Alcatel **OmniPCX** *Office*
Alcatel 4038/4039/4068

Alcatel 4068

ALCATEL

User manual
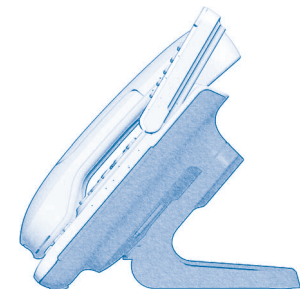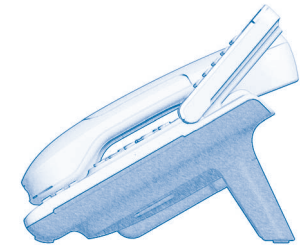
Introduction

Thank you for choosing a telephone from the 4038/4039/4068 range manufactured by **Alcatel**.
Your Alcatel 4038/4039/4068 digital terminal has a new ergonomic layout for more effective communication.

- A large graphic screen, in conjunction with various keys and the navigator, allows you to make calls, configure and program your telephone,

- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section,

- communication is even more convenient using the audio keys (loudspeaker, hands free),

- using the convenient alphabetic keypad, you can call your correspondents by name.

How to use this guide

● Actions

| | Lift the receiver. |
| | Hang up. |

● Keypad

	Numeric keypad.
	Alphabetic keypad.
②	Specific key on numeric keypad.

● Navigator

Move the navigation key up, down, to the left or to the right.

To go back one level (press and release) or to return to the welcome page (press and hold); during a conversation, can be used to access the different pages (Menu, Perso, etc.) and to return to the telephone screens.

● Display and display keys

| Smith John | Partial view of display. |
| | Display key. |

● Audio keys

	Loudspeaker, hands free.
	Adjustment "reduce".
	Adjustment "increase".

● Programmable keys and icons

| | Line key. |
| | Icon corresponding to key. |

● Other fixed keys

	Fixed key.
	MENU key.
	Voice mail access key.

● Other symbols used

Menu	Means that the function is accessible from the Menu page.
Perso	Means that the function is accessible from the Perso page.
Info	Means that the function is accessible from the Info page.
▼	Means that the function is subject to programming. If necessary, contact your installer.

These symbols can be supplemented by small icons or text.

Contents

Getting to know your telephone

Handset

Adjust the tilt of the screen

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

Alcatel 4068

Socket for connecting headphones or a
Hands-free / Loudspeaker unit

Alphabetic keypad

■ Audio keys

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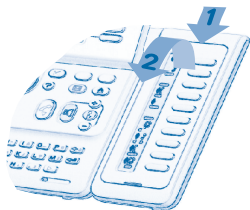
An extension unit can be fitted to your telephone. This provides additional keys which can be configured as function keys, line keys, call keys, etc.
To affix labels: push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and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

■ 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	Perso	info
Jean Deuze		Denis Laure
Paul Durand		Pascal Mante

Menu page: contains all functions and applications accessible via the keys associated with the words on the screen.
Perso page: contains call line keys (allowing supervision of calls) 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.

0790676707
00:03:47

Call in progress or outgoing call.

0790676707
00:03:47

Call on hold*.

0790676707
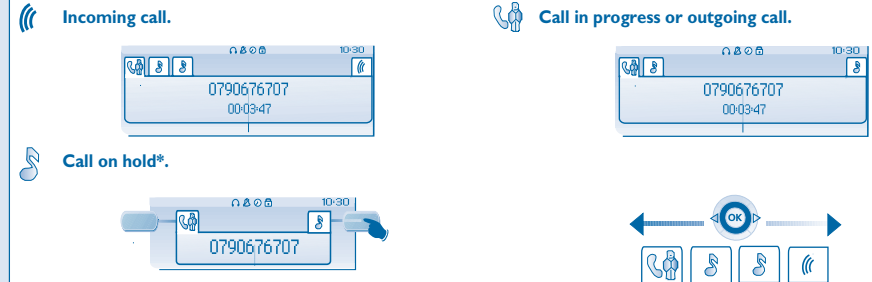
If you get two calls at the same time, you can switch from one call to the other by pressing the display key associated with each call.

Left-right navigator: used to check calls.

■ Function keys and programmable keys

Guide key: used to obtain information 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: to access the 'Redial' function.

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

6

1   *Description of the screens*

1.1   Welcome screens
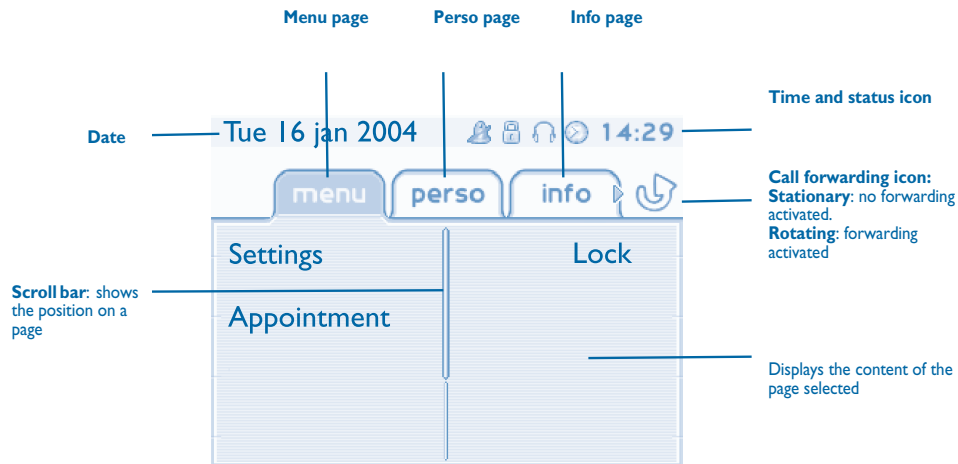
Menu page   **Perso page**   **Info page**

Time and status icon

Date   Tue 16 jan 2004   👤🔒🎧⊘ 14:29

Call forwarding icon:
Stationary: no forwarding activated.
Rotating: forwarding activated

| menu | perso | info | 👆 |

Settings   Lock

Scroll bar: shows the position on a page

Appointment

Displays the content of the page selected

■ **Menu page:** contains all functions and applications accessible via the keys associated with the words on the screen. From this page, it is possible to adjust the ringer volume and screen brightness, program the time of an appointment, lock the terminal, define the default page displayed, configure voice mail, and access telephone functions such as calling back one of the last 10 numbers or intercepting calls.

Lun 16 jan 2004   👤🔒🎧⊘ 14:29

| menu | perso | info | 👆 |

Settings   Lock

Appointment

■ **Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys. The up-down navigator is used to access all the direct call keys (apart from those displayed by default). Direct call keys are programmed or modified via the Information key.

