Alcatel-Lucent OmniPCX Office



Alcatel-Lucent IP Touch 4018 Phone Alcatel-Lucent IP Touch 4008 Phone Alcatel-Lucent 4019 Digital Phone

User manual

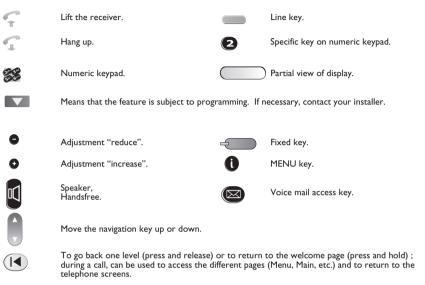
Introduction

Thank you for choosing a telephone from the IP Touch 4008/4018 Phone/4019 Digital Phone range manufactured by **Alcatel-Lucent**

Your terminal has a new ergonomic layout for more effective communication.



How to use this guide



These symbols may be supplemented by small icons or text.

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Getting to know your telephone

Receiver



■ Audio keys



END key: to terminate a call.



0

Handsfree/Speaker Key: to make or answer a call without lifting the receiver (Alcatel-Lucent IP Touch 4008/4018 Pho-

- lit in handsfree mode or headset mode (short press).
- flashing in speaker mode (long press).

Intercom/Mute key:



- During a call: press this key so that your party cannot hear you.
- Terminal idle: press this key so that you can automatically answer a call without lifting the receiver (Alcatel-Lucent IP Touch 4008/4018 Phone).
- To adjust the speaker or receiver volume up or down

■ Function keys



(A)

Messaging key to access various mail services

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

'Redial' key:

- To access the 'Redial' feature (short press)
- Call back on the last 10 number dialled (long press).

■ Navigation



Up-down navigator: used to navigate around the home page, through the menus or in a text zone when entering characters.

The home page consists of:

- Information on the status of the set (set locked, call forward, etc.)
- Date and time
- Set programming and configuration features

Hold

Functions accessible (set in idle position):

Identifying the terminal you are on .

Placing a call on hold (HOLD).

Rediallist

WhoAmI

Call back one of the last 10 numbers dialed .



Features accessible on call:

Sending DTMF signals.

Lock

Lock / unlock your telephone



Store the number in the personal phone



Programming an appointment reminder.



Call a second party using call by name.



Forward your calls to another number. (immediate forwarding, forward to voice mail, forward to bleeper).



Transfer a call to the voice mailbox of an ab-



Configure the set (personal assistant, display, ring tone, voice mail, etc.).



Using dial by name.

Other features can be accessed depending on the configuration of the system.



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). You can also use this key to correct a character you entered.

■ Feature keys and programmable keys



Guide key: Use to obtain information on the pre-programmed keys or to access the set programming or configuration.



Phone book key: Phone book key to access your personal phone book (short press) or to make a call by name (long press or press



Pre-programmed feature keys and programmable key Lit when the feature associated with the key is activated.



- two line keys.
- one 'immediate forwarding or cancel call-forward' key.
- one 'conference' key,
- one 'transfer' key,
- one speed dial key to programme.

Using your telephone

Making a call



Dial the

your call

number for





receiver



Number

required



Handsfree

Number

required

(Alcatel-Lucent IP Touch 4008/ 4018 Phone

only)







Programmable line key

You are on a call with the destination number



To make an external call, dial the outside line access code (9) before dialing your party's number. The digit 9 is the default code for an outside line.



For the attendant, dial '0' (by default).

Answering a call



Lift the

receiver











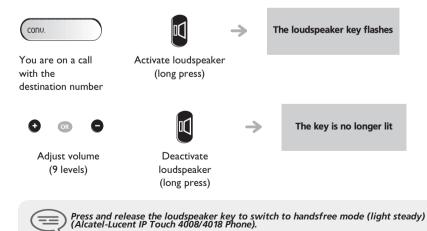
Press the key for the line that is lit up

Using the telephone in 'Hands free' mode (Alcatel-Lucent IP Touch 4008/ 4018 Phone only) 1.3

Terminal idle: You are in handsfree mode Press and release Call in progress: conv. Press and release You are on a call with the destination number



Activating the loudspeaker during a call (receiver lifted) - Speaker.





