Alcatel **Easy Reflexes™**

Alcatel OmniPCX 4400

A L C A T E L

ARCHITECTS OF AN INTERNET WORLD

How to use this guide

You have an **Alcatel Easy REFLEXES** digital telephone.

- **Actions**

  🔊 Off-hook

  ☻ Hang up

  Description of an action or context

- **Display**

  Partial view of the display

- **Programmable keys and LEDs**

  Line or programmable key

  LED corresponding to a key

  Pre-programmed key

- **Keypad**

  Numeric keypad

  Specific key on numeric keypad

- **Audio keys**

  🔊 Loudspeaker

  ◁ Reduce volume

  ▷ Increase volume

- **Other fixed keys**

  Fixed key (eg: MENU)

- **Other symbols used**

  OR Alternative to action sequence

  AND/OR Alternative to action sequence

  Important information

Symbols can be enriched by small icons or text.
All the implicit or personalized codes are presented in a table of codes provided with the telephone.

The availability of some of the functions described in this guide may depend on your system version or configuration. If you are in doubt, consult your system supervisor.

We suggest that you consult the corresponding user manual for more detailed information on your telephone.

Contents

Display
Comprises 1 line and several pages of information about your correspondent

Light indicates messages received

To programme your telephone

To end a call or exit from programming

Audio keys

Loudspeaker (LS)
To share a conversation

To reduce the volume of the LS or handset

To increase the volume of the LS or handset

Programmable keys and LEDs
These keys are divided into line keys and function keys. Each key has a corresponding LED.

Call or function LEDs
LED flashing: Call being made
Fixed LED: Call in progress
               Call on hold
               Call on common hold.

Certain keys are preprogrammed (these keys differ according to the configuration of your telephone (single-line or multi-line)).

|	
	to switch between two calls (single-line terminal only)
	to cancel an enquiry call (single-line terminal only)
	to divert calls to another terminal
	to temporarily store a number
	to access the various message services
	to call using your personal directory
ISDN	to consult the list of unanswered ISDN calls or to make an ISDN call
	to transfer a call to another terminal (multi-line terminal only)
	to automatically redial the last number dialled

Installing the label on the telephone
A printed label is supplied with the telephone to be placed under the programmable keys.

① Insert a flat-tipped object into the slot.
② Raise the cover.
③ Slide the printed label into position.
④ Lower the cover.
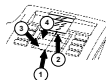
I. *Making a call*

1. *Making a call*

Off-hook → Dial **OR** Dial directly → Off-hook

To make an external call, dial the "External call" code.
To call the operator, dial the "Operator call" code.

• **To terminate a call**

Hang up **OR**

2. *Answering a call*

Directory → Programmed numeric key

| *1* | **3.** *Redialling the last number dialled (Redial)* |

Redial

0122515163

Dialled
number

| *1* | **4.** *Making a call-back request* |

Your
correspondent
does not reply or
is busy

**"Call-back
request"**
function
code

2. *Handling several calls*

During a conversation, you can perform various operations such as call a second person or transfer the call to another number, etc.

2 1. *Calling a second correspondent (enquiry call)*

Dial directly

OR

Directory

Programmed numeric key

The first correspondent is placed on hold

Cancelling the enquiry call

Hang up then off-hook

OR

Single-line terminal

You recover the first call

2 2. *Answering a second call*

During a call, a second correspondent tries to contact you:

| Dupond |

Name of caller is displayed for 3 seconds

Line keys whose LED is flashing

OR

"Consulting call on hold" function code (single-line terminal)

The first correspondent is placed on hold

3. *Switching between calls (broker call)*

You are in conversation and another call is on hold. To switch from one call to the other:

OR

Line keys whose
LED is on steady

Broker call (single-
line terminal)

The first
correspondent
is placed on
hold

2 **4. *Transferring a call***

To transfer a call to another terminal during a conversation:

Number of terminal
to receive call

Transfer

OR

Single-line
terminal **only**

2 **5. *Conversing with two correspondents (3-way conference)***

During a conversation, another call is on hold:

"Conference"
function code

To cancel the conference and recover your first correspondent, redial the **"3 party conference call"** code.

3. *Customizing your telephone*

3 1. *Programming your personal code*

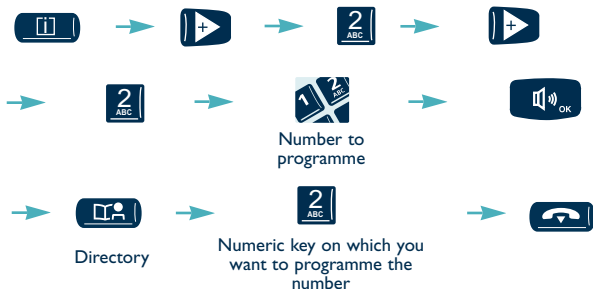The code of your terminal is 0000 by default.
To select or change your personal code:

Code of the
"Change personal code" function → Enter the present code → Enter the new code

Each code digit is represented by an asterisk.

