Alcatel **Premium Reflexes**™

Alcatel Easy Reflexes™

Alcatel OmniPCX Office



ARCHITECTS OF AN INTERNET WORLD

User guide

Thank you for choosing one of our Reflexes, range of telephones, and for your confidence in $\ensuremath{\textbf{Alcatel}}$

Your digital telephone offers you all the latest design features, so that it is very easy to use, while providing the most efficient means of communication. This easy-to-use telephone offers you:

- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section⁽¹⁾.
- communication is even more convenient using the audio keys (loudspeaker, hands free⁽²⁾, etc.,
- using the convenient alphabetic keypad, you can call your correspondents by name⁽³⁾.
- transparent magnifying keys⁽⁴⁾ for immediate reading of your programmed settings (direct calls, functions, etc.),

Your user-friendly telephone offers you:

- a screen that displays your correspondent's number or name and guides your programming operations,
- communication icons⁽⁵⁾ (busy, free, on hold) to help you manage your calls (switching between calls, etc.),
- a complete range of connection interface units for data transmission, assisted telephone applications (CTI*) or easy connection of analogue (fax, answering machine) or ISDN terminals (PC with ISDN board, G4 fax).

for the Premium REFLEXES telephone only:

- I) Flexible grip sections
- 2) Hands free
- 3) Alphabetical keypad
- 4) Transparent keys
- 5) Communication icons

*CTI : Computer Telephone Integration

How to use this guide ?

• Actions		• Audio keys		
$\mathbf{\Im}$	Lift receiver.	Ц)) _{ок}	Loudspeaker.	
🙁	Hang up.		Hands free.	
	Description of an action or context.		Adjustment "reduce".	
• Display			Adjustment "increase".	
Smith John	Partial view of display.			
• Program	mable keys and icons	• Other fi	xed keys	
()	Line key.		Fixed key.	
	Icon corresponding to key.		MENU key.	
	Key programmed by technician to access service.			
 Keypad 	Service.	• Other s	ymbols used	
	Numeric keypad.	OR AND/OR	Alternative to action sequence.	
	Alphabetic keypad.			
ABC	Specific key on numeric keypad.		Important informations.	

These symbols can be supplemented by small icons or text. All default or customized function codes are given in the table of codes in the appended sheet.

The features described in this manual and indicated with an asterisk (*) can only be accessed with some software versions.

Get	ting to know your Premium telephone	p.8
Get	ting to know your Easy telephone	p.10
Usir	ng your telephone	p.12
1.1	Making or answering a call without lifting the receiver	
	(hands free)	p.12
1.2	Making an outside call	p.13
1.3	Making an internal call	p.13
1.4	Calling your correspondent by name (company directo- ry)	p.14
1.5	Calling from your personal directory	p.16
1.6	Calling from the common directory	p.16
1.7	Receiving a call	p.17
1.8	Filtering calls using the voice mailbox	p.17
1.9	Redialling*	p.18
1.10	Temporarily storing a number to call again	p.18
1.11	Requesting automatic callback if internal number is busy	p.19
1.12	Answering an internal call in intercom mode	p.20
1.13	Sending DTMF signals	p.20
1.14	Making an ISDN call	p.21
1.15	Hiding your identity (ISDN call)	p.22
1.16	Identifying a malicious call (ISDN call)	p.22
1.17	Activating the loudspeaker during a conversation (receiver lifted)	p.23
1.18	Mute, so that your correspondent cannot hear you	p.23

1.

Dur	ing your communication	p.24
2.1	Calling a second person during a conversation	p.24
2.2	Answering a second call during a conversation	p.25
2.3	Transferring a call	p.25
2.4	Switching between calls (Broker call)	р.26
2.5	Three-way conference with internal and/or external	
	correspondents (conference)	р.27
2.6	Placing a call on hold (hold)	p.28
2.7	Placing an outside call on hold (parking)	р.29
2.8	Getting information about camped-on calls	p.30
2.9	Intrusion into an internal conversation	p.31
2.10	Store a number*	p.31

2.

