

QUICK GUIDE



A L C ▲ T E L

4012
REFLEXES

t e l e p h o n e

Getting to know your telephone

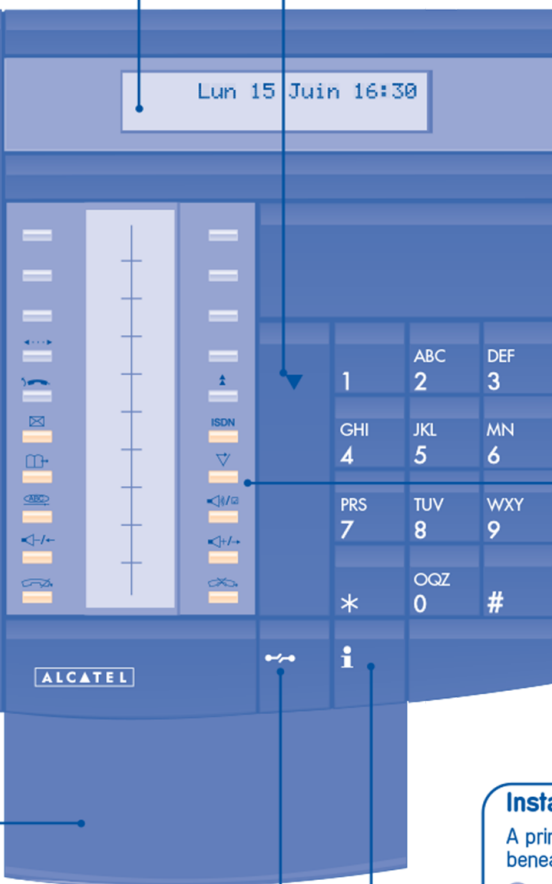
You have an ALCATEL 4012 REFLEXES digital telephone. The alphabetic keypad, the screen and the icons will help you use your telephone easily and make optimum use of the many functions offered.

Display


The screen displays several pages of information concerning the present call.

Light indicating voice messages received.

Lun 15 Juin 16:30



A drawer is accessible by pressing on the bottom of the terminal.





 To end a call or programming.

 To check or modify your key programming.




Programmable keys and icons

To make a call, activate a service or manage your calls. Each key has a corresponding icon:








Line icons

-  Incoming call (flashing).
-  Call in progress.
-  Call on hold.
-  Call on common hold.







Function icons

-  Function active.
-  Function requiring action.
-  Terminal or line busy.

Some function keys are preprogrammed

-  Display new page.
-  Divert your calls to another terminal.
-  Automatically redial the last number dialled.
-  Access the various mail services.
-  Access your personal directory.
- ISDN** Call an ISDN correspondent.
-  Transfer call to another terminal.
-  Activate the "Call by name" function.

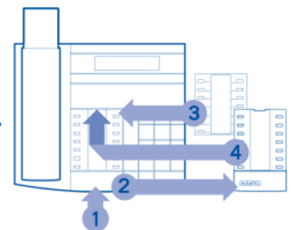
Audio keys

-  To increase loudspeaker or receiver volume.
-  To reduce loudspeaker or receiver volume.
-  Loudspeaker: to share a conversation.
-  Mute, so your correspondent cannot hear you.
-  Intercom, answer an internal call without lifting the receiver having to lift your receiver.
-  Hands free to select a line or answer an internal call without lifting the receiver having to lift your receiver.

Installing the programmable key label

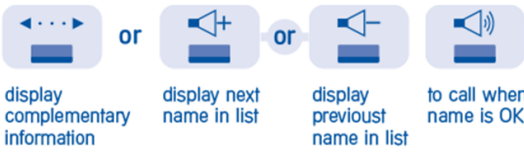
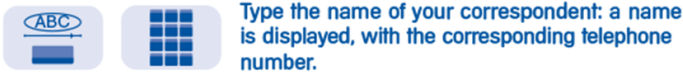
A printed label is supplied with the terminal. This should be installed beneath the programmable keys.

- 1 Lift the lower part of the terminal.
- 2 Lift the keypad cover.
- 3 Slide your printed label into position.
- 4 Replace the cover inserting the top first, then press down the lower part of the terminal.



