



Alcatel Omni-PCX

Analogue Handset User Guide



Making / Receiving Calls

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

Transferring / Holding Calls

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

Speed Dials

To use Speed Dials	Dial the Speed Dial number (7000 - 7999)
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System Features

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

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
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

Press **3** to call the correspondent back

Press **0** for further options

To Activate your Voicemail

Dial 61 and then **51**

To De-activate 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

General Enquiries

Galamoor House
Netherdale
Galashiels
TD1 3EY

Telephone 01896 752607
Fax 01896 661308
E-mail enquiries@gbtscotland.co.uk

Sales

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

Faults, Technical and Training

Telephone 01896 661319
E-mail remotes@gbtscotland.co.uk

Network

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

Accounts

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