Alcatel-Lucent OmniPCX Enterprise Communication Server



Alcatel-Lucent IP Touch 4018 Phone Alcatel-Lucent IP Touch 4008 Phone Alcatel-Lucent 4019 Digital Phone

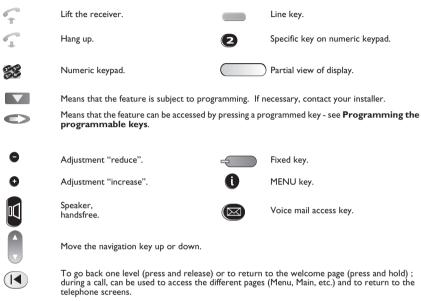
User manual

Introduction

Thank you for choosing a telephone from the IP Touch range manufactured by **Alcatel-Lucent**. Your IP Touch digital terminal has a new ergonomic layout for more effective communication.



How to use this guide



These symbols may be supplemented by small icons or text.

3

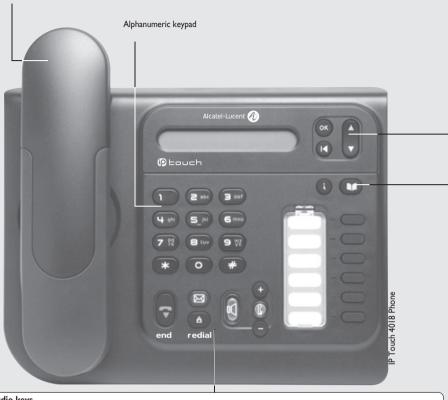
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Getting to know your telephone

Receiver



■ Audio keys



END key to terminate a call.



Handsfree/Speaker Key: to make or answer a call without lifting the receiver (Alcatel-Lucent IP Touch 4008/4018 Phone).

Lit in handsfree mode or headset mode (short press)



Intercom/Mute key:



• During a call: press this key so that your party cannot hear you .

 Terminal idle: press this key so that you can automatically answer a call without lifting the receiver (Alcatel-Lucent IP Touch 4008/4018 Phone).

To adjust the speaker or receiver volume up or down

■ Function keys



Messaging key to access various mail services

If the key flashes orange, a new voice message, a new text message or a callback request has been received.

'Redial' key:



• call back on the last 8 number dialed (long press)

■ Navigation **Up-down navigator:** used to navigate around the home page, through the menus or in a text zone WhoAmI when entering characters. The home page consists of: Information on the status of the set (set locked, call forward, etc.) Lock Date and time • Set programming and configuration features Settings Functions accessible (set in idle position): Features accessible on call: identifying the terminal you are on, calling a second person, WhoAmI Constt/Eng sending DTMF signals, lock /unlock your telephone, Send DTMF Lock forward your calls to another number. (immediate forwarding, forward to voice mail, recording the current call, Record Forward forward to bleeper), configure the set (personal assistant, display, barring the reception of a new call during Settings Forbid camp-on ring tone, voice mail, etc.), Accessing recent calls made and unanswered Events external calls. Other features can be accessed depending on the configuration of the system. OK key: used to validate your choices and options while programming or configuring. Back/Exit key: to return to previous menu (short press) or return to first screen (long press).

■ Feature keys and programmable keys



Phone book key: access your personal directory.

Pre-programmed feature keys and programmable key: lit when the feature associated with the key is activated.



Using your telephone

Making a call















Dial the number for your call

Lift the receiver

Number required

Handsfree (Alcatel-Lucent IP Touch 4008/4018 Phone only)

Number required







conv.

Programmable line key

You are on a call with the destination number



To make an external call, dial the outside line access code (9) before dialing your party's number. The digit 9 is the default code for an outside line.



For the attendant, dial '0' (by default).

Answering a call



Lift the

receiver













Handsfree (Alcatel-Lucent IP Touch 4008/4018 Phone only)

Press the key for the line that is lit

Using the telephone in 'Hands free' mode (Alcatel-Lucent IP Touch 4008/ 4018 Phone only) 1.3

Terminal idle:



Call in progress:

release

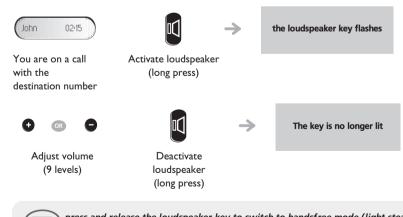


You are on a call with the destination number Press and release



During a call, you can lift the receiver without terminating the call.

