

This menu is access by pressing the ok key. It provides access to all the functions that are available on the telephone.

-  **Directories:**
manage your personal directory and access the company directory.
-  **Redial:**
call back the last number dialled.
-  **Diversion:**
divert your calls to another number.
-  **Mailbox:**
consult and send voice and text messages.
-  **Call pick-up:**
answer a call intended for another telephone.
-  **Appointment:**
program a call-back time.
-  **System lock:**
prohibit outgoing calls and modification of the programming.
-  **Customizing the telephone:**
program your voice mailbox, select the ringer tune, language, etc.
-  **Adjustment:**
adjust contrast, activate or deactivate the beeps, lighting, etc.
-  **System selection**
-  **Installation**

Mobile 200 also activates vibrator

To Program Personal Speed Dials

1. Press Ok and then Ok again when you have the directory key highlighted
2. Scroll to Pers Sp Dial, press Ok key and then 1..... should be the 1st personal speed dial
3. Hold down the Company directory key until you hear a beep (see diagram of phone)
4. Enter the name you want to call your speed dial (e.g. Home), then press Ok
5. Enter the telephone number (remembering 1 for an outside line)
6. Press Ok

**Alcatel Omni PCX Office – Mobile 100/200 Dect
Quick Reference Guide
For Service call DownerCommspec on 0800 828 888**



MAKING EXTERNAL CALLS

Dial 1 followed by the number then press the green send key

MAKING INTERNAL CALLS

Dial the extension number then press the green send key

To call the operator dial 0

MAKING CALLS USING THE DIRECTORY

Either from your personal speed dials or the company directory

Press the ok key and toggle using the ok button until the book icon is highlighted

Press ok key to confirm choice

Remember to turn on touch tones (pressing ##) on outbound calls when you need to enter in an option e.g. press 1 or enter in the extension number if you know it or enter pin number

Pers Sp Dial Directory

Will now be displayed on your screen. Use the ok button to move up or down depending on your choice.

Choose the surname option and you can then type in the name of the person/company.

Note: If you use your ok key to toggle to the next icon on the top right of your screen you can then search by first name.

TO DISCONNECT A CALL

Press the red release key

ANSWERING YOUR PHONE

Press the green send key to answer the calls

ANSWERING OTHER PHONES

To pick up any ringing phone dial * 6

To pick up a specific phone if more than one is ringing dial #6 + the extension number

REDIAL

Key in # 1 then the green send key –you can then scroll through your last 10 calls

TRANSFERRING CALLS

Dial the number you want to transfer the call to (optional to wait for an answer)

Transfer will then appear on your screen

Press the ok button to transfer the call

PARKING CALLS

To park an external caller key in *7

To retrieve a parked call dial *7 + then the green send key, enter the extension number you parked the call on then press the green send key again

Feature Codes

1	Outside Line
0	Operator
8000 - 8399	Dialling a System Directory number
5	Automatic Call back
# 99	Cancel automatic callback
#*	Paging All Calls
# #	DTMF (touch tones)
* 7	Parking a Call
* 7	Retrieve Parked Call from your extension
* 7 (extn)	Retrieve Parked Call from your own or another extension
# 6 (extn)	Direct Pick Up
* 6	Group Pick Up
* 01	Forward All Calls
* 02	Forward Calls on Busy
* 00	Cancel Call Forwarding
* 06	Forward I'm Here
* 07	Cancel Forward I'm Here
# 1	Redial
3	Conference
*91	To setup voicemail. Once set up it is easier to retrieve messages by dialling 500, enter mailbox no, then password