Premium
REFLEXES

Alcatel **OmniPCX 4400**

ALCATEL
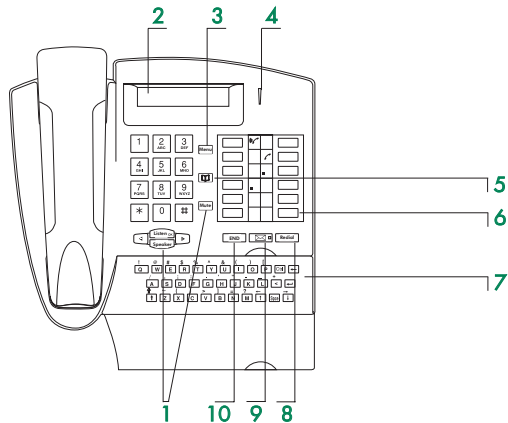
1 Audio keys:

Listen OK: 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 **Display** - one line display offers several pages of call information.

3 `Menu` **-** to program your terminal or to display information.

4 **LED (green) -** indicates messages have been received.
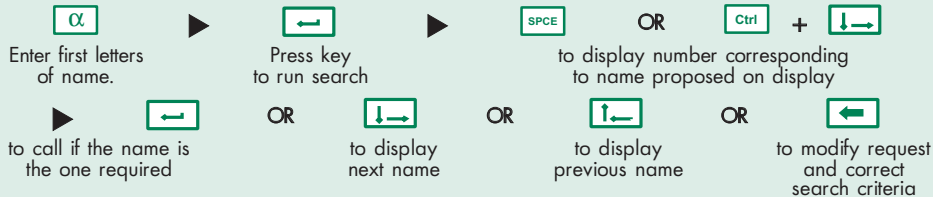
5 `📖` **-** to call using your personal directory.

6 **Keys and Corresponding Icons**

These keys (symbol `⬭`) are either line keys or function keys, with corresponding icons.

7 **Dial-By-Name using the Alphabetic Keyboard** (key symbol `α`)

Open the flap to use the keypad.

`α` ▶ `↵` ▶ `SPCE` OR `Ctrl` + `↓→`
Enter first letters   Press key   to display number corresponding
of name.   to run search   to name proposed on display

▶ `↵` OR `↓→` OR `↑→` OR `↵`
to call if the name is   to display   to display   to modify request
the one required   next name   previous name   and correct
                                                            search criteria

8 `Redial` to redial the last number dialed.
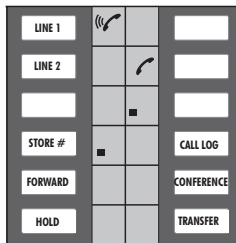
9 `✉` to access the various message services.

10 `END` to terminate a call or programming.

Call icons
(« (Call ringing (flashing).

(Call in progress.

(♪   Call on hold.

♪   Call on common hold.

Function icons
■■■   Function activated.

■☀■   Function requiring action.

⊏⊐■⊏⊐   Terminal or line busy (supervision).

Pre-programmed keys are used to :

Key		
LINE	:	access a line, or enter a feature code while in conversation.
STORE #	:	temporarily store a number
CALL LOG	:	review the list of identified unanswered external calls
FORWARD	:	forward a call to another terminal (Immediate)
CONFERENCE	:	talk with two other people at the same time (3-Way Conference Call)
HOLD	:	put a call on hold
TRANSFER	:	transfer a call to another terminal

INSTALLING THE LABEL ON THE TERMINAL

A set of printed labels is supplied with the terminal, for installation under each block of keys.
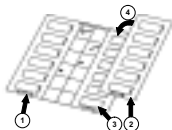
① Insert a flat blade into the slot (1 slot per block of keys).
② Raise the cover.
③ Slide the printed label into position.
④ Replace the cover.

EASE OF USE (setting up)

ADJUSTING THE DISPLAY AND ICON VIEWING ANGLE

Enter the code for **«Display - adjustment»** feature. ▶ [+] OR [-] ▶ **END**

Press key (+) or (-) to adjust visibility. Press END.

SELECTING MELODY AND ADJUSTING VOLUME

Listen OK ▶ [+] OR [-] ▶ **END**

Press key to select a tune (16 choices). Press key (+) or (-) to adjust volume. Press END.

PROGRAMMING YOUR PERSONAL DIRECTORY

Menu ▶ [+] ▶ [2 ABC] ▶ [+] ▶ [2 ABC]

Enter the number. ▶ [directory] ▶ Select the key you want to program: (1-9, *, 0, or #) ▶ **Menu**

Press directory key.

Personal directory numbers		
❿ 0	❹	❽
❶	❺	❾
❷	❻	＊
❸	❼	＃

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 **END** **Press.**

MAKING AN EXTERNAL CALL

9 wxyz
Press 9 ▶ Dial the number required. ⟹ **6035551234** The number dialed is displayed.

MAKING AN INTERNAL CALL

Dial the number required. ⟹ **Smith John** Name of person you have called is displayed.

