Alcatel 4018 / 4019

www.alcatel.com

Handset

Alphanumeric keypad

Alcatel 4018

■ Audio keys

Hang-up key: to terminate a call.

Hands-free/Loudspeaker Key: to make or answer a call without lifting the receiver (Alcatel 4018).
- Lit in hands-free mode or headset mode (short press).
- Flashing in loudspeaker mode (long press).

Intercom/Mute key:
- During a conversation: press this key so that your correspondent can no longer hear you.
- Terminal idle: press this key to answer calls automatically without picking up the receiver.

To adjust the loudspeaker or handset volume up or down

■ Function keys

Messaging key to access various mail services:
if the key flashes, a new voice message or a new text message has been received.

"Redial" key : to access the "Redial" function.

■ Navigation

Who am I
Lock
Settings

Up-down navigator: use to navigate in the home page.
The home page consists of:

- information on the status of the set (set locked, call forward, etc.),
- date and time,
- set programming and configuration functions.

OK **OK key:** used to validate your choices and options while programming or configuring.

Back/Exit key: to return to previous menu (short press) or return to first screen (long press). You can also use this key to correct a character you entered.

■ Function keys and programmable keys

Guide key: use to obtain information on the pre-programmed keys or to access the set programming or configuration.

Phone book key: phone book key to access your personal phone book (short press) or to make a call by name (press and hold).

Pre-programmed function keys and programmable key:
lit when the function associated with the key is activated.
The 6-key block consists of:
- ■ two line keys,
- ■ one "immediate forwarding or cancel call-forward" key,
- ■ one "conference" key,
- ■ one "transfer" key,
- ■ one direct call key to programme.

Customize your terminal

Modifying your personal code

Settings **OK** **My phone / My options** **OK**

Password **OK** → follow informations displayed on the screen **OK**

to return to the home page (long press)

Lock / unlock your telephone

Lock **OK**

depending the displayed informations, enter your password or confirm*

Adjusting the audio functions

Settings **OK** **My phone** **OK**

Ringing **OK** → adjust ringing (melody, volume, mode,...) by following instructions displayed on the screen

to return to the home page (long press)

Adjusting screen brightness

Settings **OK** **My phone** **OK**

Contrast **OK** → [▲▼] **OR** [+ −]

increase or decrease the contrast

OK

apply

to return to the home page (long press)

Using your telephone

Identify the terminal you are on

Who am I **OK** → displays your telephone number

to return to the home page (long press)

Making a call

lift the receiver **OR** hands free **OR** programmed line key

OR calling from your personal directory **OK** **OR** dial directly 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

OR

hands free (Alcatel 4018)

OR

press the key for the line that is lit up (Alcatel 4018)

Redialling

→ last number redial

Make a call-back request to a busy number

the number you are calling is busy → ■Call back **OK**

Voice message service

Consulting your voice mailbox

If the key flashes, a new voice message or a new text message has been received.

→ Voice **OR** Text **OK**

→ follow informations displayed on the screen

Divert your calls to another number

Divert your calls to another number

OR → Forward **OK**

press the "call forward"function key

select the function associated with "immediate forwarding" **OK**

dial the destination number **OK**

press the ok key if programming is not automatically recorded*

Diverting calls to your voice mailbox

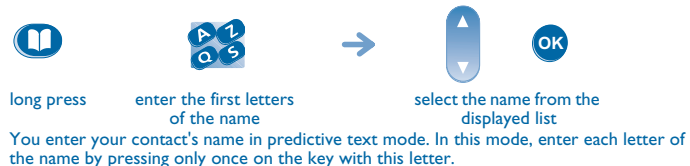Forward **OK**   **OK**

select the function associated with "immediate forwarding"

OK press the OK key if programming is not automatically recorded*.
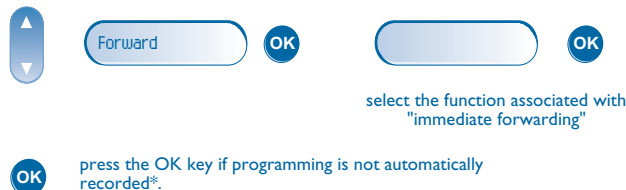
When you return, cancel all diversions

→ if necessary, confirm cancellation of the diversion

press the "call forward" function key

Directory

Using call by name*

long press   enter the first letters of the name   → select the name from the displayed list **OK**

You enter your contact's name in predictive text mode. In this mode, enter each letter of the name by pressing only once on the key with this letter.

Program the keys in the personal phone book

press and release   select the key to programme (0 to 9)   **i**   **OK** → follow informations displayed on the screen

Make a call using the personal phone book

press and release   press the programmed key directly (0 to 9)   **OR**   select the contact to call   **OK** start the call
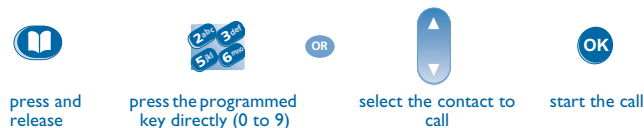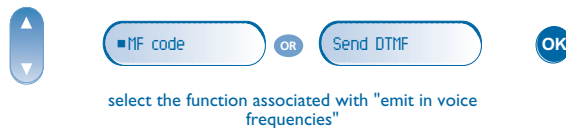
During a conversation

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.
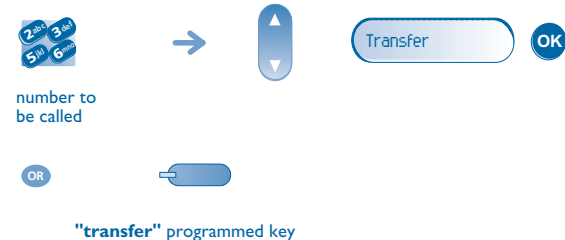
■MF code **OR** Send DTMF **OK**

select the function associated with "emit in voice frequencies"

Calling a second person during a conversation

During a conversation, to call a second person.

→ the first call is on hold

dial directly the number for your call

Transferring a call

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

→ Transfer **OK**

number to be called

OR

"transfer" programmed key

Three-way conference

During a conversation, a second call is on hold.

■Conference **OK** **OR**

"conference" programmed key

→ **OR**

the same key to cancel the conference call and return to your first party

hang up on all correspondent

Guarantee and clauses

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