

# ALCATEL ENTERPRISE 4029 QUICK USER GUIDE

## Key Explanations



- A. Divert
- B. Mail
- C. Redial
- D. Release Key

### To make an external call

Dial 0 for an outside line followed by the number.

### To make an internal call

Dial extension number, or use the Directory

### To end a call

Press the release key

## **To transfer an incoming call**

While the caller is on the line, dial the extension number, wait for a reply, and press the transfer key on screen.

## **To transfer an outgoing call**

While you have the caller on the line, select New Call, enter the extension number, and wait for a reply and press the transfer key on screen.

## **To cancel a transferring call**

While transferring, to retrieve the call, press the enquiry off key on screen. This will cut of the extension you were calling and bring you immediately back to the outside caller.

## **To Hold a call**

While on a call, Press the Line key (represented as a little man) on your screen

## **To retrieve a held call**

Press the Line key (represented as a musical note) on your screen.

## **To Pick Up a call ringing at another extension**

Press the Pick Up key (the F2 key) on your screen first then lift the receiver.

## **To Park a call**

While the caller is on the line, press the Park key (the F1 key) and release.

To retrieve this call from another phone, press the Park key followed by the extension number where it was originally parked.

## **To Divert your phone**

Press the Divert key,( represented as a circular arrow) on your screen, select which divert you require

Immediate forward “ to divert to any ext or outside number

Immediate forward to VM “ to divert to voicemail

## **To Cancel Divert**

Press Divert key and scroll down and select Deactivate

## **Personal Speed Dials**

To programme personal speed dials, Scroll down while in your personal screen  
.Select a free key...

Select speed dial, enter the required number including 0 for your outside line, select apply. Enter the name in Label and select apply.

## **To dial out speed dial number**

Scroll down in your personal screen and select the name you wish to call.

## **To make a conference call**

Dial First number, when answered select new call, dial 2nd number. When answered, scroll down and select conference.

## **Voicemail set-up**

Press your flashing mail key, select voicemail, record your name and enter a new 4 digit code.

## **To record your personal greeting**

Press your mail key, select voicemail, and enter 0000. Record your name, message and enter a new 4 digit code.

## **To retrieve your voice messages**

Press your flashing mail key, select voicemail, enter your 4 digit code, and follow instructions.

11- To listen

7- To erase message

9- To save message

0- More Options

## **To transfer a caller to voicemail**

While caller is on the line, dial 8 followed by the extension number and press transfer on screen immediately.

## **To redial**

Press the redial key once to dial last caller

Press and hold the redial key until your screen changes to get a list of your last 10 dialled numbers.

Scroll through your numbers and press ok to call.

## **To modify your phone**

Scroll left to Menu . Select Settings. Select Phone. Select ringing. Select which option you want.

I.e.; Select Int/Ext to select what ring tone you want etc...

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