Activating the loudspeaker during a call (receiver lifted) - Speaker. 1.4





press and release the loudspeaker key to switch to handsfree mode (light steady) (Alcatel-Lucent IP Touch 4008/4018 Phone).

Using your telephone

1.5 Making a call using the personal phone book









Press and release

Press the programmed key directly (0 to 9) Select the contact to Start the call call

1.6 Redial

Redialing the last number dialed (redial)



key(short press)

Call back on the last 8 number dialed















'Redial' key (long press)



Select the No. from the last ten dialed

ОК

Start the call

Making a callback request to a busy number

the number you are calling is busy







Answering an internal call in intercom mode (Alcatel-Lucent IP Touch 4008/4018 Phone only)

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

To activate - Terminal idle:





When your caller hangs up, intercom mode remains active.

To deactivate - Terminal idle:

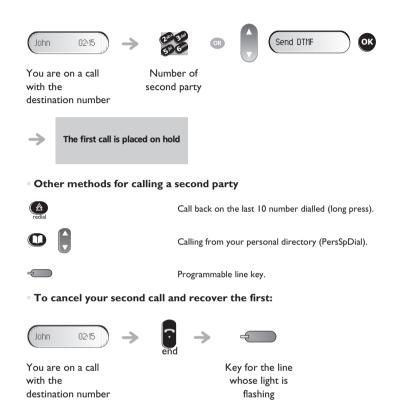




The corresponding LED goes out

2 During a call

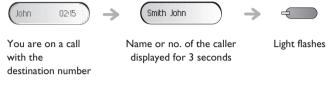
2.1 Making a second call during a call





2.2 Answering a second call during a call

• A second party is trying to call you:

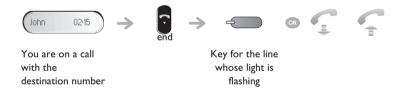


Answer displayed call:



Line key for which icon is flashing

• To return to your first caller and end the call in progress:



2.3 Barring the reception of a new call during communication

During communication, you do not want to be called by another caller:



To bar or authorize new calls during communication

9

During a call

2.4 Switching between calls (Broker call)

During a call, a second call is put on hold. To alternate between calls:



Light flashes

2.5 Transferring a call

To transfer your call to another number:



• If the number receiving the transfer answers:





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

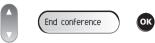
During a call, a second call is on hold.



You are on a call with the destination number

2.6

Cancel conference and return to first correspondant



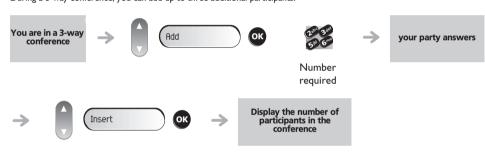
After the conference, to leave your two parties talking together:



Hang up

2.7 Casual conference

During a 3-way conference, you can add up to three additional participants.



2.8 Placing a call on hold (HOLD)

Private hold:
 During a call, you may place the call on hold and recover it later, on the same telephone

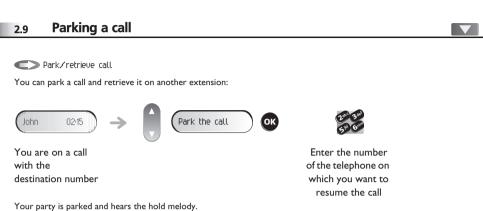


with the the line that is lit up destination number (Call in progress)

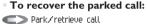
Press 'Hold' to recover the call on hold



During a call



To receive the newled cells































If the parked call is not recovered within a preset time (1 min 30 by default), it is either transferred to the attendant or it rings back the extension that parked the call, depending on system configuration.

2.10 Barge-in/Intrusion into an internal call



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









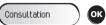


























Twice

Enter the number desired



Protection is cancelled when you hang up.

2.11 Sending DTMF signals

Even if your system is not touchtone by default, during a call you sometimes have to send DTMF signals, to a voice server, an automated attendant or a remotely consulted answering machine.











You are on a call with the destination number





The feature is automatically cancelled when you hang up.;.

Mute, so that your party cannot hear you

You can hear your party but he/she cannot hear you:



Adjust audio volume 2.13

During a call, to adjust the volume level of the loudspeaker or receiver:



Adjust audio volume

Recording the current call

To record the call during communication:









Ready to start recording

To stop the recording

At the start or end recording, your party hears a beep.