Sha	ring	p.32
3.1	Receiving supervised call ringing.	p.32
3.2	Answering a general bell	p.32
3.3	Filtering calls for "manager/secretary" groups	р.33
3.4	Call pick-up	p.34
3.5	Answering briefly in place of the operator	p.35
3.6	Monitoring calls to other terminals	p.35
3.7	Hunting groups	р. <mark>36</mark>
3.8	Calling an internal correspondent on his/her pager	p.37
3.9	Calling a correspondent on his/her loudspeaker	p.37
3.10	Sending a written message to an internal correspondent	р. 38
3.11	Send a voice message copy	p.41
3.12	Sending a recorded message to a number / a distribution list.	p.42
3.13	Broadcasting a message on the loudspeakers of a station group	p.43
3.14	Answering a call on your pager	p.43
3.15	- ,	р.44

Kee	p in touch	p.45
4.1	Selecting calls to be diverted	p.45
4.2	Diverting calls to another number (immediate diver-	
	sion)	р. 46
4.3	Diverting your calls to your voice message service	p.47
4.4	Activate/disable the personal assistant	р. 48
4.5	Personal assistant : reaching you with one number only	р. 49
4.6	Diverting calls to your pager	p.50
4.7	Forwarding your calls from the receiving terminal ("Fol-	
	low me")	p.51
4.8	Applying a selective diversion	p.51
4.9	Diverting all group calls.	p.52
4.10	When you return, cancel all diversions	p.52
4.11	Diverting calls when your line is busy (divert if busy)	p.53
4.12	Do not disturb	p.54
4.13	When you return, consult recorded messages	p.55
4.14	Leaving a recorded message for internal callers	р.56
4.15	Consulting written messages	p.57
Man	aging your charges	p.59
5.1	Charging your calls directly to business accounts	р. 59
5.2	Finding out the cost of an outside call made for an inter-	
	nal user from your terminal	р. 59
5.3	Charging the cost of an outside call to your company .	p.60

5.

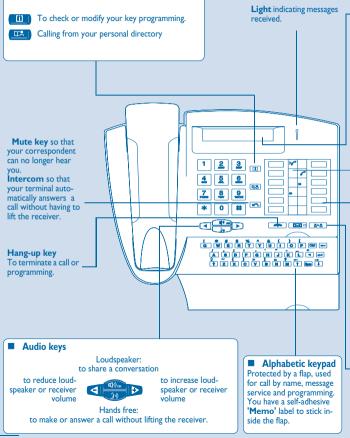
4.

6.

You	r telephone fits your needs	p.61
6.1	Initializing your voice mailbox	p.61
6.2	Customising your voice greeting	p.62
6.3	Modifying your personal code	p.62
6.4	Selecting ringer tune and adjusting volume	p.63
6.5	Adjusting screen brightness	р.64
6.6	Selecting language	p.65
6.7	Programming direct call keys	p.65
6.8	Programming your personal directory	р. 66
6.9	Programming an appointment reminder	р. 68
6.10	Identify the terminal you are on	р. 69
6.11	Broadcasting background music on your loudspeaker	р.70
6.12	Locking your terminal	p.71
Gua	rantee and clauses	p.72

7

Getting to know your Premium telephone

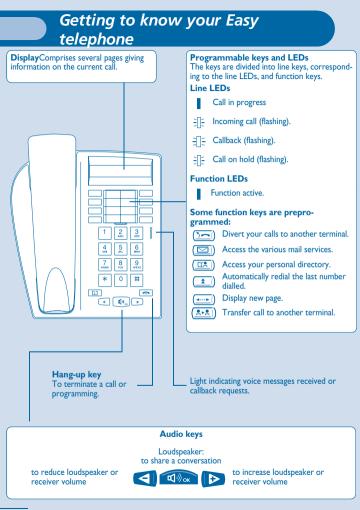


Display	
The screen displays several pages of information concerning the present call.	
Programmable keys and icons To make a call, activate a service or manage your calls. Icons are associated with each of these keys:	
Line icons:	
Incoming call (flashing).	
Call in progress.	
Call on hold.	
Call on common hold.	
Function icons:	
Function active.	
Function requiring action.	
Terminal or line busy.	
Deserve and for stime laws	
Preprogrammed function keys:	
Divert your calls to another terminal.	
(<u></u>) Three-way conference.	
(1) Automatically redial the last number dialled.	



Access the various mail services.

Transfer call to another terminal.



Installing the programmable key label

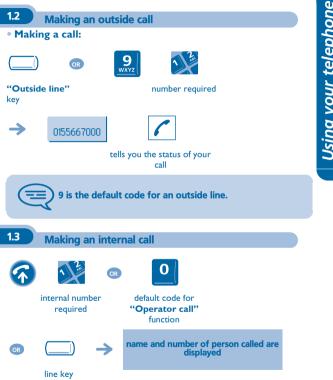
A printed label is supplied with the terminal. This should be installed beneath the programmable keys.