Using your telephone

Calling your party by name (company directory)









Long press First letters of or press your party's twice name

Select the name from the displayed list

You enter your contact's name in predictive text mode. In this mode, enter each letter of the name by pressing only once on the key with this letter.

Making a call using the personal phone book 1.6



1.7









Press and Press the release programmed key directly (0 to 9)

Select the contact Start the call to call

Screening calls using the voice mailbox (Alcatel-Lucent IP Touch 4008/4018 Phone only)



This service lets you screen incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

• Activating call screening :







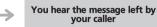
'Voice mail filtering' programmed key

Enter your personal code

Same key to stop listening and deactivate the screening

• When you receive a call:





Name or number of the caller









to take the call

to stop listening only

Redial 1.8

Redialing the last number dialed (redial)



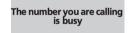
Call back one of the last 10 numbers dialed





Select the No. from the last ten dialed

Making a callback request to a busy number 1.9







Using your telephone

Answering an internal call in intercom mode (Alcatel-Lucent IP Touch 4008/4018 Phone only)

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in handsfree mode. The screen shows the caller's identity.

• To activate - Terminal idle:





When your caller hangs up, intercom mode remains active.

• To deactivate - Terminal idle:



1.11 Sending DTMF signals

Even if your system is not touchtone by default, during a call you sometimes have to send DTMF signals, to a voice server, an automated attendant or a remotely consulted answering machine.



You are on a call with the destination number

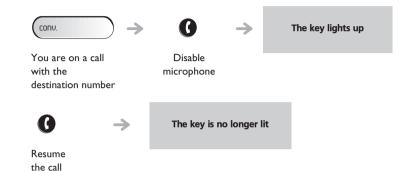
To activate



The feature is automatically cancelled when you hang up.

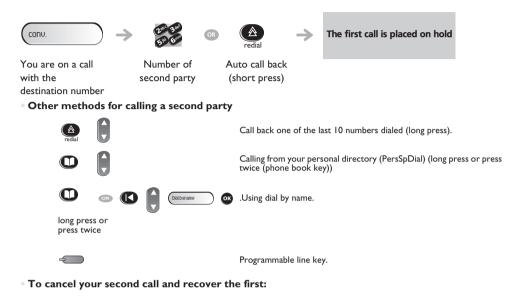
1.12 Mute, so that your party cannot hear you

You can hear your party but he/she cannot hear you:



2 During a call

2.1 Making a second call during a call



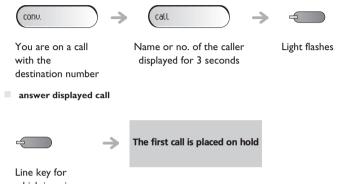


You are on a call Key for the line with the whose light is destination number flashing



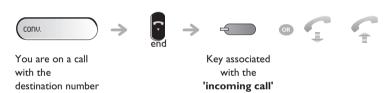
2.2 Answering a second call during a call

• A second party is trying to call you:



which icon is flashing

• To return to your first caller and end the call in progress



icon

2.3 Switching between calls (Broker call)

During a call, a second call is put on hold. To alternate between calls:



Light flashes

During a call

2.4 Transferring a call

• To transfer your call to another number:



You are on a call with the destination number

No. of the 2nd terminal

he 2nd

• If the number receiving the transfer answers:



'Transfer'

programmed key

You can also transfer your call immediately, without waiting for your party to answer.



2.5 Transfer a call to the voice mailbox of an absent party

During the call, you want to transfer your party to the voice mailbox of another party.



2100 3 det 514 6111

You are on a call with the destination number

Number of second party

Three-way conference with internal and/or external parties (conference)

During a call, a second call is on hold.



You are on a call with the destination number

"Conference" programmed key

Cancel the conference and remain with your second party (Place your first party on hold)



"Conference"

programmed key

hang up on all correspondant



After the conference, to leave your two parties talking together:



Cancel the conference

'Transfer' programmed key

2.7 Placing a call on hold (HOLD)

Private hold:

During a call, you may place the call on hold and recover it later, on the same telephone



You are on a call with the destination number

• Press 'Hold' to recover the call on hold



Key for the line whose light is flashing

During a call

2.8 Parking a call



You can park a call and retrieve it on another extension:



You are on a call with the destination number

• To recover the parked call:







If the parked call is not recovered within a preset time (1 min 30 by default), it is either transferred to the attendant or it rings back the extension that parked the call, depending on system configuration.

