Alcatel-Lucent 4038 Cheat Sheet

Placing an Outside Call:
- Dial 9 and the telephone number.
- 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 white soft key next to the incoming call icon on your display.
- Your first call will automatically be placed on hold.

Placing a call on Hold:
- Press the white soft key next to the active call icon on your display.
- Press the same white soft key to be reconnected to the caller.

Transfer a call:
- While party is on the line, press the Transfer (F2) 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 (F2) button again to complete the transfer.

Conference Calling:
- While your first party is on the line, press the white soft key next to New Call on your display.
- Dial 9 plus the telephone number (or the 4 digit extension number) of the second party.
- Once the second party answers, press the white soft key next to Conference on your display.
- If the second party is not available, (before you have conferenced them in) you can press the End button on your phone to be disconnected from the second party, and immediately reconnected with the first.
- While on a conference call press the white soft key next to End Conference on your display to disconnect the second party from the call and remain connected with the first party.
- While on a conference call, if you hang up, the two parties you have conferenced together will still be connected to each other.

Redial:

- Press the Redial button (short press) to dial the last number you called.
- Press and hold the Redial button for 3 seconds (long press) to display the last 4 numbers you have dialed on your display. Press the white soft key next to the number you wish to redial.

Dial By Name Directory:
- Using the keyboard, enter the first few letters of the last name of the person you wish to look up (or enter their first & last initials).
- Press the white soft key next to Name on your display (or Initials if looking up this way).
- Press the white soft key next to that person's entry on your display to call them.

Call Forward:
- To forward your extension to another number (or directly to Voicemail), press the white soft key next to the Call Forward icon (circular arrow) at the top right corner of the display.
- Forwarding options will be listed on your display. Press the white soft key next to Immediate Fwd (or Immediate Fwd to VM).
- Enter the extension number or outside number (if available on your set) you wish to forward to.
- To deactivate, press the white soft key next to the Call Forward icon (circular arrow at the top right corner of the display.
- Press the white soft key next to Deactivate on the display.

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 white soft key next to the type of messages you wish to check: Voicemail, Textmail, Callback Requests, Unanswered Calls.

Programming Speed Dials:
- Press the white soft key next to any blank slot on your display. **(....)**
- Press the white soft key next to Speed Dial on your display.
- Using the dial pad enter 9 plus the telephone number you wish to program.
- Using the keyboard enter a label for the speed dial. (In Mnemonic field)
- Press the white soft key next to Apply to save.