

Alcatel A4635

User guide

**Getting started with
a classic set**

Contents

1	INTRODUCTION	3
2	USED SYMBOLS	3
3	ACTIVATING THE MAILBOX	4
4	GENERAL TIPS	5
5	OPEN THE MAILBOX	6
6	REVIEW MESSAGES	7
	6.1 Review voice messages	7
	6.2 Review FAX messages	9
	6.2.1 Print a FAX	9
	6.2.2 Set up your primary Fax printing destination	9
7	SENDING MESSAGES	10
8	PERSONAL OPTIONS	11
	8.1 Password	11
	8.2 Greetings	12
	8.3 Notification schedule	14









1 INTRODUCTION

This booklet help users to get on with the A4635 Voice and Fax Messaging Servers. There are the models A4635H and A4635J. From the user's point of view, the difference between A4635H and A4635J is that the A4635J has no Fax Messaging capabilities. This booklet concentrates on the four most important features. All the others are explained in the User Reference Manual.

2 USED SYMBOLS

The icons on the left hand side of the description box represent the manipulations.

 Press or dial	 Record
 Listen	 Message waiting
 Enter Password	 Open the mailbox







This icon will draw your attention to warnings.

3 ACTIVATING THE MAILBOX

Callers can only get into your mailbox if you establish a link to it. There are two possible kinds of link : Forwarding or associated number.

▼ To activate forwarding, dial the following prefix

- Forwarding immediately
- Forwarding on busy
- Forwarding on no reply
- Forwarding on busy or no reply





 	Feature code	<input type="text"/>
 	Access code of the mailbox system	<input type="text"/>

Enter the feature code of the forwarding feature followed by the access code of the mailbox system.



When you activate a forwarding function to another telephone, your previously activated forwarding to the mailbox will be deactivated except if you are using the associated number function.



▼ How to activate the associated number feature

 	Feature code	<input type="text"/>
 	Access code of the mailbox system	<input type="text"/>

Enter the feature code of the associated number feature followed by the access code of the mailbox system.

We recommend using the associated number feature, because it is your default link to your mailbox. It makes sure that the caller ends up in your mailbox, when the call is not answered before.

▼ How to cancel forwarding

 	Feature code	<input type="text"/>
--	--------------	----------------------

Enter the feature code of the cancel feature.

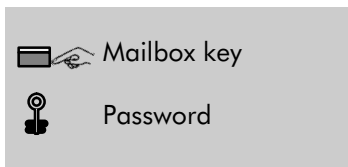
4 GENERAL TIPS

A few general tips that will help you to use the system effectively. After you have entered your mailbox, you should consider the following:

- ▼ Press **0** if you need help, more explanation, or want more options. (If you don't press anything, the system will repeat the previous options to help you.) Press **0** – **0** while in your mailbox to reach an attendant if there is one available.
- ▼ Press ***** whenever you want to cancel a previous entry or exit a menu. When you exit a menu, in most cases you return to a previous menu. For instance, ***** in the Administrative Options menu takes you back to the Personal Options menu; one more ***** returns you to the Main Menu where you can start all over again! Pressing ***** while at the Main Menu disconnects you from the system.
- ▼ Press **#** to confirm your entry. For instance press **#** when you have finished recording your personal greeting, or press **#** when you enter a destination mailbox number.
- ▼ When listening to a message, press **#** to move to the next message without waiting for the current message to end.
- ▼ New subscribers automatically hear the Standard Prompts however, only the Review and Send prompts are offered from the Main Menu. Check that the Receipt and Personal Options are available to you, although you will not have access to them. As soon as you are comfortable with the basics, you will probably want to use Extended Prompts to hear prompts for all options or later to hear Rapid Prompts
- ▼ When a message is erased, you cannot get it back.
- ▼ Saved messages are "archived" for a time specified by your system manager.

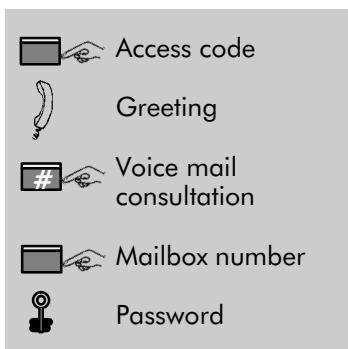
5 OPEN THE MAILBOX


▼ Telephone set with dedicated mailbox key



Press the mailbox key on your set and enter your personal password.

▼ Telephone without dedicated mailbox key



Dial the access code of the mailbox system. Press the  key while listening to the general greeting. Enter your mailbox number and your personal password.

This basic manipulation 'open the mailbox' is represented by the following symbol.



6 REVIEW MESSAGES

This option allows you to listen to messages, send copies of them to someone else, reply to and receive messages at home.

6.1 Review voice messages

▼ The mailbox signals to the subscriber that a new message has arrived.



Message is waiting



Open the mailbox



Unheard messages



Listen to the messages

The message waiting indication is switched on. It can be an LED, specific dialtone e.t.c..