3 2. *Programming your personal directory*

Your personal directory contains up to 12 numbers (0 to 9, * and #).

→ → → →

→ → →
Number to programme

→ → →
Directory | Numeric key on which you want to programme the number |

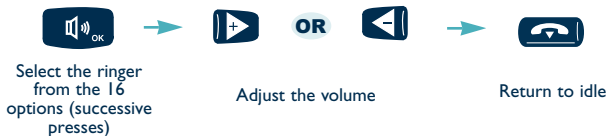| Personal directory numbers		
0	**4**	**8**
1	**5**	**9**
2	**6**	✱
3	**7**	**#**

3   **3. *Programming a function on an unassigned key***

The list of programmable functions is given in your user manual.

Enter the code
or number to
programme

OR

Select a
function

Unassigned
programmable
key

3   **4. *Selecting your ringer tune***

Terminal idle:

Select the ringer
from the 16
options (successive
presses)

OR

Adjust the volume

Return to idle
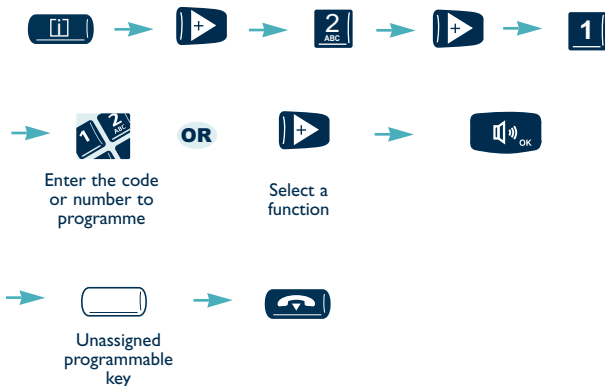
5. Adjusting the display brightness

Code of the
"Programming brightness"
function

Adjust the brightness

Confirm the setting

6. Selecting the language

Code of the
"Language"
function

Display the language options (*)

Display of the various options
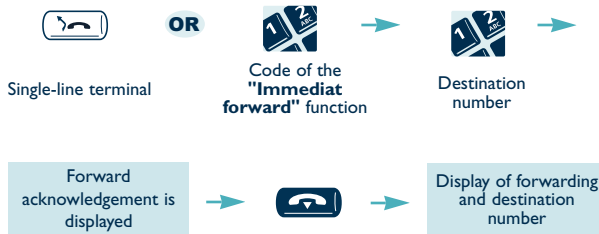
Code associated with the chosen language

Confirm

(*) for example:
F: French - GB: English - D: German - SP: Spanish - P: Portuguese - NL: Dutch - DK: Danish - I: Italian - A: Austrian

4. *While you are away - When you return*

1. *Forwarding your calls to another number (immediate forward)*

Single-line terminal

Code of the
**"Immediat
forward"** function

Destination
number

Forward
acknowledgement is
displayed

Display of forwarding
and destination
number

2. *Forwarding your calls to the voice mail*

Code of type
of forward

No. of recorded
message

3. *Cancelling forwarding on your return*

If forwarding activated
with this key (single-
line terminal)

Code of the
**"Cancel
forwarding"** function

The light and corresponding LED indicate messages received.

• **Call-back requests**

Messages → Screen displays the number of new messages →

→ → → Screen displays first number to call back →

Display the number of call-back requests (xx Msg Recall)

