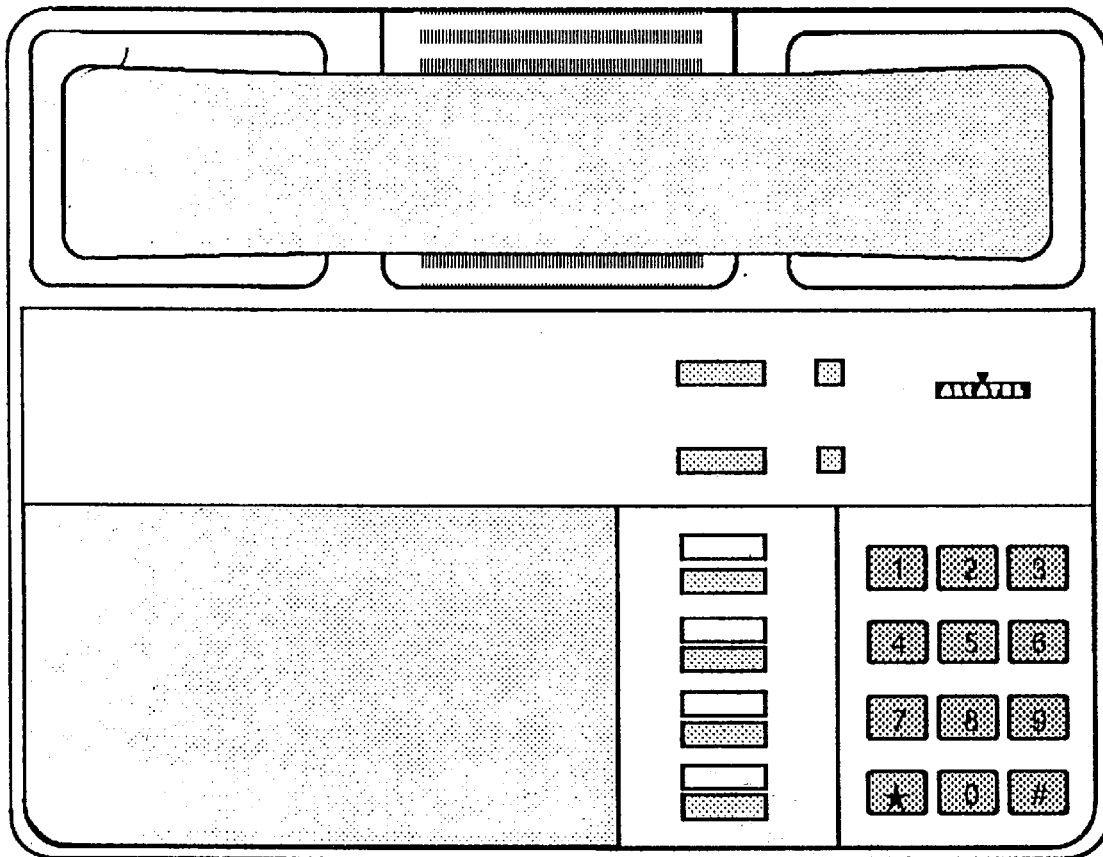


T1600 X

USER BOOKLET

T161



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ALCATEL

BUSINESS SYSTEMS

5008802 02



USER BOOKLET

This document will give you all the elements you need to use properly your T161 extension when this is connected to a T1600 X system.


You may find the required information by means of :


- the pictures of the keyphone
- the table of contents
- the alphabetical index

Instead of pressing the Line/Rel key you may lift the handset.