Open the mailbox.

Press 1 – 1 and listen to the new messages.

During listening use the playback controls

Play-back controls



Start of Message



Back 10 Sec.



Pause/Restart



Forward 10 Sec.



End of Message



Slower



Faster



Cancel



Skip

When the messages end use the following options.

Options



Replay



Envelope



Send a copy



Erase



Reply



Save

▼ Review all types of messages



Message is waiting



Open the mailbox



Review



All messages



Listen to the message

The message waiting indication is switched on.

Open the mailbox.

Press 1 – 2 and listen to all messages, including those you have previously heard but skipped.

6.2 Review FAX messages

This option is not available on A4635J. It is available on A4635H only if it is implemented in your system.

▼ The mailbox informs the subscriber that a new FAX message has arrived using the message waiting indicator.



Open the mailbox



Review



FAX messages



Unheard FAX

You hear the number of unheard FAX messages.

6.2.1 Print a FAX



Review FAX message



Print FAX



Primary destination

For an alternate destination press 2 and enter the FAX destination number.

6.2.2 Set up your primary Fax printing destination



Open the mailbox



Personal options



Administrative options



FAX options



Establish or change





Enter number


Select FAX options and type in the number of your FAX machine. To get all your FAX printed out automatically press 2 to set the Auto print ON.

7 SENDING MESSAGES



▼ You can send a message direct to the mailbox of a subscriber.

 Open the mailbox

  Send

 Record message
Use play-back controls


  Finish


  Enter destination number


  Delivery options


  Send

When you are recording the message you can use the play-back controls:

 to stop recording and play the recorded message.

 to re-record the message.

Enter a mailbox number or a distribution list or press  to spell the name.


Press  to send or press 0 for 'Delivery options'.

Delivery options

  Private

  Urgent

  Message confirmation

  Future delivery

Dial by name

	ABC	DEF
1	2	3

GHI	JKL	MNO
4	5	6

PQRS	TUV	WXYZ
7	8	9









*	0	#
---	---	---

The position of the keyboard alphabetical characters may change in some countries. This is taken into account by the system.

8 PERSONAL OPTIONS

8.1 Passwords

- ▼ The password was entered the first time the mailbox was opened. It can be changed using this option.

	Open the mailbox
	Personal options
	Administrative options
	General
	Password
	Personal
	Enter password
	Finish









You can receive private or urgent messages and your password prevents others from accessing your mailbox and listening to your messages.



If you need better protection for your mailbox, we suggest changing your password monthly.

8.2 Greetings

▼ The greeting was recorded the first time the mailbox was opened . It can be changed using this option.

	Open the mailbox
	Personal options
	Greetings
	Personal greeting
	Record personal greeting
	Select type of greeting (1 or 2)
	Record greeting
	Finish






Your personal greeting is played to anyone calling or being transferred to your mailbox.

You can record two different greetings.

Press 1 to record a greeting that tells callers you are away from your phone (no answer).


Press 2 to record a greeting that tells callers you are on the phone (busy).

Extended absence greeting

-  4 Personal options
-  3 Greetings
-  2 Extended absence greeting
-  Record greeting
-  # End

This greeting message can be played when you are absent from your office for a lengthy period (on a business trip, vacation, etc.)

Standard greeting

-  4 Personal options
-  3 Greetings
-  1 Personal greeting
-  1 Standard greeting



Indicate in the greeting where you are and when you will reply to the message. Please change your greeting frequently.

8.3 Notification schedule

- ▼ You may want the system to call you during a defined time interval, at a designated telephone number when new messages are delivered to you.



Open the mailbox



Personal options



Notification options



1st. schedule



Enter telephone number



Enter start and end of period where you accept calls during weekdays



Enter start and end of period where you accept calls during weekend

Select type of message



Notification for all messages



Immediate notification for urgent messages



Immediate notification for non urgent messages



Confirm

or press 2 to hear your schedule again

The system allows you to set two permanent and one temporary schedule.

Each entry can be continued by pressing 1 or changed by pressing 2.

Here, we describe the standard options. Follow the instructions given by the system carefully.

- ▼ The system offers you the choice of activating or deactivating the Notification Call and switching on/off your Message Waiting Indication.



Personal options



Notification ON/OFF



Notification call ON/OFF



Message waiting indication ON/OFF



Important Mailboxes	

Personal Distribution lists	

System Distribution list	



PERSONAL NOTES



Alcatel Business Systems

52–56, avenue Jean–Jaurès – 92707 Colombes Cedex France

Tél. : 33 1 55 66 70 00 – Fax : 33 1 55 66 43 38

Siège social : 12, rue de la Baume – 75008 Paris France
S.A. au capital de 734 001 100 F – R.C.S. Paris B 602 033 185

3BA 19575 AAAA Ed. 03 Printed in France – SDD – Boulevard Louis Guilleux – 22300 LANNION
Alcatel reserves the right to modify the characteristics of its products in order to bring technical improvements or to respect new regulations