Alcatel-Lucent IP Touch 4018 Extended Edition Phone

Alcatel-Lucent IP Touch 4008 Extended Edition Phone

SIP Standalone

User manual

Alcatel·Lucent

User manual

Introduction

Thank you for choosing a telephone from the IP Touch range manufactured by **Alcatel-Lucent**.
Your IP Touch digital terminal has a new ergonomic layout for more effective communication.

Alcatel-Lucent IP Touch 4018 Phone

How to use this guide

	Lift the receiver.		ILne key.
	Hang up.	**2**	Specific key on numeric keypad.
	Numeric keypad.		Partial view of display.
▼	Means that the function is subject to programming. If necessary, contact your installer.		
−	Adjustment "reduce".		Fixed key.
+	Adjustment "increase".	ⓘ	MENU key.
	Loudspeaker, hands free.	✉	Voice mail access key.
	Move the navigation key up or down.		
◄	To go back one level (press and release) or to return to the welcome page (press and hold) ; during a conversation, can be used to access the different pages (Menu, Perso, etc.) and to return to the telephone screens.		

These symbols can be supplemented by small icons or text.

Contents

1.

Getting to know your telephone

Handset

Alphanumeric keypad

Alcatel-Lucent IP Touch 4018

■ Navigation

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

OK **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).

■ Function 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 : Access your personal directory.

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

■ Audio keys

Hang-up key: to terminate a call.

Hands-free/Loudspeaker Key: to make or answer a call without lifting the receiver.
- lit in hands-free mode or headset mode (short press).
- flashing in loudspeaker mode (long press).

Intercom/Mute key:
- During a conversation: press this key so that your correspondent can no longer hear you.
- Terminal idle: press this key to answer calls automatically without picking up the receiver.

To adjust the loudspeaker or handset volume up or down

■ Function keys

Messaging key to access various mail services.

'Redial' key.

1   Use the telephone in SIP mode

Your telephone is compliant with the SIP standard and can be used in simplified mode in a SIP environment.
You can acces the main functions of your telephone.
In SIP mode, each telephone is identified by a character string called the URI. Within your company, the URI of your correspondent is usually the correspondents telephone number.

> *The SIP mode is only available for 8 Extended Edition Series*

Pre-programmed function keys are disabled in SIP mode
The first two keys are line keys.

1   The first two keys are line keys

2

3

4   The last four keys are programmable direct keys.

5

6
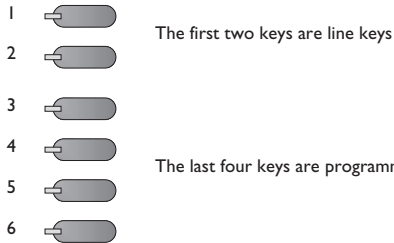
The direct call keys can be pre-programmed by the administrator. For more information, contact your installer or administrator.
While programming, the 'On-hook' key brings you back to the homepage.

1.1   Making a call

▽ Seizing the line:

lift the receiver   OR   hands free   OR   line key   →   **you hear a tone**
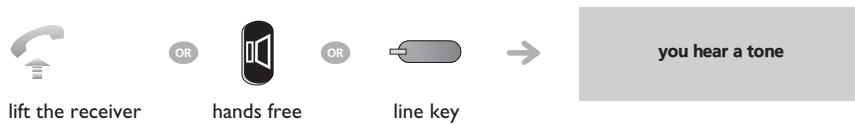
▽ Call by dialing the internal number of your correspondent:
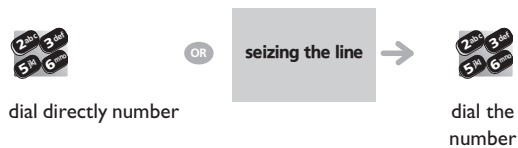
dial directly number   OR   seizing the line   →   dial the number

▽ Make calls via your programmed call keys:

You can program a number on programmable keys 2, 3, 4 and 5 of your phone. If you have programmed a key with your contact's number, you can call them just by pressing the programmed key.

