

Alcatel **Advanced Reflexes™**

Alcatel **OmniPCX** *Office*



▼
ALCATEL

ARCHITECTS OF AN INTERNET WORLD

How to use this guide ?

You have an Alcatel Advanced Reflexes digital telephone. The large display, navigator and alphabetic keypad will help you use your telephone easily and make optimum use of the many functions offered.

• Actions



Lift receiver.



Hang up.



Description of an action or context.

• Navigator



Move the navigation key up, down, to the left or to the right.

• Display and display keys



Partial view of display.



Display key.

• 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



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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Getting to know your telephone

■ Navigator

Lets you browse through several pages of the display and select a line (the bottom line is implicitly active).



■ Guide key

This key lets you:

- obtain information about the telephone
- program the keys

Light indicating messages received.

Mute key so that your correspondent can no longer hear you.

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

■ Alphabetic 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 and display keys





Displays 2 lines and several pages giving information on your correspondent and the functions available through the keys associated with the lines of the display screen.

- | | | | |
|--|-----------------------------------|--|---------------------------------------|
|  Store# | Call required number. |  Divert | Divert your calls to another number. |
|  Lock | Prohibit outside calls. |  Read+ | Display more information if required. |
|  Appoint | Make an appointment. |  Custo | Customize your terminal. |
|  PickUp | Pick up a call to another number. |  Operat | Programme company data. |




■ 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:

-  Divert your calls to another terminal.
-  Access the various mail services.
-  Access your personal directory.
-  Transfer call to another terminal.
-  Make an ISDN call.

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

OR



hands free



for an outside line



dial the number for your call

• To answer :



lift the receiver

OR



hands free

1.3

Initializing your voice mailbox

Light flashes



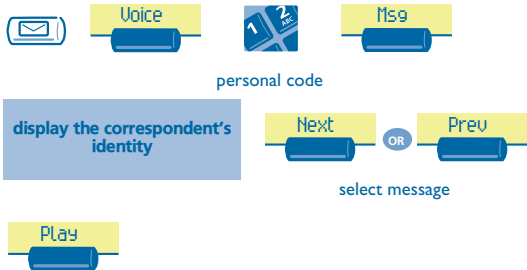
enter your personal code then record your name according to voice guide instructions



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

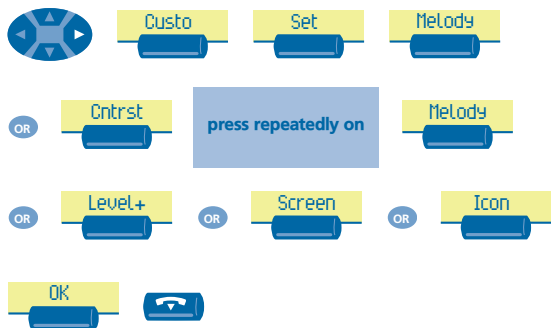
1.4

Consulting your voice mailbox



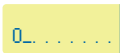
1.5

Adjusting your telephone settings : ringer and brightness



1.6

Programming direct call keys



press
programmed
key

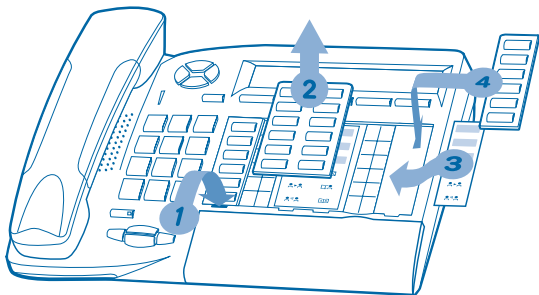
present value of
selected key

enter the
number

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



hands free

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

Receiving a call



lift the receiver

OR



hands free

2.3

Calling your correspondent by his name



enter the first
letters of the
name



display the correspondent's
identity

Send



2.4

Calling from your personal directory



display directory first ten numbers



navigate in the name list

Helen

call the chosen correspondent



To program your personal directory, refer to the paragraph 'Programming your personal directory'.

2.5

Redialling

Redial

OR

StoreN



0155667000

redial

number in memory

number called

2.6

Requesting automatic callback if internal number is busy

your correspondent does not reply

□ Cback



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



to activate



to disable

3.2 Calling a second person during a conversation

During a conversation, to call a second person.



dial
number
required

OR



enter the
first letters
of the name

OR



line key



the first call is on hold

3.3 Receiving a second call

During a conversation, another person is trying to call you.

Smith John

caller's name or
number flashing for 3
seconds



press line key with icon
flashing



the first call is on hold

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

press line key with
icon flashing

3.5 Transferring a call

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



Number to
be called



transfer

OR

Transf



3.6 Three-way conference

During a conversation, a second call is on hold.



□ Conf



3-way
conference

■ Conf



cancel conference and
return to first
correspondent



hang up on all
correspondents

4.1

Programming your personal directory



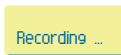
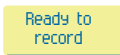
press a display key

enter the name of
your correspondententer number for
correspondent

4.2

Customising your voice greeting

You can replace the greeting message by a personal message.

to start
recording

recording



end of recording

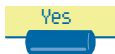


apply

OR



to return to the default message



4.3

Personal assistant : reaching you with one number only



Custo

Assist

Menu

select type of
diversion

IntNum

AND/OR

ExtNum

dial number of a
colleague or your
secretarydial an outside line
number

AND/OR

Mobile

AND/OR

Operat

dial number of your
mobile or DECTactivate/ 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.



Custo

Option

Passwd

old code
(4 digits).new code
(4 digits)

OK

5 Keep in touch

If you do nothing, **Alcatel OmniPCX Office** diverts calls to your voice mailbox.

5.1 Diverting your calls to your voice message service



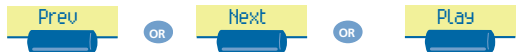
type of diversion

5.2 When you return, consult recorded messages

The light indicates that messages have been received.



personal
code



select message

listen to message



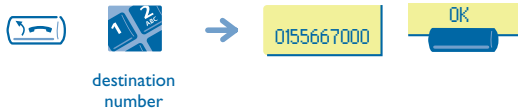
erase message

call sender of message



copy message

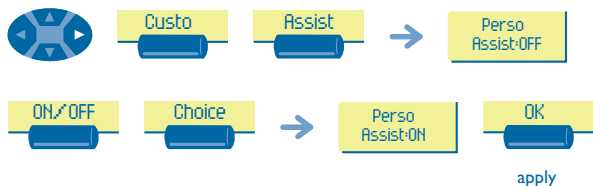
5.3 Diverting your calls to another number



5.4 When you return, cancel all diversions



5.5 Activate/disable the personal assistant



6

Sharing

6.1

Call pick-up

PickUp



IndPic



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

PickUp



GenBel



6.3

Filtering manager/secretary



incoming calls are filtered by a
chosen person (secretary, etc.)



“Filter”
programmed
key

same key to
cancel

Send a voice message copy



Voice



display number of new and old messages

personal
code

Msg

Next

OR

Prev

select message to copy by consecutive
presses

Copy



OR

number
calledcorrespond
ent's name

OK

Send

OR

Record

send message

record a comment

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 Advanced 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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