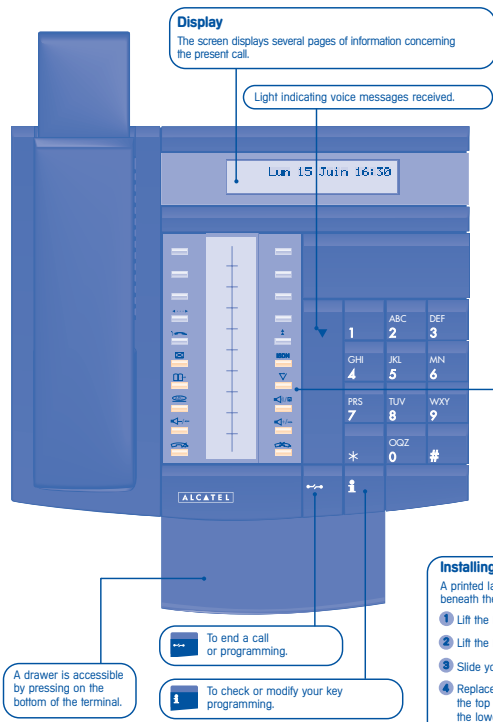


Getting to know your telephone

You have an **ALCATEL 4012 REFLEXES** digital telephone. The alphabetic keypad, the screen and the icons will help you use your telephone easily and make optimum use of the many functions offered.



Programmable keys and icons

To make a call, activate a service or manage your calls. Each key has a corresponding icon:

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.

Some function keys are preprogrammed

- Display new page.
- Divert your calls to another terminal. Automatically redial the last number dialled.
- Access the various mail services.
- Access your personal directory.
- ISDN** Call an ISDN correspondent.
- Transfer call to another terminal.
- Activate the "Call by name" function.

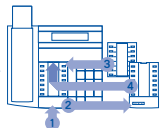
Audio keys

- To increase loudspeaker or receiver volume.
- To reduce loudspeaker or receiver volume.
- Loudspeaker: to share a conversation.
- Mute, so your correspondent cannot hear you. Intercom, answer an internal call without lifting the receiver having to lift your receiver.
- Hands free to select a line or answer an internal call without lifting the receiver having to lift your receiver.

Installing the programmable key label

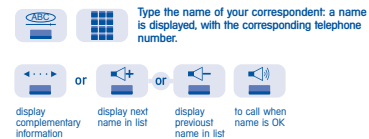
A printed label is supplied with the terminal. This should be installed beneath the programmable keys.

- 1 Lift the lower part of the terminal.
- 2 Lift the keypad cover.
- 3 Slide your printed label into position.
- 4 Replace the cover inserting the top first, then press down the lower part of the terminal.



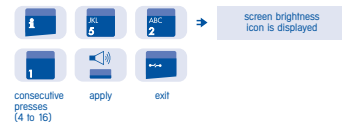
UNDERSTANDING YOUR TELEPHONE

Alphabetic keypad for call by name



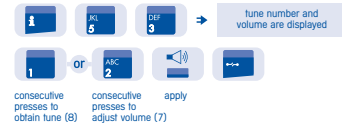
SETTING UP

Adjusting screen brightness



Selecting ringer tune and adjusting volume

You can select your ringer tune (choice of 8) and adjust the volume (1 to 7).



Locking/unlocking your telephone



MAKING A CALL

To make a call



Making an outside call



Making an internal call



Calling from the directory



Redialling last number dialled



Requesting automatic callback



ALCATEL OFFICE*

Table of codes

A function is activated by entering the corresponding code on the keypad.

Function	Default code	Your code	Function	Default code	Your code
Answer general bell	15		Hunting group out	66	
Answer paging	49		Immediate diversion	61	
Appointment time (programmed)			Intrude on a call	7 or A	
Automatic callback if terminal busy	19 or #		Line allocation		
Broadcast groups	41 to 48		Line allocation + callback with charge info.		
Broker call	2		Meter Total Recall		
Business account code			Moving a terminal	748	
Calibrated break	66		Open door		
Cancel all diversions	60		Operator call	0	
Cancel automatic callback	19		Paging	40	
Cancel enquiry call	3		Park / retrieve parked call	12	
Cancel follow me	69		Protect a call	89	
Common directory numbers	7000 to 7399		Redial last number	40	
Conference	50		Replacing a terminal	747	
Consult voice messages			Seize main line	9	
Consultation of call on hold	14		Seize secondary lines	82 b 88	
Divert group calls	65		Selective diversion		
Divert if busy	62		Substitution (business charge code)		
Divert to paging	64		Switch to programming	800	
Do not disturb	63		Terminal call	200	
DTMF End to End	69 or D		to 399		
Follow me diversion	68		Terminal call pick-up	13	
Group call	51 to 58		Text message (call back later)	50	
Group call pick-up	14		Voice message (codes reserved)	806	
Hunting group in	67		and 807		

Your telephone provides access to a number of functions, depending on your system version and configuration.

You can programme keys as required and print new labels. See the installation guide or contact your distributor.

Name: Telephone No:
 Fax No: Mobile No:
 E-mail address:

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HANDLING SEVERAL CALLS

Calling a second person during a conversation

During a conversation, to call a second person.



Receiving a second call

During a conversation, another person is trying to call you.



Transferring a call

During a conversation, to transfer the call to another number.



Switching between two calls (Broker call)

During a conversation, another call is on hold. To accept the second call.



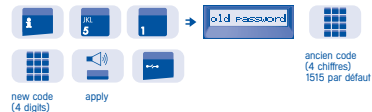
Three-way conference

During a conversation, a second call is on hold.



CUSTOMISING YOUR TELEPHONE

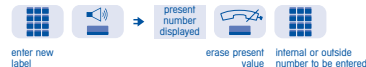
Programming your personal code



Modifying value corresponding to key



Programming your personal directory



Personal Directory numbers	
0	5
1	6
2	7
3	8
4	9

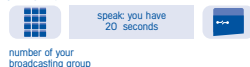
GROUP OPERATION

Call pick-up / Answering a general bell

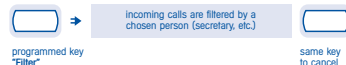


Broadcasting a message to a group

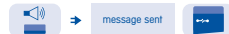
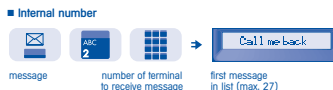
To broadcast a message on the loudspeakers of the terminals in your group:



Filtering incoming calls



Sending a written message to one of your correspondents



WHILE YOU ARE AWAY - WHEN YOU RETURN

Diverting calls



Follow me diversion



Cancelling all diversions



Consulting recorded messages

The light indicates that messages have been received.

Written messages (and callback requests)



Voice messages (option)



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4012
REFLEXES