call the chosen correspondent

▽ Call using your correspondents URI:

seizing the line   →   Dial by URI   OK   OK
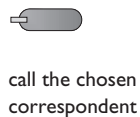
enter your correspondents uri

> *enter the text: the number pad keys have letters that you can display by successive presses. Some special characters can be displayed by successively pressing the * key (+% $ / & () [ ] =) or # key (@) or 0 key (, , : ' ? !) or 1 key (- _).*

> *In SIP mode, each telephone is identified by a character string called the URI. Within your company, the URI of your correspondent is usually the correspondents telephone number.*

▽ Make a call using the personal phone book (1):

press and release   OR   Directory   OK

→ select your correspondent from the list   OK   OR

→ Call   OK   OR   lift the receiver   OR   hands free   OR   line key

▼ Make a call using the personal phone book (2):

seizing the line ➡️ 📖 OR ▲▼ (Directory) **OK**

press and
release

➡️ ▲▼ **OK** OR 2abc 3def 5jkl 6mno

select your correspondent from
the list

▼ Redialling the last number dialled (redial):

⬆️ ➡️ **last number redial**

'redial' key(short
press)

1.2 Make calls via your programmed call keys

You can program a number on programmable keys 2, 3, 4 and 5 of your phone.

🔲

call the chosen
correspondent
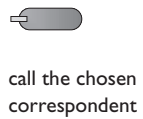
1.3 Receiving a call

Another call is received:

▼ Stop the ringer:

📞 OR ▲▼ (Silent) **OK**

once

▼ Reject the call displayed:

📞 OR ▲▼ (Reject call) **OK**

twice

▼ Answer the call:

📞 OR 🔊 OR 🔲 OR ▲▼ (Take call) **OK**

lift the   hands free   line key
receiver
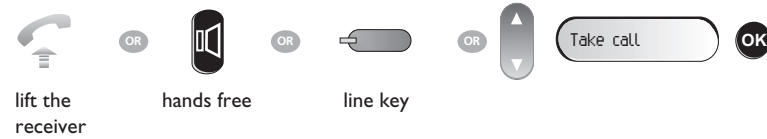
1.4 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:
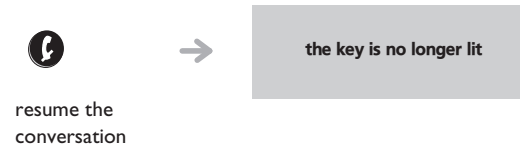
during a conversation ➡️ 📞 ➡️ **the button flashes on and off**

disable microphone

📞 ➡️ **the key is no longer lit**

resume the
conversation

1.5 Making a second call during a conversation

You are in communication with a first correspondent.

during a conversation ➡️ ▲▼ (New call) **OK** OR 🔲

free line key

➡️ **the first call is on hold**

2₅ ³def 5 6

number of second correspondent

OR **Dial by URI** OK

call using your correspondents uri

OR **From directory** OK

calling from your personal directory (persspdial)

OR

redialling the last number dialled (redial)