Tue 16 jan 2004   👤🔒🎧⊘ 14:30

| menu | perso | info | 👆 |

line   Anne

                    Pascal

■ **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.

Tue 16 jan 2004   👤🔒🎧⊘ 14:30

| menu | perso | info | 👆 |

Name: Anne
Number: 77942

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

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

1.2 Call management screen

Date   Incoming call icon   Time and status icon

Tue 16 jan 2004   14:33

Call holding icon

Call in progress icon

NOEB Pascal

Incoming call presentation screen. This screen is temporarily displayed when a call arrives and shows the name and/or number of the caller.

Pop-up display of functions accessible while the call is taking place

Conference
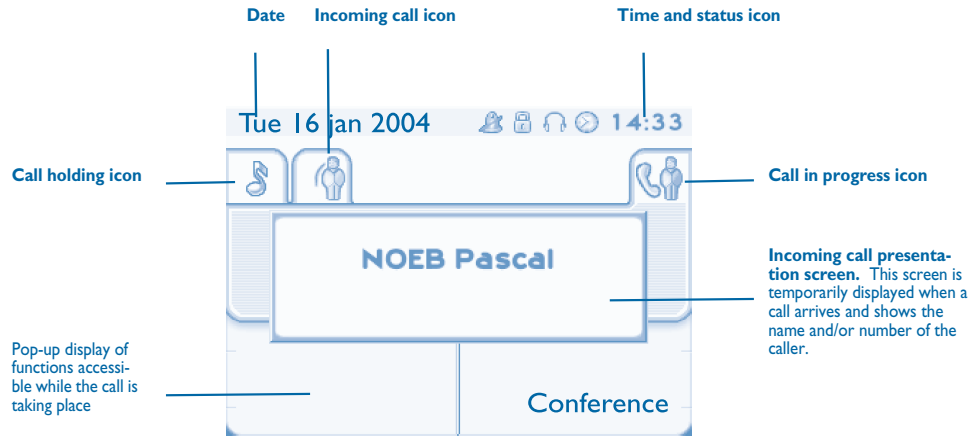
Each tab corresponds to a call, the status of which is symbolized by its icon (in progress, held, arrival of new call). When a call is in progress, use the left-right navigator to look at held or incoming calls.

Use the up-down navigator to display the functions accessible. These functions (transfer, conference, etc.) are directly related to the status of the call consulted. For example, the transfer function will not be available between a call in progress or a held call and an incoming call.

Back/Exit key:
used to switch from a telephone screen to an application screen. For example, can be used while a call is in progress to look up a number, program an appointment reminder, etc.

Calls can also be managed from the Perso page.
While the call is in progress, press the Back/Exit key and display the Perso page.
Calls in progress or waiting are displayed on the different line keys. It is then possible to converse with the caller of your choice by pressing the key associated with him.

1.3 Application screen

Date   Application name

Time and status icon

Tue 04 May 2004   14:35

Memo

Create new MEMO

Application screen
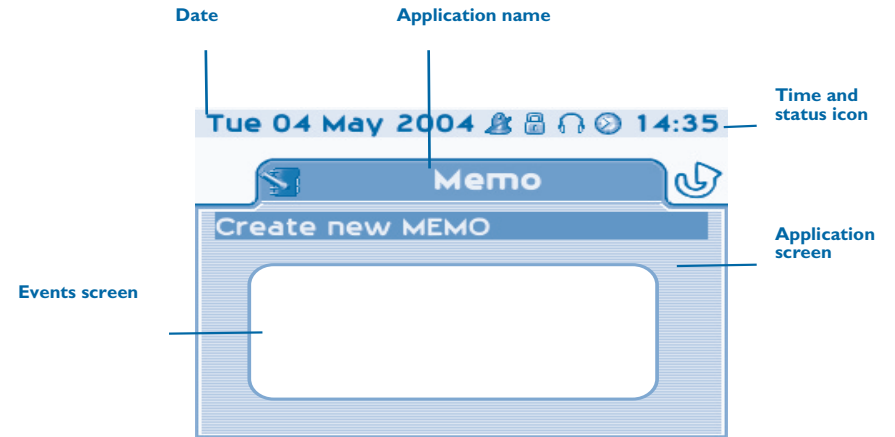
Events screen

- **Application screen:** displays information relevant to programming or configuring the telephone.
- **Events screen:** displays events connected to the programming or configuration operations in progress, confirmation, rejection, error, etc.

2   *Using your telephone*

2.1   Making a call

dial directly
the number
for your call

OR

lift the
receiver

number
required

OR

hands free

number
required

OR

programmed line
key

OR

correspondent's
name

Paul
in conversation

during a conversation
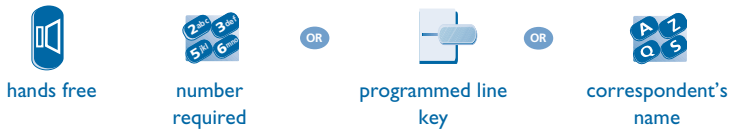
> To make an external call, dial the outside line access code before dialling your correspondent's number. 9 is the default code for an outside line.

> For the operator, dial '0' (by default).

- **If the internal or outside number does not reply:**

Interphony

broadcast a message on
the loudspeaker of the
free terminal

OR

■Call back

request callback to a
busy terminal

OR

Text

send a written
message

OR

go to next screen

2.2   Receiving a call

lift the
receiver

OR

hands free

OR

Paul
is calling

press the key next to the
'Incoming call' icon
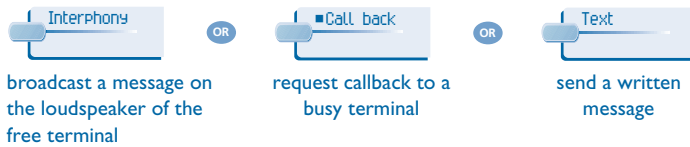
2.3   Using the telephone in 'Hands free' mode

- Terminal idle:

press and
release

→

**you are in hands free
mode**

terminate
your call

- Call in progress:

Paul
in conversation

during a
conversation

→

press and release

→
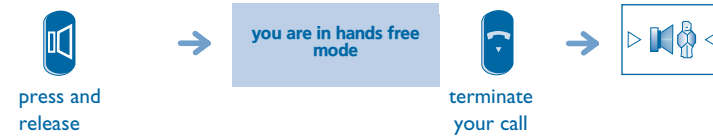
> During a conversation, you can lift the receiver without terminating the call.

