

Alcatel-Lucent 4008 Cheat Sheet

Placing an External Call:

- ◆ Dial 9 and the telephone number.
- ◆ If you are using a classroom phone, you will be prompted for a PIN.
- ◆ You may use speakerphone or lift the handset to converse.

Placing an Internal Call:

- ◆ Dial the 4 digit extension number of the person you wish to reach.

Answering an Incoming Call:

- ◆ Lift handset when call rings in.

Answering a Second Incoming Call:

- ◆ Press the flashing line key where your second call is incoming.
- ◆ Your first call will automatically be placed on hold.

Placing a call on Hold:

- ◆ Press the line key next to the active call to place the call on hold OR press the programmed Hold button.
- ◆ The line key will blink.
- ◆ Press the blinking line key to be reconnected to the caller.

Mute:

- ◆ Press the Mute button to activate. The Mute button will flash to indicate it is active.
- ◆ Press the mute button again to deactivate. The Mute button will no longer flash.

Transfer a Call:

- ◆ While party is on the line, press the programmed Transfer button.
- ◆ Dial the 4 digit extension number, you wish to transfer to. You may speak to the party you are transferring to first if you wish.
- ◆ Press the Transfer button again to complete the transfer.

Conference Calling:

- ◆ While your first party is on the line, down arrow until you see "Conference" appear on your display.
- ◆ Press OK.
- ◆ Dial the second party (internal or external).
- ◆ Announce the call to the second party.
- ◆ Press the down arrow until you see "Conference" appear on your display.
- ◆ Press OK.

Redial:

- ◆ Press the Redial button (short press) to dial the last number you called.
- ◆ **OR**
- ◆ Press and hold the Redial button for 3 seconds (long press) to access up to 8 previously dialed numbers. (You will see the most recently dialed number appear on your display.)
- ◆ Use the up and down arrows to display the number that you want to call back.
- ◆ Press OK to dial that number.

Call Forward:

- ◆ To forward your extension to someone else's extension press the down arrow to display 'Forward'.
- ◆ Press OK.
- ◆ 'Immediate Forward' will show on your display.
- ◆ Press OK.
- ◆ Enter the extension number you wish to forward to.
- ◆ The display will show 'Programming Accepted. Press the End button

Messages Button:

- ◆ Press the amber messages button on your telephone set for access to different types of messages you can receive on this system. (The light under this button will flash on any type of new message.
- ◆ Press the up and down arrows to scroll through the types messages - Voicemail, Callback Requests, Unanswered Calls.
- ◆ Press OK to access the type of message you wish to check.

Programming Speed Dials:

- ◆ Press the down arrow to "Settings".
- ◆ Press OK. "Set" will now show on screen.
- ◆ Press OK. "Directory Program" will show on screen.
- ◆ Press OK. "1" will show on screen.
- ◆ Press OK or use the down arrow to scroll down to "2", "3", "4"....."9", then press OK.
- ◆ Enter the telephone number. (If external, make sure to program 9 + telephone number.)
- ◆ Press OK to save.
- ◆ Press End to exit programming.

Using Speed Dials:

- ◆ Press the Phone Book button.
- ◆ Use the down arrow to scroll to the desired speed dial.
- ◆ Press OK to call.