

## Customize your terminal

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

## Modifying your personal code

Menu



reach the "menu" page



## Lock / unlock your telephone

Menu



reach the "menu" page

depending the displayed informations, enter your password or confirm

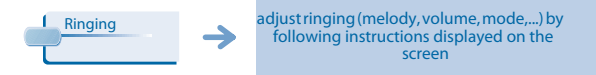


## Adjusting the audio functions

Menu



reach the "menu" page

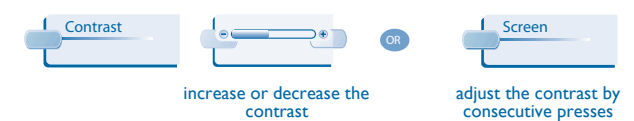


## Adjusting screen brightness

Menu



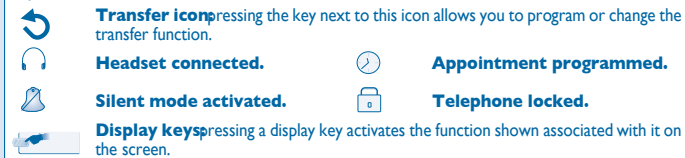
reach the "menu" page



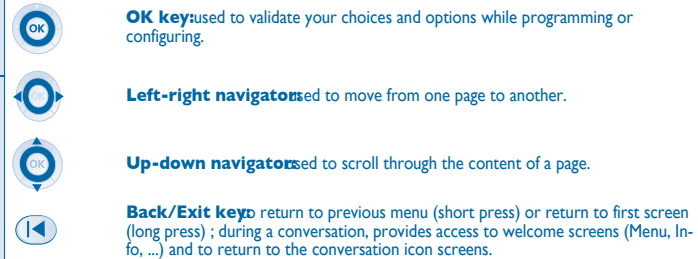
**infiniti**  
telecommunications  
**1800 850 214**

## 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.



## Navigation



## Welcome screens

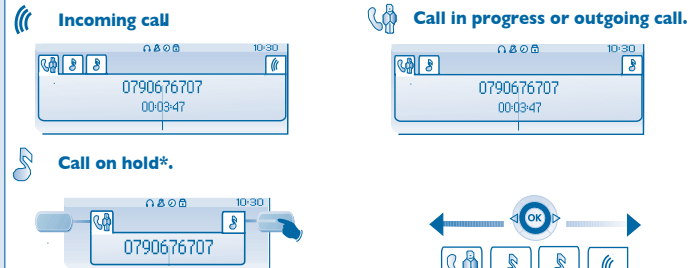


**Menu page:** contains all functions and applications accessible via the keys associated with the words on the screen.

**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.

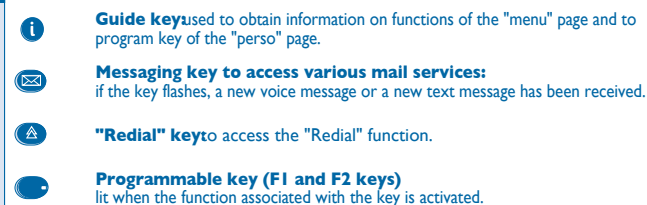
## Call display



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.

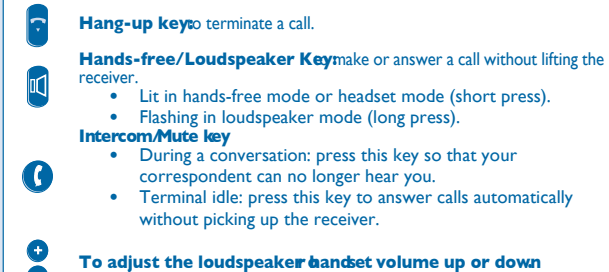
## Function keys and programmable keys



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

Alphabetic keypad

## Audio keys



## 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.

## 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



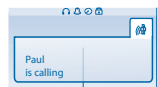
lift the receiver

OR



hands free

OR



press the key next to the **"incoming call"** icon

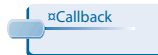
### Redialling



last number redial

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

the number you are calling is busy



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.



follow informations displayed on the screen

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

## 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



if necessary, confirm cancellation of the diversion

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

OR



select the name from the displayed list



make the call

### Program your call keys

Perso



follow informations displayed on the screen

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

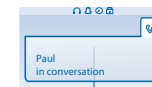


call the chosen correspondent

## 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



OR



to activate

### Calling a second person during a conversation

During a conversation, to call a second person.



OR



the first call is on hold

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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