Signal malicious calls







This key lets you signal a malicious call. If this call has an internal source, it is signalled to the system by a special message.

3 Sharing

Answering a night or a general bell

Night service call pickup

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













Call pickup







Manager/assistant screening



Screened list:

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

From the manager's or assistant's telephone:









Incoming calls are screened by a designated person (assistant, etc.)

Press "Screening" key

'secretary' call Press "Screening" key (when there key are several assistents)



Press the same key to cancel



Screening is indicated on the manager's telephone by the icon corresponding to the "screening" programmed key.

Individual pick-up 3.3



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

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























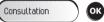
• If the telephone ringing is not in your pick-up group:





















Dial the number of the ringing telephone



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

Hunt groups 3.4

• Hunt group call:

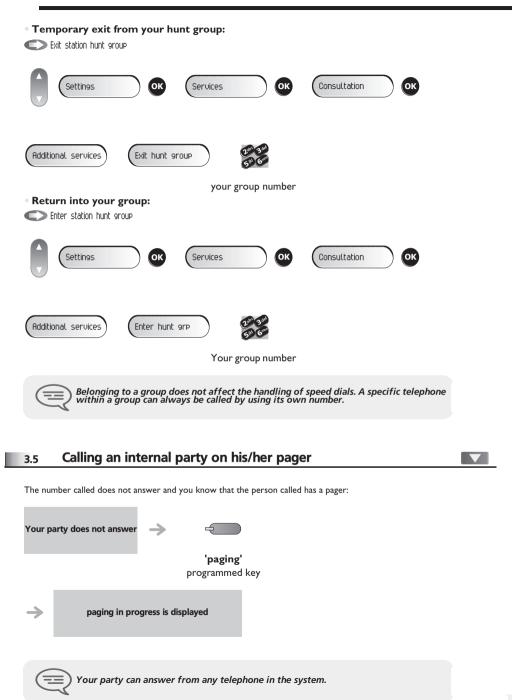
Certain numbers can form a hunt group and can be called by dialing the group number.

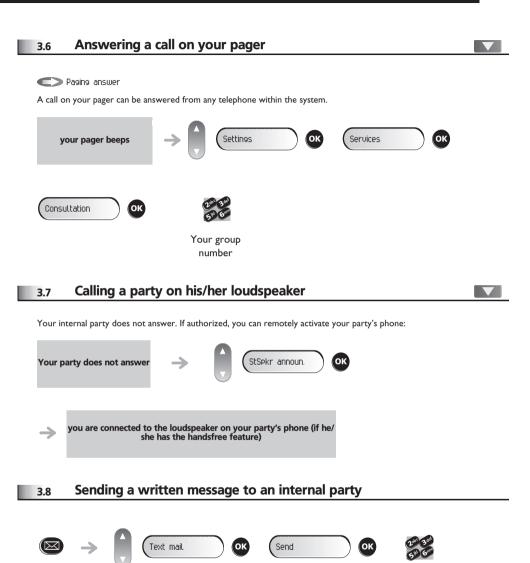




Group No.

