

Alcatel **Easy Reflexes**[™]

Alcatel **OmniPCX** *Office*



ALCATEL

ARCHITECTS OF AN INTERNET WORLD

How to use this guide ?

You have an Alcatel Easy Refelexes digital telephone. Its screen, functions and loudspeaker make it very comfortable and easy to use.

• Actions



Lift receiver.



Hang up.



Description of an action or context.

• Display



Partial view of display.

• Programmable keys and LEDs



Line key.



Function active.



Key programmed by technician to access service.

• Keypad



Numeric keypad.



Specific key on numeric keypad.

• Audio keys



Loudspeaker.



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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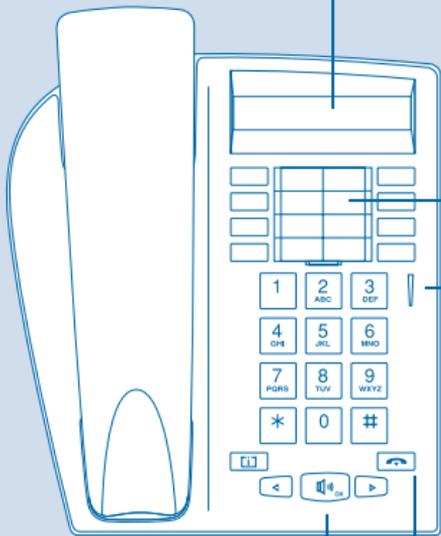
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Getting to know your telephone

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 call-back requests.

Audio keys

Loudspeaker:

to share a conversation

to reduce loudspeaker or receiver volume



to increase loudspeaker or receiver volume

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



for an outside line



dial the number for your call

• To answer :



lift the receiver

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



display of sender's identity and
message broadcasting

personal code



OR



select message

replay message

1.5

Adjusting your telephone settings : ringer and brightness



OR



ringer

brightness

for the ringer, press
repeatedly on



OR



choose
ringer

choose
volume

apply

for brightness, press
repeatedly on



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



lift the receiver

OR



programmed line key

OR



dial the number for your call

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

2.2

Calling from your personal directory



directory



directory number required (0 to 9)

2.3

Redialling



redial



0155667000

number called

2.4

Requesting automatic callback if internal number is busy

internal number busy



code for function “Automatic callback if terminal busy”

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



the first call is on hold

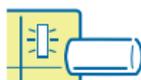
dial number
required

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

line key with light
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

line key with light
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.



code for function
"Conference"



same code to
cancel

you are in
conversation with
your first
correspondent again



hang up on all
correspondents

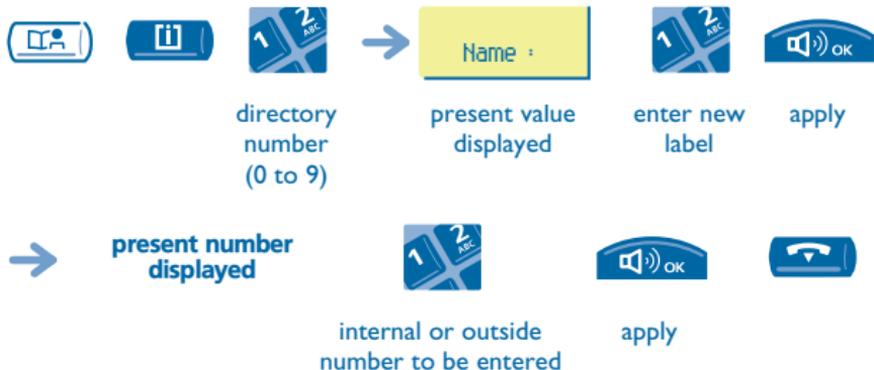
4

Your telephone fits your needs

4.1

Programming your personal directory

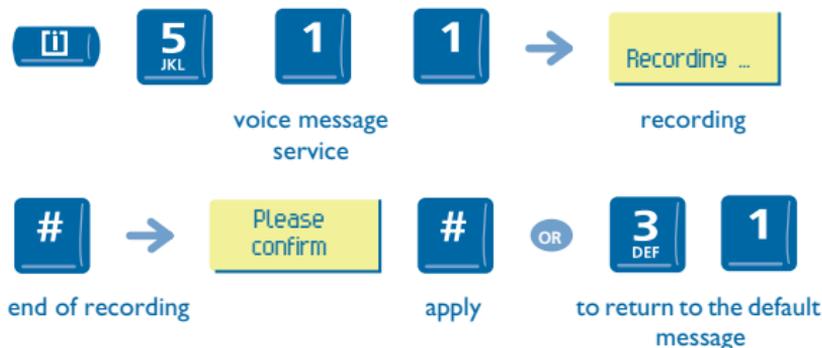
Create your directory using the 10 keys (0 to 9) on the keypad.



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
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

4.4

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
codeold 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 a recorded message or another number



OR



destination
number

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

1 : listen to the message again
2 : delete the message. 3 :
call sender of message.
4 and '5' : select a message.
6 : copy the message.

keys '1' to '6'

5.3

Activate/disable the personal assistant



personal assistant display
status

personal assistant



OR



to activate
personal assistant

to deactivate
personal assistant

apply

6.1

Call pick-up



code for function 'Terminal call pick-up'



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



code for function "Answer general bell"

6.3

Send a voice message copy



display number of new and old messages



personal code



OR



select message to copy

copy message

Number to be called

apply



OR



OR



add a correspondent

record a comment

send message

Warranty

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 Easy Reflexes product 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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