2.9 Barge-in/Intrusion into an internal call



Your party's line is busy. If the number is not "protected" and if authorized, you can intrude into the call:



'Intrude on a call'

programmed key

Protection against Barge-in/intrusion:



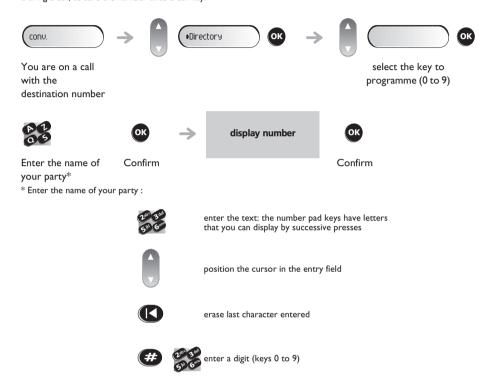


'Communication protection' programmed key Enter the number desired



2.10 Store a number

During a call, to save the number onto a call key:



2.11 Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver:



'Meet me' conference

The 'Meet me' function is used to set up a conference with a maximum of 6 persons: the 'master' of the conference (who has the rights for initiating the conference) and the participants (maximum of 5) who meet for the conference.

Initiate a 'Meet me' conference

In order for the participants to join the conference, you must first decide on a meeting time for the conference and send them the access code.



When the system prompts you to enter a code or password, you are allowed 3 attempts before the system rejects your request.













Enter your

(internal)

Lift the receiver (see Making a call)

Enter the 'Meet me' conference activation code

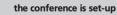
From the outside, dial the 'Meet me' telephone number conference activation call number











Enter your personal code

Enter the conference access code

- Activation code: this code is defined by the administrator during system configuration
- Call number for activating the 'Meet me' conference: this call number is used by the conference master when he wishes to initiate a conference from an external set. This number must have been defined previously by the system administrator
- Password: the default password cannot be used. If necessary, refer to chapter.



When the conference master on-hooks, all the communications will be cut-off.

Join a 'Meet me' conference 3.2

Once set-up by the conference master, the participants can join the 'Meet me' conference (5 participants maximum).











Lift the receiver (see Making a call)

Enter the joining code for the 'Meet me' conference

From the outside, dial the 'Meet me' conference joining call number





You are in conference mode

Enter the conference access code

- loining code: this code is defined by the administrator during system configuration
- Call number for joining the 'Meet me' conference: this call number allows the participants to join a conference from an external set. This number must have been defined previously by the system administrator



An audible beep sounds when a participant joins the conference. 2 audible beeps sound when a participant leaves the conference.



You cannot join a conference if the maximum allowed number of participants is



If the conference has not yet been set up by the conference master you are put on until the conference is initiated (5 minutes maximum).



If you cannot directly reach the conference, you have to call first an internal user or au tomatic operator. This one dials the call number for joining the 'Meet-me' conference and then transfers your call (10 seconds).

4.1 Receiving supervised call ringing

To receive special ringing for calls to another number:





"Supervised call ringing" programmed

Press the same key to cancel

key

4.2 Answering a night or a general bell



When the attendant is absent, outside calls to the attendant are indicated by a general bell. To answer:













You are on a call with the destination number

4.3 Manager/assistant screening



System configuration allows "manager/assistant" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

From the manager's or assistant's telephone:





Incoming calls are screened by a designated person (assistant, etc.)

Press

"Screening"

key



Press the same key to cancel



Screening is indicated on the manager's telephone by the icon corresponding to the "screening" programmed key.

4.4 Individual pick-up



You hear a telephone ringing in an office where no-one can answer. If authorized, you can answer the call on your own telephone.

• If the telephone ringing is in your own pick-up group:



'Group call pick-up'

programmed key

• If the telephone ringing is not in your pick-up group:













Dial the number of the ringing telephone







'Set call pick-up' programmed key Dial the number of the ringing telephone



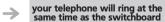
The system can be configured to prevent call pick-up on certain telephones.