Sharing

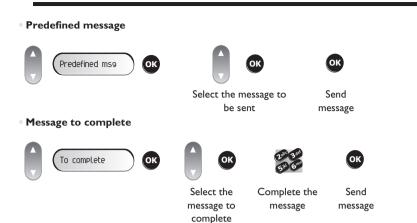




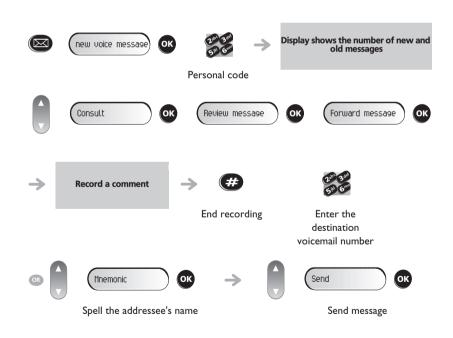
Dial the number to be

called

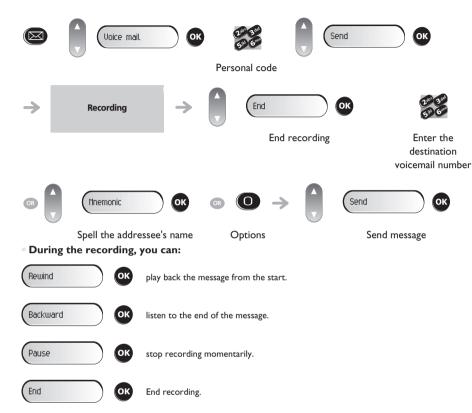
Sharing



3.9 Sending a copy of a voice message



3.10 Sending a recorded message to a number/a distribution list

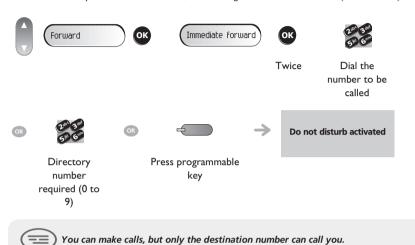


^{*} Options: used to assign transmission options (confidential, urgent, confirmation, etc.).

4 Keeping in touch

4.1 Diverting calls to another number (immediate forwarding)

The number can be your home, cell or mobile, voice message, or an internal extension (attendant, etc.).



4.2 Forwarding your calls to your voice message service



4.3 When you return, review your recorded messages

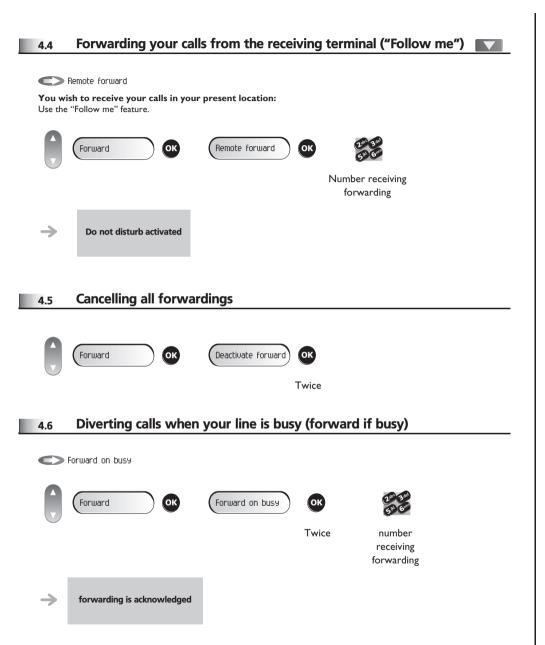
The light indicates that messages have been received.

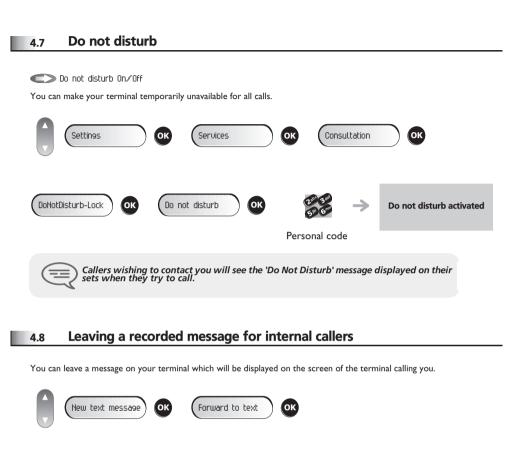


reviewing messages



Keeping in touch





To complete

Select a predefined

message to

complete

Predefined ms9

Select a predefined

message

ОК

Twice

Complete your

message

4.9 Consulting written messages

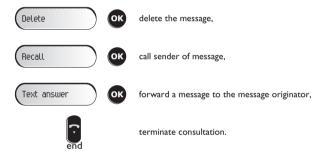
The light indicates that messages have been received.





message

After reviewting the message, you can:



5 Managing your charges

5.1 Charging your calls directly to business accounts



You can charge the cost of your outside calls to business account numbers.

















