



**Alcatel Omni-PCX**  
**Mobile 300/400 Handset User Guide**



## Getting to know your telephone

Mobile 400



Mobile 300



### Handset Buttons



Clear/Cancel



On Hook



Menu Navigation Control



Off Hook



Phone Directory



Power on/off

## Getting to know your telephone

### Status Icons



Battery Charge Level



Voice and Text Messages



Call Diversion Activated



Radio Reception Quality



Programmed Call Back Time



Vibrator Active (Mobile 200)



Ringer Active



Ringer Disabled

### Menu Icons



Directories



Redial



Divert Calls



Call Pick up



Voicemail and Text Messaging



Appointment



System Lock



Customise your phone

### Call Icons



Making a Call



Answering a Call



In Conversation



Directories



Call on Hold



Transferring a Call



DTMF Signals



Conference



Common Hold



Park a Call

## Mobile 300/400

### Making / Receiving Calls

To make an Internal call

Dial the **Extension Number** then press \*

To make an External call

Dial **9** then the **Telephone Number** and press

To answer a call

Press the

To end a call

Press the

### Transferring / Holding Calls

To transfer a call

Dial the **Extension Number** then press

Press **OK** to transfer

To cancel transfer

Press then

To hold a call

Press

To retrieve a held call

Press then

To transfer to external

While on the 1<sup>st</sup> call dial the 2<sup>nd</sup> telephone number or

extension number then press this will put the 1<sup>st</sup> call on hold and transfer or retrieve the 1<sup>st</sup> call as normal

## Speed Dials

To dial by name

Press   
Enter the two letters of the name

Scroll through using



using the downward arrow key

To dial by Speed Dial

Press  to call

Dial the number (please see your list)

Press  to call

## System Features

To use Touch Tones

During call press

OK

To activate Call Back

Dial **Extension Number** then press

OK

To cancel Call Back

Dial **19** then press

Dial **40** then long press

press  to dial

To have a Conference Call

Whilst on 1<sup>st</sup> call dial the 2<sup>nd</sup> person you wish to include and when they answer dial **50**

Group pick-up  
Individual call pick-up

Dial **14** then press

Dial **13** and the relevant **Extension Number** then


press 

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

is parked on then press 


## Diverts

To Divert Internal Calls

Dial **61** and press  then dial the **Extension**


**Number** you wish to divert to and press  again

To Divert on Busy


Dial **62** and press  then dial the **Extension**

**Number** you wish to divert to and press  again

To set a DND (Do Not Disturb)

Dial **63** and press 

To cancel all Diversions

Dial **60** and press 

## Personal Speed Dials

To program Personal Speed Dial

Press   
Highlight 

Press 

Select **Pers Sp Dial** then 

Long Press 

Enter **Name**

Press 

Insert the external telephone number (prefixed by **9**)

Press 

To call a Personal Speed Dial

Press 

Highlight 

Press 

Select **Pers Sp Dial**

Scroll through using  and press  to call.

## Text Messaging

Receiving a text message/



Scroll

Unanswered Call



Highlight

Press



Scroll right using highlighted



so that



is

Press



Press



to read message

Press



to call person back or,

Scroll down using  
Select **Clear**



Press



To send a Text Message  
(Unanswered Call)

Press



Highlight



Press



Scroll right using highlighted



so that



is

Press



Insert **Extension Number** of text message recipient

Press



Scroll down using



and select message

Press



## Changing Ring Tones / Contrast

Change your Ring Tone

Long Press 

Select Phone Set

Press 

Press  for Ring Melody

Scroll down using  and select melody

Press  to select

Change your Ring Tone Volume

Long Press 

Select Phone Set

Press 

Scroll Right using  and select Ring Level

Scroll down using  and select appropriate level

Press 

Press  to exit

## Headset

To activate Headset

Long Press 

Select Phone Set


Press 

Scroll Right using  and select Headset Mode

Press 

Scroll Down using  and select Active

Press **OK**

Press  to exit

To disable Headset

Long Press 

Select Phone Set

Press 

Scroll Right using  and select Headset Mode

Press 




Scroll Up using  and select Inactive

Press 







Press  to exit

## Voicemail

To initialise your mailbox









Press   
Scroll using  and select   
Enter a 4 digit personal password (default 2222)  
Say your name  
Press #

To record your message

Long Press   
Press  for mbx greeting  
Press  for Custom  
Press  to Record Greeting  
Press  to Stop Recording  
Press  to confirm recording or

 to listen or re-record

Accessing your message

Press   
Scroll using  and select   
Press   
Press   
Enter your 4 digit personal password (default 2222)  
Press   
Press   
Press  to Play  
Press 2 to clear

## 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/un-pause 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 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



## GB Telecom (Scotland) Ltd Contacts

### General Enquiries

Galamoor House  
Netherdale  
Galashiels  
TD1 3EY

Telephone 01896 752607  
Fax 01896 661308  
E-mail [enquires@gbtelecom.co.uk](mailto:enquires@gbtelecom.co.uk)

### Sales

Telephone 01896 661313  
E-mail [sales@gbtelecom.co.uk](mailto:sales@gbtelecom.co.uk)

### Faults, Technical and Training

Telephone 01896 661319  
E-mail [support@gbtelecom.co.uk](mailto:support@gbtelecom.co.uk)

### Network

Telephone 01896 661317  
E-mail [network@gbtelecom.co.uk](mailto:network@gbtelecom.co.uk)

### Accounts

Telephone 01896 661303  
E-mail [accounts@gbtelecom.co.uk](mailto:accounts@gbtelecom.co.uk)

