

## Alcatel IP Touch 4038/4028 Cheat Sheet

### To Call Another Extension

Dial the 4 digit extension number

### To Make an External Call

Dial 9, plus telephone number

### To Transfer an Incoming Call

While talking to caller, press TRANSFER key, dial the extension number to transfer to  
Press TRANSFER key to complete transfer

### To Transfer a Call to Voice Mailbox

While talking to caller, press TRANSFER, dial extension number, plus 8, press TRANSFER key to complete transfer

### To Leave a Message in a Mailbox

Dial extension number, plus 8

### To Send a Callback Request

Dial a station number

Press Callback key before terminating call to activate callback request

### To Answer a Callback Request

Press MESSAGE key

Press Callback key to view caller

Press Recall to ring that station, press Delete to delete callback request

### To Listen to Voice Mail Messages

Press MESSAGE key

Press New Voice Message key

Enter your security code and follow voice prompts

### 3-Way Conference Call

While talking to first party, press Conference key, dial second party

Press Conference key to link all three parties

### Station Call Pickup

To answer a ringing station, dial \*72, plus the ringing station number

### Group Call Pickup

To answer a call ringing in your group, dial \*73

### Parking Calls

While talking to caller, press Park key (if programmed), or dial \*75, call is parked on that station

To park a call on a specific station, press Park, or dial \*75 and dial station number to park call on

### Retrieve Parked Call

If you are at the station the call was parked on, press Park key to pickup the call, or dial \*75

To pickup a call parked on a specific station, dial \*75 followed by the extension number the call is parked on

### To Set Call Forwarding

Press Forward key (top right display key), select type of forward

### To Cancel Call Forwarding

Press Forward key, press Deactivate

### To Access Voice Mail from Off Site

Dial your direct telephone number

When you hear the greeting answer, press # key

Enter your security code

Follow voice prompts