User guide of Mr / Mrs / Ms
Extension number :

Symbols used :

 Press or dial

 " " Tone or bleep

Your system numbering plan is of the :

Default 2-digit type

Default 3-digit type

Other type

YOUR T161

Monitor p. 28, 32

Monitor p. 28, 32

Sliding drawer

Re-programmable keys p. 42 to 47
pre-programmed keys p. 55

Forward
p. 30, 31, 36

Call-back p. 9, 10

Last number p. 16

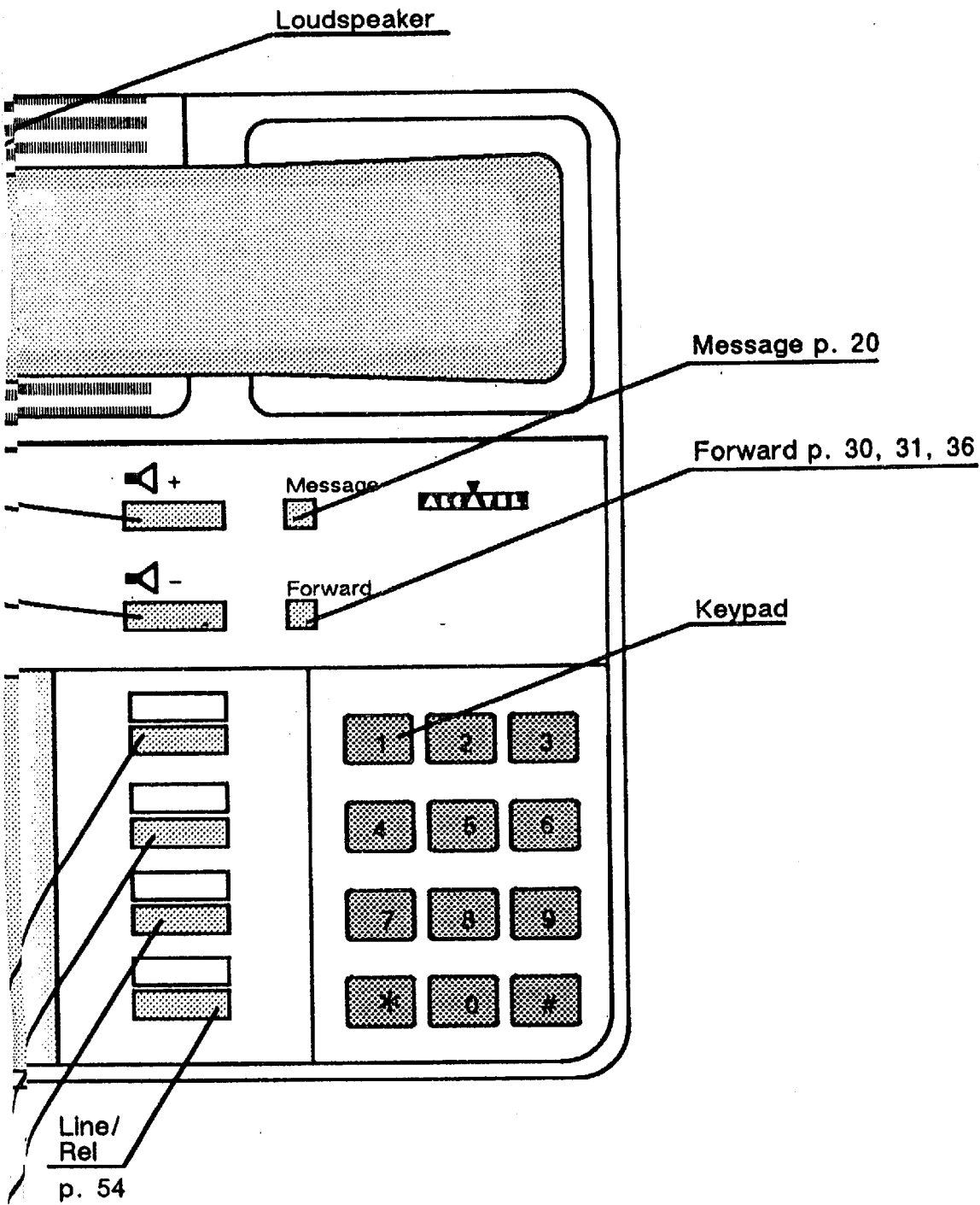


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To make a call

Internal call(s)

SIMPLE CALL


 Line / Rel

 Called extension number

Lift the handset when the called person answers

GROUP CALL

You can ring at the same time the extensions belonging to a parallel group or ring the first free extension in a sequential group. (See p. 58 and 59)

 Line / Rel "J"



 Number of the required group "J"

Lift the handset when a person answers

CALL-BACK ON NO ANSWER

If the called dedicated extension is a T160 and it does not answer, you can leave a message requesting he/she calls you back.

