

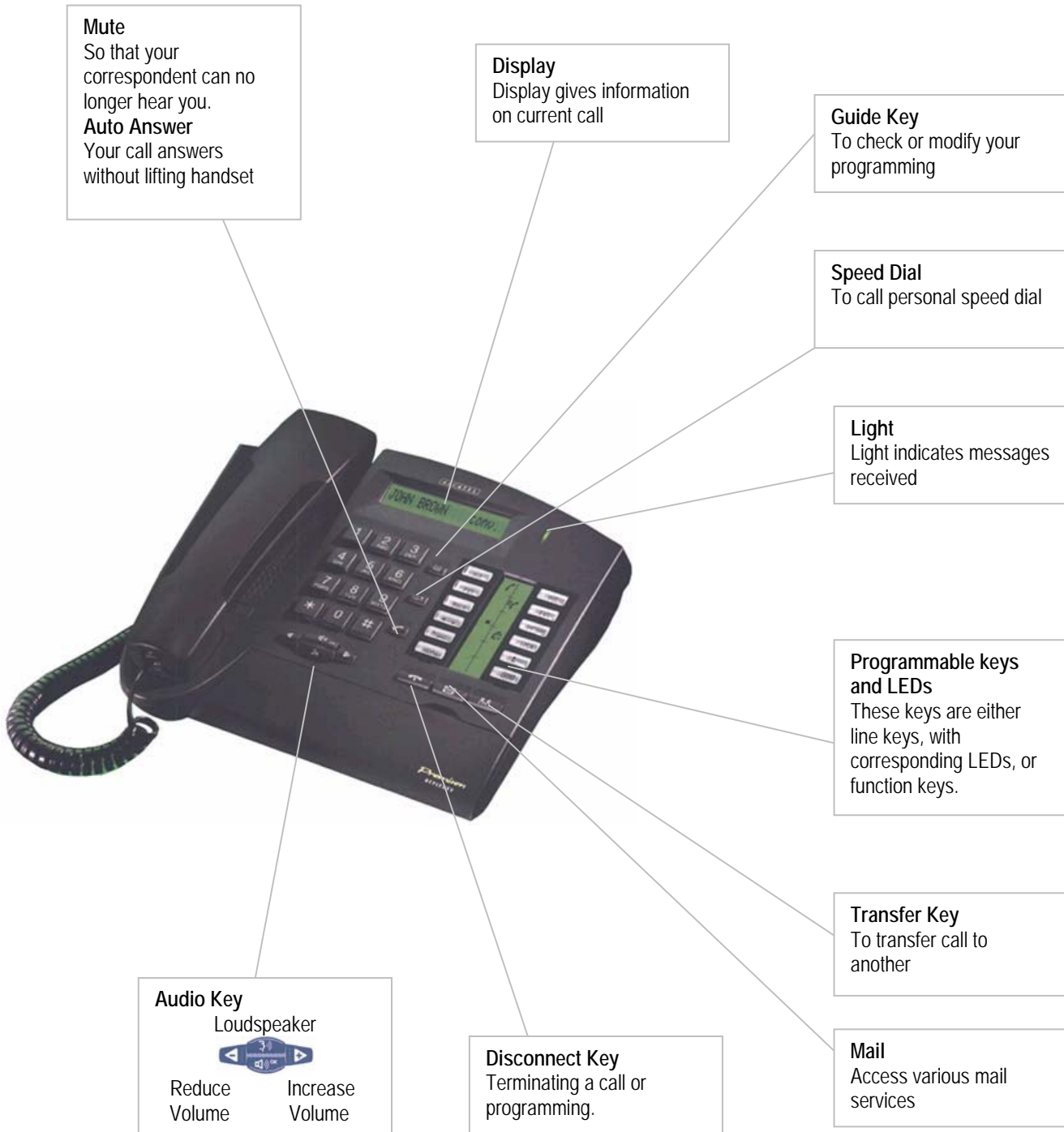


Alcatel Omni-PCX

Premium 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** or press the **Line Key** and then the **Telephone Number**
- To answer a call Lift the handset or press handsfree




Transferring / Holding Calls

- To transfer a call Call the **Extension Number** and then press 
- To cancel transfer Press  then the line with the **Music Symbol**
- To hold a call Press **2** or the **Hold** key
- To retrieve a held call Press the line with the **Music Symbol** next to it



Handling Several Calls

- 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
- To shuttle between 2 calls Press the relevant **Line Key**. This will automatically put your original call on hold

Speed Dials

- To dial by name Type in the 1st two letters of the name
Press  or  to scroll
Press  to send
- To dial by Short Code Dial the **Short Code** number (please see your list).

System Features





To use Touch Tones	Dial 69 or press DTMF before you choose your options
To activate Call Back	Dial the Extension Number and press #
To cancel Call Back	Dial #
Redial	Press Redial use Prev and Next to scroll through the last ten numbers dialed. Press Call to call that number
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
Set Automatic Answer	Press 
To cancel Automatic Answer	Press 

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

Personal Speed Dials




To program Personal Speed Dial

Press 
Press 
Dial number from **0 - 9**
Insert the name using the keypad (max 6 characters)
Press 
Insert the external telephone number (prefixed by **9**)
Press 





To call a Personal Speed Dial

Press 
Press number from **0 - 9** or  or  to scroll
Press  call

To modify Personal Speed Dial

Press 
Press 
Dial number **0 - 9** to be modified
Overtyping using keypad
Press  to confirm

To delete Personal Speed Dial





Press 
Press 
Dial number **0 - 9** to be deleted
Long Press **Mute** key to delete name
Press  to confirm
Long Press **Mute** key to delete number
Press  to confirm

Text Messaging

Receiving a text message/
Unanswered Call


Press 
Press **3** the caller will be revealed.
Press  to call back
Long press  to delete

To send a Text Message


Press 
Press **3**
Dial the destination **Extension Number**
Press  or  to scroll pre-typed messages
Press  to send the message

Changing Ring Tones / Contrast

Change your Ring tone/Volume

Press 
Press **5**
Press **3**
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** repeatedly to amend icon/screen contrast

Headset

To activate Headset


Press 
Press **5**
Press **3**
Press **3**
Press **1** to enable
Press **#** to confirm

To disable Headset


Press 
Press **5**
Press **3**
Press **3**
Press **2** to disable
Press **#** to confirm

Voicemail


To initialise your mailbox

Press 
Enter a 4 digit personal password
(default 2222)
Say your name
Press #

To record your greeting

Press  key
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 
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 outside the office

Dial your DDI number
At start of message press * then # key on your telephone
Enter your mailbox number (ext 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

General Enquiries

Galamoor House
Netherdale
Galashiels
TD1 3EY

Telephone 01896 752607
Fax 01896 661308
E-mail enquires@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