2.4 Activating the loudspeaker during a conversation (receiver lifted) - Loudspeaker

during a
conversation

activate loudspeaker
(long press)

the loudspeaker key flashes

adjust volume
(7 levels)

deactivate
loudspeaker
(long press)

The key is no longer lit
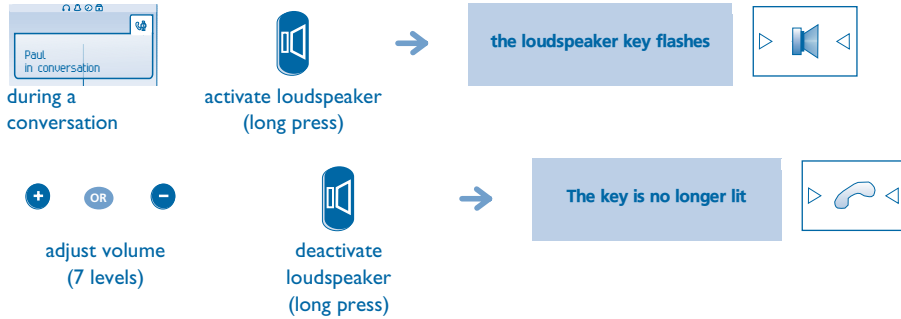
press and release the loudspeaker key to switch to hands free mode (light steady).

2.5 Calling your correspondent by name (company directory)

first letters of your
correspondent's name

proposes a name followed by a corresponding
telephone number and sequence number in list

• **If name is OK:**

make the call

• **If name is not OK :**

extend search in
list

erase last letter
entered

show next name

show previous
name

return to main menu
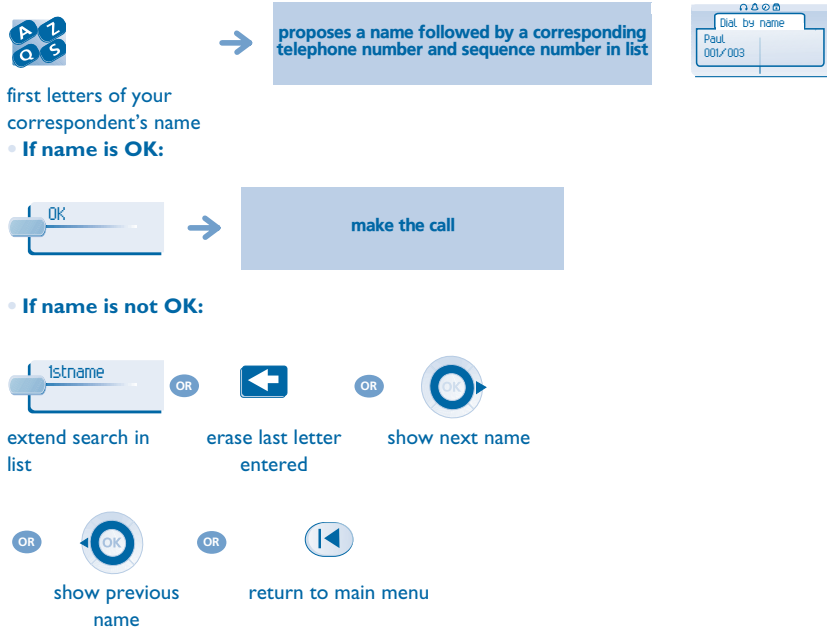
2.6 Make calls via your programmed call keys   Perso

access the
'Perso' page

find the correspondent
you want to call from
the programmed call
keys

call the chosen
correspondent

2.7 Calling from the common directory

Your terminal has access to a common directory of outside numbers.

directory
number

2.8 Filtering calls using the voice mailbox   ▼   Perso

This service lets you filter incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

• **Activating call screening :**

**'Voice mailbox
screening'**
programmed key

enter your personal
password

same key to stop listening and
deactivate the screening

• **When you receive a call :**

name or number of
the caller

you hear the message left by your
caller

hands free to take
the call

to stop listening only

10

2.9 Redialling `Menu`

■ Redialling the last number dialled (redial):

 → | last number redial |

'redial' key
(short press)

■ Call back on the last 10 number dialled:

 OR `menu` | `Rediallist` |

'redial' key
(long press)

reach the '**Menu**'
page

 | `Call` |

select the No. in the
last ten issued

call required number

2.10 Requesting automatic callback if internal number is busy

| internal number busy | → | `■Callback` | → | callback request acknowledged |

• **Cancelling callback request:**

| `■Callback` | → | cancellation of callback request acknowledged |

2.11 Answering an internal call in intercom mode

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.

• **To activate - Terminal idle:**

 → | corresponding LED lights up |

💬 *When your caller hangs up, intercom mode remains active.*

• **To deactivate - Terminal idle:**

 → | The corresponding LED goes out |

2.12 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.

| Paul in conversation | `■MFcode` |

during a
conversation

to activate

💬 *The function is automatically cancelled when you hang up.*

2.13 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:

| Paul in conversation | → | The key lights up |

during a
conversation

disable microphone

 → | The key is no longer lit |

resume the
conversation
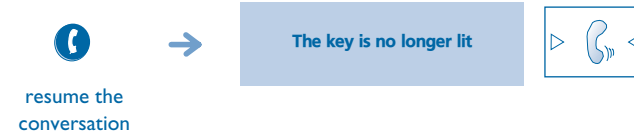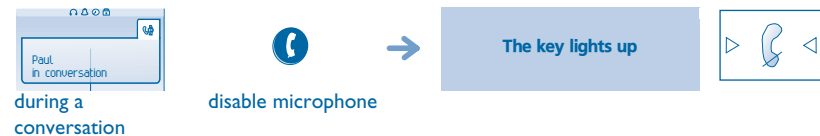
3 During a conversation

3.1 Making a second call during a conversation

during a conversation → New call → number of second correspondent

OR Redial list → select the no. in the last ten issued if your telephone allows this operation

OR Indiv.rep. to call a number in the directory → the first call is on hold
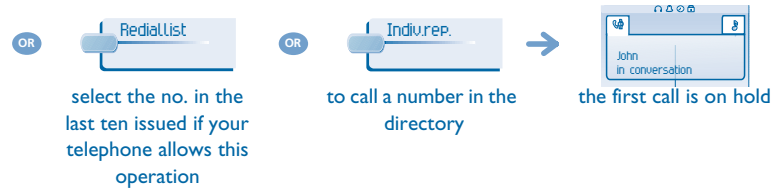
• **Other methods for calling a second correspondent**

Dial directly the number for your call.

Name of second correspondent.

- To access the 'Redial' function (short press).
- Call back on the last 10 number dialled (press and hold).

Programmed line key.

• **To cancel your second call and recover the first:**

John in conversation → → Paul in conversation key associated with the **'incoming call'** icon **OR** **OR**

If you make an error, hang up: your telephone will ring and you will recover your first call.

