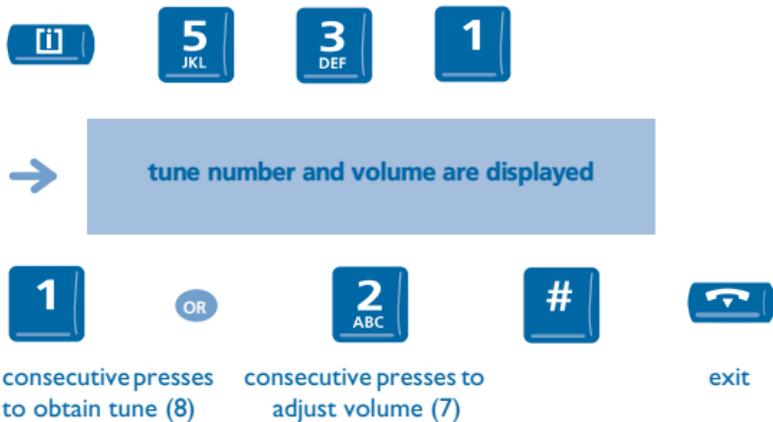
Your personal code is used to access your voice mailbox and to lock your telephone.



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

## 6.4 Selecting ringer tune and adjusting volume

You can select your ringer tune (choice of 8) and adjust the volume (1 to 7).



## 6.5 Adjusting screen brightness



screen brightness icon is displayed



consecutive presses

exit



Levels of brightness are scaled from 4 to 16.

## 6.6

## Selecting language



options

Lang

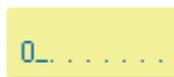


selecting the  
language (key 1  
or 2)

apply

## 6.7

## Programming direct call keys



press programmed key

present value of selected key



enter the  
number

apply

## 6.8

## Programming your personal directory



directory number (0  
to 9)

current name is displayed

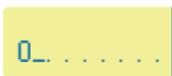


OR



erase current  
name

enter new name



OR



current number is  
displayed

erase current  
name

internal or outside  
number to be  
recorded



apply



Press the '<' key on the alphabetic keypad to delete a character.

- On Easy REFLEXES telephones:



directory number (0  
to 9)

current name is displayed



erase current name

OR



enter new name



\*



current number is displayed



erase current name

OR



internal or outside number to be recorded



apply



\* Enter a name : the keys on the numeric keypad also have letters which can be displayed by consecutive presses.



press once for "A", twice for "B" and three times for "C"



OR

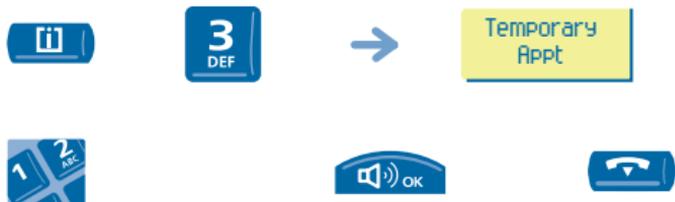


move cursor left or right

## 6.9

## Programming an appointment reminder

- To programme a temporary appointment reminder (one callback within the next 24 hours):



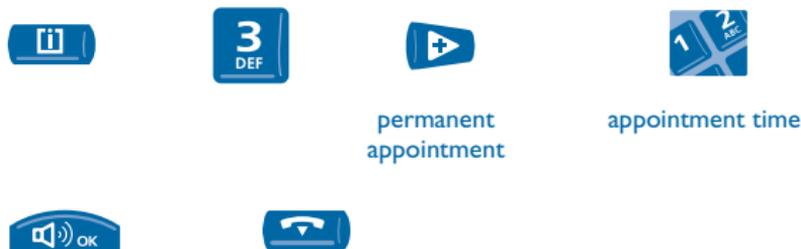
temporary appointment time (2 digits for hours, 2 digits for minutes)

apply



for a temporary reminder

- To programme a permanent appointment reminder (callback every day at the same time):



permanent appointment

appointment time

apply

- At the programmed time, your telephone rings:



to acknowledge



If you are in conversation, the display flashes, a tone is sent and you will hear a beep. After three unanswered calls, a temporary callback request will be cancelled but a permanent callback request will remain in memory. If your calls are diverted to another terminal, the diversion is not applied to the reminder call.

- To cancel your reminder request:



Temporary  
Appt



## 6.10

### Identify the terminal you are on



Press this key twice.

## 6.11 Broadcasting background music on your loudspeaker

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):



when telephone is not in use, background music is played



same key to cancel



The music stops when a call is made or received and starts again when you hang up.

## 6.12 Locking your terminal

This service enables you to prevent any outside calls from being made and prevent any changes to the programming of your terminal:



OR



“**Locking/unlocking**” programmed  
key or function code

personal code number  
(4 digits)



lock your  
terminal

unlock your terminal

OR



personal code number  
(4 digits)



lock your  
terminal

unlock your terminal

## 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** and **Alcatel Easy Reflexes** products to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council.

Any unauthorised modification to the products shall render this declaration of compliance null and avoid. 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:



**Some of your telephone's functions require a software key or are only accessible once programmed by your installation technician.**

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