



**Alcatel Omni-PCX
4038/4039/4068 User Guide**



Making / Receiving Calls

To make an Internal call

Press the relevant **Extension Key** or dial the **Extension Number**

To make an External call

Dial **9** or press the **Line Key** and then the **Telephone Number**

To answer a call

Lift the handset or press to  answer in handsfree

Transferring / Holding Calls

To hold a call

Press **Hold**

To retrieve a held call

Press the line key with the  next to it to reconnect to caller

To transfer a call

Call the **Extension Number** and then press transfer

To cancel transfer


If no answer on the above ext press  then the line key with the  next to it

Handling Several Calls

To transfer to external source

While on the 1st call dial the 2nd telephone number or extension number, this will put the 1st call on hold. Transfer or retrieve the 1st call as normal

To shuttle between 2 calls

Press the relevant  This will automatically put your original call on hold and answer the second

Speed Dials



To dial by name

Type in the letters of the name you require.

To dial by Short Code

Press  to scroll. Press  to call the number
Dial the **Short Code Number** (please see your list).

System Features

| | |
|--|--|
| To use Touch Tones | Scroll down once  Press MFC before you choose your first option |
| To activate Call Back | Dial the Extension Number and press Call back |
| To cancel Call Back | Dial # |
| Redial | Press  (redials last external dialled number) |
| To set a temporary Appointment | Press Appmnt and type in the required time, press OK |
| To cancel a set Appointment | Press Appmnt , press Clear and then press OK |
| To have a conference call | During your call dial the person you wish to include and when they answer press Conference key or dial 50 |
| To Broadcast to other phones | Dial 41 and speak into handset |
| Group pick up | Dial 14 or press Pick-up key |
| Individual pick-up | Dial 13 and the relevant Extension Number |
| To park a call (Store a call on an extension) | Dial 12 |
| To retrieve a parked call | Dial 12 and then the Extension Number that the call was parked on |

Diverts

| | |
|---------------------------------------|--|
| To Divert Internal and External Calls | Dial 61 and the Extension Number you wish to divert to |
| To Divert on Busy | Dial 62 and the Extension Number you wish to divert to |
| To set a DND (Do Not Disturb) | Dial 63 |
| To cancel all Diversions | Dial 60 |


Attendant Diversion


Note that an Attendant Diversion will need to be configured by G B Telecom

| | |
|-------------------------------|---|
| To divert Incoming Calls | Press Divert and press the Password Key |
| To cancel Attendant Diversion | Press Divert and press the Password Key |

Text Messaging


Receiving a text message/
Unanswered Call


Press 
Press **Read Text Message**

Press 
Press **Clear** to delete the message or press **Call** to call the person back

Press 


To send a Text Message

Press 
Press **Send Text Message**
Enter the destination **Extension Number**
Press **Select Fixed Message**
OR
Press **New Message** to write your own message using keypad

Press  to send the message

Changing Ring Tones / Contrast


Change your Volume


Press  to **menu** screen
Press **Settings**
Press **Phone**
Press **Ringing**
Press **Volume**

Press  or  for choice of volume

Press 


Change your Melody



Press  to **menu** screen
Press **Settings**
Press **Phone**
Press **Ringing**
Press **Melody**

Press  for choice of melody

Press 


To change screen Contrast

Press  to **menu** screen
Press **Settings**
Press **Phone**
Press **Contract**
Press **Keys or Screen**

Press Press  or  for choice

Press 


To Activate your Headset

Press  to **menu** screen
Press **Settings**
Press **Phone**
Press **Forced Head**
Select **On** or **Off**


Press 


Voicemail

To initialise your mailbox


Press 
Enter a 4 digit personal password
(default 2222)
Press #
Record your name
Press #


To record your greeting

Press  to menu screen
Press **Settings**
Press **MailBox**
Press **Personal Message**
Press **Record** to record your message
Press **Stop** when finished
Press **Listen** to hear your recording


Press  to save that message


To record your name only
(if no greeting is required the
Computer will give a brief
Message with your recorded name)

Press  to menu screen
Press **Settings**
Press **MailBox**
Press **Record Name**
Press **Record** and say your name
Press **Listen** to hear your recording
Press **Stop** when finished

Press  to save your name

Accessing your message

Press 
Press **Voice**
Enter your password – 2222 (default password)
Press **Consult**

Press 
Press **Play** to listen to your message
Press **Clear** to erase your message

Voicemail Options

To replay the message
To Erase the message
To call the person who left the message back
To listen to the next voicemail message
To send a copy of the message to another
Person's mailbox
To re-start/rewind the message
To pause/unpause the voicemail message
To fast forward the voicemail message

Press 1
Press 2
Press 3
Press 4

Press 6
Press 7
Press 8
Press 9

Accessing your message from
Out with the office

Dial your DDI number
When your message begins press * then #
on your telephone
Enter your mailbox number
Enter your personal password
Press 1 to listen to your message
Press 1 to replay the message
Press 2 to erase the message
Press 3 to call the correspondent back
Press 0 for further options

Vicemail Options

| | |
|---|---------|
| To replay the message | Press 1 |
| To Erase the message | Press 2 |
| To call the person who left the message back | Press 3 |
| To listen to the next voicemail message | Press 4 |
| To send a copy of the message to another Person's mailbox | Press 6 |
| To re-start the message again | Press 7 |
| To pause the voicemail message | Press 8 |
| To fast forward the voicemail message | Press 9 |

To activate your Voicemail Dial 61 and then 51

To take your Voicemail off Dial 60

Note: If you have a voicemail box, your calls will automatically go to voicemail after 6 rings.

Night Services


Note that Night Service will need to be configured by G B Telecom




To Activate your Night Service Press **NR Mode**
Press **Password**
Dial 61 and then 51 or press **Vmail On**

To take your Night Service off Press **NR Mode**
Press **Password**
Dial 60 or press **Vmail off**

General Mailbox (GalMbx)

To retrieve messages Press 
Press **General Mailbox**
See GB Telecom for password details (default 19541954 or HELP)
Press **Consult**

Press 
Press **Play** to listen to your message
Press **Clear** to erase the message
Press **Call** to call them back

To record message Press  to **menu** screen
Press **Operat**
Press **Password** button or enter 19541954
Press **OK**
Press **Expert**

Press **Voicemail**

Press **Gen Mailbox**
Pick up handset
Press **Record** twice and record your message
Press **Stop** when finished recording
Press **Listen** to check your recording

Press 
Or
Press **Record** and follow the procedure again to re-record

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