3.2 Answering a second call during a conversation

• **A second correspondent is trying to call you:**

during a conversation → Paul is calling name or no. of the caller displayed for 3 seconds

Answer call displayed
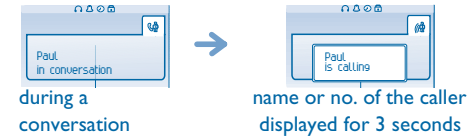
line key for which icon is flashing **OR** OK Answer → John in conversation the first call is on hold

• **To return to your first caller and end the conversation in progress**

John in conversation → → Paul in conversation key associated with the **'Incoming call'** icon **OR** **OR**

3.3 Switching between calls (Broker call)

During a conversation, a second call is on hold.
To accept the second call:

John in conversation → key associated with the **'Incoming call'** icon → Paul in conversation your first call is placed on hold
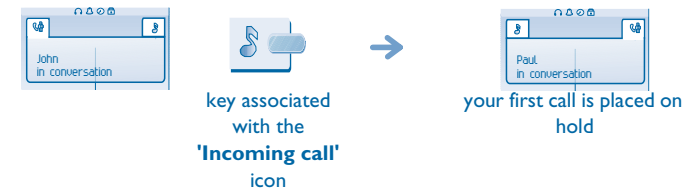
3.4 Transferring a call

• **To transfer your call to another number:**

during a conversation → no. of the 2nd terminal → the first call is on hold
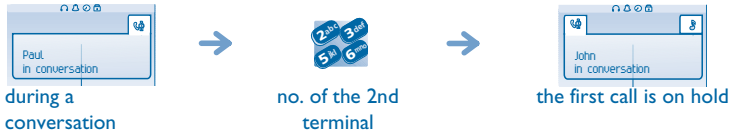
• **If the number receiving the transfer answers:**
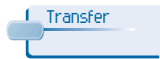
Transfer

You can also transfer your call immediately, without waiting for the number to answer, using either of the two methods described above.

Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

3.5 Three-way conference with internal and/or external correspondents (conference)

■ During a conversation, a second call is on hold:

John in conversation

select the '**conference**' function

■ Cancel conference and return to first correspondent (if conference is active):

■Conference

■ Hang up on all correspondent (if conference is active):

■ After the conference, to leave your two correspondents talking together:

■Conference   Transfer

cancel the conference

3.6 Placing a call on hold (hold)

• **Exclusive hold:**
During a conversation, you wish to place the call on hold and recover it later, on the same telephone.

during a conversation → Hold → your call is placed on hold

• **Recover the call on hold:**

Paul on hold

key associated with the '**Incoming call**' icon

• **Common hold: (subject to programming)**
To recover your call on any telephone in your system.

during a conversation → Hold → your call is placed on hold

Recover the call on hold from any telephone:

key associated with the '**incoming call**' icon

3.7   Placing an outside call on hold (parking) ▼

You can place an outside call on hold and recover the call on another telephone:

Paul
in conversation

during a
conversation

Parkcall

- **To recover the parked call:**

Pickup   Unparkcall   number of
telephone from
which call was
parked

> *If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.*

3.8   Intrusion into an internal conversation ▼

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:

■Intrusion   ■Intrusion

same key to exit

- **Protection against intrusion:**

'**Protection of a
call**' programmed key   enter the number

> *Protection is cancelled when you hang up.*

3.9   Store a number   `Perso`

During a call, to save the number onto a call key:

Paul
in conversation

during a
conversation

OK

Savetorep

press a call key on
the Perso page   enter the name of
your
correspondent   apply

3.10   Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver:

Paul
in conversation

during a
conversation   →   − OR +

adjust audio volume

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4.1 Receiving supervised call ringing `Perso` ▼

To receive the special ringing for calls to another number:

"Supervised call ringing" programmed key

same key to cancel

4.2 Answering the general bell `Menu` ▼

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:

reach the '**Menu**' page

`Pickup`

`Generalbell`
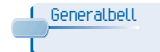
4.3 Manager/secretary filtering ▼

System configuration allows "manager/secretary" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

• **From the manager's or secretary's telephone:**

"Filter" programmed key

→ incoming calls are filtered by a chosen person (secretary, etc.)

same key to cancel

💬 *Filtering is indicated on the manager's telephone by the icon corresponding to the "filtering" programmed key.*

4.4 Call pick-up `Menu` ▼

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

• **If the telephone ringing is in your own pick-up group:**

'Group call pick-up' programmed key

• **If the telephone ringing is not in your pick-up group:**

reach the '**Menu**' page

`Pickup`

`Set`

number of telephone ringing

OR

'Telephone call pick-up' programmed key

number of telephone ringing

💬 *The system can be configured to prevent call pick-up on certain telephones.*

4.5 Answering briefly in place of the operator ▼

Outside calls to the operator will ring on your telephone and you can answer the call:

→ **your telephone will ring at the same time as the switchboard**

"Operator help" programmed key

same key to cancel

• **Calls to the switchboard:**

calls to the switchboard will ring on your telephone → ⬤ |◀

"Operator help" programmed key
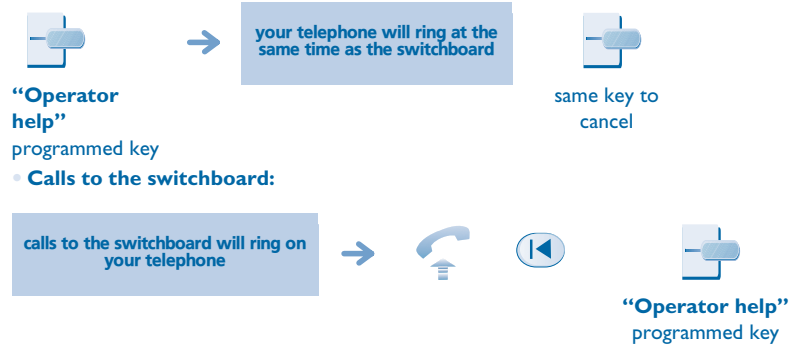
4.6 Hunting groups ▼

• **Hunting group call:**
Certain numbers can form a hunting group and can be called by dialling the group number.

no. of group to be called

• **Temporary exit from your hunting group / Return into your group:**

'Exit group' programmed key

your group number

💬 *Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.*

4.7 Calling an internal correspondent on his/her pager ▼

The number called does not answer and you know that the person called has a pager:

