Introduction

Thank you for choosing a 4028/4029 telephone manufactured by Alcatel.
Your 4028 (IP) or 4029 (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.
  - 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
  - Partial view of display.
  - Display key.
  - Display key. Adjustment “reduce”.
  - Display key. Adjustment “increase”.

- Programmable keys and icons
  - Line key.
  - Icon corresponding to key.
  - Voice mail access key.

- Audio keys
  - Loudspeaker, hands free.
  - Adjustment “reduce”.
  - Adjustment “increase”.

- Other fixed keys
  - Fixed key.
  - MENU key.

- Other symbols used
  - Perso
    - 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.
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## Guarantee and clauses

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Getting to know your telephone

**Handset**

- **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 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 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.
  - **Call in progress or outgoing 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.
1 Description of the screens

1.1 Welcome screens

- **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.

- **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.

- **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.

**Scroll bar**: shows the position on a page.

**Time and status icon**: shows the date and time.

**Call forwarding icon**: stationary: no forwarding activated. Rotating: forwarding activated.

**Display content of page**: displays the content of the page selected.

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

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

### 1.2 Call management screen

![Call management screen diagram]

- **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**

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

![Application screen diagram]

- **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.
## 2.1 Making a call

- **Dial directly the number for your call**
- **Lift the receiver**
- **Number required**
- **Hands free**
- **Number programmed line key**
- **Correspondent’s name**

### 2.2 Receiving a call

- **Lift the receiver**
- **Hands free**
- **Press the key next to the ‘incoming call’ icon**

### 2.3 Using the telephone in ‘Hands free’ mode

- **Terminal idle:**
  - Press and release
- **Call in progress:**
  - During a conversation, you can lift the receiver without terminating the call.
  - **Press and release**
### Using your telephone

#### 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**
  - If name is OK:
  - Make the call

#### 2.6 Make calls via your programmed call keys

- **If name is not OK:**
  - Extend search in list
  - Erase last letter entered
  - Show previous name
  - Return to main menu

- **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

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:**
  - When you receive a call:
    - ‘voice mailbox screening’ programmed key
    - enter your personal password
    - same key to stop listening and deactivate the screening

- You hear the message left by your caller

- Hands free to take the call

- To stop listening only

### 2.9 Redialling

- Redialling the last number dialled (redial):
  - ‘Redial’ key (short press)
  - last number redial

### 2.10 Requesting automatic callback if internal number is busy

- Call back on the last 10 number dialled:
  - ‘Redial’ key (long press)
  - reach the ‘Menu’ page
  - select the No. in the last ten issued
  - call required number

### 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:**
  - ‘Redial’ key
  - 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.

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:

The key is no longer lit

The key lights up
3.1 Making a second call during a conversation

- 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:
  - To return to your first caller and end the conversation in progress:

3.2 Answering a second call during a conversation

- A second correspondent is trying to call you:

- Answer call displayed:

3.3 Switching between calls (Broker call)

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

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

3.4 Transferring a call

To transfer your call to another number:

- If the number receiving the transfer answers:

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:

- Select the 'conference' function.
- Cancel conference and return to first correspondent (if conference is active).
- Hang up on all correspondent (if conference is active).

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.

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

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

- Cancel the conference.
3.7 Placing an outside call on hold (parking)

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

- To recover the parked call:

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:

Protection against intrusion:

3.9 Store a number

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

3.10 Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver:
4.1 Receiving supervised call ringing

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

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

reach the ‘Menu’ page

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

same key to cancel

4.4 Call pick-up

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:

‘telephone call pick-up’ programmed key

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:

- Calls to the switchboard:
  - your telephone will ring at the same time as the switchboard
  - same key to cancel

“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.

- Temporary exit from your hunting group/Return into your group:
  - 'exit group' programmed key
  - your group 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:

- 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

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

- your correspondent does not reply

- Interphon

- 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

- Predefined message:
  - enter the first letters of the name
  - select the message to be sent
  - enter the no. of the message to be sent (01 to 27)
  - apply your choice

- Personal message:
  - create a temporary personal message
  - change language of message
  - apply your choice

The 27 standard messages are shown below:

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<th>Message</th>
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<td>Call me back</td>
</tr>
<tr>
<td>2</td>
<td>Call me back tomorrow</td>
</tr>
<tr>
<td>3</td>
<td>Call me back at ___ (*)</td>
</tr>
<tr>
<td>4</td>
<td>Call back ___ (*)</td>
</tr>
<tr>
<td>5</td>
<td>Call the attendant</td>
</tr>
<tr>
<td>6</td>
<td>Call the secretary</td>
</tr>
<tr>
<td>7</td>
<td>I will call back at ___ (*)</td>
</tr>
<tr>
<td>8</td>
<td>Use paging</td>
</tr>
<tr>
<td>9</td>
<td>Please fetch your fax</td>
</tr>
<tr>
<td>10</td>
<td>Please fetch your mail</td>
</tr>
<tr>
<td>11</td>
<td>Please cancel your forwarding</td>
</tr>
<tr>
<td>12</td>
<td>Visitors are waiting</td>
</tr>
<tr>
<td>13</td>
<td>You are expected at reception</td>
</tr>
<tr>
<td>14</td>
<td>Meeting at ___ (*)</td>
</tr>
<tr>
<td>15</td>
<td>Meeting on ___ (*)</td>
</tr>
<tr>
<td>16</td>
<td>Meeting on ___ at ___ (*)</td>
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<td>17</td>
<td>Out for a while</td>
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<td>18</td>
<td>Absent for the rest of the day</td>
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<td>19</td>
<td>Absent, back at ___ (*)</td>
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<td>20</td>
<td>Absent, back on ___ at ___ (*)</td>
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<td>21</td>
<td>On vacation, back on ___ (*)</td>
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<td>External meeting</td>
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<td>External meeting, back on ___ (*)</td>
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<td>In a meeting - do not disturb</td>
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<td>25</td>
<td>In a meeting - do not disturb</td>
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<td>26</td>
<td>In a meeting - do not disturb</td>
</tr>
<tr>
<td>27</td>
<td>Indisposed</td>
</tr>
</tbody>
</table>

4.11 Send a voice message copy

- To record a comment:
  - start recording the comment
  - end of recording
  - replay comment
  - re-record a comment
  - send message

- To select message to copy by consecutive presses:
  - display number of new and old messages
  - personal code
  - correspondent's name

- To send message:
  - send message

- To record a comment:
  - start recording the comment
  - end of recording
  - replay comment
  - re-record a comment
  - send message
4.12 Sending a recorded message to a number / a distribution list

- Personal code
- Correspondent's no. or list no. (00 to 50)
- Correspondent's name or list name (00 to 50)
- Other correspondents if necessary
- Apply
- Start message recording
- Recording
- End of recording
- Apply
- 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:

- Number of broadcast group
- Speak, you have 20 seconds
- The message will only be broadcast on terminals not in use and which have a loudspeaker.
**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.

- **Select the type of Out/Int call:**
  - Type of call diverted is displayed.

- **If the type of call is not appropriate:**
  - All calls or internal or outside calls are displayed.

**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.).

- **Divert to a number:**
  - Number to be called is displayed.

**5.3 Diverting your calls to your voice message service**

**5.4 When you return, consult recorded messages**

The light indicates that messages have been received.

- **Consult voice messages:**
  - Display name of sender, with date, time and ranking of message.

You can make calls, but only the destination number can call you.
5.5 Activate/disable the personal assistant

Menu
Settings
Assistant

Off/On
Choice

Apply

5.6 Personal assistant: reaching you with one number only

Menu
Settings
Assistant

Menu
InternNr
ExternNr
MobileNr

Operator

Apply

5.7 Diverting calls to your pager

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

'To pager'
programmed key

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.

'forward calls'
programmed key

5.9 Applying a selective diversion

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

'selective diversion'
programmed key

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

- Programme another type of diversion
- ‘cancel all diversions’ programmed key

5.12 Cancelling a specific diversion

- Programme key corresponding to type of diversion (group or selective)

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

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

- ‘divert if busy’ programmed key
- Number receiving diversion

5.14 Do not disturb

You can make your terminal temporarily unavailable for all calls.

- ‘do not disturb’ programmed key

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
  - Enter the no. of the message to be sent (01 to 27)
  - Change language of message

- Personal message:
  - Create
  - Select a temporary personal message (alphabetic keypad)
### 5.16 Consulting written messages

The light indicates that messages have been received.

