

Alcatel 4635 User Guide

Using the Advanced Reflexes Set



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Note: This Guide is written for the Advanced Reflexes 4035.










1 INTRODUCTION

This user guide is designed to familiarize you with the A4635 Voice and Fax Messaging Services. Models include the A4635H and A4635J. The difference between the two models is that the A4635H can support Fax Messaging.

This user guide concentrates on the most important features to be used on the Advanced Reflexes 4035 telephone. In addition to voice prompts, this telephone is equipped with display and softkeys to guide you through the menus. For additional information, refer to the Alcatel 4635H/J Voice mail system management manual.

2 SYMBOLS USED IN THIS GUIDE

The icons on the left hand side of each description box have the following meanings.

 Press or dial	 Record
 Listen	 Message waiting
 Enter Password	 Open the mailbox
 Soft Key	





This icon will draw your attention to warnings.

3 LINKING TO THE MAILBOX

Callers can reach your mailbox when there is a link to it. Two primary kinds of links are: Associated number or Forwarding number (see your System Administrator for codes specific to your installation).

We recommend using the associated number feature, because it is your default link to your mailbox. This ensures that the caller is connected to your mailbox if you do not answer.



▼ To activate the associated number feature:

 Feature code	<input type="text"/>
 Access code of the mailbox system	<input type="text"/>

Enter the associated number feature code followed by the extension number to which you are forwarding.

▼ To activate forwarding, dial the corresponding feature code:

- Forwarding immediately
- Forwarding on busy
- Forwarding on no answer
- Forwarding on busy or no answer


 Feature code	<input type="text"/>
 Access code of the mailbox system	<input type="text"/>

Enter the feature code for forwarding followed by the extension number to which you are forwarding.



When you activate a forwarding feature to another telephone, your previously activated forwarding to the mailbox will be deactivated unless you are using the associated number feature.

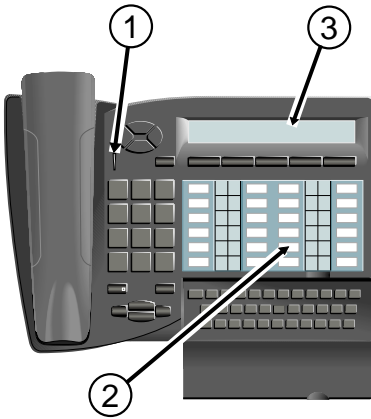
▼ To cancel forwarding:

 Feature code	<input type="text"/>
---	----------------------

Enter the feature code to cancel.

4 OPENING YOUR MAILBOX

▼ Telephone set with dedicated mailbox key:



- 1) If messages are waiting, the message waiting indicator will flash.
- 2) Press the message key on your set.
- 3) You will see the number of messages in your mailbox on the display. Press the Voice softkey.

Enter your Voice Mail password and confirm it with .

This basic procedure 'open your mailbox' is represented by the following symbol.



Now you are in your mailbox. The main menu (Advanced Reflexes only) shows you which messages you have in your mailbox, for example:



5 GENERAL TIPS

Here are a few general tips to help you use the system effectively. After you have entered your mailbox, you may:

- ▼ Press **0** if you need help, more explanation, or want more options. (If you don't press anything, the system will repeat the previous options to help you.) Press **0** - **0** while in your mailbox to reach an attendant if one is available.
- ▼ Press ***** whenever you want to cancel a previous entry or exit a menu. When you exit a menu, in most cases you return to a previous menu. For instance, ***** in the Administrative Options menu takes you back to the Personal Options menu; one more ***** returns you to the Main Menu. Pressing ***** while at the Main Menu disconnects you from the system.
- ▼ Press **#** to confirm your entry. For instance, press **#** when you have finished recording your personal greeting, or press **#** when you enter a destination mailbox number.
- ▼ New subscribers automatically hear the Standard Prompts selection which offers only the Review and Send prompts from the Main Menu. As soon as you are comfortable with the basics, you will probably want to use Extended Prompts to hear prompts for all options or later to hear Rapid Prompts.
- ▼ When a message is erased, you cannot get it back.
- ▼ Saved messages are "archived" for the time specified by your System Administrator.
- ▼ The voice prompts give numeric keypad options, while the advanced display from the Voice mail menu shows soft key options.