OR **Enquiry off** OK

hang up the ongoing call

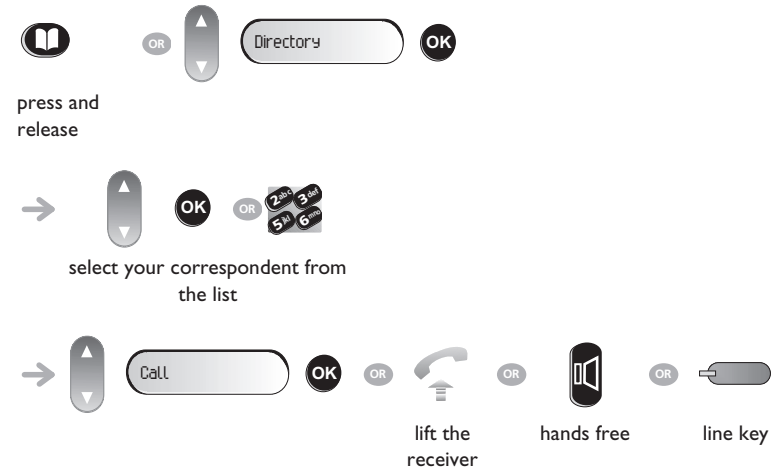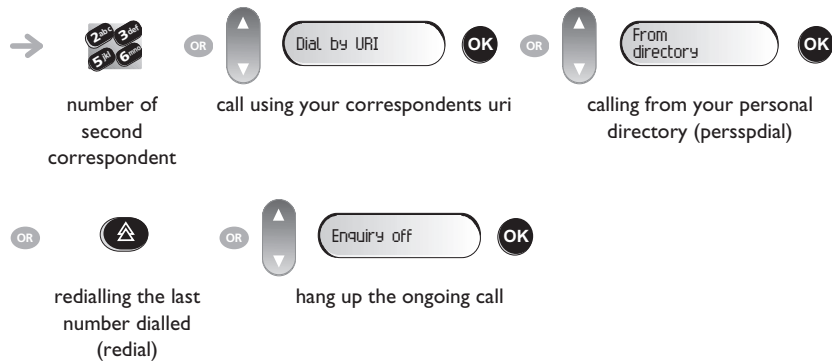*enter the text: the number pad keys have letters that you can display by successive presses. Some special characters can be displayed by successively pressing the * key (+% $ / & () [ ] =) or # key (@) or 0 key (, , : ' ? !) or 1 key (- _).*

In SIP mode, each telephone is identified by a character string called the URI. Within your company, the URI of your correspondent is usually the correspondents telephone number.

• **To cancel your second call and recover the first:**

Enquiry off OK

hang up the ongoing call

key for the line whose light is flashing
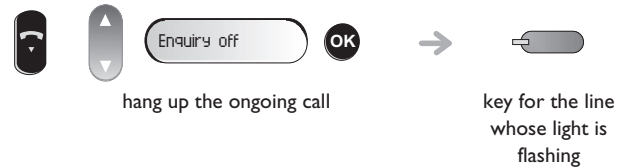
1.6   Answering a second call during a conversation

You are in communication with a first correspondent.
• **A second correspondent is trying to call you:**

during a conversation

Smith John

name or no. of the caller displayed for 3 seconds

light flashes

■ **Answer call displayed:**

the first call is on hold

line key with light flashing

• **To return to your first caller and end the conversation in progress:**

OR **Enquiry off** OK

hang up the ongoing call

line key with light flashing
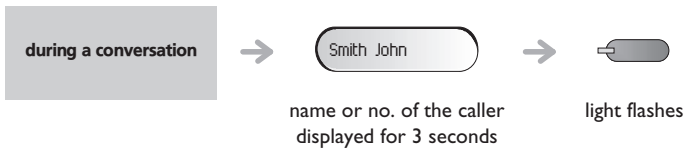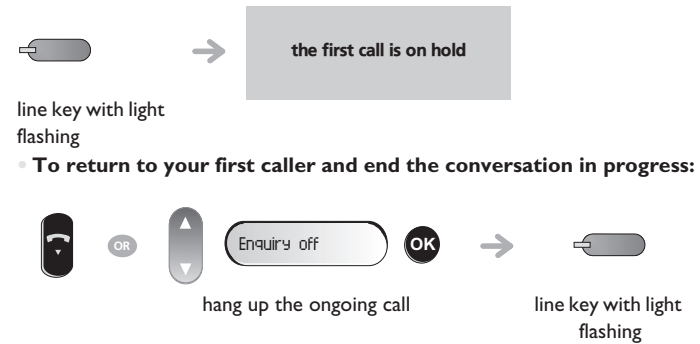
1.7   Placing a call on hold (hold)

during a conversation **Put on hold** OK **your call is placed on hold**

• **Retrieve the correspondent on hold:**

OR **Retrieving** OK

line key with light flashing

1.8   Switching between calls (Broker call)

You are in communication with a first correspondent. A second correspondent is on hold.
To accept the second call:

your first call is placed on hold

line key with light flashing

Use the telephone in SIP mode

1.9 Transferring a call

▽ You are in communication with a first correspondent:

during a conversation → [▲▼] New call OK → **call the recipient of the transfer**

