SET FEATURES

WHO AM I
Press MENU
Press WHO AM I

ADJUST VOLUME
Press + or – (arrow keys next to speaker)
Press END

ADJUST MELODY (16 options)
Press MENU
Press PROGRAM, MELODY, VOLUME
(soft keys)
Press END

ADJUST DISPLAY CONTRAST
Press MENU
Press PROGRAM
Press DISPLAY
Press + or –
Press BACK or END

SOFT KEYS
Soft keys are self-labeling keys that provide the user with additional functionality. These keys are located in the display of the phone set and allow users to use selected features such as redial, transfer, conference, hold, call forwarding, etc.

SET SUPERVISION
If you have one appearance of another telephone line on your set
To answer the call
Press the key that is ringing
The call will automatically go to Line 1 or Line 2 on your set
If you need to transfer to the party you are answering for you must use the Transfer feature

MULTI LINE ACCESS
If you have two appearances of another telephone number on your set
To answer the call
Press the key that is ringing (anyone can enter)
You can put the call on hold by pressing the Hold key.

VOICE MAIL ACCESS
Press Envelope Key
Check display
Choose Voice Messages
(This will access your voice box)
Enter password and proceed

FOR YOUR NOTES:

Adelphi University
Garden City, NY

Alcatel 4035 Telephone
User Guide

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PLACING CALLS
Within the old & new system
Dial 4-digit extension

Between the old & new system
Dial 9 + 877 + 4-digit extension

Outside the System:
Dial 9 + number

HOLD
To place a caller on hold:
Press HOLD
To retrieve the call:
Press flashing line key

TRANSFER
To transfer a call to another extension:
Dial 4-digit extension
(first caller automatically placed on hold)
Announce call
Press TRANSFER

If you are on a call and your second appearance rings
To transfer a call to another extension:
Dial 4-digit extension
(first caller automatically placed on hold)
Announce call
Press TRANSFER
Press ENDCLL (soft key) and you’re back with your
first call
To transfer a call directly to voice mail
Dial *79 ext

To cancel transfer
Press ENDCLL (soft key) or Press 2 and you will
be reconnected with your second caller and the
first caller is still on hold

TRANSFER A CALL YOU INITIATED OFF CAMPUS
Dial 9 + number
Press LINE (soft key)
Dial 4-digit extension
Announce call
Press TRANSFER

CONFERENCE – 6 Party
To establish a conference call:
Answer or place a call

Dial another party
(first caller automatically placed on hold)
Press CONFERENCE
Press ADD ON
Dial another party
Press INSERT (Repeat until all calls conference)

On 3 party conference call, the master hangs up will
not disconnect call.
On 6 party conference call, the master hangs ups call
is disconnected.
No 6 party on MLA lines

CALL FORWARD (All Calls)
To temporarily redirect your incoming calls to another
extension:

To program destination and activate feature:
Press FORWARD
Dial number to receive calls
Calls are forwarded

To deactivate:
Press FORWARD

CALL PICK UP
Lift handset
Press Call Pickup key
To answer a specific ringing phone:
Lift handset
Press * key, then dial 73

STORE #
Stores one number until that number has been dialed
again:

To store a number:
Dial a number (internal or external)
Press STORE # Key
Number is stored

To dial stored number:
Lift handset
Press STORE #

Note - the STORE # Key will dial the stored number once,
then automatically erase.

LAST NUMBER REDIAL
Lift handset
Press REDIAL

CALL ANNOUNCE
Allows you to call another party through their station’s
speaker:

Dial 4-digit extension
Press CALLAN (soft key)
(you’re connected to their station’s speaker)
Announce yourself
To speak with you, your party must lift
the handset or use “hands free”

PERSONAL DIRECTORY
Allows you to program 1 number per spare key:

Press MENU
Press PROGRAM
Press KEYS
Select the key to be programmed
Enter telephone number to be dialed when
key is pressed, including a ‘9’ if it is an outside
call
Press APPLY
Enter short name via keypad
(display keys only, max 6 letters))
Press Apply
Press BACK or END

DIAL BY NAME
Using the keypad at the lower right hand corner of the
telephone, enter the first few letters of the last name.

After entering the first few letters (or full spelling) of the
persons last name, press the NAME key. If there is no
match, the system will ask you to MODIFY SEARCH. If
there are multiple entries, you will be offered the option to
scan them all.

Once the desired party number is displayed, press CALL
to initiate the call.