UNDERSTANDING YOUR TELEPHONE

Alphabetic keypad for call by name



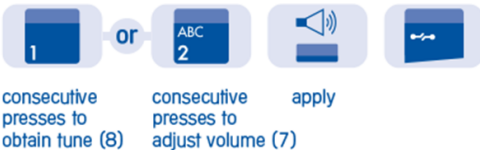
SETTING UP

Adjusting screen brightness

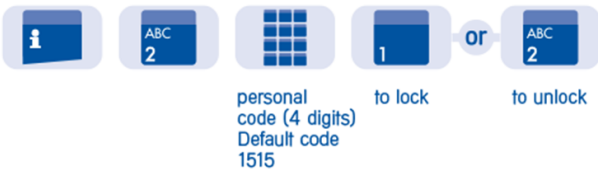


Selecting ringer tune and adjusting volume

You can select your ringer tune (choice of 8) and adjust the volume (1 to 7).

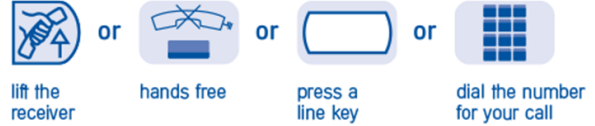


Locking/unlocking your telephone



MAKING A CALL

To make a call



To answer



To terminate a conversation



Making an outside call

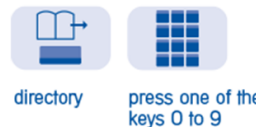


Making an internal call



Calling from the directory

Personal directory



Common directory



Redialling last number dialed



Requesting automatic callback



ALCATEL OFFICE*

Table of codes

A function is activated by entering the corresponding code on the keypad.

Function	Default code	Your code	Function	Default code	Your code
Answer general bell	15		Hunting group out	66	
Answer paging	49		Immediate diversion	61	
Appointment time (programmed)			Intrude on a call	7 or A	
Automatic callback if terminal busy	19 or #		Line allocation		
Broadcast groups	41 to 48		Line allocation + callback with charge info.		
Broker call	2		Locking/Unlocking	17	
Business account code			Meter Total Recall		
Calibrated break	66		Moving a terminal	748	
Cancel all diversions	60		Open door		
Cancel automatic callback	19		Operator call	0	
Cancel enquiry call	3		Paging	40	
Cancel follow me	69		Park / retrieve parked call	12	
Common directory numbers	7000 to 7399		Protect a call	89	
Conference	50		Redial last number	40	
Consult voice messages			Replacing a terminal	747	
Consultation of call on hold	14		Seize main line	9	
Divert group calls	65		Seize secondary lines	82 to 88	
Divert if busy	62		Selective diversion		
Divert to paging	64		Substitution (business charge code)		
Do not disturb	63		Switch to programming	800	
DTMF End to End	69 or D		Terminal call	200 to 399	
Follow me diversion	68		Terminal call pick-up	13	
Group call	51 to 58		Text message (call back later)	50	
Group call pick-up	14		Voice message (codes reserved)	806 and 807	
Hunting group in	67				

Your telephone provides access to a number of functions, depending on your system version and configuration.

You can programme keys as required and print new labels.
See the installation guide or contact your distributor.

Name: Telephone No.:

Fax. No.: Mobile No.:

E-mail address:

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Groupe Extrême

HANDLING SEVERAL CALLS

Calling a second person during a conversation

During a conversation, to call a second person.



Receiving a second call

During a conversation, another person is trying to call you.



Transferring a call

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



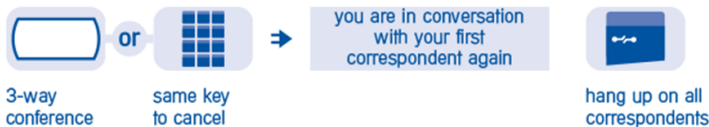
Switching between two calls (Broker call)

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



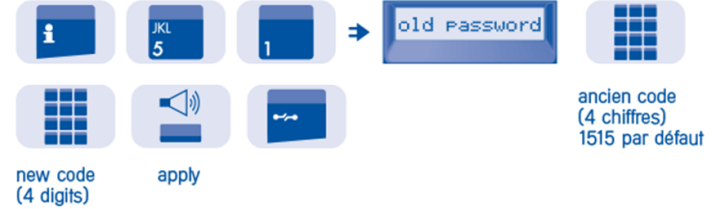
Three-way conference

During a conversation, a second call is on hold.