  OR   **OR**

Call back | Next call-back request | Previous call-back request
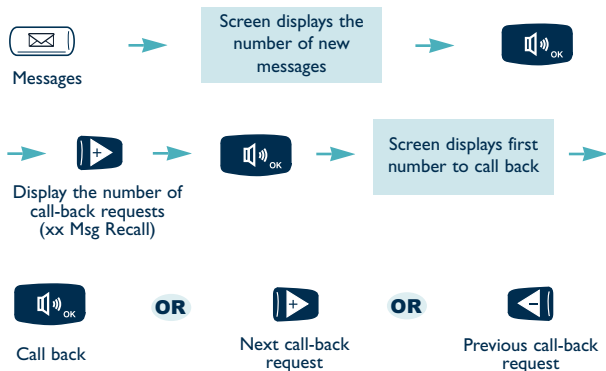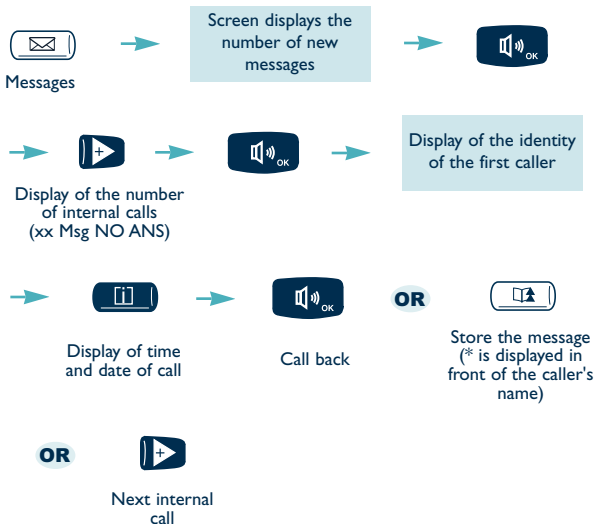
Note: even if the correspondent does not answer, the call-back message is erased after the number is called back when you proceed to the next message, as it is when you press *to quit message mode.*

• **Voice messages**

Messages	→	Screen displays the number of new messages	→	🔊 OK

→	🔊 OK	→	Follow the instructions of the voice guide	

voice messages (xx Msg Voice)
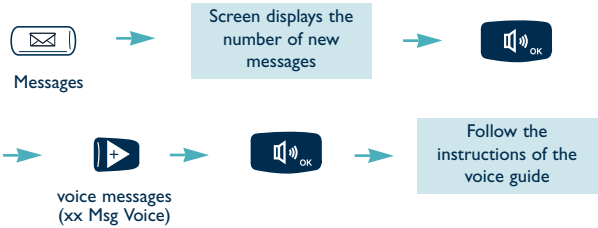
- **List of internal calls**

While you were away the internal calls have been stored (16 calls maximum).

Messages → Screen displays the number of new messages → 🔊 OK

→ ▶+ → 🔊 OK → Display of the identity of the first caller

Display of the number of internal calls (xx Msg NO ANS)

→ 📶 → 🔊 OK **OR** 📞

Display of time and date of call   Call back   Store the message (* is displayed in front of the caller's name)
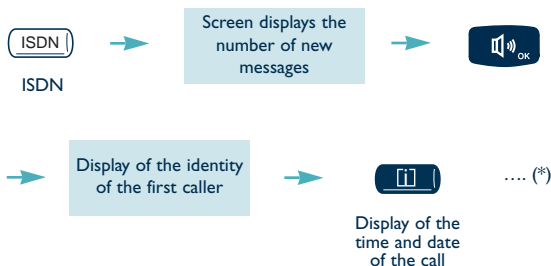
OR ▶

Next internal call

If you call back a correspondent who does not answer, the message is stored.

If the message is not stored and you do not call back the correspondent, it is cleared when you proceed to the next message, as it is when you press 📞 to quit message mode.

• **List of external calls**

While you were away, the external calls from ISDN subscribers have been stored (16 calls maximum).

The LED associated with (ISDN) indicates messages received.

(ISDN) ➔ Screen displays the number of new messages ➔ 🔊 ok

ISDN

➔ Display of the identity of the first caller ➔ [ⅰ] .... (*)

Display of the time and date of the call

(*) ....see **§ List of internal calls**

Personal notes

Caution: never let your telephone come into contact with water. You can nevertheless use a soft moist cloth to clean your telephone.

Never use solvents (trichlorethylene, acetone, etc.) as they risk damaging the plastic surfaces of your telephone. Never spray cleaning products on it.

If you use your telephone near an electronic source emitting a high level of electromagnetic radiation, you may hear a slightly audible modulation in the earpiece.

Conformity: this telephone is designed to be connected to an Alcatel OmniPCX 4400 PABX. It is classed SELV within the meaning assigned by standard NF EN 60950.

The CE marking indicates that this product complies with the following EC directives:

- 89/336/CEE (electromagnetic compatibility)

$C\epsilon$ - 73/23/CEE (low voltage)

- 1999/5/CE (R&TTE)

Declaration of conformity
We,
ALCATEL BUSINESS SYSTEMS
32, avenue Kléber
92707 Colombes Cedex - France
declare that the following products are deemed to comply with the requirements of Directive 1999/5/CE of the European Parliament and the Council.

ALCATEL Easy Reflexes

Any unauthorized modification of the products makes this declaration of conformity null and void. A copy of the original of this declaration of conformity can be obtained by making a written request to:

ALCATEL BUSINESS SYSTEMS
Technical Services - Customer Care
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> **For further information, visit our web site www.alcatel.com**