Paul is alerted

your correspondent does not reply

→ **'Page'** programmed key

→ **paging in progress is displayed**

💬 *Your correspondent can answer from any telephone in the system.*
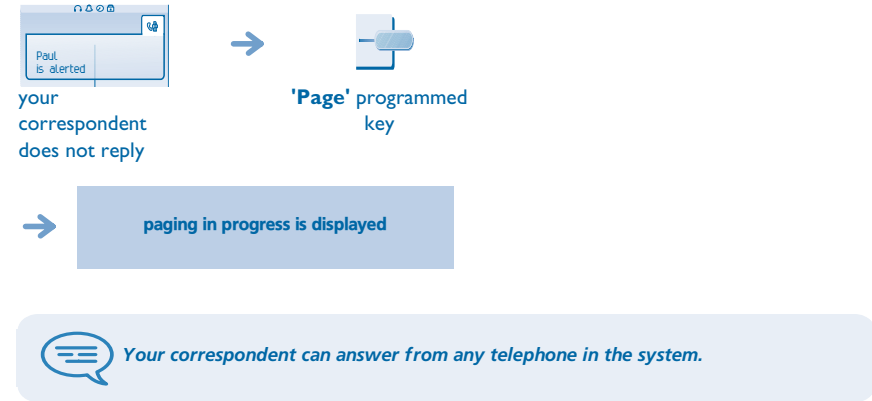
4.8 Answering a call on your pager ▼

A call on your pager can be answered from any telephone within the system.

your pager beeps →

'Answer page' programmed key

your group number
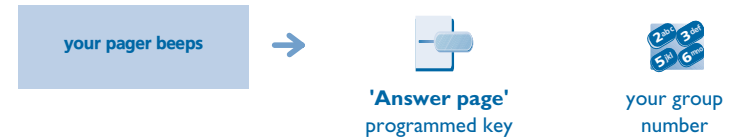
4.9 Calling a correspondent on his/her loudspeaker `Menu`

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:

Paul is alerted

your correspondent does not reply

→ `Interphony`

→ **you are connected to the loudspeaker on your correspondent's phone (if he/she has the hands free function)**

4.10 Sending a written message to an internal correspondent

✉ → **Text** → number to be called **OR** **A–Z** enter the first letters of the name

• **Predefined message**

→ **Text Mail. Call me back 01/27** → first message in list (27) → **OK** select the message to be sent **OR** **Gotomessage** enter the no. of the message to be sent (01 to 27) → **OK** apply your choice

AND/OR **Language** change language of message → **OK** apply your choice

• **Personal message**

Create create a temporary personal message (alphabetic keypad) → **OK** apply your choice

• **The 27 standard messages are shown below:**

1	Call me back	15	Meeting on ___ (*)
2	Call me back tomorrow	16	Meeting on ___ at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back _____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on ___ at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on ___ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ___ (*)
10	Please fetch your mail	24	I am in room nr __ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

4.11 Send a voice message copy

✉ → **Voice** → personal code → **display number of new and old messages** → **Consult**

OK select message to copy by consecutive presses → **Sendcopy** → number to be called **OR** **A–Z** correspondent's name → **OK**

Sendmessage send message **OR** **Record** record a comment*

• *** To record a comment:**

Voice mail. Ready to record → **Record** start recording the comment → **Voice mail. recording** recording

Stop end of recording → **Listen** replay comment

OR **Record** re-record a comment **OR** **OK** send message

4.12   Sending a recorded message to a number / a distribution list

✉   **Voice**   [2 3 / 5 6]   **Sendmessage**

personal code

[2 3 / 5 6]   OR   [A Z / Q S]   **Add**   **OK**

correspondent's   correspondent's name   other correspondents   apply
no. or list no.   or list name (00 to 50)   if necessary
(00 to 50)

➡   `Voice mail` / `Ready to record`   **Record**

start message recording

➡   `Voice mail` / `recording`   **Stop**   **OK**

recording   end of recording   apply

OR   **Listen**   OR   **Record**   **OK**

replay message   re-record a message   apply
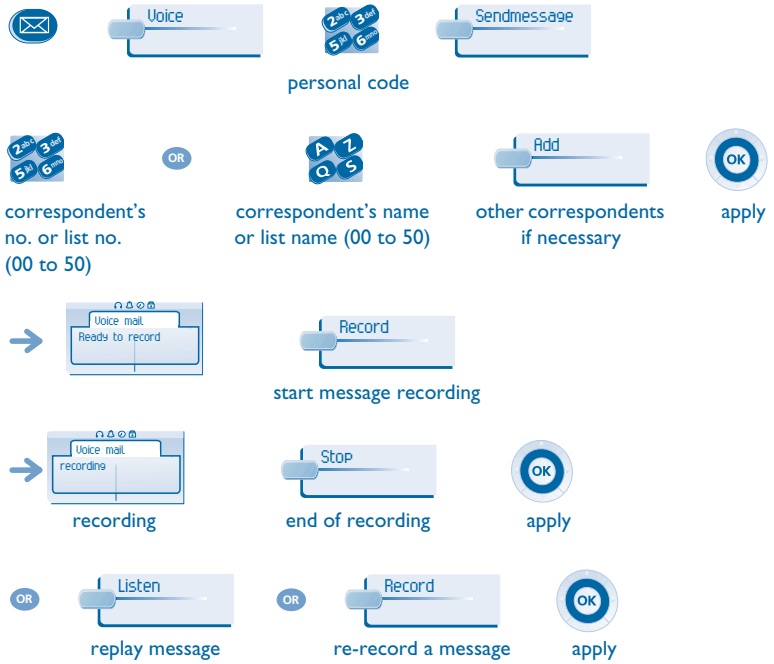
4.13   Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:

📞   [2 3 / 5 6]   ➡   **speak, you have 20 seconds**   📞   OR   📱

number of
broadcast
group
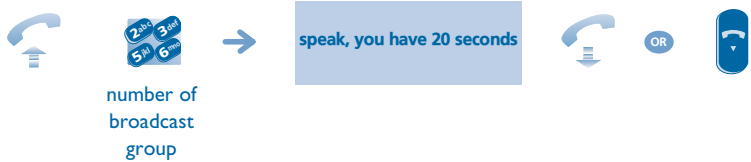
💬   *The message will only be broadcast on terminals not in use and which have a loudspeaker.*

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5 *Keep in touch*

5.1 Selecting calls to be diverted

When a diversion is applied, you can select the types of call to be diverted: outside, internal, all.

`Ext/Int`
select the type of Out/Int call

`Forward`
`Div Ext/Loc`
type of call diverted is displayed

`Choice`
if the type of call is not appropriate

`Perso Assist:OFF`
`Div Ext / Loc`
all calls

OR

`Perso Assist:OFF`
`Div Local`
OR
`Perso Assist:OFF`
`Div External`
internal or outside calls

OK
apply
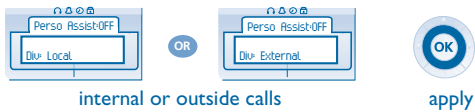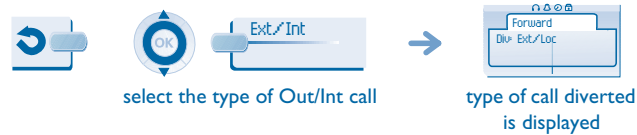
5.2 Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).