Number of business account

Number required

Finding out the cost of an outside call made for an internal user from your terminal



5.2











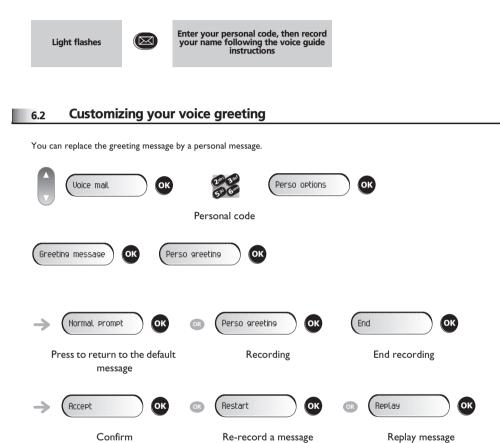




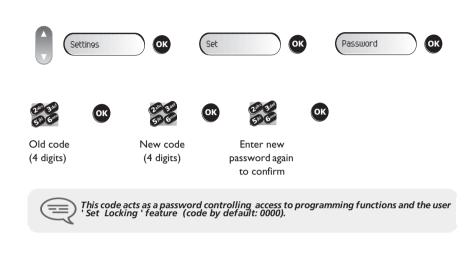


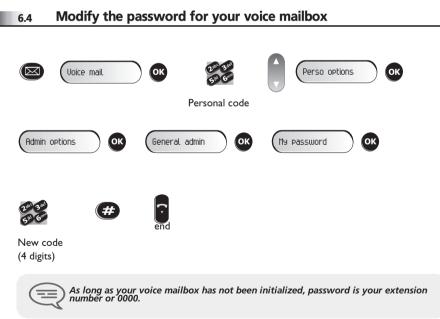


6.1 Initializing your voice mailbox



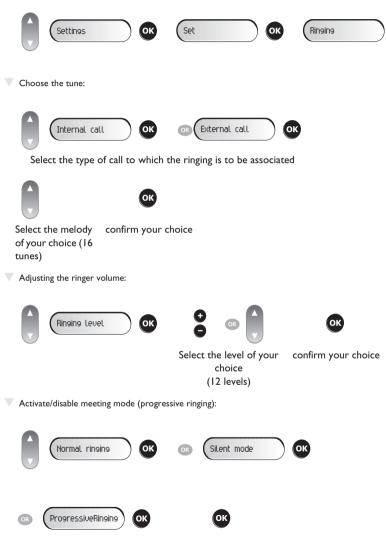
6.3 Modify the password for your phone set





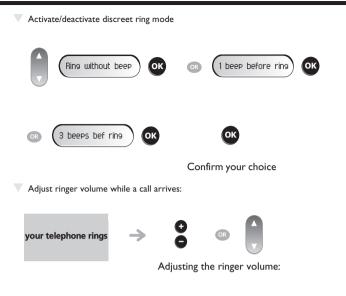
ОК

6.5 Configuring the telephone ringer

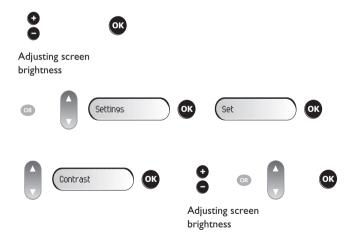


Confirm your choice

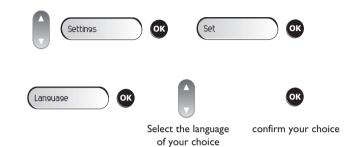




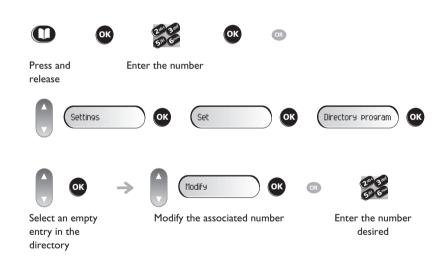
6.6 Adjusting screen brightness



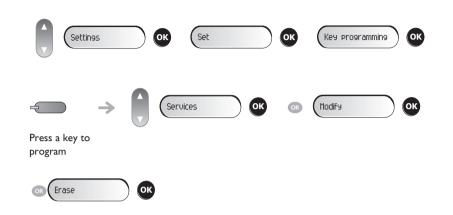
6.7 Selecting language



6.8 Programming your personal directory



6.9 Programming the programmable keys



6.10 Programming an appointment reminder

You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).

Program a temporary reminder call.



Twice Enter time of appointment

At the programmed time, your telephone rings:





If you are on call, the display flashes and an audio tone is generated. After unanswered calls, a temporary request is cancelled but a permanent request remains in memory. If your calls are forwarded to another terminal, the forwarding is not applied to the reminder call.

