




**Alcatel Omni-PCX
Advanced Handset User Guide**



Getting to know your telephone

Light
Light indicates messages received

Navigator Key To scan pages of screen



Top line
Previous page Next page
Bottom line

Mute/ Automatic Answer
Mutes call in conversation
Automatically answers incoming calls

Display
Display gives information on current call



Programmable keys and LEDs
These keys are either line keys, with corresponding LEDs, or function keys.

Audio Key




Loudspeaker
Hands free
Increase volume
Reduce volume


Disconnect Key
Terminating a call or programming.

Hidden Alphabetic Keypad
Used for call by name and message service.

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 **Music Symbol** next to it
- To transfer a call Call the **Extension Number** and then press transfer
- To cancel transfer Press  then the line key with the **Music Symbol** 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 **Line Key**. 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. Press **Next** or **Previous** to scroll. Press **Send** to call the number
- To dial by Short Code Dial the **Short Code Number** (please see your list).

System Features

To use Touch Tones	Press DTMF before you choose your first option
To activate Call Back	Dial the Extension Number and press Cback
To cancel Call Back	Dial #
Redial	Press Redial use Prev and Next to scroll through the last ten numbers dialled. Press Call to call that number
To temporary store a dialled number	Press NBsave before hanging up. To call this number again press StoreN .
To set a temporary Appointment	Press Apmnt and type in the required time, press OK
To cancel a set Appointment	Press Apmnt , 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 Conf 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

Personal Speed Dials

*Note that a **Speed** key will need to be configured by G B Telecom*


- To program Personal Speed Dials
- Press **Speed**, Press **i**
 - Select soft key where you wish to store the number (Soft keys are under the screen)
 - Insert the name using the keypad
 - Press **OK**
 - Insert the external telephone number (prefixed by a 9)
 - Press **OK**
- To call a Personal Speed Dial
- Press **Speed**
 - Press the relevant soft key

Text Messaging


- Receiving a text message/
Unanswered Call
- Press **Mail** or **Envelope** key
 - Press **Text**
 - Press **Read**
 - Press **Read**
 - Press **Call** to call them back
 - Press **Clear** to delete the message
 - Press **Exit**
- To send a Text Message
- Press **Mail** or **Envelope** key
 - Press **Text** and enter the destination **Extension Number**
 - Scroll by pressing **Next** to view pre-typed message
 - OR
 - Press **Create** to write your own message using keypad
 - Press **OK** to send the message

Changing Ring Tones / Contrast


Change your Ring Tone/Volume

- Press 
- Press **Custo**
- Press **Set**
- Press **Melody**
- Press **Tune** + repeatedly for choice of melody
- Press **Volume** + repeatedly for choice of volume
- Press **OK** to select
- Press **Back** and then **Exit**

To change screen Contrast


- Press 
- Press **Custo**
- Press **Set**
- Press **Contrast**
- Press **Screen** + repeatedly to amend the screen contrast
- Press **Icon** + repeatedly to amend the icon contrast
- Press **OK** to select
- Press **Back** then **Exit**

To Activate your Headset


Press 
Press **Custo**
Press **Set**
Press **Headset**
Press **Choice** to switch headset On/Off
Press **OK** to confirm your choice

Voicemail

To initialise your mailbox

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

To record your greeting

Press 
Press **Custo**
Press **MIBox**
Press **Custom**
Press **Record** to record your message
Press **Stop** when finished
Press **Listen** to hear your recording
Press **OK** to save that message
Press **Back** and then **Exit**

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

Press 
Press **Custo**
Press **MIBox**
Press **Custom**
Press **Name**
Press **Record** and say your name
Press **Listen** to hear your recording
Press **Stop** when finished
Press **OK** to save your name
Press **Back** and then **Exit**

Accessing your message

Press the **Mail** or **Envelope** Key
Press **Voice**
Enter your password – 2222 (default password)
Press **MSG**
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

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 **Mail** or **Envelope** Key
Press **GalMbx**
See **GB Telecom** for password details (default 19541954 or HELP)
Press **MSG**
Press **Play** to listen to your message
Press **Clear** to erase the message
Press  then **Call** to call them back

To record message

Press 
Press **Operat**
Press **Password** button or enter 19541954
Press **OK**
Press **Expert**
Press 
Press **VMU**
Press **GalMbx**
Press **Record** twice and record your message
Press **Stop** when finished recording
Press **Listen** to check your recording
Press **OK** to confirm
Or
Press **Record** and follow the procedure to re-record
Press 

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