<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Call me back</td>
</tr>
<tr>
<td>2 Call me back tomorrow</td>
</tr>
<tr>
<td>3 Call me back at ___ (*)</td>
</tr>
<tr>
<td>4 Call back ___ (*)</td>
</tr>
<tr>
<td>5 Call the attendant</td>
</tr>
<tr>
<td>6 Call the secretary</td>
</tr>
<tr>
<td>7 Call back at ___ (*)</td>
</tr>
<tr>
<td>8 Use paging</td>
</tr>
<tr>
<td>9 Please fetch your fax</td>
</tr>
<tr>
<td>10 Please fetch your mail</td>
</tr>
<tr>
<td>11 Please cancel your forwarding</td>
</tr>
<tr>
<td>12 Visitors are waiting</td>
</tr>
<tr>
<td>13 You are expected at reception</td>
</tr>
<tr>
<td>14 Meeting at ___ (*)</td>
</tr>
<tr>
<td>15 Meeting on ___ (*)</td>
</tr>
<tr>
<td>16 Meeting on ___ at ___ (*)</td>
</tr>
<tr>
<td>17 Out for a while</td>
</tr>
<tr>
<td>18 Absent for the rest of the day</td>
</tr>
<tr>
<td>19 Absent, back at ___ (*)</td>
</tr>
<tr>
<td>20 Absent, back on ___ at ___ (*)</td>
</tr>
<tr>
<td>21 On vacation, back on ___ (*)</td>
</tr>
<tr>
<td>22 External meeting</td>
</tr>
<tr>
<td>23 External meeting, back on ___ (*)</td>
</tr>
<tr>
<td>24 I am in room nr ___ (*)</td>
</tr>
<tr>
<td>25 In a meeting - do not disturb</td>
</tr>
<tr>
<td>26 At lunch</td>
</tr>
<tr>
<td>27 Indisposed</td>
</tr>
<tr>
<td>28 Indisposed</td>
</tr>
</tbody>
</table>

Messages to be completed using numeric keypad.

### 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.

#### Activate/deactivate message notification:

- **Activate/deactivate message notification:**
  - Press consecutively to activate/deactivate.
  - Enter the number.
  - Change times.
  - **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 Managing your charges

6.1 Charging your calls directly to business accounts

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

- Adding or changing a business code during a call:

  “Business account code” programmed key

  enter the number of the terminal to receive the message

  “Business account code during call” programmed key

- Finding out the cost of an outside call made for an internal user from your terminal

  during an internal conversation

  programmed key ‘Meter Total Recall’

  outside number called

  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.

  3. Terminate consultation.

    OK: Print
7 Programming your telephone

7.1 Initializing your voice mailbox

- Light flashes when the mailbox is ready to record.
- 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

You can replace the greeting message by a personal message.

- Reach the ‘Menu’ page
- Record to start recording
- Pause to pause recording
- Default to return to the default message
- Apply

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

7.3 Modifying your personal code

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

- Reach the ‘Menu’ page
- Old code (4 digits)
- New code (4 digits)
- Apply

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

7.4 Configuring the telephone ringer

- Reach the ‘Menu’ page
- Melody
- Volume

Choose the tune:
- Select the melody of your choice (16 tunes)
- Apply your choice

Adjusting the ringer volume:
- Volume
- Select the volume of your choice (12 levels)
- Apply your choice
Programming your telephone

7.5 Adjusting screen brightness

- Activate/deactivate silent mode:
  - Silent: On or Off
  - to activate
  - to deactivate
  - apply your choice

- Activate/disable meeting mode (progressive ringing):
  - Progress: On or Off
  - to activate
  - to deactivate
  - apply your choice

- Activate/deactivate discreet ring mode:
  - Beeps: On or Off
  - to activate
  - to deactivate
  - apply your choice

- Adjust ringer volume while a call arrives:
  - your telephone rings
  - adjusting the ringer volume

7.6 Selecting the welcome page

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

- reach the 'Menu' page

7.7 Selecting language

- select the language of your choice

7.8 Programming direct call keys (Perso page)

- press a call key on the Perso page
- enter the name

- enter the number
Programming your telephone

### 7.9 Programming direct call keys (F1 and F2 keys)

- Press a programmable key (F1 or F2)
- Enter the name
- Enter the number

### 7.10 Programming an appointment reminder

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.

### 7.11 Identify the terminal you are on

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):

- 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

- 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

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

reach the 'Menu' page

#### 7.15 Activating/deactivating ‘forced headset’ mode

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

reach the 'Menu' page

activating/deactivating ‘forced headset’ mode
Guarantee and clauses

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 4028/4029 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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MU19003BSAA-O400ed01-0705