- I. Insert a flat " blade " into the slot (I slot per key block).
- 2. Raise the cover.
- 3. Slide the printed label into position.
- 4. Replace the cover.



* Premium REFLEXES telephone o







Calling your correspondent by name (company directory)





Smith John

first letters of your correspondent's name • If name is OK : proposes a name and the corresponding number

ц())_{ОК}

make the call

• If name is not OK :

you can refine the search by adding more characters to the search name or by consulting the various proposals.



to show the next or previous name

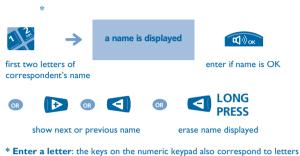


to show supplementary information



to erase the name shown

On **Easy REFLEXES** telephones: this function requires a "**Call by name**" programmed key. When the key is pressed:



* Enter a letter: the keys on the numeric keypad also correspond to lette which are displayed when you press the key.





1.5

Calling from your personal directory







directory number required (0 to 9) the system automatically dials the number

To enter your numbers see 'Programming your personal directory'.

On **Easy REFLEXES** telephones: use the preprogrammed key to access your personal directory:

1.6 Calling from the common directory

Your terminal has access to a common directory of outside numbers.



directory number



This service lets you filter incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

• Activating call screening :

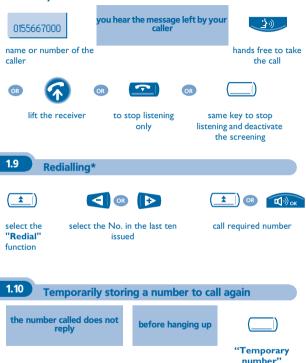




programmed key 'Voice mailbox screening' enter your personal code



• When you receive a call :



number remains stored until another number is recorded

programmed key

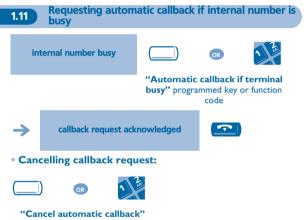
→





"Temporary number" programmed key

On **Easy REFLEXES** telephones: use the preprogrammed key to access your personal directory:



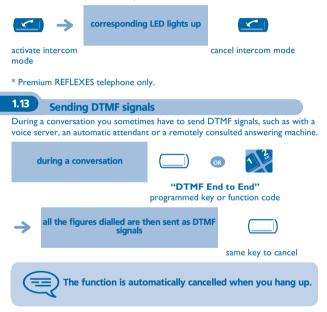
programmed key or function code

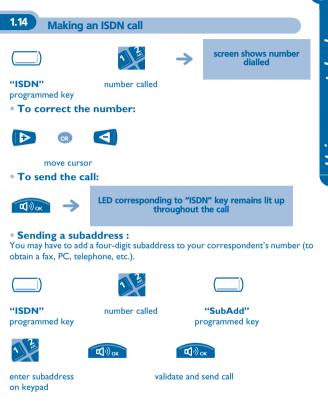


1.12

Answering an internal call in intercom mode *

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.





Using your telephone



1.15 Hiding your identity (ISDN call)

When you call an internal or an outside ISDN number, your number is automatically sent.

You can hide your identity before sending your call.



hidden identity remains active while key icon is lit up

"Secret" programmed key



same key to cancel



Identifying a malicious call (ISDN call)

When you receive a call, you can ask the network operator to record informations about your communication (correspondents' numbers, date and time of call, subaddress, etc.).

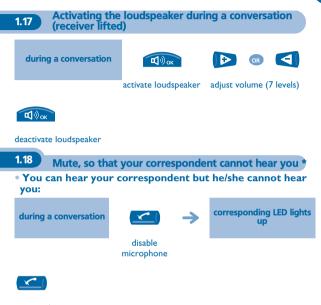
during a conversation



code for function 'ldentify malicious call'

service request acknowledged

Using this service requires to take out a subscription to the network operator.



resume the conversation

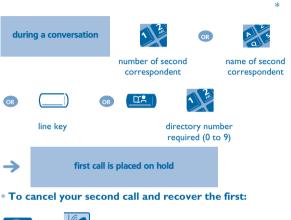
* Premium REFLEXES telephone only.

During your communication

2.1

2

Calling a second person during a conversation







line key for which icon is

flashing

If you make an error, hang up: your telephone will ring and you will recover your first call.

* Premium REFLEXES telephone only.