6.11 Identifying the terminal you are on



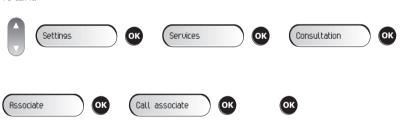
6.12 Lock / unlock your telephone



Enter your personal code

6.13 Call the associated set

The number of another set can be associated with your set number (see Modify the associated number). To call it:

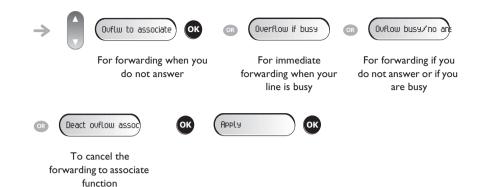


Start the call

6.14 Forward your calls to the associated number

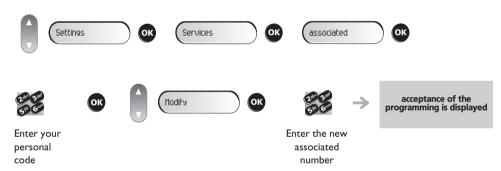
If you have previously defined an associated number, you can forward your calls to this number.





6.15 Modify the associated number

The associated number can be a phone set number, the voice mail number or the pager number.



6.16 The Tandem configuration

This configuration lets you group two sets under a single call number. Your set is then the main set and the second set, usually a DECT set, is the secondary set. Each set has its own directory number, but the tandem number is that of the main set. When you receive a call, the two sets ring simultaneously. When one of the sets answers, the other set stops ringing. When all the lines of the main set are busy, the secondary (DECT) set does not ring. The secondary set can still be called by its own number, but in this case, the tandem function will no longer be taken into account. Most of the functions are common to the two sets, for example: forwarding, meet-me reminder, the various messages, etc., while others are specific to each set, for example: individual directory, last number redial, out of service, set padlock, etc.

For more information regarding this configuration, contact the person in charge of your installation.

Your telephone is compliant with the SIP standard and can be used in simplified mode in a SIP environment.

According to the configuration the telephone system of your company, your phone set can automatically switch to 'safe' mode in case of loss of connection with the system, in order to ensure continuity of service. missing ggk PT. You can access the main functions of your telephone.

In SIP mode, each telephone is identified by a character string called the URI. Within your company, the URI of your party is usually the partys telephone number.

For more information, contact your installer or administrator.



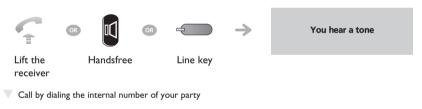
The SIP mode is only available for 8 Extended Edition Series



Pre-programmed function keys are disabled in SIP mode

7.1 Making a call

V Seizing the line

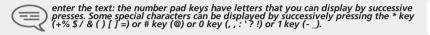




V Call using your partys URI:



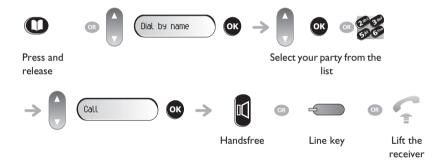
enter your partys URI





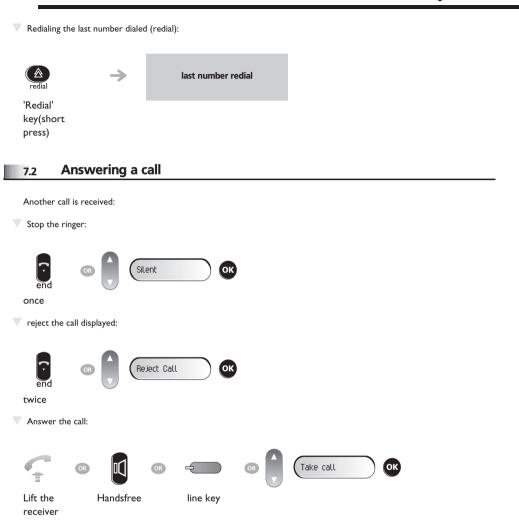
In SIP mode, each telephone is identified by a character string called the URI. Within your company, the URI of your party is usually the partys telephone number.

Making a call using the personal phone book (1):

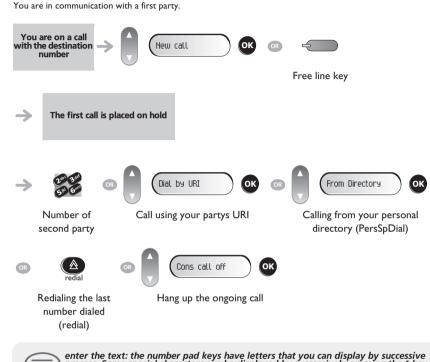


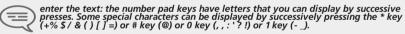
Making a call using the personal phone book (2):





Making a second call during a call 7.3





In SIP mode, each telephone is identified by a character string called the URI. Within your company, the URI of your party is usually the partys telephone number.

