

## Table of Codes for Alcatel telephones

Added features you can program on your Alcatel telephone:

**Call Announce:** Dial the 5 digit extension, press "8", make your announcement. This will allow you to call another user and make a short statement through the speaker on his/her phone. Note: If the phone you are calling is busy, the announcement will still broadcast. This is generally used only to announce an extremely important call or appointment.

**Do Not Disturb:** Dial \*78. then passcode (0000). This will put your phone in a hold (or do not disturb) mode; the display on your phone will indicate "do not disturb-on" and internal callers hear "the person you have called is unavailable; please call back later". External callers are redirected to the Pace operator. You have the ability to make outgoing calls. This feature is best used when you are holding a meeting in your office and do not want the phone to ring.

**Do Not Disturb-CANCEL:** dial \*78. Your display will indicate "do not disturb-off".

**Call forward-busy/no answer:** Dial \*63; enter the 5 digit phone number you want to forward your calls to. When you hang up, your phone display will indicate Busy/NoAns and the number you have forwarded to.

**Call forward (all modes)-CANCEL** \*64. You will hear: "Your request has been cancelled".

**Call forward-immediate:** Dial \*60; enter the 5 digit phone number you want your calls forwarded to. Your display will show "forward Im> (then the extension you indicated)".  
Cancel-dial \*64

**Call forward-immediate to your voice mail box:** dial \*60;, enter the 5 digit lead number of your voice mail: i.e.: BR-22727, PLV-33500, WP Law School-44400, WP Grad School-44500, NY 1 PP-11212, 41 Park Row-11041, 156 Wm.-11515, 161 Wm.11616, Midtown-11919. Cancel-dial \*64.

**Call forward-no answer:** dial \*62; enter the 5 digit phone number you want your calls forwarded to. Your display will show "forward no ans (then the extension you indicated)".  
Cancel-dial \*64

**Call forward - busy:** dial \*61; enter the 5 digit phone number you want your calls forwarded to. Your display will show "forward on busy (then the extension you indicated)". Cancel - dial \*64.

**Remote call forwarding-intercampus only:** dial \*88; enter the 5 digit phone number you want your calls forwarded to; then enter your 5 digit extension. This is generally used if you are already at another campus site and want your calls to follow you.

**Remote call forwarding-CANCEL:** dial \*65; enter the 5 digit extension you have forwarded your calls.

**Call Park/Retrieve:** While on a call, dial \*75; enter the 5 digit extension where you will be retrieving the call. Caller will be put on hold. When you get to that extension, dial \*75 and you can pick up that call. This feature is generally used if you need to go to another desk and respond to the caller.

**Last Caller ID and/or Call Back:** dial \*69. Only internal numbers will be displayed.

**Transfer a caller immediately to Voicemail:** dial the 5 digit extension, then immediately dial 7; press Transfer or hang up. Caller will be automatically placed on hold until transfer is completed.

**Dial directly to a Voicemail:** dial the 5 digit extension, then immediately dial 7; after tone, record your message; press End or hang up.

**Direct Call Pick Up:** lift handset; dial \*72; dial ringing 5-digit extension number; you are connected to the incoming call. This is used to answer a specific phone that is ringing in your area.

**Phone lock:** dial \*77; you will hear "thank you your request has been recorded, you may now hang up" and your display will say "set is locked". The telephone cannot be used for outgoing calls. This feature is generally used for telephones in open areas vulnerable to abuse.

**Phone Unlock:** dial \*77; enter passcode (default passcode=0000); you will hear "your request has been recorded, you may now hang up".

**Appointment reminder:** dial \*80; follow instructions. If using a model 4020 telephone, press "1" for A.M. or "2" for P.M. Your telephone will ring several times at the programmed time.

**Appointment reminder-CANCEL:** dial \*81.