

Alcatel **First Reflexes**™

Alcatel **OmniPCX** *Office*



▼
ALCATEL

ARCHITECTS OF AN INTERNET WORLD

How to use this guide ?

You have an Alcatel First Reflexes digital telephone that is very easy to use and offers the advantages and quality of digital sound.

• Actions



Lift receiver.



Hang up.



Description of an action or context.

• Preprogrammed keys



Key programmed by technician to access service.

• Keypad



Numeric keypad.



Specific key on numeric keypad.

• 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

Preprogrammed keys



Access the various mail services.



Access your personal directory.



Hold a three-way conference.



Be called back automatically.



Divert calls to another number.



Automatically redial the last number dialed.



Cancel a broker call



Pick up an incoming call to another telephone.



Light indicating voice messages received or callback requests

For further information, visit our web site www.alcatel.com

1

Getting started

1.1 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

1.2 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.

1.3 Consulting your voice mailbox



lift the receiver



personal code



message broadcasting



next message

OR



previous message



replay message

1.4

Selecting ringer tune and adjusting volume



press repeatedly
on

code for function
'Customisation'



OR



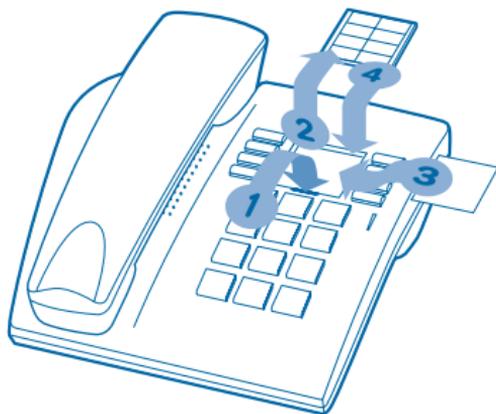
choose
ringer

choose volume

1.5

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



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



lift the receiver



directory



directory number required (0 to 9)

2.3

Redial

Callback



redial

2.4

Requesting automatic callback if internal number is busy

number busy



callback



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



'DTMF End-to-End'
function code



same key to
cancel

3.2 Calling a second person during a conversation

During a conversation, to call a second person.



the first call is on hold



dial number
required

cancel second call

3.3 Receiving a second call

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



the first call is on hold

code for function
"Consultation of
call 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

code for function
"Broker call"

3.5 Transferring a call

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



Number to be
called

3.6 Three-way conference

During a conversation, a second call is on hold.



conference



same key to
cancel

4.1

Programming your personal directory

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



code for function
'Customisation'



0 to 9



Internal or
outside number
to be entered



4.2

Customising your voice greeting

You can replace the greeting message by a personal message.



code for function
'Customisation'



voice message
service



recording



end of
recording



apply

OR



to return to the default
message



4.3

Personal assistant : reaching you with one number only



code for function
'Customisation'



personal
assistant



select type of
diversion



dial 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.



code for function
'Customisation'



options



personal
code



old 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.



message
broadcasting

personal code

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



code for function '**Customisation**' personal assistant



OR



to activate personal
assistant

to deactivate
personal assistant

apply

6

Sharing

6.1

Call pick-up



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



personal code



OR



select message to copy

copy
messageNumber to be
called

apply

add a
correspondent

OR

record a
comment

OR



send message

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 First 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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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.

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