

Handset

Alphanumeric keypad



Alcatel-Lucent IP Touch 4018 Phone

Navigation

- Up-down navigator:** used to navigate around the home page, through the menus or in a text zone when entering characters. The home page consists of:
 - information on the status of the set (set locked, call forward, etc.),
 - date and time,
 - set programming and configuration functions.
- OK key:** used to validate your choices and options while programming or configuring.
- Back/Exit key:** to return to previous menu (short press) or return to first screen (long press). You can also use this key to correct a character you entered.

Function keys and programmable keys

- Guide key:** use to obtain the name and number associated with the telephone, information on the pre-programmed keys or to access the set programming or configuration.
- Phone book key:** phone book key to access your personal phone book (short press) or to make a call by name (long press or press twice)*.
- Pre-programmed function keys and programmable key**
Lit when the function associated with the key is activated. The 6-key block consists of:
 - two line keys,
 - one 'immediate forwarding or cancel call-forward' key,
 - one 'conference' key,
 - one 'transfer' key,
 - one direct call key to programme.
 Only the line keys are enabled in 'safe' mode .



This symbol indicates the functions that can be accessed in 'safe' mode . According to the configuration the telephone system of your company, your phone set can automatically switch to 'safe' mode in case of loss of connection with the system, in order to ensure continuity of service . For more information, contact your installer or administrator . The 'safe' mode is only available for 8 Extended Edition Series .

Audio keys

- Hang-up key:** to terminate a call.
- Hands-free/Loudspeaker Key:** to make or answer a call without lifting the receiver (Alcatel-Lucent IP Touch 4008/4018 Phone).
 - 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 (Not available in 'safe' mode).

To adjust the loudspeaker or handset volume up or down

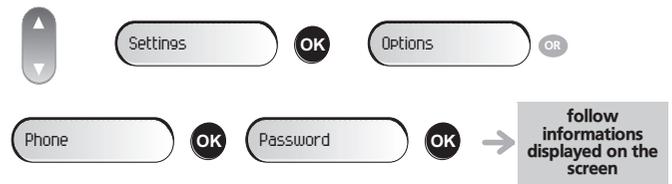
Function keys

- 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.

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

Customize your terminal

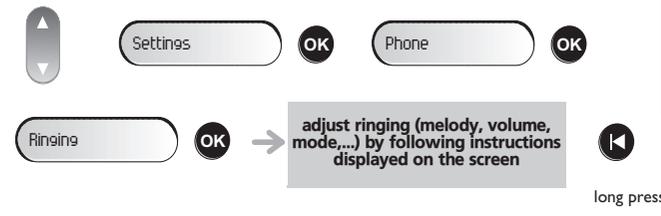
Modifying your personal code



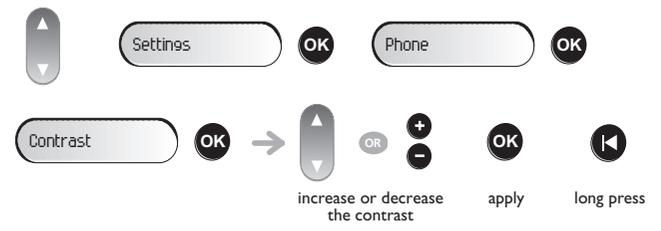
Lock / unlock your telephone



Adjusting the audio functions

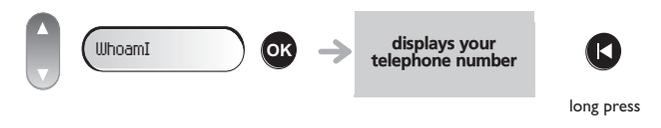


Adjusting screen brightness

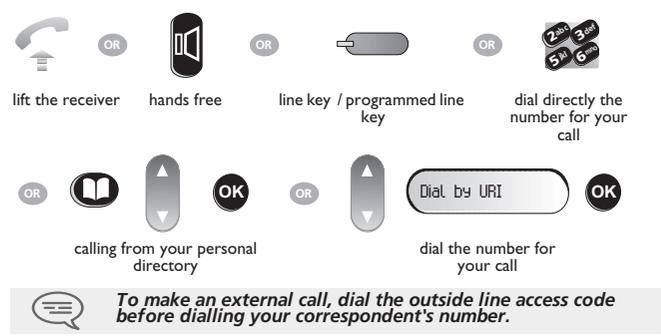


Using your telephone

Identify the terminal you are on



Making a call



Receiving a call



Redialling



Make a call-back request to a busy number

the number you are calling is busy



During a conversation



Pre-programmed function keys are disabled in 'safe' mode. Use MENU keys to access these functions.

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.



MFcode

Send DTMF

OK

select the function associated with 'emit in voice frequencies'



By default, your telephone in 'safe' mode is configured to send codes in voice frequency.

Calling a second person during a conversation

During a conversation, to call a second person. (the first call is on hold)



OR

New call

OK

free line key

dial directly the number for your call (not available in 'safe' mode)

Transferring a call

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



number to be called

'transfer' programmed key

OR



Transfer

OK

Three-way conference

During a conversation, a second call is on hold.



OR



Conference

OK

you are in conference mode

"conference" programmed key

Cancel conference and return to first correspondent.



OR



End conference

OK

"conference" programmed key

Voice message service

Consulting your voice mailbox

If the key flashes, a new voice message or a new text message has been received.



press the key next to 'consult voice or text message'

OK



follow informations displayed on the screen

Divert your calls to another number



Pre-programmed function keys are disabled in 'safe' mode. Use MENU keys to access these functions.

Divert your calls to another number



OR



OR



Forward

OK

press the 'call forward' function key

dial the destination number

select the function associated with 'immediate forwarding'

OK

apply

dial the destination number



OK

press the ok key if programming is not automatically recorded*

Diverting calls to your voice mailbox



Forward

OK



OK

select the function associated with 'immediate forwarding'

OK

Press the OK key if programming is not automatically recorded*.

When you return, cancel all diversions



OR



Forward

OK

press the 'call forward' function key

Cancel fwd.

OK



if necessary, confirm cancellation of the diversion

Directory



Certain functions of this section depend on your telephone system, contact your installer or consult the appropriate User Manual. (*)

Using call by name*



OK

long press

enter the first letters of the name

select the name from the displayed list

You enter your contact's name in predictive text mode. In this mode, enter each letter of the name by pressing only once on the key with this letter.

Program the keys in the personal phone book



i*

OK



follow informations displayed on the screen

press and release

select an empty entry in the directory (0-9)*

Make a call using the personal phone book



OR



OK

press and release

press the programmed key directly (0 to 9)

select the contact to call

start the call

Guarantee and clauses

This document describes the services offered by the Alcatel-Lucent IP Touch 4008/4018 Phone and 4019 Digital Phone sets connected to an Alcatel-Lucent OmniPCX Office or Alcatel-Lucent OmniPCX Enterprise communication Server system. Safe' mode is only possible if the system is compatible with the SIP standard and is configured correctly. For more information, please refer to the user guide for your station.

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.

We, Alcatel-Lucent Enterprise, declare that the products covered by this user guide are compliant with the primary requirements of the Parliament and Council Directive 1999/5/CE. A copy of the original of this declaration of compliance can be obtained from your installer.



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* Depending on your telephone system, contact your installer or consult the appropriate User Guide.

