Receiver

Adjust the tilt of the screen

■ **Indicator light**
• Flashing green: incoming call.
• Flashing orange: alarm.

Socket for connecting headphones or a handsfree/speaker unit

Alphabetic keypad

Alcatel 4068

■ **Audio keys**

END key to terminate a call.

Handsfree/Speaker Key: to make or answer a call without lifting the receiver.
• lit in handsfree mode or headset mode (short press).
• flashing in speaker mode (long press).
Intercom/Mute key:
• During a call: press this key so that your party cannot hear you.
• Terminal idle: press this key so that you can automatically answer a call without lifting the receiver.

To adjust the speaker or receiver volume up or down

■ **Extension unit**

An extension unit can be fitted to your telephone. This provides additional keys which can be configured as feature 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 features accessible via the 10 keys associated with the words on the screen.

↺ **Forward icon:** pressing the key next to this icon allows you to program or change the forward feature.

🎧 **Receiver connected.**   ⏱ **Appointment programmed.**

🔔 **Silent mode enabled.**   🔒 **Telephone locked.**

✏ **Display keys:** pressing a display key activates the feature shown associated with it on the screen.

■ **Navigation**

OK key: used to validate your choices and options while programming or configuring.

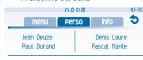**Left-right navigator:** used to move from one page to another.

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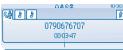**Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys.

Info page: contains information on the telephone and the status of its features: name, telephone number, number of messages, activation of forwar feature, appointment reminder, etc.
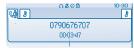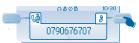
■ **Call display**

⦀ **Incoming call.**   👤 **Call in progress or outgoing call.**

0790676707
00:03:47

0790676707
00:03:47

♪ **Call on hold.**

0790676707

Left-right navigator: used to check calls.
OK key: used to answer the call checked.

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.

■ **Feature keys and programmable keys**

ⓘ **Guide key:** used to obtain information on features 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.

Hold: the call is placed on hold.
Transfer: transfer the call to another number.

The customization features of the telephone are accessed from the **Menu** page.

Modifying your personal code   Menu

| menu | Settings | My set/My opti... |

reach the '**menu**' page

| Password | → | **follow informations displayed on the screen** |

Lock / unlock your telephone   Menu

| menu | Lock | [keypad] |

reach the '**menu**' page

depending the displayed informations, enter your password or confirm

→ **your telephone is locked/unlocked**

Adjusting the audio features   Menu

| menu | Settings | My phone |

reach the '**menu**' page

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

Adjusting screen brightness (Alcatel 4038)   Menu

| menu | Settings | My phone |

reach the '**menu**' page

| Contraste | | OR | | Screen |

increase or decrease the contrast

adjust the contrast by consecutive presses

Using your telephone

Identifying the terminal you are on `Info`

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** handsfree **OR** programmable line key **OR** dial the number for your call

> To make an external call, dial the outside line access code (9) before dialing your party's number.

Answering a call

lift the receiver **OR** handsfree **OR** press the key next to the **'incoming call' icon**

Paul is calling

Redial

→ last number redial

Making a callback request to a busy number

the number you are calling is busy

Call back

hang up

Voice message service

Reviewing your voice mailbox

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

press the key next to **'review voice or text message'** → follow informations displayed on the screen

3GV19001USAB010451

Divert your calls to another number

Forwarding your calls to another number

press the key associated with the type of forward required (immediate, if busy, if no reply etc.)

dial number to be called

press the ok key if programming is not automatically recorded

Immediate forwarding to your voice mailbox

press the key associated with **'forward to voice mailbox'**

press the ok key if programming is not automatically recorded

When you return, cancel all forwarding

press the key next to **'cancel or deactivate the forward'**

→ if necessary, confirm cancellation of the forward

Directory

Using dial by name

enter the first letters of the name

→ select the name from the displayed list

make the call

OF OK → select the name from the displayed list

make the call

Programming your call keys `Perso`

press a call key either directly or via the ⓘ key

→ follow informations displayed on the screen

Make calls via your programmed call keys `Perso`

access the **perso** page using the navigator

select the party you want to call from the programmed call keys

Helen

call the selected party

During a call

Placing a call on hold (HOLD)

During a call, you may place the call on hold and recover it later, on the same telephone.

hold → Menu Perso Perso Paul → the call is placed on hold

press the **'hold'** key to recover the call on hold

Calling a second person during a call

During a call, you can call a second person (consultation call):

hold → Menu Perso Perso Paul → the first call is placed on hold

number of second party **OR** name of second party

> This feature does not allow transfer or conference.

Transferring a call

During a call, you may transfer the call to another number.

transfer

press 'transfer' key

dial the number to be called

transfer

press to perform the transfer

Three-way conference

During a call, to establish a three-way conference:

Conference

press the **"conference"** key

number of second party

Conference

press to establish the three-way conference

Compliance

This document describes the services available on telephones Alcatel 4038-4039-4068 connected to an Alcatel OmniPCX Office or Alcatel OmniPCX Enterprise system. For more information, please consult the User Guide for your 4038-4068 (IP set) or 4039 (digital 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.
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.

Alcatel 4068

This device complies with Part 15 of FCC Rules and with RSS-210 of Industry Canada. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Warning: Changes or modifications made to this equipment not expressly approved by Alcatel Business Systems may void the FCC authorization to operate this equipment

The device is designed and manufactured not to exceed the emission limits for exposure to radio frequency energy in SAR (Specific Absorption Rate) set by the FCC.