The called extension does not answer

 4 or  Call-back

Your extension is free again

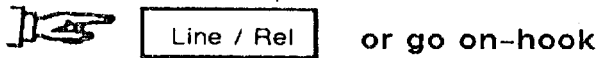
To make a call

Internal call(s)

CALL-BACK WHEN FREE

If the called extension is busy, you can leave an automatic call-back request.

The called extension is busy



As soon as the other extension is free, your extension is rung



The called extension is rung

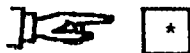
To make a call

Internal call(s)

GENERAL BROADCAST CALL

This service enables an authorized user to send a spoken message (without response) to all the keyphones (except the T166).

Lift the handset



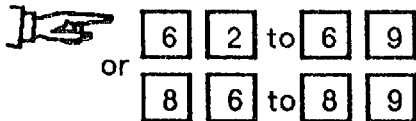
You can speak during 20 seconds

Go on-hook

GROUP BROADCAST CALL

This service enables you to send a spoken message (without response) to the keyphones of the pre-programmed group to which you belong.

Lift the handset



You can speak during 20 seconds

Go on-hook

To make a call

Internal call(s)

PAGING

This service enables an authorized extension to inform an absent person that somebody is trying to contact him/her.


PAGING ACTIVATION

From a free extension.





AND

 Required extension number



From an extension which gets the ringing tone.



If the paging call is successful :



To make a call

Internal call(s)


PAGING
(continuation)

ANSWER A PAGING CALL

From any extension of the installation within a limited duration.





 His/Her own telephone number

Speech

To make a call

Internal call(s)

INTRUSION

If the called extension is busy and if your extension has been given the authorization to this service, you can intrude into this call, you get a specific waiting tone instead of the busy tone.

The correspondent subjected to intrusion will hear the warning tone.

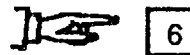
His correspondent will hear you but he won't be able to speak with you.

Activation

Cancellation

The extension is busy

Regular "♪"



Your extension returns to camp-on on the busy extension

The called extension can protect his/her calls against any intrusion.

(See page 17).

To make a call

External call(s)

SIMPLE CALL

 Line / Rel "♪"

 9 or secondary trunk group number "♪"

 Required external number

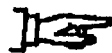
Lift the handset when the called person answers

STONE RECOVERY

This service enables you to end a call in progress without losing the line and to start a new call without wasting time.

 7 6

The call in progress is ended "♪"

 New external number


(See page 47).

To make a call

External call(s)


LAST NUMBER REDIAL

You can retransmit automatically the last manually dialed external number (not a speed calling number).

 Line / Rel " ↓ "

 7 7


or


 Last number

Lift the handset when the called person answers

SYSTEM SPEED CALLING NUMBERS

You can transmit up to 400 external numbers previously memorized (system directory).

 Line / Rel " ↓ "

 8 0 0 0 to 8 3 9 9

Lift the handset when the called person answers

To make a call

External call(s)

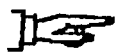
DATA TERMINAL CONSULTATION

You can dial a call for a data terminal consultation from your extension if a data terminal is associated with it (see page 40 for programming).

Make sure that the data terminal is free and powered up



Line / Rel "J"



7 8 "J"



Data terminal directory number



9 "J" or secondary trunk group number



Required data base number



Connection
End

on your data terminal

To make a call


External call(s)

ACCESS TO THE MERCURY NETWORK VIA BT

If your T1600 system allows you to force your calls over the "Mercury" network.