4.5 Answering briefly in place of the attendant



Outside calls to the attendant will ring on your telephone and you can answer the call:







"Attendant help"

programmed key

Calls to the switchboard:



calls to the switchboard will ring on your telephone







"Attendant help" programmed key

4.6 Hunt groups

• Hunt group call:

Certain numbers can form a hunt group and can be called by dialing the group number.





No. of group to be called

Temporary exit from your hunt group:/Return into your group:





'Leave group' programmed key Your group number



Belonging to a group does not affect the handling of speed dials. A specific telephone within a group can always be called by using its own number.

4.7 Calling an internal party on his/her pager



The number called does not answer and you know that the person called has a pager:







Your party does not answer

'Paging' programmed key



Paging in progress is displayed



Your party can answer from any telephone in the system.

4.8 Answering a call on your pager



A call on your pager can be answered from any telephone within the system.





'Answer paging' programmed key Your group number

4.9 Calling a party on his/her loudspeaker



Your internal party does not answer. If authorized, you can remotely activate your party's phone:









You are connected to the loudspeaker on your party's phone (if he/she has the handsfree feature)

Your party does not answer

4.10 Sending a written message to an internal party









Dial the number to be called

Predefined message

















Select the message to be sent

Enter the no. of the message to be sent (01 to 27) Confirm your choice











Change language of message

Send message

Personal message











Create a temporary personal message*

Send message

^{*} create a temporary personal message :



Enter the text: the number pad keys have letters that you can display by successive presses



Position the cursor in the entry field



Erase last character entered



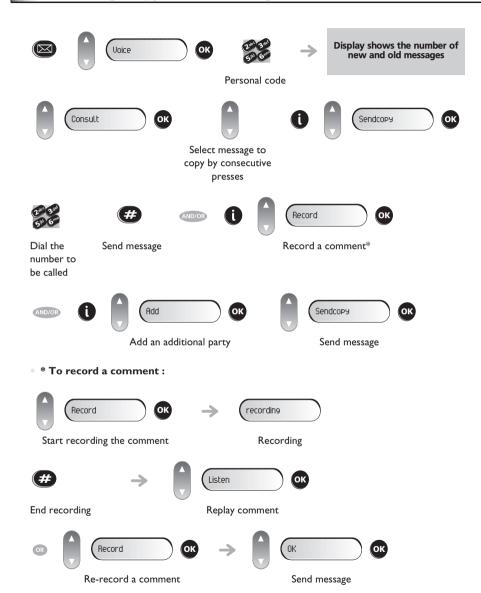


Enter a digit (keys 0 to 9)

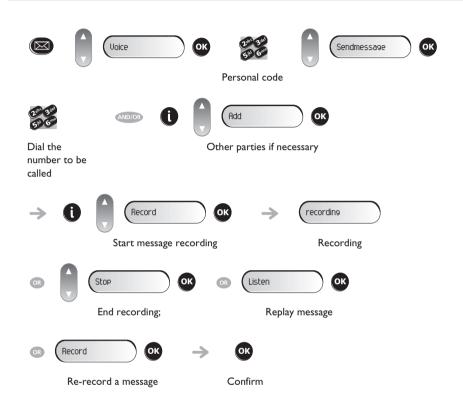
• The 27 standard messages are shown below:

I	Call me back	15	Meeting on (*)
2	Call me back tomorrow	16	Meeting on at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
1	Call the assistant	20	Absent, back on at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on (*)
	Use paging	22	External meeting
9	Please retrieve your fax	23	External meeting, back on (*)
10	Please retrieve your mail	24	I am in room nr (*)
П	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

4.11 Sending a copy of a voice message



4.12 Sending a recorded message to a number/a distribution list



Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:



group



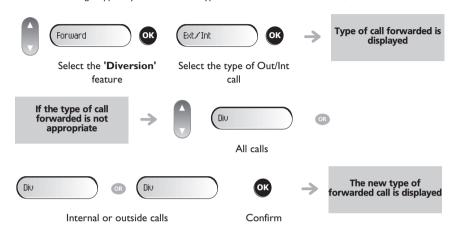
4.14 Modify the automated attendant welcome message remotely

This feature enables a user with the appropriate rights to modify the automated attendant night or day-time message.



