

Alcatel **First Reflexes**™

Alcatel **OmniPCX** Enterprise



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**ALCATEL**

ARCHITECTS OF AN INTERNET WORLD


## How to use this guide

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

- **Actions**

 Off-hook

 Hang up


 Description of an action or context

- **Pre-programmed key**

 Pre-programmed key

- **Keypad**

 Numeric keypad

 Specific key on numeric keypad

- **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.

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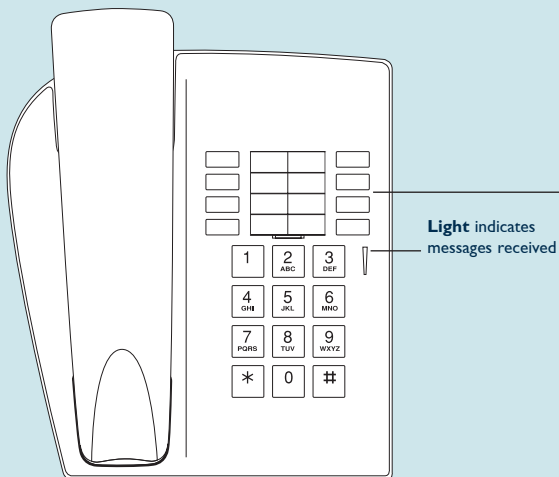
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## Your telephone



### Pre-programmed key



to cancel an enquiry call



to access the various mail services



to automatically redial the last number dialled



to reduce receiver or ringer volume



to switch between two calls



to divert calls to another terminal



to activate ringer

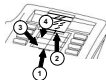


to increase receiver or ringer volume

### 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.



# 1. Making a call

## 1 1. Making a call



Off-hook



Dial



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

## 1 2. Calling using your personal directory



Off-hook



"Personal directory  
programming" function  
code



Programmed  
numeric key

## 1 3. Redialling the last number dialled (Redial)



Off-hook



Redial

## 1 4. Making a call-back request

Your  
correspondent  
does not reply or  
is busy



"Call-back  
request" function  
code



Hang up

## 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



The first correspondent is placed on hold

### 3 Cancelling the enquiry call



Cancellation of enquiry call



You recover the first call

### 2 2. Answering a second call

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



"Consulting call on hold"  
function code



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:



Broker call

## 2 4. Transferring a call

To transfer a call to another terminal during a conversation:



Number of  
terminal to receive  
call



Hang up

## 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

#### 3 2. Programming your personal directory

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



"Personal  
directory  
programming"  
function code

Numeric key on  
which you want to  
programme the  
number

Number to  
programme



To confirm

Personal directory numbers

0	4	8
1	5	9
2	6	*
3	7	#

### 3 3. Selecting your ringer tune

Terminal idle:



**OR**



Select the ringer  
from the 16 options  
(successive presses)

Adjust the volume



To confirm

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

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



Destination  
number



Hang up

### 4 2. Forwarding your calls to the voice mail



Code of type  
of forward



No. of recorded  
message



Hang up

### 4 3. Cancelling forwarding on your return



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

OR

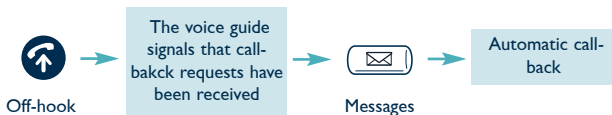


If forwarding activated  
with this key

## 4 4. Consulting your messages on your return

The light indicates that messages have been received.

### • Call-back requests



*The call-back message is erased when the number is called back, even if the correspondent does not answer.*

*If there are several call-back requests, they are processed in chronological order, oldest request first; a request can only be processed once the preceding request has received a response.*

*All the recorded call-back requests can be erased by entering the "**Consult call-back request**" function code.*

### • Voice messages



Off-hook



Follow the instructions of the voice guide

## 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:



- 89/336/CEE (electromagnetic compatibility)

- 73/23/CEE (low voltage)

- 1999/5/CE (R&TTE)

### Declaration of conformity

We,

ALCATEL BUSINESS SYSTEMS

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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 First 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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F - 67408 Illkirch - France

**For further  
information, visit our  
web site  
[www.alcatel.com](http://www.alcatel.com)**

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Ref. : 3AK 19527 ENAC Ed. 02

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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