



Alcatel Omni-PCX
Easy Handset User Guide




Getting to know your telephone






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** then the **Telephone Number**
- To answer a call Lift the handset

Transferring / Holding Calls

- To hold a call Press **2** or the **Hold** key
- To retrieve a held call Press the Int/Ext key with the **Red flashing Light**
- To transfer a call Call the **Extension Number** and then press **Transfer**
- To cancel transfer Press  then the INT/Ext key with the **Red flashing Light**
- To transfer to external 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.

Speed Dials

- To dial by name Press **DIRECT** then letters of the name you require
Press  or  to scroll
Press  to send
- To dial by Speed Dial Dial the **Speed Dial Number** (please see your list)



System Features

- To use Touch Tones Dial **69** before you choose your options
- To activate Call Back Dial the **Extension Number** and press **#**
- To cancel Call Back Press **#**
- Redial Dial **40**
- To have a Conference Call During your call dial the person you wish to include and when they answer dial **50**
- Group pick-up Dial **14**
- Individual call 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** then the **Extension Number** that the call is parked on

Diverts












To Divert Internal/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

Text Messaging

Receiving a text message/ Unanswered Call	Press Mail Press 3 . The callers will be revealed. Press  to call back Long Press  to delete
To clear a Text Message	Press Mail Press 3 Long Press  to delete
To send a Text Message	Press Mail Press 3 Dial the destination Extension Number Press  to scroll Press  to send the message


Personal Speed Dials

*Note that a **Speed** key will need to be configured by G B Telecom*

To program Personal Speed Dial	Press Speed Press  Dial number from 0 - 9 Insert the name using the keypad Press  Insert the external telephone number (prefixed by a 9) Press 
To call a Personal Speed Dial	Press Speed Press number from 0 - 9 or  and  to scroll Press  to call
To delete Personal Speed Dial	Press Speed Press  Dial number 0 - 9 to be deleted Long Press  key to delete name Press  to confirm Long Press  key to delete number Press  to confirm

Changing Ring Tones / Contrast

Change your Ring tone/Volume

Press 
Press 5
Press 3
Wait for guide to finish
Press 1 repeatedly for choice of ring tone or Press 2 repeatedly for choice of volume
Press # to select

To change screen Contrast

Press 
Press 5
Press 3
Press 2
Press 1
Press # to select

Voicemail

To initialise your mailbox

Press **Mail**
Enter a 4 digit personal password (default **2222**)
Press **#** to confirm
Say your name then press **#**
Press **#** to confirm

To record your message

Press 
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
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.

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