

Alcatel Telephone User Guide

Dear Customers,

Following is a guide presenting the **Alcatel Lucent Enterprise** telephone series. By directly connecting to the Internet, Alcatel phones offer an exceptional and quality telephony experience. All telephones include direct internet connectivity, quality audio, a screen with general information and settings, and buttons for customizing use for each user.

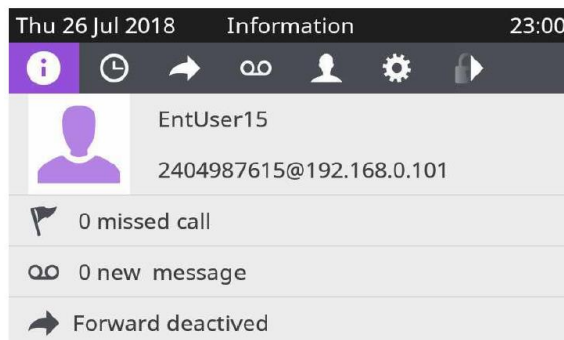
Device Display










1	Navigation bar enabling scrolling between the various menus using right and left buttons. Up and down buttons enable scrolling within a menu with more options than can be displayed on screen. OK confirms the selection/definition.
2	Back space/Character delete
3	Switches between digits and letters for more conveniently saving contacts to the address book/speed dial.
4	Call start button.
5	Call end button
6	Mute button – To silence the microphone during a conversation.
7	Volume decrease during a conversation.
8	Volume increase during a conversation
9	Speakerphone button
10	Access to unanswired calls and voice mail

Device Menus

Each device has a color/monochromatic screen with various menus for personal settings and other options. To scroll between the various menus, use the navigation bar. Following is a table specifying the various menus and what each menu enables.



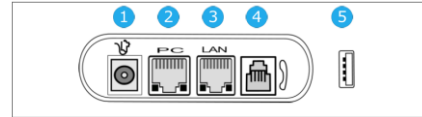
	<u>Main menu</u> – The main menu displays general information – Name of device holder, telephone number, extension number, unanswered calls, new messages and “Deflect to” status.
	<u>Call log</u> – Displays incoming and outgoing calls.
	<u>Deflect to status</u> – Displays the options for device holder availability.
	<u>Voice mail</u> – Displays all unanswered calls and voice messages left for the device holder.
	<u>Log</u> – Enables saving contacts by name.
	<u>Settings</u> – Displays the device’s general settings (network, version, etc.) and customized settings for incoming call ringtone, interface language and more.
	<u>Speed Dial</u> – Enables defining contacts for speed dial. The number of contacts that can be set to speed dial is determined by the number of buttons located beside the screen.

Executing Operations

Initial Activation

After receiving the device, remove it from the package and connect it according to the connections on the back of the device:

1. Transformer (where a POE port is unavailable).
 2. Computer (for connecting the port to a computer).
 3. Communications
 4. Receiver
 5. USB for earphones and microphone
- Some devices offer connections to auxiliary telephone devices sold separately.



Connect the receiver to the device using the spiral cord. To connect the receiver to the device, connect the device to a communication port connected to the Internet with POE (Power Over Ethernet) capabilities providing power to the device. In the absence of a POE port, connect a transformer to the device. After connection, the device will initiate initial activation and will fully connect to the cloud service.

Call

- Making a call – Dial 9 and the required number, then press the call start button.
- Answering a call – Lift the receiver or press the speakerphone button.
- Call rejection – On an incoming call, press Reject Call (appears on screen).
- Call deflection – On an incoming call, press Deflect and dial the number to which you wish to deflect the call.
- Redial – Press the call start button. This function will make a call to the last number dialed.
- Mute – Press the mute button on the device.
- Call waiting – If another call comes in while in a conversation, you can press Take Call to accept the incoming call or Reject Call to reject it and continue with the current call.
- Call transfer – During a call, press Transfer To and dial the contact to whom you wish to transfer the call.

Voice Mail

- Listen to voice mail – Access the voice mail menu on the device and dial the voice mailbox to retrieve voice mail.
- Save message – After hearing the message, press 9 to save.
- Delete message – After hearing the message, press 7 to delete.
- Record message – To record a personalized voice message, dial the device's voice mailbox and press 0. Select the desired recording setting.

Conference Call

- Start conference call – During a conversation, a New Call function will appear on screen. Press that option, dial to the contact you wish to add to the call and, when the contact answers, the screen will display Conference. Press that option to merge the calls and establish a conference call.
- Add users to a conference call – Individually dial each contact that you wish to add. After they answer, press Conference and the contact will join the ongoing conference call.
- Leave conference call – End Conference will appear on screen during a conference call. Press it to end the conference call or hang up the receiver.




- Consultation – During the call, you can place the contact on hold by pressing Put On Hold and then call another contact for a consultation/question.

Phone Book

- Retrieve and dial a number – Enter the log menu, locate the contact you wish to call and press the dial button.
- Update saved contacts – If you have not established contacts, follow the instructions on the device screen and manually establish the contacts. Alternately, go to call history and save the contacts you spoke to recently in a quick and simple manner.

Miscellaneous

- Call log – To enter the call log, select  on the menu.
- Do not disturb – Go to the “Deflect to” status menu. Select Immediate, enter the extension to which you wish to transfer the calls and press OK.
- Ringtone selection – Enter the settings menu, select the Phone function and then Ringing. You will now see a screen that enables you to select a tune for incoming calls (Int Melody).
- Earphone call – Connect the USB on the device to a set of suitable earphones for making a call, including a microphone. The earphone must be defined as an audio device through the interface. For further information about the interface, visit the dedicated interface guide.

For more advanced and complex actions, read the complete guide in English.

Always at your service,

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Triple C Cloud Computing**