Manual access to the "Mercury" network :

 1 3 1

 Required telephone number

Manual access to the British Telecom network :

 1 2 1

 Required telephone number

Note : 1. The "Mercury" network access mechanism can be activated or disactivated by the system manager.

2. Not all external numbers can be dialled over the Mercury network.

To answer a call

Internal call(s)

ANSWERING INTERNAL CALLS

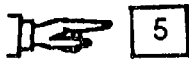
FREE EXTENSION

Your extension is rung

Lift the handset

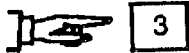
BUSY EXTENSION

Intermittent "♪"



The first call is automatically placed on hold.

To switch from one correspondent to the other :



To answer a call


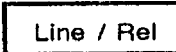
Internal call(s)

MESSAGE(S)

The Message led flashes, this means that the operator wants you to call him/her back.

Flash on  Message

To call-back :

  " J "

  (operator)

Lift the handset when the attendant answers

The  goes out

To answer a call

External call(s)

ANSWERING EXTERNAL CALLS

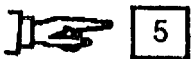
FREE EXTENSION

Your extension is rung

Lift the handset

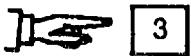
BUSY EXTENSION

Intermittent "d"



The first call is automatically placed on hold

To switch from one correspondent to the other :



To release the correspondent to which you are talking :



To answer a call

External call(s)

CALL PICK-UP

SIMPLE PICK-UP

This enables you to answer on your extension a call which rings another extension.

Lift the handset "J "

 [7] [1] "J "

 Ringing extension number

GROUP CALL PICK-UP

If the called extension belongs to the same call pick-up group as yours.

Lift the handset "J "

 [7] [2] "J "

GENERAL CALL PICK-UP

If the call rings as a general call.

Lift the handset "J "

 [7] [3] "J "

During a call

ENQUIRY CALL
(within the T1600 X system)

You can, without ending your previous call, make another call either internal or external.

TO A SECOND INTERNAL CORRESPONDENT



 Required extension number

TO A SECOND EXTERNAL CORRESPONDENT



 **9** or secondary trunk group number

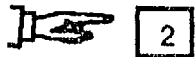
 Required external telephone number


NOTE : Dial **2** to switch back to the first correspondent, the second correspondent is released.

During a call

TRANSFER
(within the T1600 X system)

You can transfer a correspondent onto another extension.



 Number of the extension you wish to transfer the call to

Go on-hook

During a call

TRANSFER ON PAGING CALL

You can transfer a correspondent (internal or external) on a paging call.

INTERNAL CORRESPONDENT

A has a B extension on hold and has activated a paging call for C

Go on-hook

Extension B is transferred to the paged party

EXTERNAL CORRESPONDENT

A has a trunk line on hold and has activated a paging call for C

Go on-hook

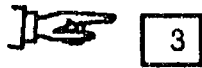
The trunk line is placed on paging hold.

During a call

SPLIT (BROKERS) CALL

This service enables you to switch between two correspondents.

Each time you want to switch to the other correspondent



During a call

CONFERENCE

This enables you to include a third correspondent in a call if your extension has been given the authorization to this service.

TO SET UP A CONFERENCE

When you are in enquiry call (already have a correspondent on hold)

 8 0

TO SWITCH BACK TO THE ORIGINAL SITUATION

 8 0


TO TRANSFER YOUR CORRESPONDENTS TO ONE ANOTHER


 8 0

Go on-hook

The other 2 correspondents remain in communication.

TO END THE CONFERENCE

 8 0

 2

Go on-hook

Your correspondents are released.

*During a call***MONITOR (AMPLIFIED RECEPTION)**

This service enables the persons around you to listen to your caller.

Activation

Repeat the operation until the required sound level has been obtained.

Cancellation

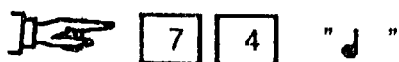
Repeat the operation until the loudspeaker is out.

During a call

PARK

You can park your external call in order to pick it up on another extension.

