Alcatel **Premium Reflexes™**

Alcatel **OmniPCX** *Enterprise*

ALCATEL

ARCHITECTS OF AN INTERNET WORLD

How to use this guide

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

The large display and and alphabetic keypad ensure ease and comfort of use.

- **Actions**
  - Off-hook
  - Hang up
  - Description of an action or context
- **Display**
  - Partial view of the display
- **Programmable keys and icons**
  - Line or programmable key
  - Icon corresponding to a key
  - Pre-programmed key
- **Keypad**
  - Numeric keypad
  - Alphabetic keypad
  - Specific key on numeric keypad
- **Audio keys**
  - Loudspeaker
  - Hands free
  - 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.

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.

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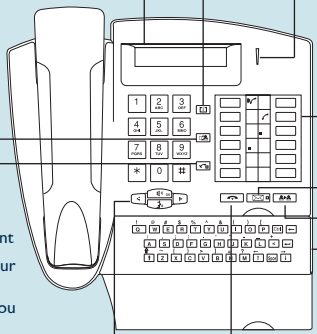
Your telephone

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

Light indicates messages received

To programme your telephone



To call using your personal directory

Secret to isolate you from your correspondent

Interphone so that your telephone answers automatically without you having to off-hook

To access the various message services

To transfer a call to another terminal (multi-line mode)

To end a call or exit from programming

Alphanumeric keypad for calling by name
Protected by a flap, raise the flap to expose the keypad

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

Hands free to call or answer without off-hooking

Programmable keys and icons

These keys are divided into line keys and function keys. 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
- Telephone or line busy (supervision)

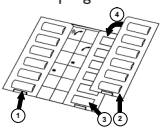
Certain keys are preprogrammed (these keys differ according to the configuration of your telephone (single-line or multi-line)).

- to switch between two calls (single-line terminal)
- to temporarily store a number
- ISDN — to consult the list of unanswered ISDN calls or to make an ISDN call
- to cancel an enquiry call (single-line terminal)
- to automatically redial the last number dialled
- to divert calls to another terminal

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 (1 slot per block of keys).
② Raise the key block cover.
③ Slide the printed label into position.
④ Lower the cover.



1. Making a call

1 1. Making a call

Off-hook

OR

Hands free

Dial

OR

Dial directly

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

1 2. Answering a call

Off-hook

OR

Hands free

1 3. Calling using your personal directory

Directory

Programmed numeric key

1 4. *Calling your correspondent by name*

Enter the first letters of your correspondent's name (*)

If the name has no spaces, the search is made automatically by Surname.

If the name includes one space (2 words), the display screen proposes two possibilities.

1 to search by Surname

2 to search by Surname/First name

If the name includes two spaces (3 words), the search is run automatically by Surname/First name.

In all cases

Start the search

Display of the first name and the number of solutions found

OR

Modification request (*)

Display the number of the proposed name

Dial number

Next name

Previous name

(*) used to correct the entry or change the request.

1 5. Redialling the last number dialled (Redial)

Redial

Dialled number

1 6. Making a call-back request

Your correspondent does not reply or is busy

Programmed **"Call-back request"** key

OR

"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

Type in the first letters of the name

→ 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:

Name of caller is displayed for 3 seconds

Line keys whose icon is flashing

OR

Programmed key **"Consulting call on hold"** (single-line terminal)

→ The first correspondent is placed on hold

2 3. *Switching between calls (broker call)*

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

Line key associated with the icon

OR

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:

Programmed **"Conference"** key

OR

"Conference" function code

Use the same procedure to cancel the conference and recover the first call.

3. Customizing your telephone

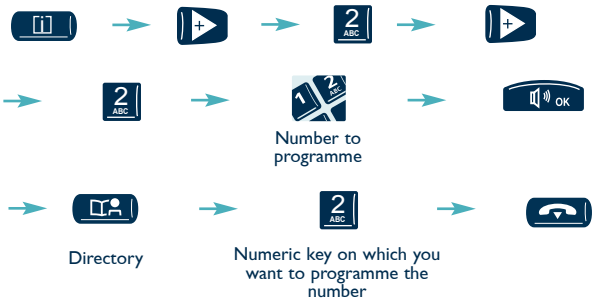
3 1. Programming your personal code

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

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 #).



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

Select a function

Unassigned programmable key

3 4. *Selecting your ringer tune*

Terminal idle:

Select the ringer from the 16 options (successive presses)

Adjust the volume

Return to idle

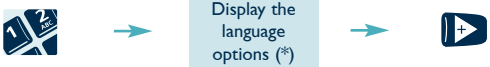
3 5. Adjusting the display and icon brightness

Code of the **"Programming brightness"** function

Adjust the brightness

Confirm the setting

3 6. Selecting the language



Code of the **"Language"** function

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

All these functions can also be activated by entering the corresponding code.

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

4 2. Forwarding your calls to the voice mail

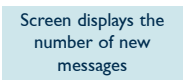
4 3. Cancelling forwarding on your return

4 4. Consulting your messages on your return

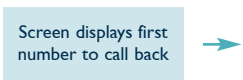
The light and corresponding icon indicate messages received.

- **Call-back requests**

Messages → Screen displays the number of new messages → OK



→ Display the number of call-back requests (xx Msg Recall) → OK → Screen displays first number to call back →



Call back **OR** Next call-back request **OR** 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

Display the number of voice messages (xx Msg Voice)

Follow the instructions of the voice guide

- **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

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

Display of the identity of the first caller

Display of time and date of call

Call back

OR

Store the message (* is displayed in front of the caller's name)

OR

Next internal call

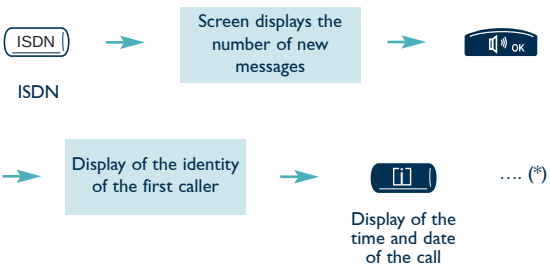
If you call back a correspondent who does not answer, the message is stored.

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 icon associated with ISDN indicates messages received.



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

Precautions for use

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 Enterprise 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:

CE
- 89/336/CEE (electromagnetic compatibility)
- 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 Premium 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:

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