`Immediate`
`2 3`
`5 6`
number to be called

OR
`Redial list`

OR
`Indiv.rep.`
OK
diversion is acknowledged
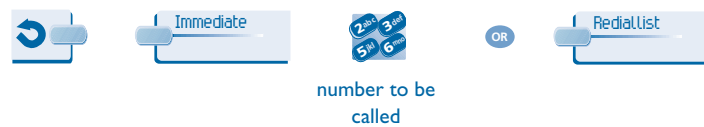
> You can make calls, but only the destination number can call you.

5.3 Diverting your calls to your voice message service

`Immediate►VM`
OK
diversion is acknowledged

5.4 When you return, consult recorded messages

The light indicates that messages have been received.

`Voice`
`2 3`
`5 6`
personal code
display number of new and old messages

`Consult`
OK
select message
display name of sender, with date, time and ranking of message

`Play`
listen to message
OR
`Clear`
erase message
OR
`Call`
call back sender of message

OR
`Send copy`
copy message

5.5 Activate/disable the personal assistant

`Menu`

`menu`
reach the '**Menu**' page
`Settings`
`Assistant`
`Settings`
`Assistant : OFF`

`ON/OFF`
`Choice`
`Settings`
`Assistant : ON`
OK
apply

5.6 Personal assistant: reaching you with one number only `Menu`

reach the '**Menu**' page — `Settings` — `Assistant` — `Menu` select type of diversion

`InternalNr` dial number of a colleague or your secretary AND/OR `ExternalNr` dial an outside line number AND/OR `MobileNr` dial number of your mobile or DECT

AND/OR `Operator` activate/deactivate transfer to operator OK apply
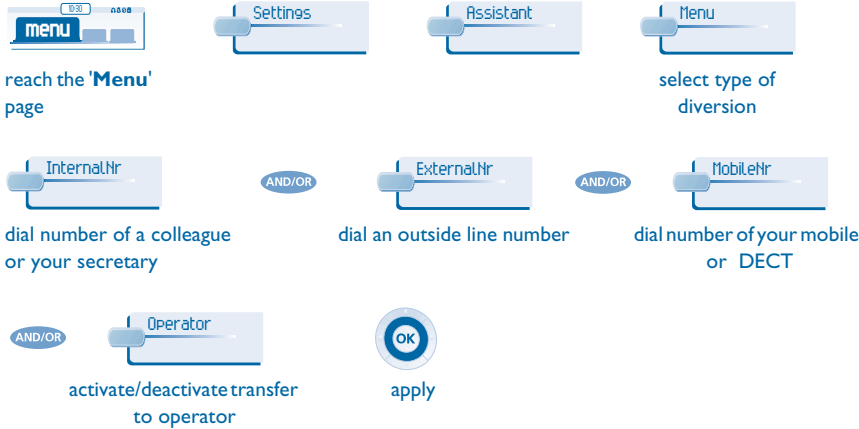
5.7 Diverting calls to your pager ▼

Callers will thus be able to contact you while you are moving around the company:

OK `Topaging` OR 'Divert to pager' programmed key → diversion is acknowledged
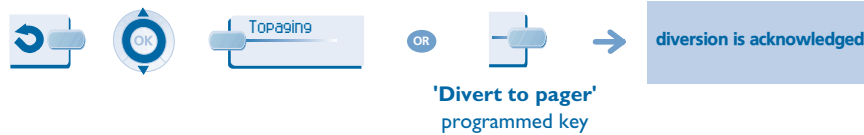
5.8 Forwarding your calls from the receiving terminal ("Follow me") ▼

You wish to receive your calls in your present location:
Use the "Follow me" function.

OK `Followme` your extension number

OR 'Forward calls' programmed key your extension number → diversion is acknowledged
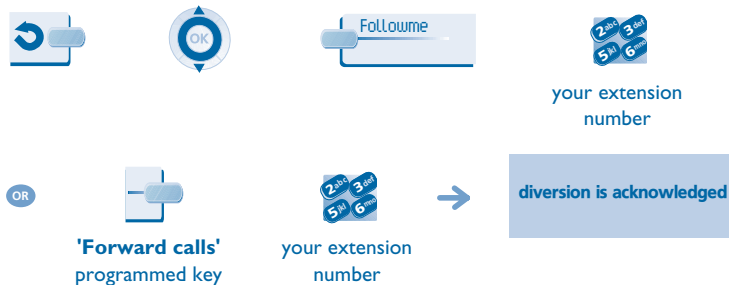
5.9 Applying a selective diversion ▼

You can selectively divert calls, according to the caller's identity:

'Selective diversion' programmed key → diversion is acknowledged

5.10 Diverting all group calls ▼

You can divert all your group calls to another internal number:

'Divert group calls' programmed key number receiving diversion → diversion is acknowledged
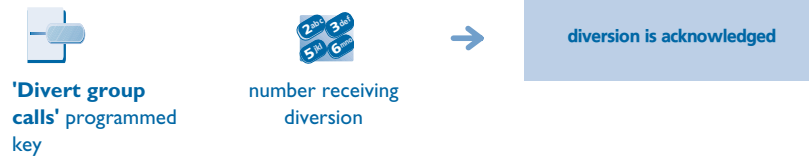
5.11 Cancelling all diversions

`Cancelfwd.` OR 'Cancel all diversions' programmed key OR programme another type of diversion

5.12 Cancelling a specific diversion

programmed key corresponding to type of diversion (group or selective)

5.13 Diverting calls when your line is busy (divert if busy)

Callers can be diverted to another telephone if you are already on the line.

number receiving diversion

diversion is acknowledged

OR

'Divert if busy' programmed key

number receiving diversion

5.14 Do not disturb

You can make your terminal temporarily unavailable for all calls.

OR

'Do not disturb' programmed key

diversion is acknowledged

> *Callers wishing to contact you will see the 'Do Not Disturb' message displayed on their sets when they try to call.*

