




**LED**

- Flashing green: incoming call.
- Flashing orange: alarm.

Socket for connecting headphones or a Hands-free / Loudspeaker unit

- Audio keys**
- Hang-up key:** to terminate a call.
  - Hands-free/Loudspeaker Key:** to make or answer a call without lifting the receiver.
    - Lit in hands-free mode or headset mode (short press).
    - Flashing in loudspeaker mode (long press).
  - Intercom/Mute key:**
    - During a conversation: press this key so that your correspondent can no longer hear you.
    - Terminal idle: press this key to answer calls automatically without picking up the receiver (Not available in 'safe' mode).
  - To adjust the loudspeaker or handset volume up or down**

**Extension unit**



An extension unit can be fitted to your telephone. This provides additional keys which can be configured as function 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.

**To avoid accidentally damaging the set telephone line connector, make sure you position the cord correctly in the compartment intended for this purpose.**

**Display and display keys**  
Contains several lines and pages providing information on calls and the functions accessible via the 6 keys associated with the words on the screen.

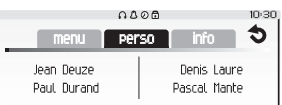
- Transfer icon:** pressing the key next to this icon allows you to program or change the transfer function.
- Headset connected.**
- Silent mode activated.**
- Appointment programmed.**
- Telephone locked.**
- Display keys:** pressing a display key activates the function shown associated with it on 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**



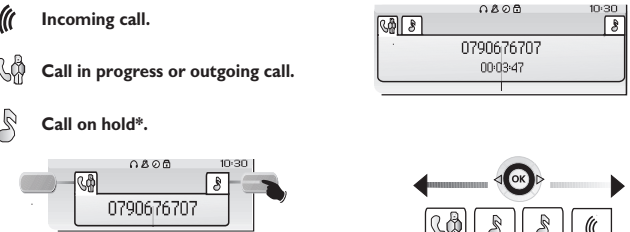
**Menu page:** contains all functions and applications accessible via the keys associated with the words on the screen.

**Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys (Not available in 'safe' mode).

**Info page:** contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.

**Call display**

- Incoming call.**
- Call in progress or outgoing call.**
- Call on hold\*.**



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.

**Left-right navigator:** used to check calls.

- Function keys and programmable keys**
- Guide key:** used to obtain information on functions of the 'menu' page and to program key of the 'perso' page.
  - Messaging key to access various mail services** (Not available in 'safe' mode)  
If the key flashes, a new voice message or a new text message has been received.
  - 'Redial' key :** to access the 'Redial' function.
  - Programmable key (F1 and F2 keys)**  
Lit when the function associated with the key is activated. Pre-programmed function keys are disabled in 'safe' mode. The F1 and F2 keys are line keys.

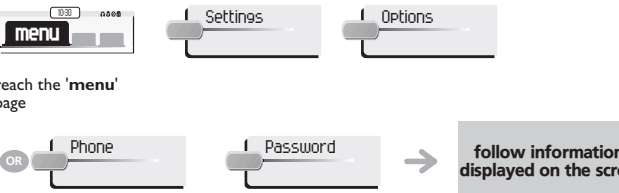
**Safe mode**

This symbol indicates the functions that can be accessed in 'safe' mode. According to the configuration the telephone system of your company, your phone set can automatically switch to 'safe' mode in case of loss of connection with the system, in order to ensure continuity of service. For more information, contact your installer or administrator. The 'safe' mode is only available for 8 Extended Edition Series.