CALLING USING YOUR PERSONAL DIRECTORY

📖 Press key. ▶ Enter personal "Speed Dial" No.

CALLING USING THE SYSTEM DIRECTORY

Enter the system 'Speed Dial' No.
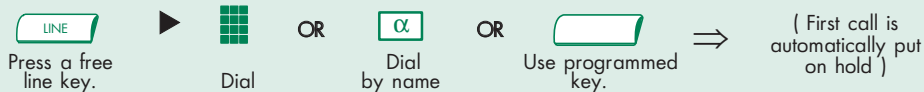
REDIALING THE LAST NUMBER DIALED (redial)

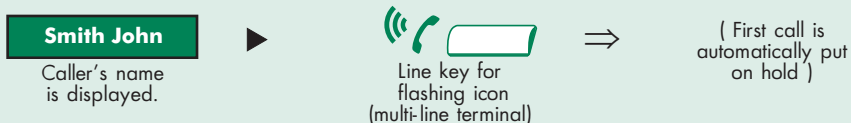**Redial** Press REDIAL. **6035551234** The No. dialed is displayed.
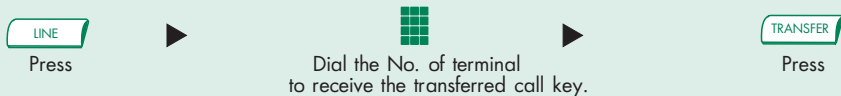
YOUR CALLS (handling several calls)

CALLING ANOTHER NUMBER DURING A CALL

LINE — Press a free line key. ▶ [keypad] Dial **OR** α Dial by name **OR** [key] Use programmed key. ⟹ (First call is automatically put on hold)

ACCEPTING A SECOND CALL

Smith John — Caller's name is displayed. ▶ [Line key for flashing icon (multi-line terminal)] ⟹ (First call is automatically put on hold)

TRANSFERRING A CALL

LINE — Press ▶ [keypad] Dial the No. of terminal to receive the transferred call key. ▶ TRANSFER — Press

SWITCHING BETWEEN ONE CALL AND ANOTHER (Broker)

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

[Line key corresponding to icon (multi-line terminal)] ⟹ (The alternate call is automatically put on hold)
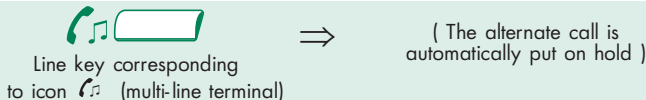
THREE-WAY CONFERENCE

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

CONFERENCE — Press the CONFERENCE key to set up a 3-way call. ▶ To cancel the 3-way call - use the same procedure... ⟹ ...and recover the first call (only).
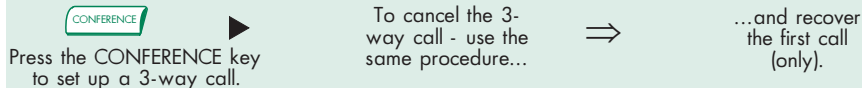
IN YOUR ABSENCE

All these features can also be activated by dialing the corresponding code.

FORWARDING YOUR CALLS TO ANOTHER NUMBER (immediate forward)

FORWARD ▶ ▦ ⟹ Forwarding is acknowledged on the display.

Press key | Dial the No. of the terminal receiving the forward.

▶ END ⟹ System acknowledges forwarding and displays the number receiving the forwarding.

FORWARDING YOUR CALLS TO A VOICE MESSAGE SYSTEM

▶ ▦ ▶ END

Press key programmed with type of forward | Enter the No. for the voice mail service. | Press END.

REVIEWING YOUR MESSAGES

LED and corresponding icon ✉ indicate that you have received messages (or callback requests).

• Callback requests

✉ ▶ Listen OK ▶ Listen OK ⟹ …display the first number to be called back. ▶ Listen OK

Press key to display "xx New Msg." | Press *Listen OK* (two times) to display "xx Msg Callbk," and to… | | Press key to call.

• Voice mail

✉ ▶ Listen OK ▶ ⊕ ▶ Listen OK ▶ Follow voice guide instructions.

Press key to display xx New Msg. | Press *Listen OK* and (+) to display xx Msg Voice | Press *Listen OK* to access voice mail.

OTHER FEATURES

CANCELING FORWARDING FROM YOUR TERMINAL

FORWARD **OR** ▷ **END**

Press programmed key, or
enter **«Forward - cancel»** code.

REQUESTING CALLBACK (Internal only)

If your party does not
answer or their
number is busy. ▶ ▷ **END**

Enter the code for **«Callback - set request»**
or press programmed key.

PROGRAMMING A FUNCTION ON AN UNASSIGNED KEY
The list of programmable features is given in your user guide.

Menu ▶ ▷+ ▶ **2** ABC ▶ ▷+ ▶ **1** ⟹ Enter the selected
code or number
directly

(**OR** ▷+) ▶ ▷ ▶ **END**

To scroll through
available features. unassigned
programmable key

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

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