You are in conversation with an external correspondent.



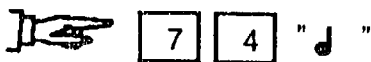
Go on-hook

Any call parked for more than 1 mn 30 s rings the operator.

PARK RETRIEVAL

You have gone to the extension on which you want to pick-up the external parked call.

Lift the handset



Number of the extension from which the call was parked

Customize your extension





Free extension




TEMPORARY FORWARD

This service enables you to forward your calls to another extension of your choice (different from the preprogrammed one).

Activation

Cancellation

-  Line / Rel "J "
-  7 9 or
- Forward "J "
-  2 "J "
-  Number of the extension which gets the forward "J "

-  Line / Rel "J "
-  7 9 or
- Forward "J "
-  0 "J "

The  "forward" goes on

The  "forward" goes out

Customize your extension


Free extension

DO NOT DISTURB

This service enables you to prevent any call from ringing your extension.

Activation

Cancellation

 "♪"


 "♪"

 or

 or

"♪"

"♪"

 "♪"

 "♪"

The "forward" goes on

The "forward" goes out

*Customize your extension**Free extension*

BACKGROUND MUSIC

The telephone enables you to hear a background music via the loudspeaker (if the service is offered by the system).

Activation**Disactivation**

Manual : 

Line / Rel

Automatic : Selection of a system service (trunk line, extension key)

Forced : An extension having its music activated reacts as if it was free ; when it is called, the music is disactivated

NOTE : When the extension is free again, the background music is automatically reactivated if it had been selected before.

Volume regulation : Press keys

--

 or


--

*Customize your extension**Free extension*


EXTENSION SELF TEST

This service enables you to check the various functions of your extension.

Programming



 "♪"




 "♪"






 Test of the leds : all the leds go on.



 "♪" Test of the tone ; the self test is ended.



 "♪"


Customize your extension

Programming


EXTENSION RINGING TUNES

You can select the ringing tune of your extension from four different tunes and control its ringing level.

Programming

 "J "


Bottom Button

 "J "



708

 The active ringing tune is heard

*+ or -
Bottom Button
to alter*

 or or or

Ringing level control

 or 

*Ringing
level.*

The selected tune is memorized.

Customize your extension

Programming

CALL FORWARD


This enables you to specify the effective forwarding when it is activated.

You may chose between 3 forwarding types :


- internal calls
- external trunk (trunk line, DID) calls.
- internal and external calls.


SELECTION OF THE FORWARDING TYPE

Programming


 Line / Rel. "J "

 7 0 "J "


 2

 1 "J " (Internal call forwarding)

or

 2 "J " (External call forwarding)

or

 3 "J " (Internal + external call forwarding)

 Line / Rel

By default, the forwarding type is total. (3)






Customize your extension

Programming

CALL FORWARD (continuation)





SELECTION OF FORWARDING DESTINATION

Programming

-  Line / Rel "J "
-  7 0 "J "
-  3
-  Extension receiving the forwarded call "J "
-  Line / Rel "J "





ACTIVATION / CANCELLATION OF PROGRAMMED FORWARDING

Activation

-  Line / Rel "J "
-  7 9 "J "
- or
-  Forward "J "
-  1 "J "

The "forward" goes on

Cancellation

-  Line / Rel "J "
-  7 9 "J "
- or
-  Forward "J "
-  0 "J "

The "forward" goes out






1 *Customize your extension*

Programming





NIGHT BARRING OVERRIDE

When the installation is in night service, your extension (if it has been given the authorization) can have the same call facilities as in day mode.

Activation

-  Line / Rel "J "
-  7 0 "J "
-  6
-  Confidential code "J "
-  Line / Rel "J "

Cancellation

-  Line / Rel "J "
-  7 0 "J "
-  6
-  Line / Rel "J "

Customize your extension







Programming

EXTENSION LOCKING

This enables you to lock the access to the network, except for the 999 calls, (the emergency numbers and the system directory numbers remain accessible) and to the extension's customization functions by means of a personal code which can be modified.