To transfer your can to another numb

during a conversation



number required



• If the number receiving the transfer answers:





if allowed by system configuration

You can also transfer your call immediately, without waiting for the number to answer, using either of the two methods described above.

Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Transfer" function:



Switching between calls (Broker call)

During a conversation, a second call is on hold. To recover the second call:





first call is placed on hold

line key corresponding to icon

2



Three-way conference with internal and/or external correspondents (conference)

During a conversation, another call is on hold:





three-way conference

cancel the conference and recover the first call



hang up on all calls



After the conference, to leave your two correspondents talking together:





2.6 Placing a call on hold (hold)

• Exclusive hold:

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.





your call is placed on hold

line key

• Recover the call on hold:





line key corresponding to icon

Common hold:

To recover your call on any telephone in your system.



your correspondent is placed on hold and hears the holding tone

"Hold" programmed

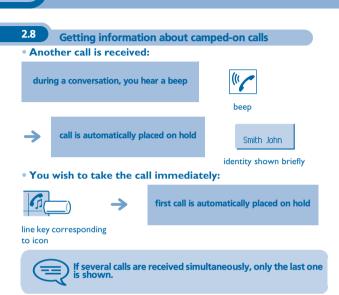
key

Recover the call on hold from any telephone:



line key corresponding to icon







Intrusion into an internal conversation

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:









'Intrude on a call' programmed key

code for function 'Intrude on a call' same key to cancel

• Protection against intrusion:







"Protect a call" programmed key or function code

Protection is cancelled when you hang up.



Store a number*

To store the displayed number in the personal directory while a communication is in progress:



2.10



select a record in the directory



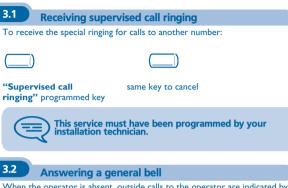


enter the name of your correspondent

apply (twice)

Sharing

3



When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:





"Answer general bell" programmed key or function code

E

3.3

Filtering calls for 'manager/secretary' groups

System configuration allows "manager/secretary" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

• From the manager's or secretary's telephone:



calls to manager's number are filtered by the selected person (secretary, for example)

"Filter" programmed key



same key to cancel



Filtering is indicated on the manager telephone screen and on the programmed keys of the manager and secretary telephones.



3.4 Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

• If the telephone ringing is in your own pick-up group:







"Group call pick-up" programmed key or function code

• If the telephone ringing is not in your pick-up group:



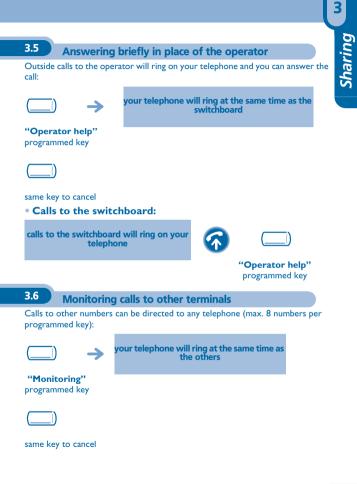




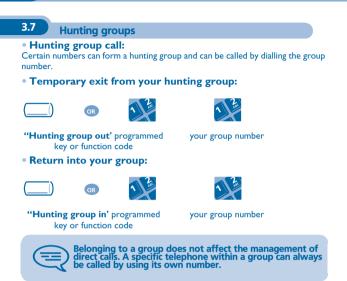


"Terminal call pick-up" programmed key or function code number of telephone ringing

The system can be configured to prevent call pick-up on certain telephones.











"Paging" programmed key or function code



3.9

3.8

pager:

paging in progress is displayed

Your correspondent can answer from any telephone in the system.

Calling a correspondent on his/her loudspeaker

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:



"Forced" programmed key



you are connected to the loudspeaker on your correspondent's phone (if he/she has the hands free function)

3.10 Sending a written message to an internal correspondent

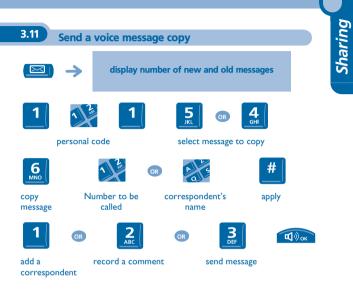




erase entry

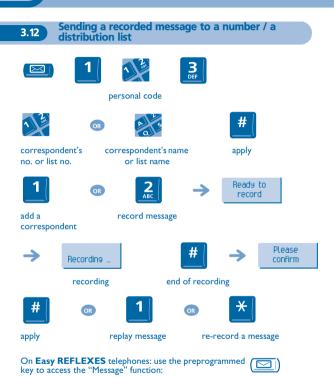
• The 27 standard messages are shown below:

