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EN

Alcatel 4038 / 4039 / 4068

www.alcatel.com

Handset

Indicator light
- Flashing green: incoming call.
- Flashing red: alarm.

Audio keys

Hang-up key: terminate a call.

Hands-free/Loudspeaker Key: to make or answer a call without lifting the receiver.
- Lit in hands-free mode or headset mode (short press).
- Flashing in loudspeaker mode (long press).

Intercom/Mute key
- During a conversation: press this key so that your correspondent can no longer hear you.
- Terminal idle: press this key to answer calls automatically without picking up the receiver.

To adjust the loudspeaker or handset volume up or down.

Extension unit

An extension unit can be fitted to your telephone. This provides additional keys which can be configured as function keys, line keys, call keys, etc.
To affix labels: push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and place the keypad back into position.

ALCATEL

Display and display keys

Contains several lines and pages providing information on calls and the functions accessible via the 10 keys associated with the words on the screen.

Transfer icon: pressing the key next to this icon allows you to program or change the transfer function.

Headset connected.

Appointment programmed.

Silent mode activated.

Telephone locked.

Display keys: pressing a display key activates the function shown associated with it on the screen.

Navigation

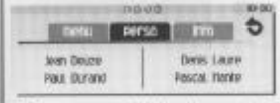
OK key: used to validate your choices and options while programming or configuring.

Left-right navigator: used to move from one page to another.

Up-down navigator: used to scroll through the content of a page.

Back/Exit key: to return to previous menu (short press) or return to first screen (long press) ; during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

Welcome screens



Menu page: contains all functions and applications accessible via the keys associated with the words on the screen.
Perso page: contains call line keys and programmable call keys.

Info page: contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.

Call display

Incoming call.

Call in progress or outgoing call.

Call on hold.

If you get two calls at the same time, you can switch from one call to the other by pressing the display key associated with each call.

Left-right navigator: used to check calls.
OK key: used to answer the call checked.

Function keys and programmable keys

Guide key: used to obtain informations on functions of the "menu" page and to program key of the "perso" page.

Messaging key to access various mail services:
if the key flashes, a new voice message or a new text message has been received.

"Redial" key: call back the last number dialled.

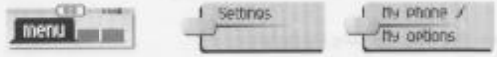
Programmable key (F1 and F2 keys):
lit when the function associated with the key is activated.

English

Customize your terminal

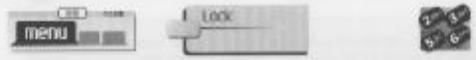
The customization functions of the telephone are accessed from the **Menu** page.

Modifying your personal code



reach the "**menu**" page

Lock / unlock your telephone

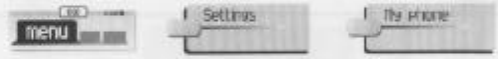


reach the "**menu**" page

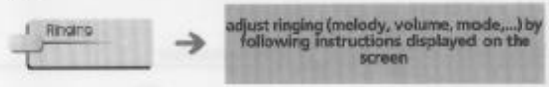
depending the displayed informations, enter your password or confirm

your telephone is locked/unlocked

Adjusting the audio functions

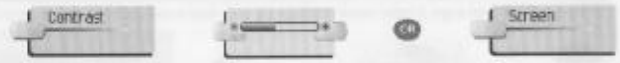


reach the "**menu**" page



Adjusting screen brightness (Alcatel 4038)

reach the "**menu**" page



increase or decrease the contrast

adjust the contrast by consecutive presses

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Using your telephone

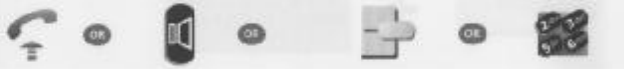
Identify the terminal you are on

Info

The number of your telephone is displayed on the "Info" page.

Access the **Info** page using the navigator.

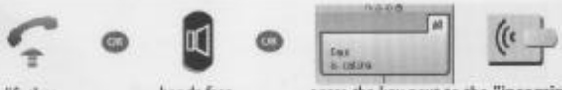
Making a call



lift the receiver — hands free — programmed line key — dial directly the number for your call

To make an external call, dial the outside line access code before dialling your correspondent's number.

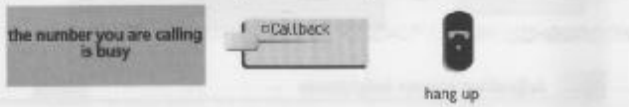
Receiving a call



lift the receiver — hands free — press the key next to the **"incoming call"** icon

Redialling

Make a call-back request to a busy number



Voice message service

Consulting your voice mailbox

If the key flashes, a new voice message or a new text message has been received.

press the key next to **"consult voice or text message"**

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Divert your calls to another number

Divert your calls to another number

press the key associated with the type of diversion required (immediate, if busy, if no reply etc.) — dial the destination number — press the ok key if programming is not automatically recorded

Diverting calls to your voice mailbox

press the key associated with **"divert to voice mailbox"** — press the ok key if programming is not automatically recorded

When you return, cancel all diversions

press the key next to **"cancel or deactivate the diversion"**

Directory

Using call by name

enter the first letters of the name — select the name from the displayed list — make the call

select the name from the displayed list — make the call

Program your call keys

Perso

press a call key or a programmable key (f1 or f2), either directly or via the i key

Make calls via your programmed call keys

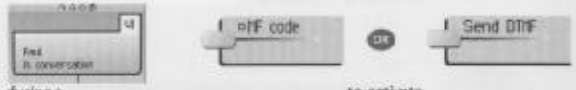
Perso

access the **perso** page using the navigator — find the correspondent you want to call from the programmed call keys — call the chosen correspondent

During a conversation

Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine. The function is automatically cancelled when you hang up.



during a conversation — to activate

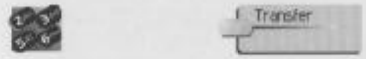
Calling a second person during a conversation

During a conversation, to call a second person.

dial directly the number for your call — dial

Transferring a call

During a conversation, to transfer the call to another number:



number to be called

Three-way conference

During a conversation, a second call is on hold.

three-way conference — cancel conference and return to first correspondent — hang up on all correspondent

Guarantee and clauses

This document describes the services available on telephones Alcatel 4028-4029 connected to an Alcatel OmniPCX Office or Alcatel OmniPCX Enterprise system . For more information, please consult the User Guide for your 4028 (IP set) or 4029 (digital set). Contact your installer.
Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products.
Earpiece may retain magnetic objects.

The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

EC: We, Alcatel Business Systems, hereby declare that we assume the Alcatel 4028 or 4029 product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.

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