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

To adjust the speaker or receiver volume up or down:

- **Handsfree/Speaker Key**: to make or answer a call without lifting the receiver.
- **Intercom/Mute Key**: to or from one page to another.
- **END key**: to automatically answer a call without lifting the receiver.
- **During a call**: press this key so that your party cannot hear you.
- **• Flashing green**: incoming call
- **• Flashing orange**: alarm
- **Answer a call without lifting the receiver.
- **Call on hold**: press this key so that the call is placed on hold.
- **Transfer the call to another number.
- **Hold**: to place the call on hold.
- **Redial**: To access the `Redial` function associated with the words on the screen.
- **OK key**: used to validate your choices and options while programming or configuring.
- **Back/Exit key**: to return to previous menu (short press) or return to first screen (long press).
- **Left-right navigator**: used to move from one page to another.
- **Up-down navigator**: used to scroll through the content of a page.
- **Menu page**: contains all features and applications accessible via the keys associated with the words on the screen.
- **Info page**: contains information on the telephone and the status of its features: name, telephone number, number of messages, activation of forward feature, appointment reminder, etc.
- **Call display**: contains call line keys (allowing supervision) and programmable call keys.
- **Call in progress or outgoing call**.
- **Menu page**: contains several lines and pages providing information on calls and the features accessible via the keys associated with the words on the screen.
- **Welcome screens**: contains welcome screens (Menu, Info, ...) and to return to the conversation icon screens.
- **Customize your terminal**: The customization features of the telephone are accessed from the `Menu` page.
- **Modifying your personal code**: To follow instructions displayed on the screen.
- **Lock / unlock your telephone**: depending the displayed informations, enter your password or confirm.
- **Adjusting the audio features**: To adjust ringing (melody, volume, mode, ...), adjust the contrast, adjust the brightness.
- **Adjusting screen brightness**: to increase or decrease the contrast.
- **Display keys**
  - **Forward keys**: pressing the key next to this icon allows you to program or change the forward feature.
  - **Receiver connected**: Telephone unlocked.
  - **Silent mode enabled**: Telephone locked.
  - **Display keys**: pressing a display key activates the feature shown associated with it on the screen.
  - **Feature keys and programmable keys**
    - **Guides key**: used to obtain information on features of the `Menu` page and to program key of the `Menu` page.
    - **Messaging keys**: to access various mail services.
    - **Redial key**: To access the `Redial` function.
    - **Voice mail**: If the key flashes, a new voice message or a new text message has been received.
    - **Other keys**: The customization features of the telephone are accessed from the `Menu` page.

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**Receiver**

- Adjust the tilt of the screen
- To answer a call without lifting the receiver.
- To adjust the tilt of the screen
- To adjust the speaker or receiver volume up or down.
- To switch from one call to the other.
- To make or answer a call without lifting the receiver.
- To program or change the forward feature.
- To position the cord correctly in the compartment intended for this purpose.
Using your telephone

**Identifying the terminal you are on**

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

**Access the info page using the navigator.**

**Making a call**

- Lift the receiver
- Handsfree
- Programmable line key
- Dial the number

To make an external call, dial the outside line access code (3) before dialing your party’s number.

**Answering a call**

- Lift the receiver
- Handsfree
- Press the key next to the ‘incoming call’ icon

**Redial**

- Press the key next to 'Redial'

**Making a callback request to a busy number**

- The number you are calling is busy
- Hang up

**Voice message service**

**Reviewing your voice mailbox**

- If the key flashes, a new voice message or a new text message has been received.
- Press the key next to 'Review voice or text message'

- Press the key next to 'Review voice or text message'

- Follow instructions displayed on the screen

**Directory**

- Enter the first letters of the name
- Select the name from the displayed list
- Make the call

- Enter the first letters of the name
- Select the name from the displayed list
- Make the call

**Using dial by name**

- Press a key (not programmed) or a programmable key (f1 or f2)

**Programming your call keys**

- Follow instructions displayed on the screen

**Program calls via your programmed call keys**

- Select the party you want to call from the programmed call keys
- Call the selected party

**During a call**

- Placing a call on hold (HOLD)
- During a call, you may place the call on hold and recover it later, on the same telephone.
- The call is placed on hold
- Press the ‘hold’ key to recover the call on hold

**Calling a second person during a call**

- During a call, you can call a second person (consultation call)
- The first call is placed on hold
- Number of second party
- Name of second party

**Transferring a call**

- During a call, you may transfer the call to another number.
- Press ‘transfer’ key
- Dial the number to be called
- Press to perform the transfer

**Three-way conference**

- During a call, you establish a three-way conference.
- Press the ‘conference’ key
- Number of second party
- Press to establish the three-way conference

**Compliance**

This document describes the services available on telephone Alcatel-Lucent 4028 Phone/4029 Digital Phone connected to an Alcatel-Lucent OmniPCX Office or Alcatel-Lucent OmniPCX Enterprise Communication Server system. For more information, please consult the User Guide for your 4028 Phone (IP set) or 4029 Digital Phone (digital set). Contact your administrator if you have any questions.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. This Class B digital apparatus complies with Canadian ICES-003. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. If this equipment does cause harmful interference to radio communications, please contact your installer.

For more information, please consult the User Guide. For more information, please consult the User Guide for your 4028 Phone connected to an Alcatel-Lucent OmniPCX Office or Alcatel-Lucent OmniPCX Enterprise Communication Server system. For more information, please consult the User Guide for your 4028 Phone (IP set) or 4029 Digital Phone (digital set). Contact your installer if you have any questions.

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