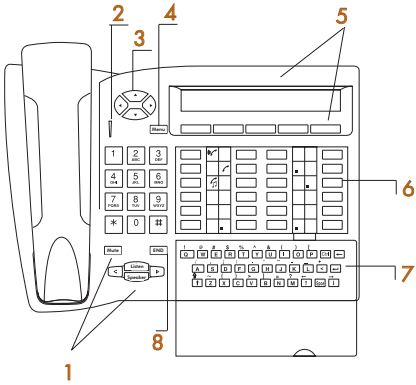
Advanced
REFLEXES

Alcatel **OmniPCX 4400**

ALCATEL

GETTING TO KNOW YOUR TERMINAL



1 **Audio keys:**

Listen: to share a conversation, via the station speaker

To reduce station speaker or handset volume

To increase station speaker or handset volume

For Hands-free operation

Mute key - to turn off mic, or to set

Interphone mode - to leave mic "on" (indicated by flashing light) - to answer an internal call immediately - without lifting the handset.

2 **LED (green) -** indicates messages have been received.

3 **Navigator -** to scan pages of the display and select a line (bottom line is active by default).

4 **Menu key -** to program your terminal or to display information.

5 **Display -** two-line display offers several pages of call information and lists functions available, via **Display keys** (symbol Init) soft-keys which change dynamically to offer context features.

6 **Pre-programmed Keys, Programmable Keys, and Corresponding Icons**
These keys (symbol) are either line keys or feature keys, with corresponding icons.

7 **Dial-By-Name - Using the Alphabetic Keyboard** (key symbol α)
Open the cover to use the keypad.

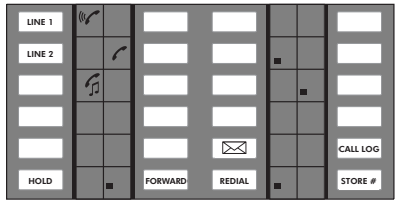
Enter the name, initials or name and first name of your party. ▶ Name OR Init OR Name&F

⇒ First matching name in list and corresponding number is displayed. ▶ Call (If the name is the one required.) OR Next (For next name.) OR Prev (For previous name.) OR Modify (To modify name.)

8 **END** to terminate a call or programming.

Call icons

- Call ringing (flashing).
- Call in progress.
- Call on hold.
- Call on common hold.



Feature icons

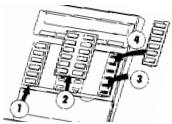
- Feature activated.
- Feature requiring action.
- Terminal or line busy (supervision).

Pre-programmed keys are used to :

- LINE : access a line, or enter a feature code while in conversation
- HOLD : put a call on hold
- FORWARD : forward a call to another terminal (Immediate)
- ✉ : access message services
- CALL LOG : review the list of identified unanswered external calls
- REDIAL : redial the last number dialed
- STORE # : temporarily store a number

INSTALLING THE LABEL ON THE TERMINAL

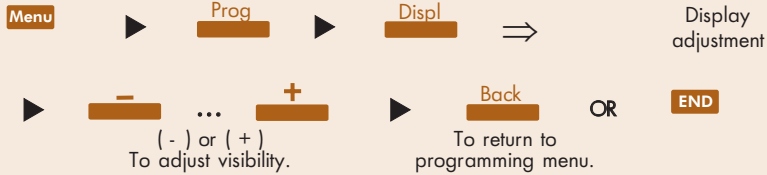
A set of printed labels is supplied with the terminal, for installation under each block of keys.



① Insert a flat blade into the slot (1 slot per block of keys).
② Raise the cover.
③ Slide the printed label into position.
④ Replace the cover.

EASE OF USE (setting up)

ADJUSTING THE DISPLAY AND ICON VIEWING ANGLE



SELECTING RINGER MELODY AND ADJUSTING VOLUME

PROGRAMMING YOUR PERSONAL DIRECTORY - FOR SPEED DIALING

YOUR CALLS (making a telephone call)

- **To make a call**

Dial directly.

OR

Lift the handset.

▶

Dial the number required.

- **To terminate a call**

Hang up.

OR

Press.

MAKING AN EXTERNAL CALL

Press 9

▶

Dial the number required.

⇒

The number dialed is displayed.

MAKING AN INTERNAL CALL

Dial the number required.

⇒

Name of and number you have called is displayed.

CALLING USING YOUR PERSONAL DIRECTORY

Press the station or display key you have programmed for the required name.

OR

Use the Navigator key to access the pages that follow, then press the key for desired name.

CALLING USING THE SYSTEM DIRECTORY

Enter system "Speed Dial" No.