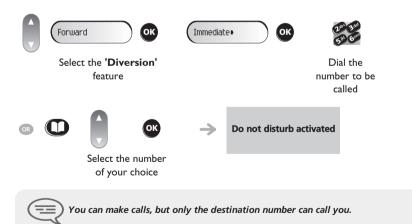
5.1 Selecting calls to be forwarded

When a forwarding is applied, you can select the types of call to be forwarded: outside, internal, all.



5.2 Diverting calls to another number (immediate forwarding)

The number can be your home, cell or mobile, voice message, or an internal extension (attendant, etc.).

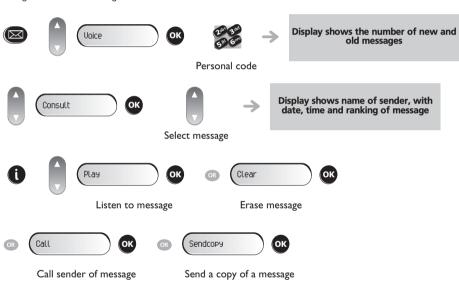


5.3 Forwarding your calls to your voice message service



5.4 When you return, review your recorded messages

The light indicates that messages have been received.

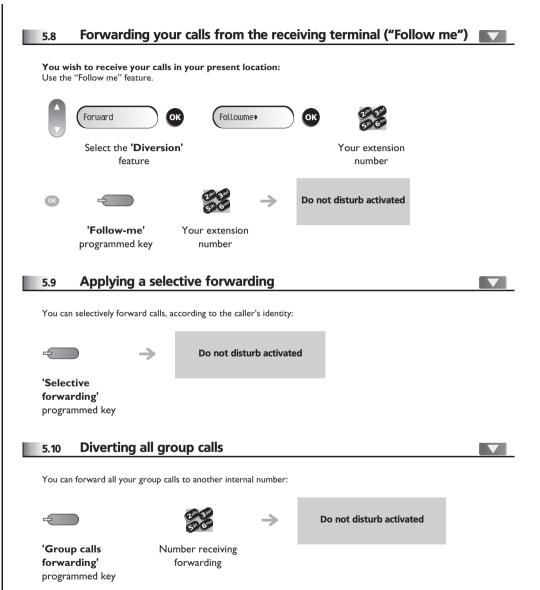


5.5 Activate/deactivate the personal assistant



Personal assistant: reaching you with one number only ОК ОК Settings Assistant Menu Select type of forwarding InternatNo. ExternalNo. MobileNo. Dial number of a colleague Dial an outside line number Dial number of your cell or PWT/DECT or other key individual ОК Operator Activate/deactivate transfer to the attendant Diverting calls to your pager 5.7 Callers will be able to contact you while you are moving around the company: Page• Forward Select the 'Diversion' feature Do not disturb activated 'forward to paging'

programmed key

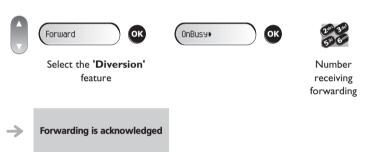


Cancelling all forwardings



Diverting calls when your line is busy (forward if busy)

Callers can be forwarded to another telephone if you are already on the line.



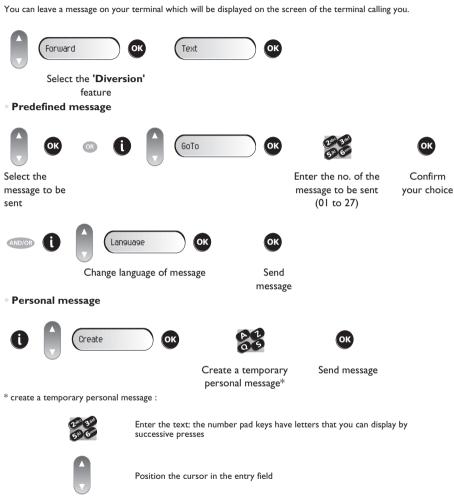
Do not disturb

You can make your terminal temporarily unavailable for all calls.