1	Call me back	15	Meeting on (*)
2	Call me back tomorrow	16	Meeting on at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on at _:_ (*)
7	l will call back at _:_ (*)	21	On vacation, back on (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on (*)
10	Please fetch your mail	24	l am in room nr (*)
П	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)Messages to be completed using numeric keypad	



On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:

 \bigtriangledown





Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:



broadcast group



The message will only be broadcast on terminals not in use and which have a loudspeaker.



Answering a call on your pager

A call on your pager can be answered from any telephone within the system.

your pager beeps



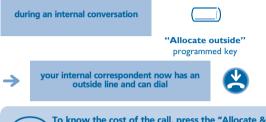
"Answer paging" function code



your extension number

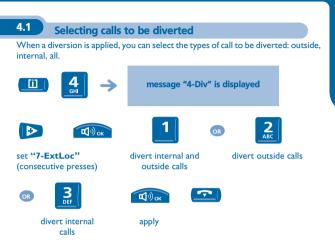
3.15 Allocating an outside line

If authorised, you can transfer an outside line to another terminal, thus enabling that person to make an outside call.



To know the cost of the call, press the "Allocate & charge" programmed key instead of the "Allocate outside" key, to allocate the line (see "Managing your charges").

Keep in touch



4.2

Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).







diversion key or "Immediate diversion" function code

OR

destination number



diversion is acknowledged



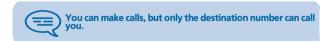
your telephone is no longer active



diversion is displayed, with number or name to which the calls are diverted



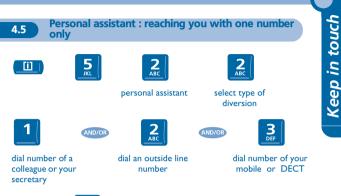
General remark concerning diversions: the number to which your calls are diverted can be programmed. However, if the programmed number is not being answered, another diversion number should be entered when the function is activated.





number of message service







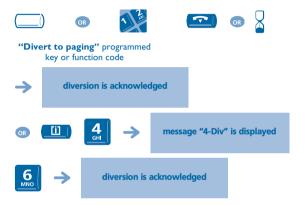


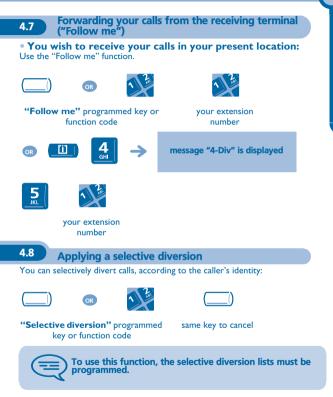
activate/ deactivate transfer to operator

4.6

Diverting calls to your pager

Callers will thus be able to contact you while you are moving around the company:







A diversion can also be cancelled by programming another type of diversion.



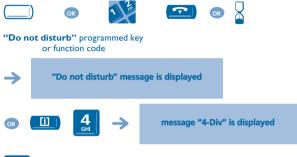
diversion



4.12

Do not disturb

You can make your terminal temporarily unavailable for all calls.



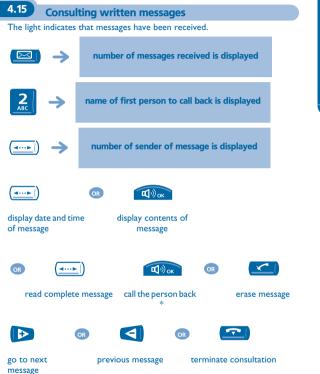




On **Easy REFLEXES** telephones: use the preprogrammed (key to access the "Message" function:







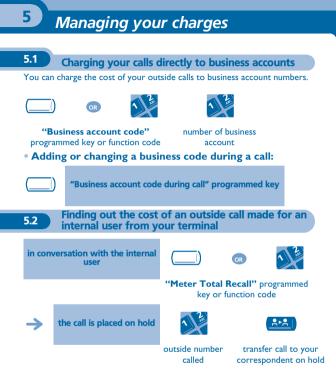
* Calling the person back automatically erases the message.