→ [▲▼] Transfer to OK → **the two correspondents are connected** [☎]

before the second correspondent picks up

return to first screen
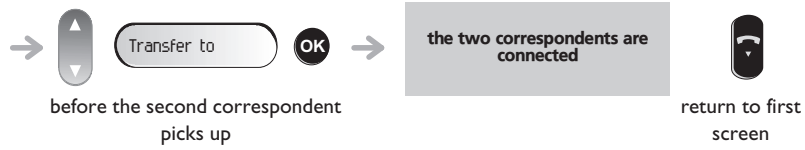
▽ You are in communication with two correspondents:

[▲▼] Transfer OK → **the two correspondents are connected** [☎]

return to first screen

▽ You are in communication with a first correspondent. A second correspondent is on hold. You want to transfer the ongoing call to a 3rd correspondent.

during a conversation → [▲▼] Transfer to 3rd OK → **call the recipient of the transfer**

→ **the two correspondents are connected**

Recover the correspondent on hold :

[▭] OR [▲▼] Retrieving OK

line key with light flashing

1.10 Diverting calls to another number (immediate diversion)

[▲▼] Forward OK → **forwarding status of your telephone** → [▲▼] Immediate forward OK

→ [▲▼] SIP [2 3 / 5 6] OR [▲▼] From directory

number receiving diversion

→ OK [☎]

validate the forwarding   return to first screen
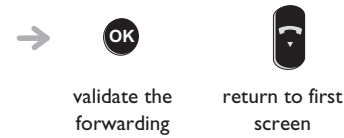
✎ *You can continue to make calls but can only receive calls on the phone to which you have forwarded your calls.*

▽ Modify the forwarding:

[▲▼] Forward OK → **forwarding status of your telephone** → [▲▼] Immediate forward OK

→ [◀] → [▲▼] SIP [2 3 / 5 6] OR [▲▼] From directory

erase number   number receiving diversion

→ OK [☎]

save the modification   return to first screen

▼ Cancel the forwarding

Forward → **OK** → **forwarding status of your telephone** → Deactivate → **OK** → 📞

return to first screen
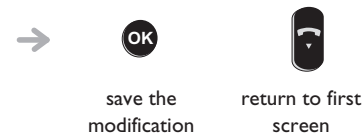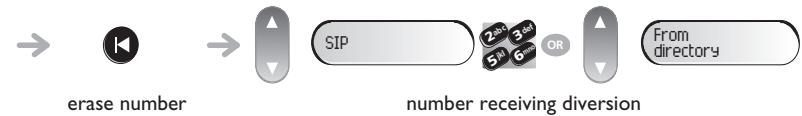
1.11   Diverting your calls to your voice message service

Forward → **OK** → Imm fwd to VM → **OK**

1.12   Consulting your voice mailbox

✉ → **display number of new and old messages** → Voice mail → **OK**

confirm access to the voice mail

→ **follow the instructions of the voice guide**

•**Terminate consultation**

Exit → **OR** → 📞 → **OR** → 📞

1.13   Adjust audio volume

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

during a conversation → ➖ **OR** ➕

adjust audio volume

1.14   Configuring the telephone ringer

Settings → **OK** → Phone → **OK** → Ringing → **OK**

▼ Choose the tune:

Melody → **OK** → ↕ → **OK** → 📞

select the melody of your choice (16 tunes)   return to first screen

▼ Adjusting the ringer volume:

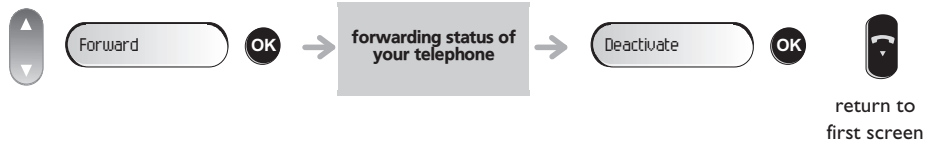Level → **OK** → ➕ ➖ **OR** ↕ → **OK** → 📞

select the volume of your choice (9 levels)   apply your choice   return to first screen
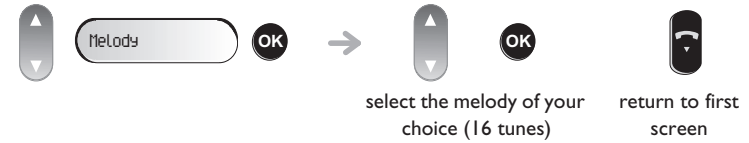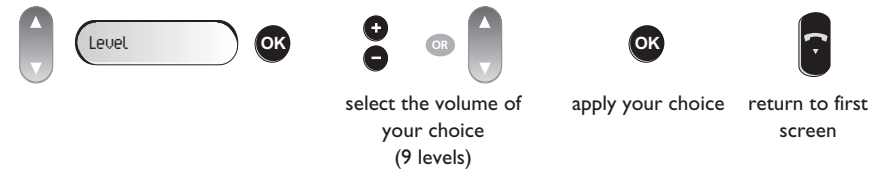
▼ Activate/disable meeting mode (progressive ringing):

Ringing mode → **OK** → ↕ Normal ringing → **OK**

OR Silent mode → **OK** **OR** ProgressiveRinging → **OK**   **OK**
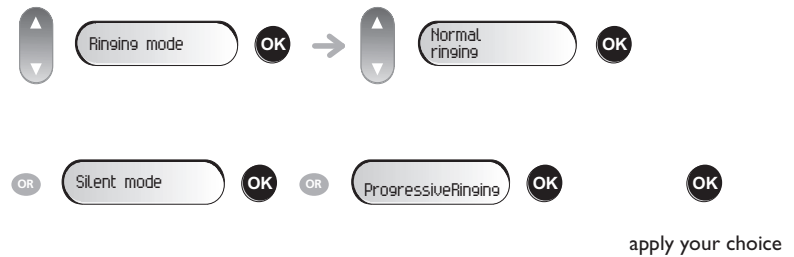
apply your choice

▼ Activate/deactivate discreet ring mode:

Beep — **OK** → 1 beep before ring — **OK**

OR 3 beep before ring — **OK** OR Ring without beep — **OK** **OK**

apply your choice
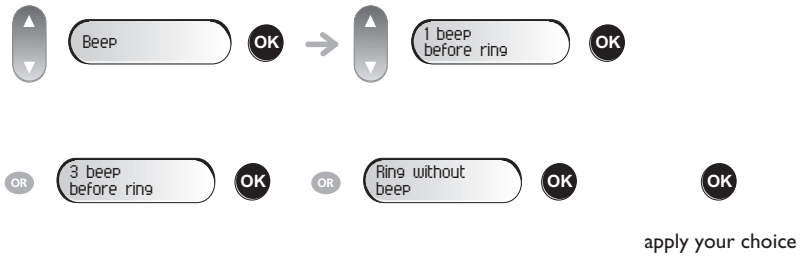
▼ Adjust ringer volume while a call arrives:

your telephone rings → + −

adjusting the ringer volume

1.15 Adjusting screen contrast

+ − **OK**

adjusting screen contrast

OR Settings — **OK** Phone — **OK**

Contrast — **OK** + − OR **OK**

adjusting screen contrast

1.16 Selecting language

Settings — **OK** Phone — **OK**

Language — **OK** **OK**

select the language of your choice   apply your choice

1.17 Programming your personal directory

▼ Access your personal directory:

OR Directory — **OK**

press and release
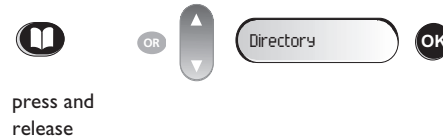
▼ Create a record in the personal phone book:

New — **OK** 1st name: Name: SIP

name, first name and number of your contact

→ **OK**

save the record   return to first screen
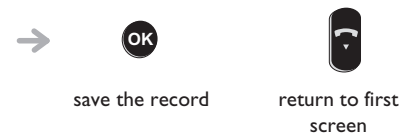
▼ Modifying a card in the personal directory:

select the card to
be modified
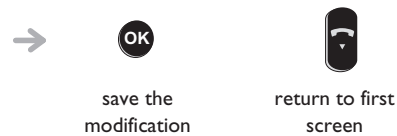
Modify → OK

1st name: | Name: | SIP

name, first name and number of your contact

OK

save the
modification

return to first
screen

enter the text: the number pad keys have letters that you can display by successive presses. Some special characters can be displayed by successively pressing the * key (+% $ / & () [ ] =) or # key (@) or 0 key (, , : ' ? !) or 1 key (- _).

▼ Delete a record:

select the card to
be deleted

Delete → OK

return to first
screen

1.18 Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine.

By default during a communication, your telephone in SIP mode is configured to send codes in voice frequency: enter these codes directly using the keys on your telephone

For more information regarding this configuration, contact the person in charge of your installation.

1.19 Programming the programmable keys

You can program a number on programmable keys 2, 3, 4 and 5 of your phone.

Settings OK Phone OK Speed Dial OK

→ **key programming status display**
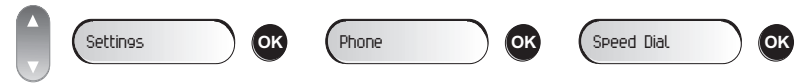
press the key
you want to
program

• **Program using the number:**

1st name: OK → Name: OK
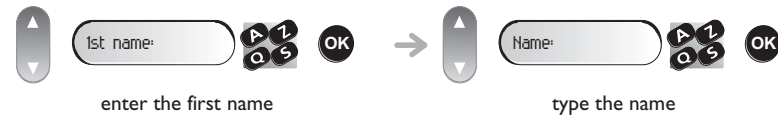
enter the first name   type the name

SIP OK → **programmed line key**

enter the contact's number or uri

• **Program using the directory:**

From directory OK → OK → **programmed line key**
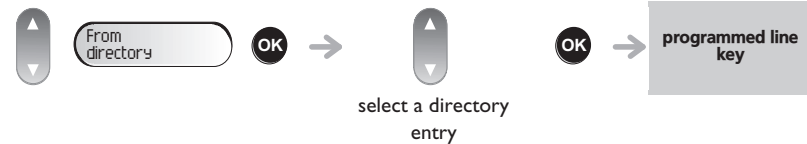
select a directory
entry

1.20 Change your direct call keys

Settings **OK** Phone **OK** Speed Dial **OK**

→ Modify **OK**

press the key
you want to
program

• **Reprogram using the number:**

1st name: **OK** → Name: **OK**

enter the first name   enter the contact's surname, first name and
number

→ SIP **OK** → **key programming has been changed**

enter the contact's number or uri

• **Reprogram using the directory:**

From directory → select a directory entry **OK** → **key programming has been changed**

1.21 Delete a direct call key

Settings **OK** Phone **OK** Speed Dial **OK**

→ Delete **OK** → **key programming has been deleted**

press the key
you want to
delete

Guarantee and clauses

Independently of the legal warranty that covers this appliance, it is guaranteed for 1 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 apply 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.
To avoid accidentally damaging the set telephone line connector, make sure you position the cord correctly in the compartment intended for this purpose
The ear piece and microphone area of the handset may attract metallic objects that may be dangerous for the ear.

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

Declaration of compliance
We, Alcatel-Lucent Enterprise, declare that the products covered by this user guide are compliant with the primary requirements of the Parliament and Council Directive 1999/5/CE. A copy of the original of this declaration of compliance can be obtained from your installer.

Consumption in standby: 3,5V.

.

CE

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 potent negative consequences to the environment and human health which 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 130 dBspl for a transient signal (123 dBspl for Australia) and less than 118 dBspl (rms) for a continuou signal (120 dBA for Australia).
Directive 2003/10/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.