

CHANGING THE RINGER TONE AND VOLUME

1. Press **0i**
2. Press **▼** until **Phone** appears on your screen
3. Press **OK**
4. Press **▼** until **Melody** appears on your screen

Press **1** to listen to each Melody
OR
Press **2** to raise the volume

5. Press **OK** then **OFF** to exit

PROGRAMMING PERSONAL SPEED DIALS

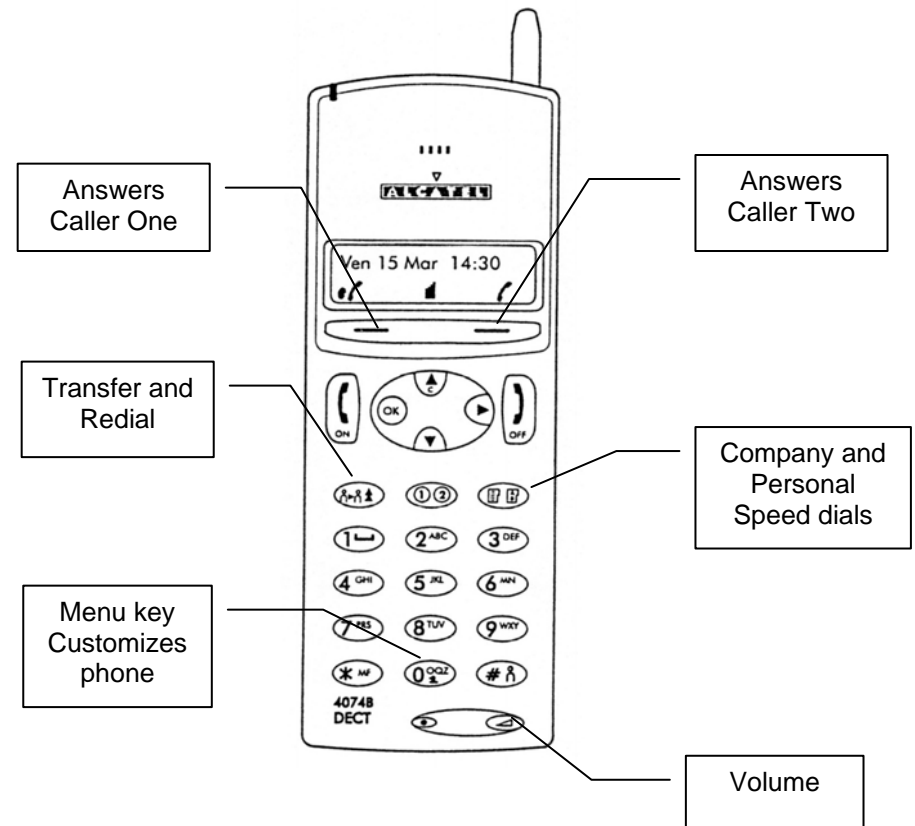
1. Press **A**
B
2. Press and hold down **0i** till you hear beeps
3. Press **▼** and **▲** until you reach the desired speed bin number (1-9)
4. Press **OK**
5. Enter name from alpha keypad (6 characters)
For letters on same key press **▼** to scroll forwards
To correct mistakes press **▲**
6. Press **OK**
7. Enter telephone number you wish to store (remember 1 for outside line)
8. Press **OK**
9. Press **▼** to continue programming
OR
10. Press **OFF** to exit

TO RING PERSONAL SPEED DIALS

1. Briefly press **A**
B
2. Press **▼** and **▲** till you reach the desired name
3. Press **OK**

ALCATEL DECT

Courtesy of Commspec NZ Ltd



For all Sales and Service Requirements

Telephone: 0800-828-888

TO TURN PHONE ON AND OFF

Press and hold down OFF key
Phone is now switched off

Press and hold down ON key
Phone is now switched on

TO DISCONNECT A CALL

Briefly press OFF when you have finished your call

MAKING EXTERNAL CALLS

Dial 1 followed by the number

MAKING INTERNAL CALLS

Dial the extension number

MAKING CALLS USING THE DIRECTORY

(Internal and Company speed dials)

Press and hold down



Enter name by pressing the alpha keys (▲ and ▼ will scroll)
Press OK, the number is dialled for you

REDIAL

Press and hold down the  key

ANSWERING YOUR PHONE

Press  Button directly under the handset flashing in screen

ANSWERING OTHER PHONES

Any phone ringing


Dial * 6

Specific phones ringing


Dial # 6 then the extension number you wish to answer

TRANSFERRING CALLS

Dial extension (Optional – wait for an answer)

Press  to transfer the call

If you misdial – Retrieve the Caller


Press OFF then press  button directly under the handset flashing in screen. You are now reconnected with the caller


If the extension is engaged

You may retrieve the caller (above) if you wish to inform them
Or
Press OFF and the call will queue at the engaged extension

ANSWERING CALL WAITING

When the 2nd Handset flashes in your screen

1. Ignore the call (it will return to its sender)
OR
2. Finish your first call (press OFF to disconnect)
OR
3. Press the  button directly under the handset flashing in screen
(You are now connected to your second caller waiting and the first caller is on hold)

By pressing the  buttons alternately you may toggle from one caller to the other

To disconnect any party press OFF and the remaining party recalls to your phone