6 REVIEWING MESSAGES

This option allows you to listen to messages, send copies of them to someone else, reply to and receive your messages at other locations.

6.1 Reviewing voice messages

▼ The message waiting indicator shows that a new message has arrived.



Message is waiting



Open your mailbox



New Messages



Listen to the messages

The message waiting indicator LED flashes. Message waiting indication can also be specific dialtone, voice prompt, etc.

Open your mailbox.

Playback controls



Or press **1 1** for start of Message



Back 10 Sec.



Pause/Restart



Forward 10 Sec.



Or Press **3 3** for End of Message

Press **NewMsg** and listen to the new messages (only appears if there are new messages).

Use the playback controls while listening to your messages.

Options

Exit

Return main menu

Erase

Delete the message

Call

Call the sender

Reply

Reply to message

Save

Save the message

Replay

Repeat the message

SendCp

Send a copy

When a message ends, use the options shown at the left.

After you have finished with the current message, if there is more than one message, the next message plays.

▼ Reviewing all messages (new and old):



Message is waiting



Open your mailbox

Review

Review



Listen to the messages

The message waiting indicator is active.

Open your mailbox.

Press **Review** , then **Voice** and listen to all messages, including those you have previously reviewed but skipped.

6.2 Reviewing FAX messages




FAX capability is an option only available on the A4635H.


▼ The mailbox informs the subscriber that a new FAX message has arrived.

	Open your mailbox
	Review
	FAX messages
	Listen to unopened FAX message(s)








You hear the number of FAX messages unopened.

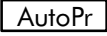
6.2.1 Printing a FAX

	Review FAX message
	Print FAX
	Primary destination

For an alternate destination press  and enter the FAX destination number.




6.2.2 Setting up Fax printing

	Open your mailbox
	Personal options
	Administrative options
	FAX options
	Establish or update
	Enter number
	Press #



Select FAX options and type in the number of your primary destination FAX machine. To print all of your FAXes automatically, press  to set the Auto print ON.

7 SENDING VOICE MAIL MESSAGES

▼ You can send a message directly to the mailbox of another voice mail subscriber.

	Open your mailbox
<input type="button" value="Send"/>	Send
	Record message Use play-back controls
<input type="button" value="End"/>	End
	Enter destination number
<input type="button" value="Send"/>	Send

When you are recording the message you can use the playback controls:

 to stop recording and play the recorded message.
 to re-record the message.

Enter a mailbox number or a distribution list or press to spell the name.

<input type="button" value="Delivery options"/>	
<input type="button" value="Privat"/>	Private
<input type="button" value="Urgent"/>	Urgent
<input type="button" value="Confirm"/>	Message confirmation
<input type="button" value="Future"/>	Future delivery






<input type="button" value="Dial by name"/>		
<input type="button" value="1"/>	<input type="button" value="ABC 2"/>	<input type="button" value="DEF 3"/>
<input type="button" value="GHI 4"/>	<input type="button" value="JKL 5"/>	<input type="button" value="MNO 6"/>
<input type="button" value="PQRS 7"/>	<input type="button" value="TUV 8"/>	<input type="button" value="WXYZ 9"/>
<input type="button" value="*"/>	<input type="button" value="0"/>	<input type="button" value="#"/>

Note: Voice mail Dial by name uses the number keypad. In Dial by name the letters are represented by the number keys indicated above.

8 PERSONAL OPTIONS

8.1 Passwords

▼ Your password is numeric and was entered the first time the mailbox was opened. It can be changed using this option.

