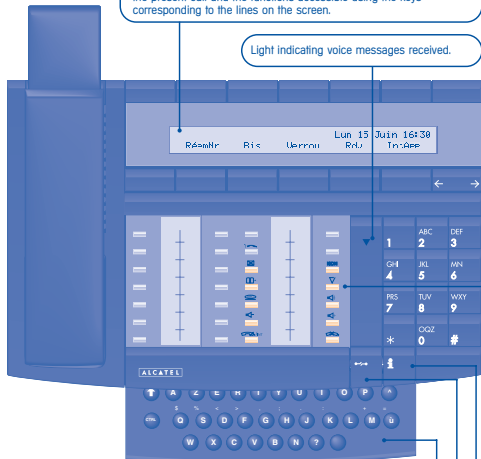# Getting to know your telephone

You have an ALCATEL 4034 REFLEXES digital telephone. The large display, the navigator and the alphabetic keypad will help you use your telephone easily and make make maximum use of the many functions offered.

Display and display keys

Comprises two lines and several pages of information concerning the present call and the functions accessible using the keys corresponding to the lines on the screen.
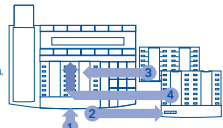
Light indicating voice messages received.

```
Lun 15 Juin 16:30
RéemNr   Bis   Verrou   RdJ   In?App
```

Programmable keys and icons

To make a call, activate a service or manage your calls. Each key has a corresponding icon:

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.

Access the various mail services

- Divert your calls to another terminal.
- Access the various mail services.
- Access your personal directory.
- **ISDN** Call an ISDN correspondent.
- Transfer call to another terminal.
- Activate the "Call by name" function.

Audio keys

- Loudspeaker: to share a conversation.
- To reduce loudspeaker or receiver volume.
- To increase loudspeaker or receiver volume.
- Mute, so your correspondent cannot hear you. Intercom, to answer an internal call without leaving to lift your receiver the receiver.
- Hands free: to make or answer a call without lifting.

Installing the programmable key label

A printed label is supplied with the terminal. This should be installed beneath the programmable keys.

1. Lift the lower part of the terminal.
2. Lift the keypad cover.
3. Slide your printed label into position.
4. Replace the cover inserting the top first, then press down the lower part of the terminal.

Alphabetic keypad

The keypad is protect by a flap and can be used for the call by name, the message service and programming. Open by pressing the top.

- To check or modify your key programming.
- To end a call or programming.

Alphabetic keypad for call by name

Type the name of your correspondent: a name is displayed, with the corresponding order number in a list.

The following display keys are proposed:

Next	Prev	Send
display next name in list	display previous name in list	to call when name is OK

Adjusting screen or icon brightness

Progr / Cntrst / Screen or **Icon** / **Ok**

select the required level by consecutive presses

Selecting ringer tune and adjusting volume

Progr / Melody / Melody or **Level+** / **Ok**

consecutive presses to select tune (8)

consecutive presses to adjust volume (7)

Selecting a language

Progr / Lang → **English** / **Choice** / **Ok**

present language

consecutive presses

Locking/unlocking your telephone

Verrou / Yes / No

lock	personal code (4 digits) Default code 1515	to lock	to unlock

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■ To make a call

- lift the receiver
- hands free
- or press a line key
- or dial the number for your call

■ To answer

- lift the receiver
- hands free
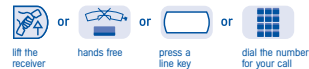
■ To terminate a conversation

- hang-up

Making an outside call

- key for outside line
- or dial 9
- dial the number for your call
- → **0155667000** number dialled

Making an internal call

- key for internal line
- or number required
- or operator
- → **Alcatel** name of person called or operator

Calling from the directory

■ Personal directory

- **Helen** key for your correspondent

■ Common directory

- to call by name
- or directory number (7000 to 7399)

Redialling

- **SndNum** number stored
- or redial
- → **0155667000** number called

Storing number or being called back

- your correspondent does not reply
- **N>Save** or **OCback**

ALCATEL OFFICE*

Table of codes

A function is activated by entering the corresponding code on the keypad.

