

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

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 INITATED 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.