



Receiver  
Adjust the tilt of the screen  
Indicator light  
Alphabetic keypad  
Socket for connecting headphones or a handsfree/speaker unit

### Audio keys

- END key:** to terminate a call.
- Handsfree/Speaker Key:** to make or answer a call without lifting the receiver.
  - lit in handsfree mode or headset mode (short press).
  - flashing in speaker mode (long press).
- Intercom/Mute key**
  - During a call: press this key so that your party cannot hear you.
  - Terminal idle: press this key so that you can automatically answer a call without lifting the receiver.
- To adjust the speaker or receiver volume up or down**

### Extension unit

An extension unit can be fitted to your telephone. This provides additional keys which can be configured as feature keys, line keys, call keys etc.  
**To affix labels:** push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and place the keypad back into position.

### Display and display keys

Contains several lines and pages providing information on calls and the features accessible via the 6 keys associated with the words on the screen.

- Forward icon:** pressing the key next to this icon allows you to program or change the forward feature.
- Receiver connected.**
- Silent mode enabled.**
- Appointment programmed.**
- Telephone locked.**
- Display keys:** pressing a display key activates the feature shown associated with it on the screen.

### Navigation

- OK key:** used to validate your choices and options while programming or configuring.
- Left-right navigator:** used to move from one page to another.
- Up-down navigator:** used to scroll through the content of a page.
- Back/Exit key:** to return to previous menu (short press) or return to first screen (long press); during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

### Welcome screens

**Menu page:** contains all features and applications accessible via the keys associated with the words on the screen..  
**Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys.  
**Info page:** contains information on the telephone and the status of its features: name, telephone number, number of messages, activation of forward feature, appointment reminder, etc.

### Call display

**Incoming call.**

**Call in progress or outgoing call.**

**Call on hold.**

If you get two calls at the same time, you can switch from one call to the other by pressing the display key associated with each call.

**Left-right navigator:** used to check calls.  
**OK key:** used to answer the call checked.

### Feature keys and programmable keys

- Guide key:** to obtain information on features of the 'menu' page and to program key of the 'perso' page.
- 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.
- Hold:** the call is placed on hold.  
**Transfer:** transfer the call to another number.

### Customize your terminal.

The customization features of the telephone are accessed from the **Menu** page.

#### Modifying your personal code

reach the 'menu' page

follow informations displayed on the screen

### Lock / unlock your telephone

reach the 'menu' page

depending the displayed informations, enter your password or confirm

your telephone is locked/unlocked

### Adjusting the audio features

reach the 'menu' page

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

### Adjusting screen brightness

reach the 'menu' page

increase or decrease the contrast

OR

adjust the contrast by consecutive presses

## Using your telephone

### Identifying the terminal you are on

Info

The number of your telephone is displayed on the 'Info' page.



Access the **Info** page using the navigator.

### Making a call



OR



OR



OR



lift the receiver    handsfree    programmable line key    dial the number for your call



To make an external call, dial the outside line access code (9) before dialing your party's number.

### Answering a call



OR



OR



lift the receiver    handsfree    press the key next to the 'incoming call' icon

### Redial



last number redial

### Making a callback request to a busy number

the number you are calling is busy



hang up

### Voice message service

### Reviewing your voice mailbox

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



follow informations displayed on the screen

press the key next to 'review voice or text message'

## Divert your calls to another number

### Forwarding your calls to another number



press the key associated with the type of forward required (immediate, if busy, if no reply etc.)

dial number to be called

press the ok key if programming is not automatically recorded

### Immediate forwarding to your voice mailbox



press the key associated with 'forward to voice mailbox'

press the ok key if programming is not automatically recorded

### When you return, cancel all forwarding



if necessary, confirm cancellation of the forward

press the key next to 'cancel or deactivate the forward'

## Directory

### Using dial by name



enter the first letters of the name

select the name from the displayed list

make the call

OR



select the name from the displayed list

make the call

### Programming your call keys

Perso

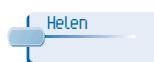


follow informations displayed on the screen

press a call key either directly or via the **i** key

### Make calls via your programmed call keys

Perso



access the perso page using the navigator

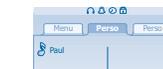
select the party you want to call from the programmed call keys

call the selected party

## During a call

### Placing a call on hold (HOLD)

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



the call is placed on hold

press the 'hold' key to recover the call on hold

### Calling a second person during a call

During a call, you can call a second person (consultation call):



the first call is placed on hold

number of second party

name of second party



This feature does not allow transfer or conference.

### Transferring a call

During a call, you may transfer the call to another number.



press 'transfer' key

dial the number to be called

press to perform the transfer

### Three-way conference

During a call, to establish a three-way conference:



press the "conference" key

number of second party

press to establish the three-way conference

## Compliance

This document describes the services available on telephones Alcatel 4028/4029 connected to an Alcatel OmniPCX Office or Alcatel OmniPCX Enterprise system. For more information, please consult the User Guide for your 4028 (IP set) or 4029 (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.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. This Class B digital apparatus complies with Canadian ICES-003. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. If this equipment does cause harmful interference, please contact your installer.

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