

Handset



### Navigation

**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 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.

### 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.

## Customize your terminal

### Modifying your personal code

Settings OK My phone / My options OK

Password OK → follow informations displayed on the screen OK Back

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 Back

to return to the home page (long press)

## Adjusting screen brightness

Settings OK My phone OK

Contrast OK → increase or decrease the contrast

OK Back

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 Back

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 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



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\*



OK

long press

enter the first letters  
of the name

select the name from the  
displayed list

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



OK

follow informations  
displayed on the screen

press and  
release

select the key to  
programme (0 to 9)

## Make a call using the personal phone book



OR



OK

press and  
release

press the programmed  
key directly (0 to 9)

select the contact to  
call

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

This document describes the services available on Alcatel 4018/4019 telephones connected to an Alcatel OmniPCX Office or Alcatel OmniPCX Enterprise system. For more information, please consult the User Guide for your Alcatel 4018 (IP set) or 4019 (digital set). Contact your installer.  
Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products.  
Earpiece may retain magnetic objects.

The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

EC: We, Alcatel Business Systems, hereby declare that we assume the Alcatel 4018 or 4019 product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.

Alcatel Business Systems, in keeping with its policy of constant product improvement for the customer, reserves the right to modify product specifications without prior notice. Copyright © Alcatel Business Systems. 2004. All rights reserved.

\* Depending on your telephone system, contact your installer or consult the appropriate User Guide.



3GV19002BSAA010448