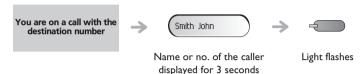
To cancel your second call and recover the first:



7.4 Answering a second call during a call

You are in communication with a first party.

A second party is trying to call you:



Answer displayed call:

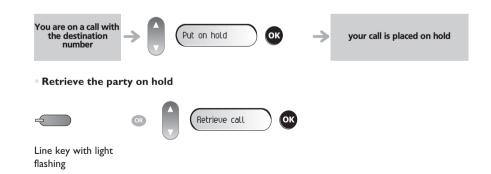


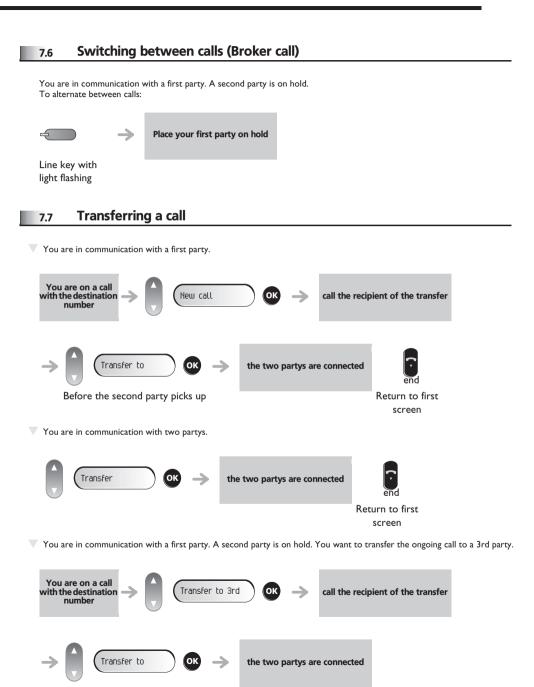
Line key with light flashing

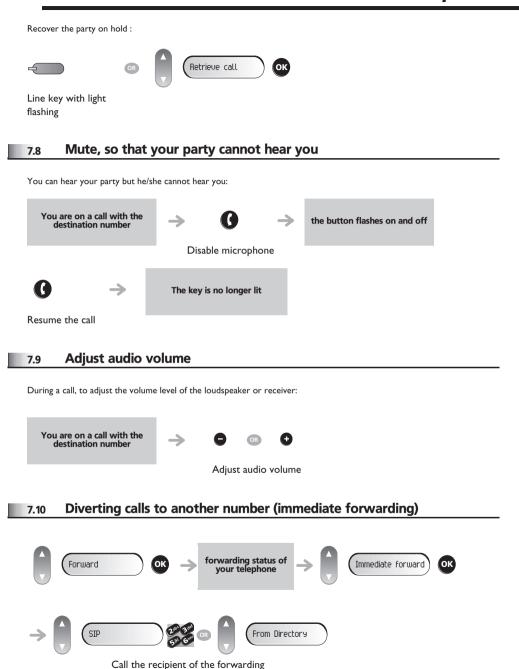
To return to your first caller and end the call in progress