Leaving a recorded message for internal callers



Erase last character entered

Enter a digit (keys 0 to 9)

The 27 standard messages are shown below:

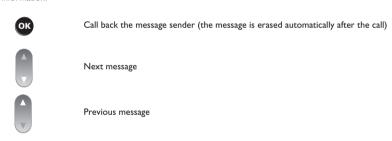
I	Call me back	15	Meeting on (*)
2	Call me back tomorrow	16	Meeting on at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back (*)	18	Absent for the rest of the day
5	Call the attendant	1	Absent, back at _:_ (*)
6	Call the assistant	20	Absent, back on at _:_ (*)
7	l will call back at _:_ (*)	21	On vacation, back on (*)
8	Use paging	22	External meeting
9	Please retrieve your fax	23	External meeting, back on (*)
10	Please retrieve your mail	24	l am in room nr (*)
П	Please cancel your forwarding	25	In a meeting - do not disturb
	Visitors are waiting	26	At lunch;
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

5.15 Consulting written messages

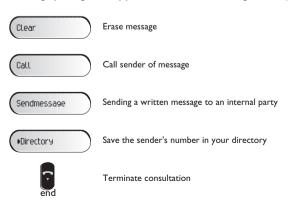
The light indicates that messages have been received.



During the display of the information:



During consultation of a message, pressing the 'i' key provides access to the following features: (①)



5.16 Message notification

A message is left in your mailbox but you are not at your desk. You can configure your telephone so that you receive notification of the message on another telephone.



activate/deactivate message notification



enter the number of the set where the notification is to be received



change the time slot

The time slot during which notification is activated can be changed.



6 Managing your charges

6.1 Charging your calls directly to business accounts



You can charge the cost of your outside calls to business account numbers.









'Project code" programmed key Enter the number of the terminal to receive the message

Password for this internal telephone

Enter the party's number

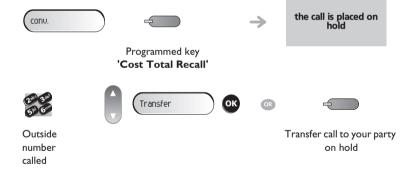
Adding or changing a business code during a call:



6.2

"Business account code during call" programmed key

Finding out the cost of an outside call made for an internal user from your terminal



- When the internal party who has taken the call on-hooks, you are called back and can:
- I. Read information concerning call (cost, duration, number of units.).



2. Print a charge ticket.

3. Terminate consultation.











Programming your telephone

Initializing your voice mailbox 7.1





Enter your personal code, then record your name following the voice guide instructions



Your personal code is used to access your voice mailbox and to lock your telephone.

Customizing your voice greeting

You can replace the greeting message by a personal message.



















Recording

During consultation of a message, pressing the 'i' key provides access to the following features: (1)

To stop the recording Stop

To pause recording Pause

To record the message again Record

Modifying your personal code 7.3

Your personal code is used to access your voice mailbox and to lock your telephone.











Old code (4 digits)



New code (4 digits)



Display requests confirmation of new password



As long as your voice mailbox has not been initialized, the personal code is 1515.

Configuring the telephone ringer 7.4









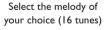


Choose the tune











Confirm your choice

Adjusting the ringer volume:



Level+

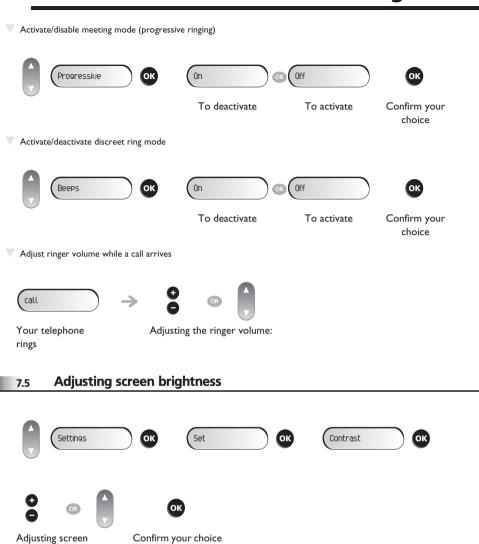


Select the level of your choice (12 levels)



