



**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 st call dial the 2 nd telephone number or extension number, this will put the 1 st call on hold, hang up or retrieve the 1 st call as normal

Speed Dials

To dial by Short Code	Dial the Speed Dial number (please see your list).
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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	Dial #
Redial	Dial 40 or Press REDIAL
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	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 Internal Calls	Dial 61 and the Extension Number you wish to divert to
To Divert to External source	Dial 61 and then 9 for outside line followed by number
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

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
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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 1

Press 1

Record your message

Press # when finished

Press 1 to listen to your message

Press * to re-record

Press # to confirm

To record your name

Dial 800

Press 1

Press 4

Record your Name

Press # when finished

Press 1 to listen to your Name

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 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.

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