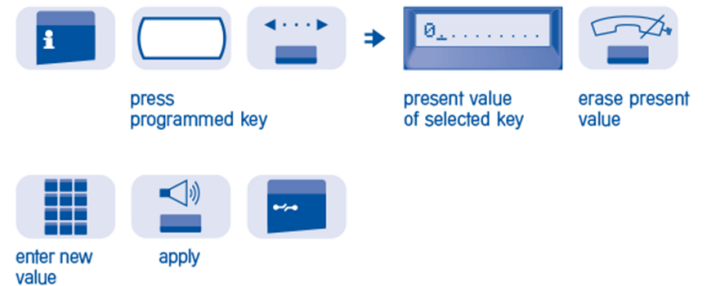


CUSTOMISING YOUR TELEPHONE

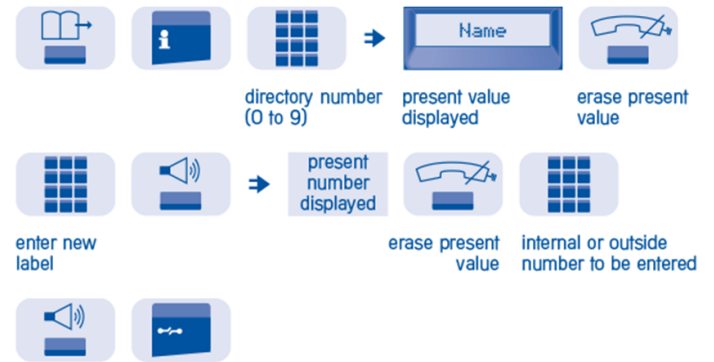
Programming your personal code



Modifying value corresponding to key



Programming your personal directory

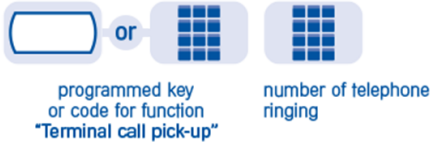


Personal Directory numbers	
0	5
1	6
2	7
3	8
4	9

GROUP OPERATION

Call pick-up / Answering a general bell

■ Another telephone is ringing

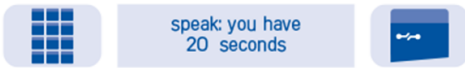


■ A telephone in your group is ringing ■ General bell is ringing

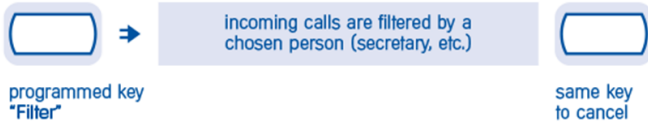


Broadcasting a message to a group

To broadcast a message on the loudspeakers of the terminals in your group:



Filtering incoming calls



Sending a written message to one of your correspondents

■ Internal number



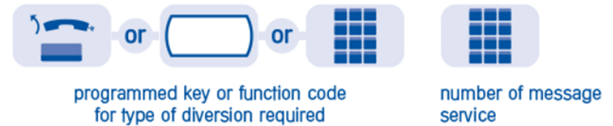
WHILE YOU ARE AWAY - WHEN YOU RETURN

Diverting calls

■ To another terminal



■ To divert calls to a recorded message (option)



Follow me diversion



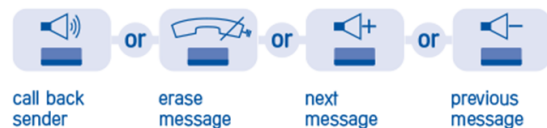
Cancelling all diversions



Consulting recorded messages

The light indicates that messages have been received.

■ Written messages (and callback requests)



■ Voice messages (option)