SELECTION OF YOUR PERSONAL CODE

Programming

-  Line / Rel "♪"
-  7 0 "♪"
-  4
-  X X X X "♪"
-  New code (4 digits) "♪"
-  Line / Rel

- NOTE : 1. If you do not remember the old code, please advise your installer.
2. XXXX = default value – Consult your system manager.





Customize your extension

Programming

**EXTENSION LOCKING
(continuation)**

EXTENSION LOCKING

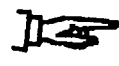

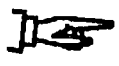

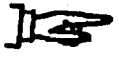
Programming

-  Line / Rel "♪ "
-  7 0 "♪ "
-  5 "♪ "
-  Line / Rel

Locked extensions will hear the intrusion tone.

EXTENSION UNLOCKING






Programming

-  Line / Rel "♪ "
-  7 0 "♪ "
-  5
-  Personal code "♪ "
-  Line / Rel

*Customize your extension**Programming***ASSOCIATION WITH A DATA TERMINAL**

You can associate a data terminal connected to the installation with your extension.

Programming





-  "J "
-  "J "
- 
-  Data terminal internal directory number "J "
- 



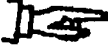

**GENERAL CALL RINGER
(Assistance to the operator)**

If the GENERAL CALL RINGER is activated on your extension, it will be rung at the same time as the operator when the latter gets an external call.

ACTIVATION

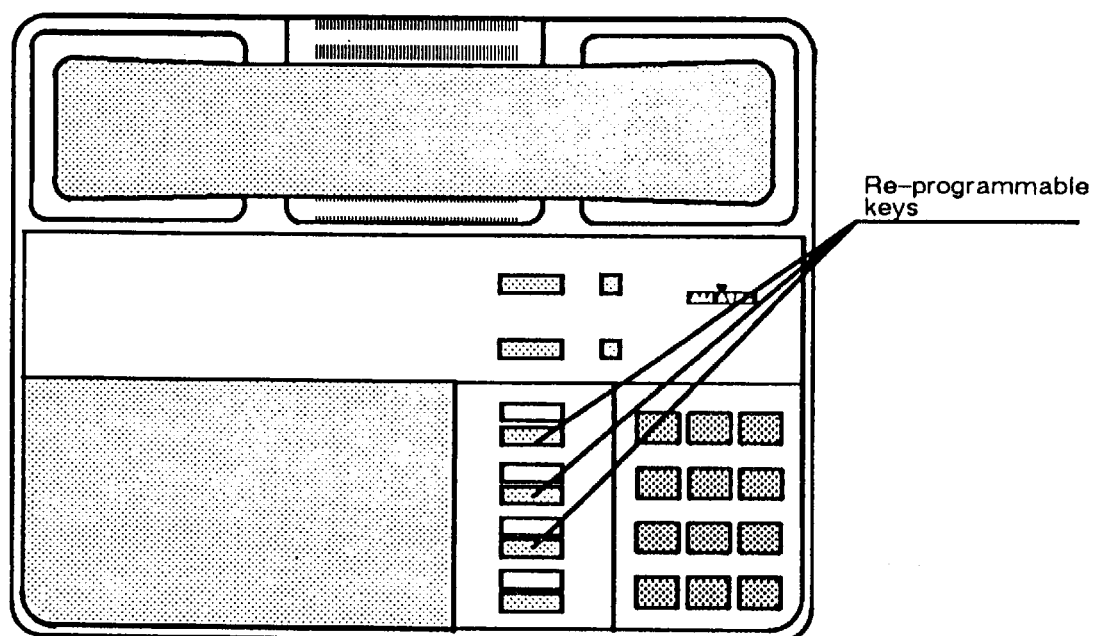
CANCELLATION

-  Line / Rel "♪"
-  7 0 "♪"
-  0 "♪"
-  Line / Rel

-  Line / Rel "♪"
-  7 0 "♪"
-  1 "♪"
-  Line / Rel

RE-PROGRAMMABLE KEYS

Your telephone comprises three keys pre-programmed as *forward*, *call-back* and *last number* keys.



