



**G. B. TELECOM**  
(Scotland) Limited

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



## Getting to know your telephone

### Programmable keys

These keys are function keys.

### Light

Light indicates messages



## Making / Receiving Calls

To make an Internal call

Dial the **Extension Number**

To make an External call

Dial **9** then the **Telephone Number**

To answer a call

Lift the handset

## Transferring / Holding Calls

To hold a call

Press **2**

To retrieve a held call

Press **CANC ENQ**

To transfer a call

Call the **Extension Number** and then **hang up**

To cancel transfer

Press **CANC ENQ**

To transfer to external

While on the 1<sup>st</sup> call dial the 2<sup>nd</sup> telephone number or extension number, this will put the 1<sup>st</sup> call on hold, hang up or retrieve the 1<sup>st</sup> call as normal

## Speed Dials

To dial by Short Code

Dial the **Speed Dial** number (please see your list).

## System Features

To use Touch Tones	Dial <b>69</b> before you choose your options
To activate Call Back	Dial the <b>Extension Number</b> and press #
To cancel Call Back	Dial #
Redial	Dial <b>40</b> or Press <b>REDIAL</b>
To have a Conference Call	During your call dial the person you wish to include and when they answer dial <b>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	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 Internal Calls	Dial <b>61</b> and the <b>Extension Number</b> you wish to divert to
To Divert to External source	Dial <b>61</b> and then <b>9</b> for outside line followed by number
To Divert on Busy	Dial <b>62</b> and the <b>Extension Number</b> you wish to divert to
To set a DND (Do Not Disturb)	Dial <b>63</b>
To cancel all Diversions	Dial <b>60</b>

## Changing Ring Tones

Change your Ring tone/Volume

Dial **800**

Press **3**

Press **1**

Wait for guide to finish

Press **1** to change the ring tone and continue to  
press **1** until your choice of ring tone and to confirm  
press the **#** key

Press **2** for volume

Press **#** to select

## **Voicemail**

To initialise your mailbox

**Dial 16**

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

**Record Name**

Press # to confirm

To record your message

**Dial 800**

Press 5

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

Press **MAIL**

Press 1 for voice

Enter your personal 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

Press 0 for further options

## **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**

Accessing your message from

Dial your DDI number

Out with the office

When your message begins press your \* then # key on your telephone

Enter your mailbox number (extension number)

Enter your personal 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  
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.



## G B Telecom (Scotland) Ltd Contacts

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