



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



Getting to know your telephone

Programmable keys and LEDs

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

Navigator Key To scan pages of screen

Display

Contains several lines and pages giving call information and functions.



Alphabetic Keypad
Used for call by name and message service.

Audio/Function Keys



Loudspeaker/Handsfree



Redial



Disconnect Key



Guide Key



Mute/Auto Answer



Mail



Volume Control



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.

Press  to scroll. Press  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 **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

Short press  to redial the last number dialled
or long press  (lists the last 10 number dialled) Use the downward arrow to select number then press ok to dial.

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 

To program up keys on your handset

Press  to **Menu** Screen
Press **Settings**
Press **Keys**
Use arrow keys to select free key (...)
Select the key
Press **Name**
Enter Name using the qwerty keypad

Press 

Press Number
Press Clear
Enter 9 then the telephone number




Press



Press

To modify keys on your handset


Press  to **Menu** Screen
Press Settings
Press Keys
Use the downward arrow key to select the key you
want to modify
Select the key
Select either the name or Number
Press Clear
Re-type the name of number




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

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/rewind the message	Press 7
To pause/unpause the voicemail message	Press 8
To fast forward the voicemail message	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 (your extension no.)
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 
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**
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 to re-record

G B Telecom (Scotland) Ltd Contacts

General Enquiries

Galamoor House
Netherdale
Galashiels
TD1 3EY

Telephone	01896 752607
Fax	01896 661308
E-mail	enquires@gbtelecom.co.uk

Sales

Telephone	01896 661313
E-mail	sales@gbtelecom.co.uk

Faults, Technical and Training

Telephone	01896 661319
E-mail	support@gbtelecom.co.uk

Network

Telephone	01896 661317
E-mail	network@gbtelecom.co.uk

Accounts

Telephone	01896 661303
E-mail	accounts@gbtelecom.co.uk