	Open your mailbox
<input type="text" value="PersOpt"/>	Personal options
<input type="text" value="Admin"/>	Administrative options
<input type="text" value="Generl"/>	General
<input type="text" value="Passwd"/>	Password
<input type="text" value="My"/>	Personal
 	Enter password
 	Press #

Your password prevents others from accessing your mailbox and listening to your messages.

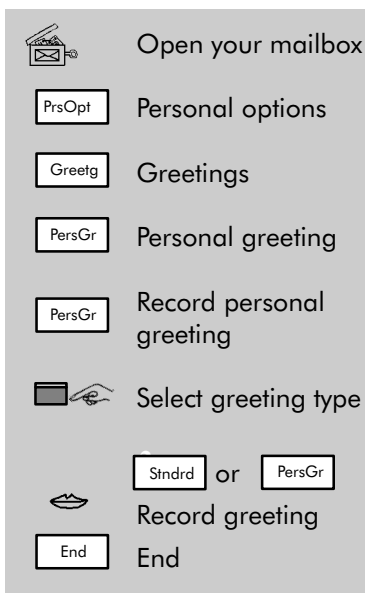
Note: Your password for voice mail is separate from your telephone system station password.



For enhanced mailbox security, change your password regularly.

8.2 Greetings

- ▼ A standard greeting is provided in new mailboxes. Your greeting can be changed using this option.



Open your mailbox

PrsOpt Personal options

Greetg Greetings

PersGr Personal greeting

PersGr Record personal greeting

Select greeting type

Stndrd or PersGr

Record greeting

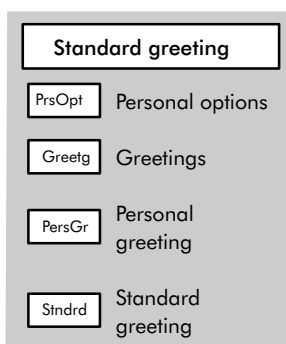
End End

Your personal greeting is played to anyone calling or being transferred to your mailbox.

You can record two different greetings.

Press **Away** to record a greeting that tells callers you are away from your phone (ring no answer).

Press **Busy** to record a greeting that tells callers you are on the phone (busy).



Standard greeting

PrsOpt Personal options

Greetg Greetings

PersGr Personal greeting





Stndrd Standard greeting



Indicate in the greeting where you are and when you will reply to the message. Please change your greeting as required.

8.3 New Message Notification schedule

- ▼ You may have the system call you at defined time intervals, at a designated telephone number when new messages are delivered to you.

	Open your mailbox
<input type="text" value="PrsOpt"/>	Personal options
<input type="text" value="CallMe"/>	Notification options
<input type="text" value="Sched1"/>	1st. schedule
	Enter telephone number
	Enter start and end of period where you accept calls during weekdays
	Enter start and end of period where you accept calls during weekends
	Select type of message
<input type="text" value="All"/>	Notification for all messages
<input type="text" value="Immed"/>	Immediate notification for urgent messages
<input type="text" value="Immed"/>	Immediate notification for non urgent messages
<input type="text" value="Accept"/>	Confirm or press 2 to hear your schedule again

The system allows you to set two permanent schedules and one temporary schedule.

Press to confirm each entry. Press to continue or to change.

Here, we describe the standard options. Follow the instructions given by the system carefully to take advantage of the full set of schedule features.

- ▼ The system offers you the option of activating or deactivating the Notification Call and your Message Waiting Indicator.

<input type="text" value="PrsOpt"/>	Personal options
<input type="text" value="Notify"/>	Notification ON/OFF
<input type="text" value="Ocl On"/>	<input type="text" value="OclOff"/> Notification call ON/OFF
<input type="text" value="MW On"/>	<input type="text" value="MW Off"/> Message waiting indicator ON/OFF



Important Mailboxes	

Personal Distribution lists	

System Distribution list	



Personal Notes





The functionality described in this user guide is subject to change without notice.

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