



## **Alcatel Omni-PCX**

### **Analogue Handset User Guide**



## Making / Receiving Calls

To make an Internal call	Dial the <b>Extension Number</b>
To make an External call	Dial <b>9</b> and then the <b>Telephone Number</b>
To answer a call	Lift the handset

## Transferring / Holding Calls

To hold a call	Press <b>R (Recall)</b>
To retrieve a held call	Press <b>R (Recall)</b>
To transfer a call	Press <b>R (Recall)</b> then the <b>Extension No</b> then hang up
To cancel transfer	Press <b>R (Recall)</b> then <b>3</b>

## Speed Dials

To use Speed Dials	Dial the <b>Speed Dial</b> number (7000 - 7999)
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## System Features

To activate Call Back	Dial the <b>Extension Number R (Recall)</b> and press <b>#</b>
To cancel Call Back	Press <b>R (Recall)</b> then <b>#</b>
Redial	Press <b>Redial</b>
To have a conference call	While on 1 <sup>st</sup> call dial the 2 <sup>nd</sup> person you wish to include and when they answer dial <b>R (Recall) 50</b>
Group pick-up	Dial <b>14</b>
Individual call pick-up	Dial <b>13</b> and the relevant <b>Extension Number</b>
To park a call	Press <b>R (Recall)</b> then Dial <b>12</b> (Store a call on an extension)
To retrieve a parked call	Dial <b>12</b> and then the <b>Extension Number</b> that the call is parked on

## Diverts

To Divert your 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**

## **Voicemail**

To initialise your mailbox

### **Dial 16**

It will ask you to enter a 4 digit password (default **2222**)

Press #

Record Name

Press # to confirm

To record your message

### **Dial 800**

Press 1

Press 1

Record your message

Press # when finished

Press 1 to listen to your message

Press \* to re-record

Press # to confirm

Accessing your message

### **Dial 50**

Enter your password (default **2222**)

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

Voicemail 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**

Press 0 for further options

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 (extension number)

Enter your password (default **2222**)

Press 1 to listen to your message

Press 1 to replay the message

Press 2 to erase the message







## G B Telecom (Scotland) Ltd Contacts

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