En

# Alcatel 4028 / 4029

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## Handset

### Indicator light
- Flashing green: incoming call.
- Flashing orange: alarm.

### Audio keys

**Hang-up key:** to terminate a call.

**Hands-free/Loudspeaker Key:** 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 6 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

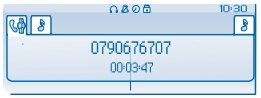
**Menu page:** contains all functions and applications accessible via the keys associated with the words on the screen.
**Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys.

**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**

**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 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.

English

## Customize your terminal

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

### Modifying your personal code

Menu

reach the "**menu**" page

Password → follow informations displayed on the screen

### Lock / unlock your telephone

Menu

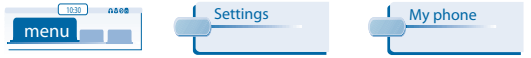
reach the "**menu**" page

depending the displayed informations, enter your password or confirm

→ your telephone is locked/unlocked

### Adjusting the audio functions

Menu




reach the "**menu**" page

Ringing → adjust ringing (melody, volume, mode,...) by following instructions displayed on the screen

### Adjusting screen brightness

Menu

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.

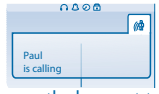
## Making a call

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

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

## Receiving a call

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




## Redialling

last number redial

## Make a call-back request to a busy number

the number you are calling is busy

¤Callback

hang up

# 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"**

follow informations displayed on the screen

# 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"**

if necessary, confirm cancellation of the diversion

# Directory

## Using call by name

enter the first letters of the name

select the name from the displayed list

make the call

OR

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

follow informations displayed on the screen

## 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

Helen

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

¤MF code — OR — Send DTMF

to activate

## Calling a second person during a conversation

During a conversation, to call a second person.

dial directly the number for your call — OR — New call — dial — the first call is on hold

## Transferring a call

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

number to be called

Transfer

## Three-way conference

During a conversation, a second call is on hold.

¤Confer

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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