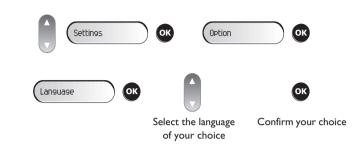
Confirm your choice

Programming your telephone

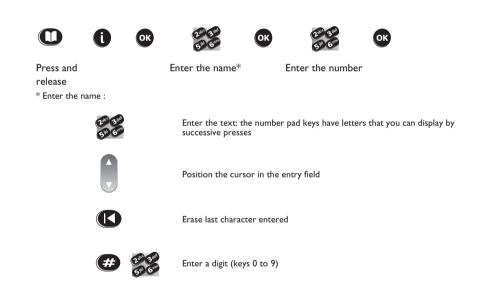


brightness

7.6 Selecting language



7.7 Making a call using the personal phone book



7.8 Programming speed dialing (speed dials) keys



Programming your telephone

7.9 Programming an appointment reminder

You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).







Select the type of appointment (temporary or permanent)

Permanent

Confirm the appointment time

At the programmed time, your telephone rings:





If you are on call, the display flashes and an audio tone is generated. After unanswered calls, a temporary request is cancelled but a permanent request remains in memory. If your calls are forwarded to another terminal, the forwarding is not applied to the reminder call.

To cancel your appointment callback request:





Select the type of appointment (temporary or permanent)





Enter the reminder time

7.10 Identifying the terminal you are on











Press twice

7.11 Broadcasting background music on your loudspeaker

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):







When telephone is not in use, background music is played

(Long press)



Press the same key to cancel (Long press)



The music stops when a call is made or received and starts again when you hang up.

7.12 Lock / unlock your telephone







Enter your personal code

7.13 Activating/deactivating 'forced headset' mode

'Forced headset' mode must be activated as soon as a headset is installed instead of the receiver;.





















Activating/deactivating 'forced headset' mode

B ACD : Agent set

8.1 Agent set

A call centre solution allows optimum distribution of calls to agents according to their availability and skills.

8.2 Open an agent session (login)









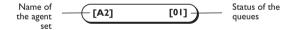


Enter the code for the 'Login' function Select the agent and validate

Depending the displayed informations, enter your password or confirm



ACD application welcome screen



8.3 The four operating statuses of the agent set

An agent's availability is determined by the operating status (of which there are 4), that the agent can change at any time. These statuses are:

- In service, the agent is ready to receive calls.
- Withdrawn, the agent has withdrawn from the ACD application.
- Additional task, the agent is performing a task concerning a call and is not taking other calls.
- Temporarily absent, the agent has taken a break and is not taking calls.

8.4 Changing the operating status of the set

The operating status change codes are defined when the system is configured. Contact the system administrator to obtain these codes.



Enter the feature code to activate

Statuses	Codes
in service	
withdrawn	
additional task	
temporarily absent	



A melody is played: activation accepted, the change of status has been carried out



A 'buzzer' type alarm sounds: activation refused, the set is probably not taken into account by the call centre; you should contact your administrator

Compliance

Independently of the legal warranty that covers this appliance, it is guaranteed for I year, parts and labour, counting from the date indicated on your invoice.

The invoice will be demanded if making a claim under the warranty. The warranty does not however confirm in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

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.

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

The wording is not contractual and may be subject to change. Some features of your telephone are controlled by a software key and the configuration of the unit.

Declaration of compliance

EC countries: we, **Alcatel-Lucent Enterprise**, declare that the Alcatel-Lucent IP Touch 4008/4018 Phone and 4019 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.



Information relative to the environment

This symbol indicates that at the end of its life, this product should be subject to special collection and disposal in member countries of the European Union, as well as in Norway and Switzerland. By ensuring this product is disposed of correctly, you will help to conserve natural resources and help prevent potential negative consequences to the environment and human health which wise he caused by inappropriate disposal of this product. For further details

could otherwise be caused by inappropriate disposal of this product. For further details about recycling this product, please contact the supplier who sold you the product.

Operating conditions

Operating temperature range: -5°C /45°C.

Acoustic shock protection

The acoustic level of the signal generated by the handset earpiece is less than 136 dBspl for a transient signal and less than 125 dBA for a continuous signal.

Directive 2003/I0/EC specifying the risks inherent in noise at work

The ring contributes towards overall daily noise; at its maximum setting, the level is 105 dBA at 60 cm from terminal. To reduce the level, the following is recommended:

- reduce the setting (9 levels of 5 dB)
- program a progressive ring.

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