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:





erase message displayed



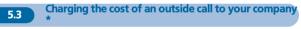
• At the end of the call, you are called back and you can:

I.Read information concerning call (cost, duration, number of units...). 2.Print a charge ticket.



twice





If authorised, when travelling or from home, you can call a public network subscriber and charge the cost of the call to your company.





your company's number extension number and check code

*For greater detail, contact your system manager.



public network number



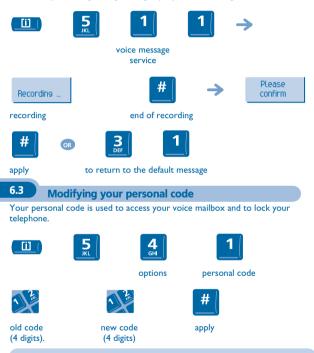
On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:



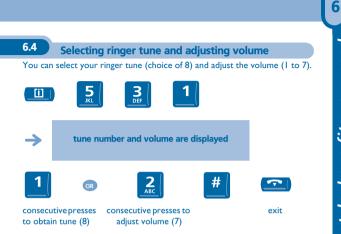
6.2

Customising your voice greeting

You can replace the greeting message by a personal message.



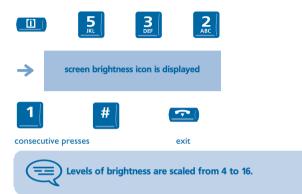


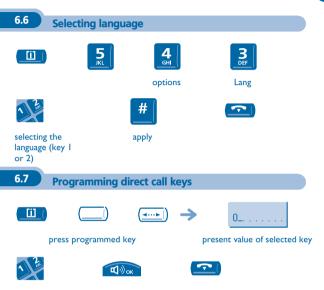


6.5

6

Adjusting screen brightness

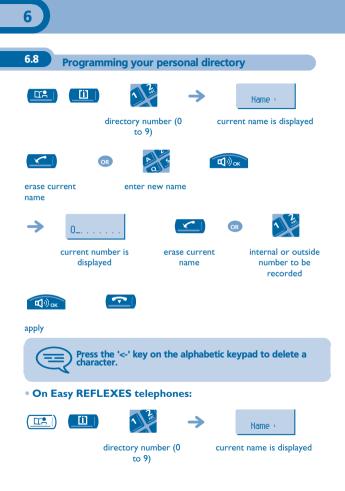


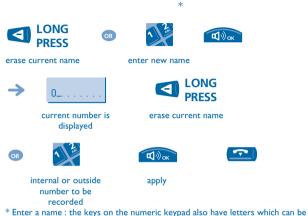


enter the number

apply

Your telephone fits your needs





* Enter a name : the keys on the numeric keypad also have letters which can be displayed by consecutive presses.





move cursor left or right

6.9

Programming an appointment reminder

• To programme a temporary appointment reminder (one callback within the next 24 hours):



temporary appointment time (2 digits for hours, 2 digits for minutes)



for a temporary reminder

• To programme a permanent appointment reminder (callback every day at the same time):







permanent appointment



appointment time





apply







Press this key twice.

6.11 Broadcasting background music on your loudspeaker

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):





Locking your terminal

This service enables you to prevent any outside calls from being made and prevent any changes to the programming of your terminal:









"Locking/unlocking" programmed key or function code

Ü

personal code number (4 digits)







lock your terminal

OR

unlock your terminal



personal code number (4 digits)







lock your terminal unlock your terminal

Guarantee and clauses

Independently of the legal warranty that covers this appliance, it is guaranteed for I year, parts and labour, counting from the date indicated on your invoice.

Nevertheless, if the legal warranty in effect in your country exceeds I year, then the legal warranty is the sole warranty applicable.

The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

Declaration of compliance

We, Alcatel Business Systems, hereby declare that we assume the Alcatel Premium Reflexes and Alcatel Easy Reflexes products to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council.

Any unauthorised modification to the products shall render this declaration of compliance null and avoid. A copy of the original of this declaration of compliance can be obtained by post from:

Alcatel Business Systems - Technical Services - Customer Care I, route du Dr. Albert Schweitzer - F 67408 Illkirch Cedex - France

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)

Some of your telephone's functions require a software key or are only accessible once programmed by your installation technician.

Copyright © ALCATEL. 2001. All rights reserved. Alcatel Business Systems, in keeping with its policy of constant product improvement for the customer, reserves the right to modify product specifications without prior notice. ALCATEL - 32, avenue Kléber, F-92707 Colombes Cedex R.C. Paris 602 033 185

3EH 21034 BSAA Ed.01