These three keys can be re-programmed as :

- a one touch external number,
- a function or an internal number
- recall
- tone recovery

The **Line / Rel** key is used to dial without lifting the handset and to end a call or leave programming mode.


Customize your extension


Programming

ONE TOUCH EXTERNAL CALL

You can re-program one of the three pre-programmed keys (*forward, call-back, last number*) in order to transmit automatically (after having lifted the handset) the required external number by pressing the key.

Programming

 "♪"

 "♪"




Press the key to be re-programmed "♪"



 or secondary trunk group number


 Required external number

 "♪"


FUNCTION OF THE NUMBERING PLAN

You can re-program one of the three pre-programmed keys (*forward, call-back, last number*) so that it enables you to activate (after having lifted the handset) the function selected.

Programming



 "J"




 "J"



Press the key to be re-programmed "J"



 Number of the numbering plan corresponding to the selected function. "J"




Customize your extension

Programming


ONE TOUCH INTERNAL CALL

You can re-program one of the three pre-programmed keys (*forward, call-back, last number*) in order to call (after having lifted the handset) the required internal extension, by pressing the key.


Programming

 Line / Rel "J"


 7 0 "J"

 #

Press the key to be re-programmed "J"

 2

 Required extension number

 Line / Rel

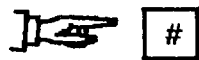
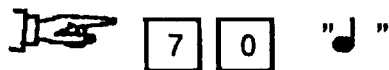
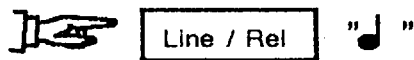
Customize your extension

Programming

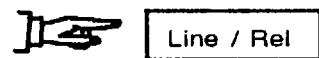
RECALL

You can re-program one of the three pre-programmed keys (*forward, call-back, last number*) as a RECALL key.

Programming



Press the key to be re-programmed "♪"




Customize your extension

Programming

TONE RECOVERY

You can re-program one of the three pre-programmed keys (forward, call-back, last number) as a tone recovery key.

Programming

 Line / Rel "J "

 7 0 "J "

 #

Press the key to be re-programmed "J "

 7

 Line / Rel

*Customize your extension**Programming*

NUMBERING PLAN

In the T1600 X system **2 default** numbering plans are available ; Ask your system manager whether you have a 2 or 3 digit numbering plan ; alternatively it is possible to have a customized numbering plan.

TWO-DIGIT NUMBERING PLAN**NEW VALUES**

9		Exchange line seizure.	<input style="width: 100%;" type="text"/>
0		Operator.	<input style="width: 100%;" type="text"/>
*		General broadcast call. (MF phones only)	<input style="width: 100%;" type="text"/>
7	0	Enter program mode.	<input style="width: 100%;" type="text"/>
7	1	Call pick-up.	<input style="width: 100%;" type="text"/>
7	2	Group call pick-up.	<input style="width: 100%;" type="text"/>
7	3	General call answer.	<input style="width: 100%;" type="text"/>
7	4	Call park retrieval.	<input style="width: 100%;" type="text"/>
7	7	Last number redial (last number retransmission).	<input style="width: 100%;" type="text"/>
7	8	Data communication.	<input style="width: 100%;" type="text"/>
7	9	Call forward.	<input style="width: 100%;" type="text"/>
8	4	Paging activation.	<input style="width: 100%;" type="text"/>
8	5	Response to paging call.	<input style="width: 100%;" type="text"/>

Customize your extension

Programming

**NUMBERING PLAN
(continuation)**

to

Extension numbers.

to

Secondary trunk group call.

to

Sequential group call.

to

Group broadcast call.

to

System speed calling numbers.

to

Customize your extension

Programming

Order codes (During conversation)

1	Transmission of ringing pulses in auto answer mode.	
2	Hold a call - Enquiry or transfer.	
3	To switch "To and Fro" between two calls.	
4	Call-back on no answer. Call-back when free. Transmission of MF codes to access certain services. (For pulse phones only)	
5	To consult a waiting call when already engaged.	
6	Intrusion.	
7 4	Call park.	
7 5	Recall.	
7 6	Tone recovery.	
7 8	Data communication.	
8 0	Conference.	
8 4	Paging call.	