5.15 Leaving a recorded message for internal callers
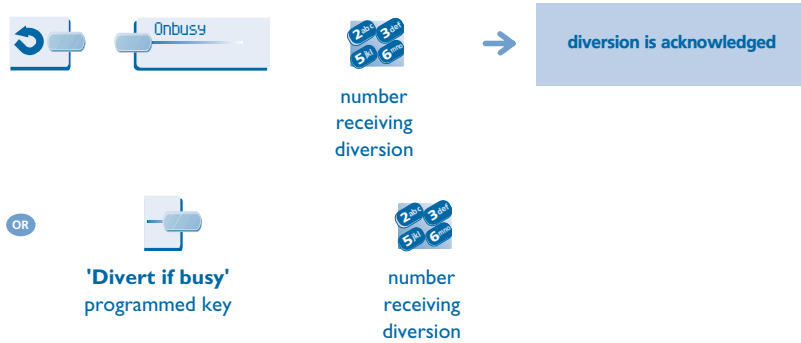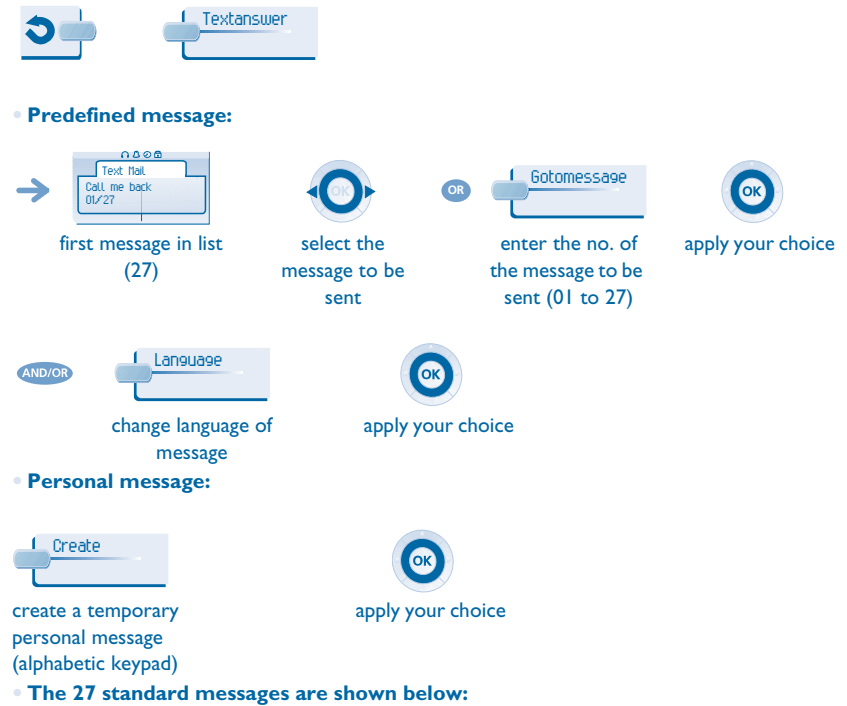
You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.
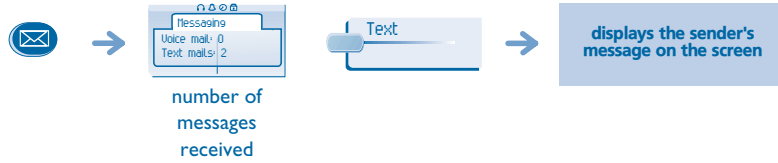

- **Predefined message:**

first message in list (27)

select the message to be sent

OR

enter the no. of the message to be sent (01 to 27)

apply your choice

AND/OR

change language of message

apply your choice

- **Personal message:**

create a temporary personal message (alphabetic keypad)

apply your choice

- **The 27 standard messages are shown below:**

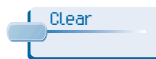| 1	Call me back	15	Meeting on ___ (*)
2	Call me back tomorrow	16	Meeting on ___ at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back _____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on ___ at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on ___ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ___ (*)
10	Please fetch your mail	24	I am in room nr __ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

5.16 Consulting written messages

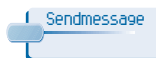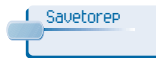The light indicates that messages have been received.

number of messages received

displays the sender's message on the screen

Readmore → **Displays the rest of the message and the date and time it was left**

Next message.

Previous message.

Clear Erase message.

Call Call back sender of message.

Sendmessage Sending a written message to an internal correspondent.

Savetorep Save the sender's number in your directory.

Terminate consultation.

5.17 Message notification

A message is left in your mailbox but you are not at your desk. You can configure your telephone so that you receive notification of the message on another telephone.

menu **Settings** **Notification**

reach the '**Menu**' page

• **Activate/deactivate message notification**

ON/OFF **Choice** **OK**

press consecutively to activate/deactivate

apply

• **To pause recording**

Number enter the number

apply
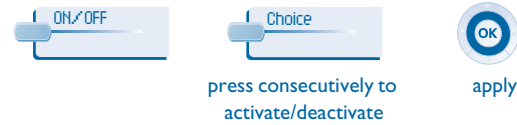
• **Change the time slot**

The time slot during which notification is activated can be changed.

Schedule change times

apply

6.1 Charging your calls directly to business accounts ▼

You can charge the cost of your outside calls to business account numbers.

"Business account code" programmed key

enter the number of the terminal to receive the message

password for this internal telephone

enter number for correspondent

• **Adding or changing a business code during a call:**

"Business account code during call" programmed key

6.2 Finding out the cost of an outside call made for an internal user from your terminal
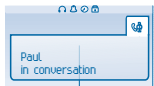
during an internal conversation

Paul in conversation

programmed key **'Meter Total Recall'**

→ the call is placed on hold

outside number called

Transfer

transfer call to your correspondent on hold

• **At the end of the call, you are called back and you can:**

1. Read information concerning call (cost, duration, number of units...).

OK → **name of internal user and cost of call**

2. Print a charge ticket.

Print

3. Terminate consultation.

OK

23

7.1   Initializing your voice mailbox

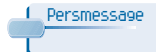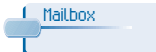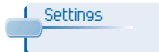| light flashes | ✉ | enter your personal code then record your name according to voice guide instructions |

💬 *Your personal code is used to access your voice mailbox and to lock your telephone.*

7.2   Customising your voice greeting   `Menu`

You can replace the greeting message by a personal message

| menu 10:30 | Settings | Mailbox | Persmessage |

reach the '**Menu**' page

→ | Voice mail. Ready to record | Record | → | Voice mail. recording |
to start recording   recording

| Stop | **OR** | Pause | **OR** | Default | OK |
end of recording   to pause recording   to return to the default message   apply

7.3   Modifying your personal code   `Menu`

Your personal code is used to access your voice mailbox and to lock your telephone.

| menu 10:30 | Settings | My options | Password |

reach the '**Menu**' page
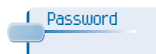
| 2abc 3def 5jkl 6mno | 2abc 3def 5jkl 6mno | OK |
old code (4 digits)   new code (4 digits)

💬 *As long as your voice mailbox has not been initialized, personal code is 1515.*

7.4   Configuring the telephone ringer   `Menu`

| menu 10:30 | Settings | My Phone | Ringing |

reach the '**Menu**' page

▼ Choose the tune.

| Melody | ◀⬤▶ | OK |
select the melody of your choice (16 tunes)   apply your choice

▼ Adjusting the ringer volume.

| Volume | ⊖▭▭▭⊕ | OK |
select the volume of your choice (12 levels)   apply your choice

▼ Activate/deactivate silent mode.

| Silent | On | Off | OK |
to activate   to deactivate   apply your choice

▼ Activate/disable meeting mode (progressive ringing).

| Progressive | On | Off | OK |
to activate   to deactivate   apply your choice

24

▼ Activate/deactivate discreet ring mode.