**Customize your terminal**

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

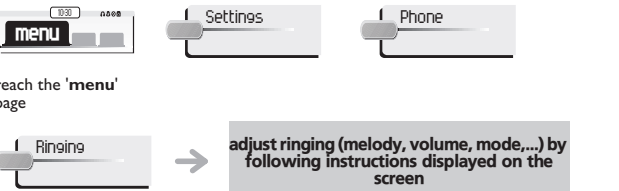
**Modifying your personal code**



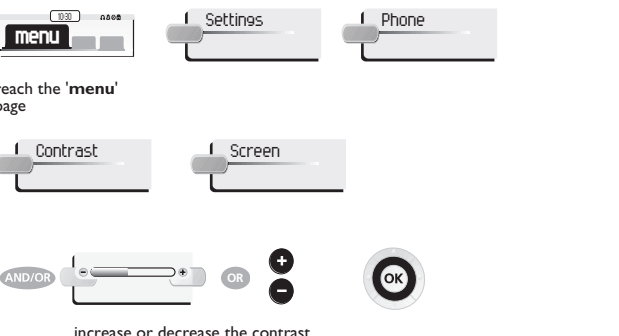
**Lock / unlock your telephone**



**Adjusting the audio functions**



**Adjusting screen brightness**



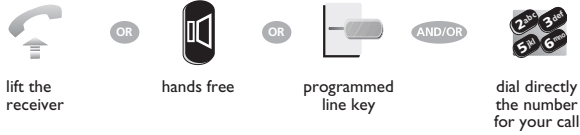
## Using your telephone

### Identify the terminal you are on

Info

The number of your telephone is displayed on the 'Info' page.

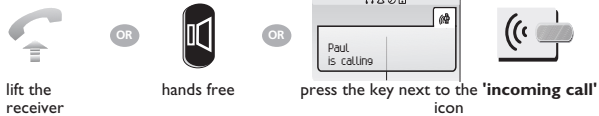
### Making a call



dial n° required

*To make an external call, dial the outside line access code before dialling your correspondent's number.*

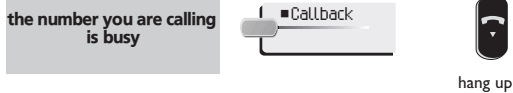
### Receiving a call



### Redialling



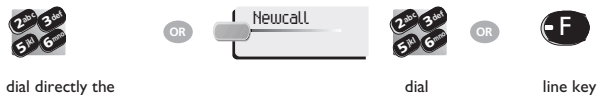
### Make a call-back request to a busy number



### During a conversation

### Calling a second person during a conversation

During a conversation, to call a second person.



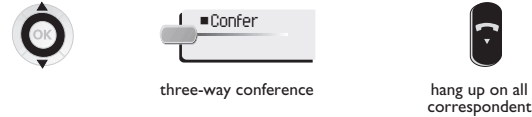
## Transferring a call

During a conversation, to transfer the call to another number:



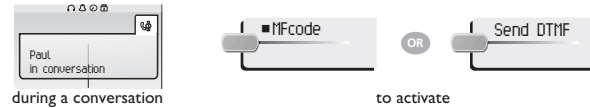
## Three-way conference

During a conversation, a second call is on hold.



## Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine. The function is automatically cancelled when you hang up.



*By default, your telephone in 'safe' mode is configured to send codes in voice frequency.*

## Divert your calls to another number

*Pre-programmed function keys are disabled in 'safe' mode. Use MENU keys to access these functions.*

## Divert your calls to another number / Your mailbox



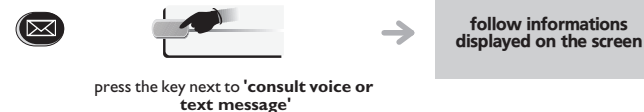
## When you return, cancel all diversions



## Voice message service

### Consulting your voice mailbox

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



## Directory

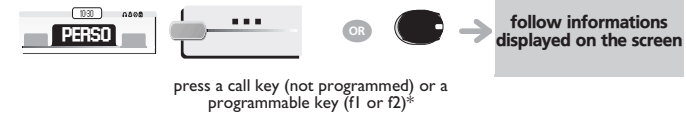
*Certain functions of this section depend on your telephone system, contact your installer or consult the appropriate User Guide (\*).*

### Using call by name



### Program your call keys

Perso



### Make calls via your programmed call keys

Perso



## Guarantee and clauses

This document describes the services offered by the Alcatel-Lucent IP Touch 4028 Phone and 4029 Digital Phone Digital Phone sets connected to an Alcatel-Lucent OmniPCX Office or Alcatel-Lucent OmniPCX Enterprise communication Server communication Server system.

For more information, see the user manual for your Alcatel-Lucent IP Touch 4028 Phone (IP set) or 4029 Digital Phone Digital Phone (digital set) 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.

The ear piece and microphone area of the handset may attract metallic objects that may be dangerous for the ear.

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.

EC countries: we, **Alcatel-Lucent Enterprise**, declare that the Alcatel-Lucent IP Touch 4028 Phone and 4029 Digital Phone Digital Phone products comply with the essential demands of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.

Collection of these products at the end of their product life must be done selectively.

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