



Alcatel Omni-PCX
Advanced Handset User Guide



Getting to know your telephone

Light

Light indicates messages received

Mute/ Automatic Answer

Mutes call in conversation
Automatically answers incoming calls

Navigator Key To scan pages of screen



Display

Display gives information on current call

Audio Key



Loudspeaker



Hands free



Increase volume



Reduce volume

Disconnect Key

Terminating a call or programming.

Programmable keys and LEDs

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

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 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 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

Press 1
Press 2
Press 3
Press 4

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 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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