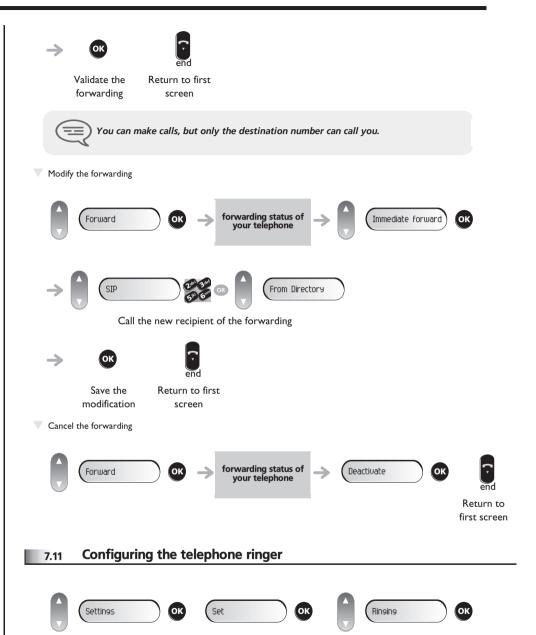


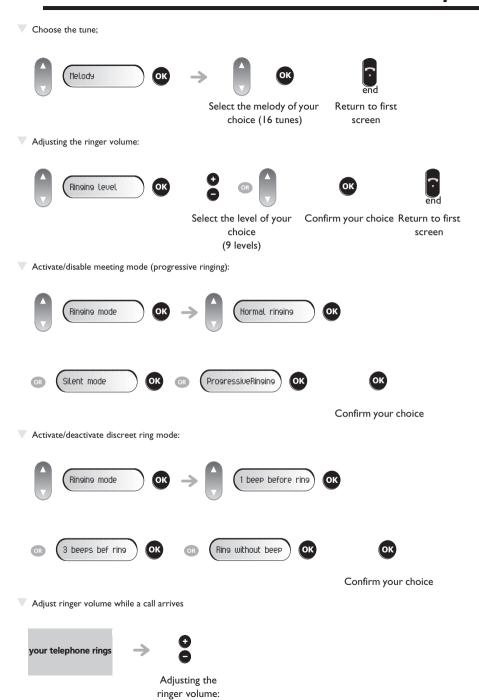
7.5 Placing a call on hold (HOLD)

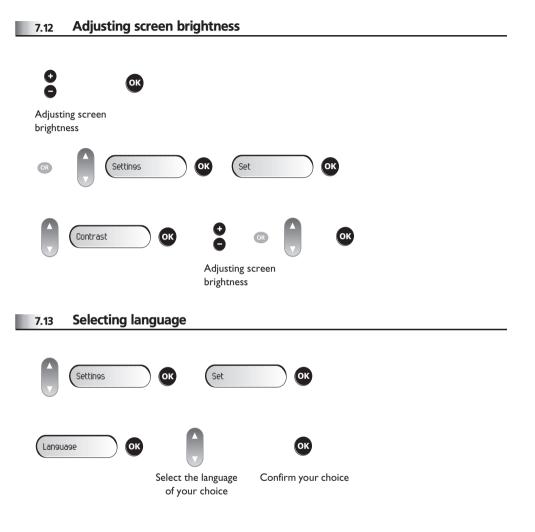












Programming your personal directory Access your personal directory. Settings Press and release Create a record in the personal phone book: First name Last name new Name, first name and number of your contact Cancel Save the record Cancel the creation Return to first screen Modifying a card in the personal directory: Select the card to be modified SIP First name Last name Name, first name and number of your contact Cancel Save the Cancel the Return to first modification modification screen enter the text: the number pad keys have letters that you can display by successive presses. Some special characters can be displayed by successively pressing the * key $(+\% \ / \ () \] =)$ or # key (@) or 0 key (, , : ? ?) or 1 key (-).

Delete a record



7.15 Sending DTMF signals

Even if your system is not touchtone by default, during a call you sometimes have to send DTMF signals, to a voice server, an automated attendant or a remotely consulted answering machine.

By default during a communication, your telephone in SIP mode is configured to send codes in voice frequency: enter these codes directly using the keys on your telephone

For more information regarding this configuration, contact the person in charge of your installation.

Compliance

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.

The invoice will be demanded if making a claim under the warranty. The warranty does not however confirm 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.

Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products.

To avoid accidentally damaging the set telephone line connector, make sure you position the cord correctly in the compartment intended for this purpose.

The ear piece and microphone area of the handset may attract metallic objects that may be dangerous for the ear.

The wording is not contractual and may be subject to change. Some features of your telephone are controlled by a software key and the configuration of the unit.

Declaration of compliance

EC countries: we, **Alcatel-Lucent Enterprise**, declare that the Alcatel-Lucent IP Touch 4008/4018 and 4019 Digital Phone products comply with the essential demands of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.



Information relative to the environment

This symbol indicates that at the end of its life, this product should be subject to special collection and disposal in member countries of the European Union, as well as in Norway and Switzerland. By ensuring this product is disposed of correctly, you will help to conserve natural resources and help prevent potential negative consequences to the environment and human health which could otherwise be caused by inappropriate disposal of this

product. For further details about recycling this product, please contact the supplier who sold you the product.

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