REDIALING THE LAST NUMBER DIALED (Redial)

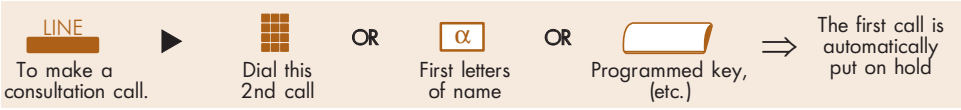
REDIAL

⇒

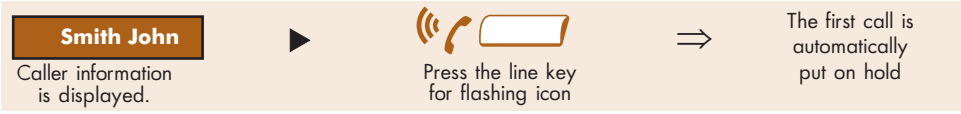
No. dialed is displayed.

YOUR CALLS (handling several calls)

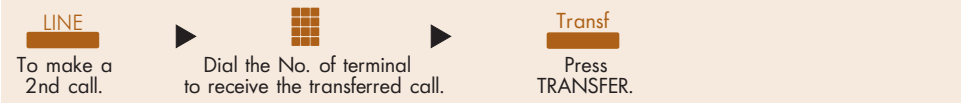
CALLING ANOTHER NUMBER DURING A CALL



ACCEPTING A SECOND CALL

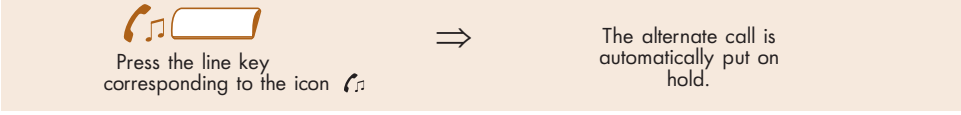


TRANSFERRING A CALL (during the call)



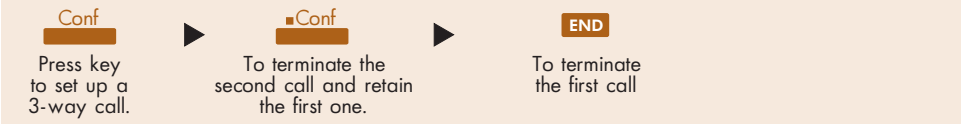
SWITCHING BETWEEN ONE CALL AND ANOTHER (Broker)

While in conversation (with another call on hold) - to switch to the other call:



THREE-WAY CONFERENCE

When in conversation with one party, and another call is on hold, you can:



IN YOUR ABSENCE

All these functions can be obtained by programmed key or by dialing the corresponding code.

FORWARDING YOUR CALLS TO ANOTHER NUMBER

Menu ▶ Access ▶ Servce ⇒ **«Forwarding services»** function group is displayed.

▶ Apply ▶ Select type of forwarding. ▶ Apply ▶ ▦ ▶ END

Dial No. of terminal receiving the forwarded calls.

FORWARDING YOUR CALLS TO A VOICE MESSAGE SYSTEM

Menu ▶ Access ▶ Servce ⇒ **«Forwarding services»** feature group is displayed.

▶ Apply ▶ Select type of forwarding ▶ Apply ▶ ▦ ▶ END

Enter No. for voice mail system.

REVIEWING YOUR MESSAGES

Light and icon ✉ indicate that Text or Voice messages (or Callback requests) are waiting for you:

✉ Message(s) ▶ Text, Voice, CallBk or NoAnsw ▶ Follow voice guide instructions (Voice messages).

Text, Voice, Callback requests or No Answer key

OTHER FEATURES

CANCELING FORWARDING FROM YOUR TERMINAL

Menu ▶ Access ▶ Servce ⇒ **«Forwarding services»** function group is displayed.

▶ Apply ▶ FwdOff ▶ Apply ▶ END

REQUESTING CALLBACK (Internal only)

When your party does not reply or number is busy. ▶ CallBk ▶ END

PROGRAMMING A FEATURE (OR NUMBER) ON A KEY

The list of programmable features can be found in your User guide.

Menu ▶ Prog ▶ Keys ▶ [ ] Select station key (or display key) to program. Dial the required feature code and/or number directly. END

OR Servce ▶ Next ▶ Apply ▶ Press the display key corresponding to selected function. ▶ Apply ▶ END

To access the required function group

Name:	Tel. No.: .....
Fax No.:	Mobile No.: .....
Email address:	PWT No.: .....

Quick guide - Ref. 3AK 19524 USAB Ed. 01

For information regarding compliance, please refer to the corresponding user guide.

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