Beeps	On	Off	OK
	to activate	to deactivate	apply your choice

▼ Adjust ringer volume while a call arrives.

your telephone rings → adjusting the ringer volume

7.5 Adjusting screen brightness Alcatel 4038/4039 `Menu`

reach the '**Menu**' page

Settings	My Phone	Contrast

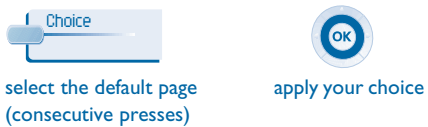| Screen	OR	Keys

increase or reduce the brightness of the screen or keys (of the extension unit) by pressing consecutively on the corresponding keys

7.6 Selecting the welcome page `Menu`

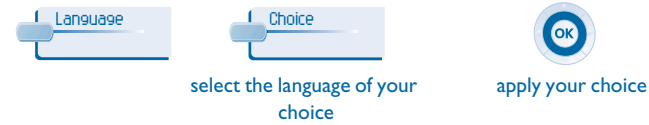This function is used to choose the page displayed by default on the telephone.

menu	Settings	My options	Homepage

Choice	OK
select the default page (consecutive presses)	apply your choice

7.7 Selecting language `Menu`

menu	Settings	My options

reach the '**Menu**' page

Language	Choice	OK
	select the language of your choice	apply your choice

7.8 Programming direct call keys (Perso page:) `Perso`

ⓘ | press a call key on the Perso page | → | Name enter the name |

Number		
enter the number		
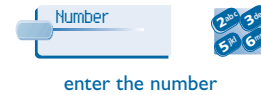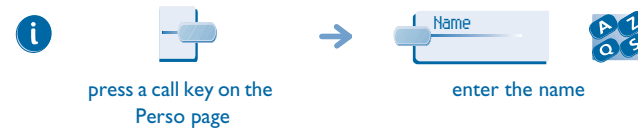
7.9 Programming direct call keys (F1 and F2 keys)

ⓘ | press a programmable key (F1 or F2) | → | Name enter the name |

Number		
enter the number		
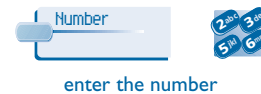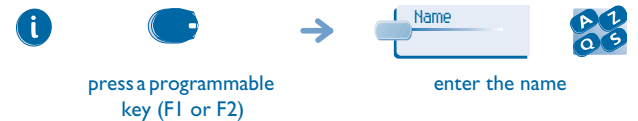
7.10 Programming an appointment reminder `Menu`

You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).

reach the '**Menu**' page

select the type of appointment (temporary or permanent)
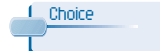
enter time of appointment

apply the appointment time

• **At the programmed time, your telephone rings:**

If you are in conversation, the display flashes and an audio tone is generated. After three calls without reply, a temporary request is cancelled but a permanent request remains in memory.

If your calls are diverted to another terminal, the diversion is not applied to the reminder call.

• **To cancel your reminder request:**

reach the '**Menu**' page
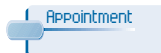
select the type of appointment (temporary or permanent)

7.11 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.

7.12 Broadcasting background music on your loudspeaker ▼

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):

(Long press)

when telephone is not in use, background music is played

same key to cancel (Long press)

The music stops when a call is made or received and starts again when you hang up.
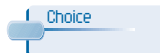
7.13 Lock / unlock your telephone `Menu`

reach the '**Menu**' page

depending the displayed informations, enter your password or confirm

your telephone is locked/unlocked

7.14   Configuring the audio jack of your telephone   `Menu`

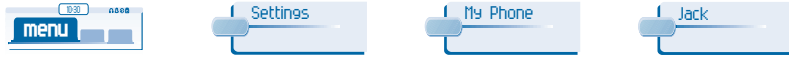By default, the audio jack of your telephone can be used to connect a headset, hands free kit or loudspeaker.

`menu` `Settings` `My Phone` `Jack`

reach the '**Menu**' page

➜ `Headset` OR `Handsfree` OR `Loudspeaker` `OK`

7.15   Activating/deactivating 'forced headset' mode   `Menu`

'Forced headset' mode must be activated as soon as a headset is installed instead of the receiver.

`menu` `Settings` `My Phone` `ForcedHead`

reach the '**Menu**' page

➜ `On` OR `Off` `OK`

activating/deactivating **'forced headset'** mode

7.16   Installing a Bluetooth® Wireless Technology headset (matching) - Alcatel 4068   `Menu`

Before a Bluetooth® headset can be used, it must be correctly matched to the terminal. Before performing the matching operation, the headset must be in detectable mode*.

`menu` `Settings` `My Phone` `Bluetooth`

reach the '**Menu**' page

`Adddevices` ➜ **Searches for Bluetooth® equipment; wait until the type of equipment detected and the address is displayed** `OK`

select the relevant equipment

`OK` `2``3` `5``6`  `OK` ➜ **acknowledgement message and display of the headset icon on the terminal screen**

apply your choice   enter the PIN code of the headset *

* Refer to the user documentation supplied with the headset.

7.17   Using a Bluetooth® Wireless Technology headset - Alcatel 4068

Refer to the user documentation supplied with the headset.

7.18   Removing a Bluetooth® Wireless Technology headset - Alcatel 4068   `Menu`

`menu` `Settings` `My Phone` `Bluetooth`

reach the '**Menu**' page

`Mydevices` ➜ **display of the different equipment matched** `OK`

select the equipment to be removed

`Delete` `OK` ➜ **message acknowledging the equipment has been removed**

apply your choice
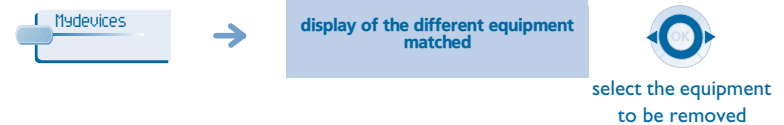
Independently of the legal warranty that covers this appliance, it is guaranteed for 1 year, parts and labour, counting from the date indicated on your invoice.
The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

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.

Declaration of compliance
EC: We, Alcatel Business Systems, hereby declare that we assume the Alcatel 4038/4039/4068 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.

Alcatel 4068

This apparatus makes use of a frequency spectrum, which use is not harmonized throughout the countries of the EC. The frequency spectrum may be shared with other applications and its operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The device is designed and manufactured not to exceed the emission limits for exposure to radio frequency energy in SAR (Specific Absorption Rate) set by the concerned countries (Federal Communications Commission for the United-States).
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