Alcatel·Lucent

**Handset**

Adjust the tilt of the screen

Alcatel-Lucent IP Touch 4028

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

Alphabetic keypad

### ■ LED
- flashing green: incoming call
- flashing orange: alarm

### ■ 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.

⚠ To avoid accidentally damaging the set telephone line connector, make sure you position the cord correctly in the compartment intended for this purpose.

### ■ 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.

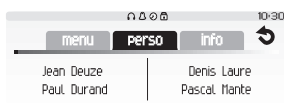**Left-right navigator:** used to move from one page to another.

**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 **perso** info

Jean Deuze    Denis Laure
Paul Durand    Pascal Mante

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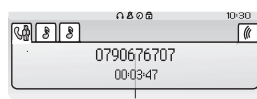**Perso page: :** contains call line keys (allowing supervision of calls) and programmable call keys.

**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.
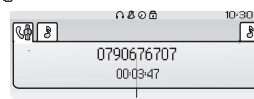
### ■ Call display

((( **Incoming call.**

📞 0790676707
00:03:47

♪ **Call on hold\*.**

0790676707

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.**

0790676707
00:03:47

**Left-right navigator:** used to check calls.

### ■ Function keys and programmable keys

ℹ **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**.
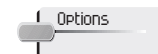
**Programmable key (F1 and F2 keys)**
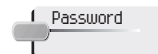Lit when the function associated with the key is activated.

## Customize your terminal
The customization functions of the telephone are accessed from the **Menu** page.
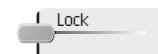
### Modifying your personal code  `Menu`

menu → Settings → Options

reach the '**menu**' page

OR Phone    Password →  **follow informations displayed on the screen**

### Lock / unlock your telephone  `Menu`

menu → Lock

reach the '**menu**' page

depending the displayed informations, enter your password or confirm

→ **your telephone is locked/unlocked**

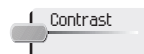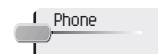### Adjusting the audio functions  `Menu`

menu → Settings → Phone

reach the '**menu**' page

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

### Adjusting screen brightness  `Menu`

menu → Settings → Phone → Contrast

reach the '**menu**' page

Screen  AND/OR  ▭  OR  ➕➖  OK

**increase or decrease the contrast**

## Using your telephone

### Identify the terminal you are on

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

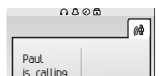💬 *To make an external call, dial the outside line access code before dialling your correspondent's number.*

### Receiving a call

lift the receiver    OR    hands free    OR    press the key next to the **'incoming call' icon**
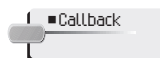
### Redialling

→    **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.

→    **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    OK    select the name from the displayed list    make the call

### Program your call keys

OR    →    **follow informations displayed on the screen**

press a call key (not programmed) or a programmable key (f1 or f2)

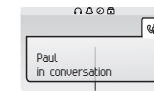### Make calls via your programmed call keys

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.

Paul in conversation    during a conversation    ■MFcode    OR    Send DTMF    to activate
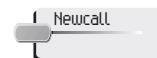
### Calling a second person during a conversation

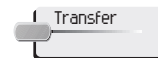During a conversation, to call a second person.

dial directly the number for your call    OR    Newcall    dial    →    **the first call is on hold**
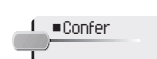
### Transferring a call

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 offered by the Alcatel-Lucent IP Touch 4028 Phone and 4029 Digital Phone sets connected to an Alcatel-Lucent OmniPCX Office or Alcatel-Lucent OmniPCX Enterprise Communication Server system.
For more information, see the user manual for your Alcatel-Lucent IP Touch 4028 Phone (IP set) or 4029 Digital Phone (digital set) 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.
The ear piece and microphone area of the handset may attract metallic objects that may be dangerous for the ear.

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 countries: we, **Alcatel-Lucent Enterprise**, declare that the Alcatel-Lucent IP Touch 4028 Phone and 4029 Digital Phone products comply with the essential demands 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.