Customize your extension

Programming

NUMBERING PLAN
(continuation)

THREE-DIGIT NUMBERING PLAN

NEW VALUES

9	Exchange line seizure.		
0	Operator.		
*	General broadcast call. (MF phones only)		
7	0	Enter program mode.	
7	1	Call pick-up.	
7	2	Group call pick-up.	
7	3	General call answer.	
7	4	Call park retrieval.	
7	7	Last number redial (Last number retransmission).	
7	8	Data communication.	
7	9	Call forward.	
8	4	Paging activation.	
8	5	Response to paging call.	



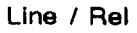
Customize your extension

Programming

NUMBERING PLAN
 (continuation)

<div style="display: flex; justify-content: space-between;"> 6 2 to 6 9 </div>	Group broadcast call.	<input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between;"> 1 1 0 to 2 3 7 </div>	Extension numbers.	<input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between;"> 3 0 0 to 3 1 5 </div>	Secondary trunk groups.	<input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between;"> 6 0 0 to 6 1 5 </div>	Sequential group call.	<input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between;"> 6 1 6 to 6 1 9 </div>	Parallel group call.	<input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between;"> 8 0 0 0 </div>	System speed calling numbers	<input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between;"> to 8 3 9 9 </div>		<input style="width: 95%; height: 20px;" type="text"/>

*Keys and leds***FIXED FUNCTION KEYS**

Name	Key function
	Permit you to : <ul style="list-style-type: none">- adjust the ringing volume- adjust the speech sound level- activate or cut-off Monitor (Ampl. Recep.) and the background music if the facility is offered.
	
	Permits you to end a call or leave programming mode.

*Keys and leds***PRE-PROGRAMMED FUNCTION KEYS**

Name	Key function
Forward	Permits to forward your calls to another extension
Call-back	Permits to carry out a call-back request
Last No.	Permits to retransmit automatically the last manually dialed number.

Keys and leds

LEDS

Name	Led function	Led status
<ul style="list-style-type: none"> ○ Message 	Signals that the operator has performed a call-back request.	<ul style="list-style-type: none"> ○ No call-back request ◐ Presence of call-back request
<ul style="list-style-type: none"> ○ Forward 	Signals that the extension is in active forward status	<ul style="list-style-type: none"> ○ Inactive forward ● Active forward



Out





On















Slow flashing

Tones and ringing tones

RINGING TUNES

Situations	Characteristics	Use circumstances
Local call	 1.5/3.5	Until the called party answers
Trunk call or General call	 1/1	Until the called party answers

TONES

Dial tone		20 seconds
Paging dial tone		When going off-hook
Busy tone		20 seconds
Paging busy tone		Called party unavailable
Fast busy tone	 0.4/0.1	20 seconds
		Called party unavailable
Intrusion		Until the end of intrusion
Locked extension	 0.2/1.5	
Call camped-on	 0.2/0.2/0.2/4.5	Indicates that a call is waiting
Camp-on and hold	 0.2/5	Sent to a camped-on trunk correspondent
	or "please wait" message	
Internal ring-back	 0.4/0.2/0.4/2	Maximum of 3 seconds
Auto answer internal ring-back	 0.2/0.2	
Paging acceptance tone	 0.1(7 X)/2.3	

Sequential group code	Extensions in group
600	
601	
602	
603	
604	
605	
606	
607	
608	
609	
610	
611	
612	
613	
614	
615	

Parallel group code	Extensions in group
616	
617	
618	
619	

YOUR PERSONAL NOTES

YOUR PERSONAL NOTES

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