

Alcatel Analog Phone Cheat Sheet

To Call Another Extension

Go off hook, dial the 4 digit extension number

To Make an External Call

Go off hook, dial 9, plus telephone number

To Transfer an Incoming Call

While talking to caller, press FLASH (or depress hookswitch)

Dial the extension number to transfer to

Hang up to complete transfer

To Transfer a Call to Voice Mailbox

While talking to caller, press FLASH (or depress hookswitch)

Dial extension number, plus 8

Hang up to complete transfer

To Leave a Message in a Mailbox

Dial extension number, plus 8

To Listen to Voice Mail Messages

Go off hook

If new messages are waiting system will tell you to dial * # # to access your mailbox

Enter your security code and follow voice prompts

To Access Your Mailbox Without Messages

Go off hook, dial 2900 to call voice mail system

Enter your security code and follow voice prompts

3-Way Conference Call

While talking to first party, press FLASH key (or depress hookswitch)

Dial second party, press FLASH key (or depress hookswitch)

Press 3 on dial pad to link all three parties

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

Or dial main number 681-5000

When you hear greeting answer, press # key

Enter your mailbox number (extension)

Enter your security code

Follow voice prompts