Function	Default code	Your code	Function	Default code	Your code
Answer general bell	15		Hunting group out	66	
Answer paging	49		Immediate diversion	61	
Appointment time (programmed)			Intrude on a call	7 or A	
			Line allocation		
Automatic callback if terminal busy	19 or #		Line allocation + callback with charge info.		
Broadcast groups	41 to 48		Locking/Unlocking	17	
Broker call	2		Meter Total Recall		
Business account code			Moving a terminal	748	
Calibrated break	66		Open door		
Cancel all diversions	60		Operator call	0	
Cancel automatic callback	19		Paging	40	
Cancel enquiry call	3		Park / retrieve parked call	12	
Cancel follow me	69		Protect a call	89	
Common directory numbers	7000 to 7399		Redial last number	40	
			Replacing a terminal	747	
Conference	50		Seize main line	9	
Consult voice messages			Seize secondary lines	82 to 88	
Consultation of call on hold	14		Selective diversion		
Divert group calls	65		Substitution (business charge code)		
Divert if busy	62		Switch to programming	800	
Divert to paging	64		Terminal call	200 to 399	
Do not disturb	63				
DTMF End to End	69 or D		Terminal call pick-up	13	
Follow me diversion	68		Text message (call back later)	50	
Group call	51 to 58		Voice message (codes reserved)	806 and 807	
Group call pick-up	14				
Hunting group in	67				

Your telephone provides access to a number of functions, depending on your system version and configuration.

You can programme keys as required and print new labels. See the installation guide or contact your distributor.

Name: .... Telephone No.: ....

Fax. No.: .... Mobile No.: ....

E-mail address: ....

*ALCATEL 4200

Ref.: 3AK19038 ENAA Ed. 01

HANDLING SEVERAL CALLS

Calling a second person during a conversation

During a conversation, to call a second person.

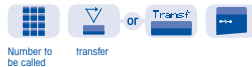or or ➡ the first call is on hold

dial number required | type the first two letters of the name | line key

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 displayed for 3 seconds | line key with icon flashing

Transferring a call

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

or Transf

Number to be called | transfer

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 corresponding to icon

Three-way conference

During a conversation, a second call is on hold.

□Conf | ■Conf | ↔

3-way conference | cancel conference and return to first correspondent | hang up on all correspondents

CUSTOMISING YOUR TELEPHONE

Programming your personal code

The default code for your telephone is 1515.

←→ | Progr | Passwd | old code (4 digits) | new code (4 digits)

Ok

Modifying value corresponding to key

i | ➡ 0......... | Rubout | enter new value

Ok | press programmed key | present value of selected key | present value of select key

Programming your personal directory

Ok | press a display key | type name of correspondent | Ok | enter number for correspondent
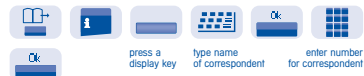
GROUP OPERATION

Call pick-up

■ Another telephone is ringing ■ A telephone in your group is ringing

IntApp | IndPic | number of telephone ringing | programmed key "Group call pick-up"

Monitoring calls to other terminals

programmed key "Monitoring" | same key to cancel

Answering a general bell

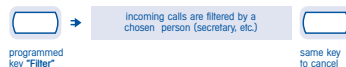If the operator is absent, to answer incoming calls to the operator.

general bell is ringing | IntApp | GenBel

Calling a correspondent on his loudspeaker

If you have authorisation, you can remotely activate his loudspeaker.

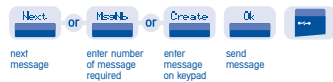□Intru | ➡ you are connected to your correspondent's loudspeaker (if he possesses the hands free function)
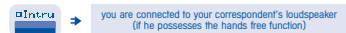
Filtering incoming calls

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

programmed key "Filter" | same key to cancel

Sending a written message to your correspondents

■ Internal number

Text | ➡ 01/27 Call me back

number of terminal to receive message | first message in list (max. 27)

Next | or | MsgNb | or | Create | Ok | send message

next message | enter number of message required | enter message on keypad | send message

■ Making an ISDN call

ISDN | Service | Text | proceed as for an internal correspondent

number to be called | (dependent on service from network provider)

WHILE YOU ARE AWAY - WHEN YOU RETURN

Diverting calls to another number

➡ 0155667000 | Ok

destination number

Diverting calls to a recorded message (option)

←→ | Renvoi | select type of diversion | or

programmed key «Voice message» | number of message service

Follow me diversion

From terminal to receive the diverted calls.

←→ | Renvoi | ←→ | Follow

number of your terminal

Cancelling all diversions

or | program another type of diversion

Consulting recorded messages

The light indicates that messages have been received.

■ Written messages

Text | Read | ➡ display name of sender, with date, time and ranking of message

display number of messages received

Next | or | Prev | Msg | Call | or | Delete

next message | previous message | read message | call sender of message | erase message

■ Voice messages (option)

Voice | ➡ follow voice instructions

ALCATEL

4034
REFLEXES

telephone