Barristers' Chambers Limited

User Guide

for

8028 handset

8038 handset

8068 Bluetooth handsets

Introduction

Thank you for choosing an Alcatel-Lucent phone.

This model offers enhanced ergonomical features for more effective communication.

This document describes the services offered by the following sets:
- Alcatel-Lucent 8068 Bluetooth® Premium Deskphone (8068)
- Alcatel-Lucent 8038 Premium Deskphone
- Alcatel-Lucent 8028 Premium Deskphone

The label and icons displayed on the phone depends on the type of the set.
Some features are depended on the type of the set.

	8068	8038	8028
IP Phone	✔	✔	✔
Color screen	✔		
Monochrome screen		✔	✔
Bluetooth® handset	✔		
Two-port Gigabit Ethernet switch with Power Over Ethernet support	✔	✔	✔
Compatible with Premium Add-on 10 &40 keys modules	✔	✔	✔
Audio services (hands-free, handset & headset)	✔	✔	✔
Compatible with Premium Smart display 14 keys module	✔	✔	✔
Adjusting the contrast of the display		✔	✔
Agent set/Supervisor station	✔	✔	✔

The labels and icons presented in this document are not contractually binding and may be modified without prior warning

Contents

Getting to know your telephone

1.1 8068 Bluetooth Premium Deskphone

A Bluetooth® handset for optimized communication. A wired handset is also available and can replace the Bluetooth® handset

3.5 mm headset jack

Alphabetic keyboard

LED
- Flashing blue: incoming call Arrival of a new call

- Color screen
- 10 dedicated functions keys

Navigation

Permanent feature keys: quick access to the phone's main features

An adjustable and stable foot

Loudspeaker

1.2 8038 Premium Deskphone

Handset

3.5 mm headset jack

Alphabetic keyboard

LED
- Flashing blue: incoming call Arrival of a new call
- Flashing orange: alarm

- Monochrome screen
- 10 dedicated functions keys

Navigation

Permanent feature keys: quick access to the phone's main features

An adjustable and stable foot

Loudspeaker

1.3 8028 Premium Deskphone

LED
- Flashing blue: incoming call Arrival of a new call
  - Flashing orange: alarm

Handset

- Monochrome screen
- 6 dedicated functions keys

4 programmable keys with Led and paper label

Navigation

3.5 mm headset jack

Permanent feature keys: quick access to the phone's main features

Alphabetic keyboard

Loudspeaker   An adjustable and stable foot

1.4 Connectivities

8068 / 8038 / 8028

1 RJ 11 connector for external ringer and audio active envelop indicator

Add-on module connector (SATA type).

1 RJ 9 connector for alphanumerical keyboard

One 10/100/1000 Gigabit Ethernet connector (PC)

One 10/100/1000 Gigabit Ethernet connector (LAN)

One DC power jack for an external power adaptor

1 RJ9 connector for a corded handset

1.5 Welcome screens

You can access all of your phone's features from these screens. The default display has three pages that you can access by pressing the page tabs at the top of the screen. The selected page is highlighted.

- o Menu
- o Perso
- o Info
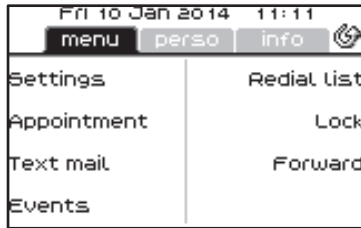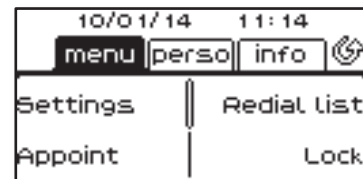
| 8068 | 8038 | 8028 |

- Menu page:
  Contains all features and applications accessible by pressing the label of the desired feature or application From this page, it is possible to adjust the ringer volume, program the time of an appointment, lock the terminal, define the default page displayed, configure voice mail, and access telephone functions such as calling back one of the last numbers or intercepting calls.
- Perso page:
  Contains call line keys (allowing supervision of calls) and programmable call keys.
- Info page:
  Contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.
- ⟨↪ / ☞ Transfer icon: Pressing the key next to this icon allows you to program or change the transfer function

1.6 Navigation

OK key: Used to validate your choices and options while programming or configuring

Left-right navigator: Used to move from one page to another and display information about current calls (call in progress, calls on hold, incoming call).
Up-down navigator: Used to scroll through the content of a page.

Back/Exit key Use this key to go back to the previous step. Use this key to go back to the homepage (long press)

1.7 Status icons / Call icons

Icons giving information about some specific configurations of the phone or about call status are displayed in the top bar of the screen.

🎧	Headset connected
🔒	Telephone locked
⏰	Appointment programmed
📞	Incoming call icon
👤	Call in progress icon
🎵	Call holding icon

1.8 Permanent features keys

They are located just above the loudspeaker

📞	Mute and intercom key. During a call, press this key to stop your contact from hearing you. When idle, press this key to switch the phone to intercom mode. When you receive a call, the phone hooks off automatically and you go straight into handsfree mode. When activated, this is key blue
−	Turn down the volume Lower the contrast
+	Turn up the volume Increase the contrast
🔊	Pressing this key answers an incoming call in handsfree mode (the key is blue). When a call is in progress, pressing this key switches from handsfree mode to headset or handset mode.
F	Programmable keys (F1 and F2 keys).Lit when the function associated with the key is activated. A service or a direct call can be associated to these keys.
△	Redial key: to access the 'Redial' feature. Last number redial (short press) Call back on up to the last 10 number dialed (long press)
ⓘ	Guide key: Used to obtain information on functions of the "menu" page and to program key of the "perso" page
✉	Messaging key to access various mail services This key is lit when you have received a new voicemail, text message or callback request.

Your set is provided with QWERTY Keyboard.

Use the keyboard to enter names while configuring the phone. Directly access the dial by name feature by entering the name of your correspondent on the keyboard.

Below is a list of the function keys that allow you to access all the symbols

	Cursor moving keys (left, right, up and down). Allows you to navigate edit boxes. Press the Alt key to access the left and up directions
	Caps lock: to write text in capital letters.
	Alt key. To access specific and punctuation characters.
	Enter key: to validate edited text.
	Backspace key: to delete one character in an edit box.

1.9 Add-on module

Phone capabilities can be extended with Premium Add-on 10 and 40 key modules or Premium Smart Display 14 key module.
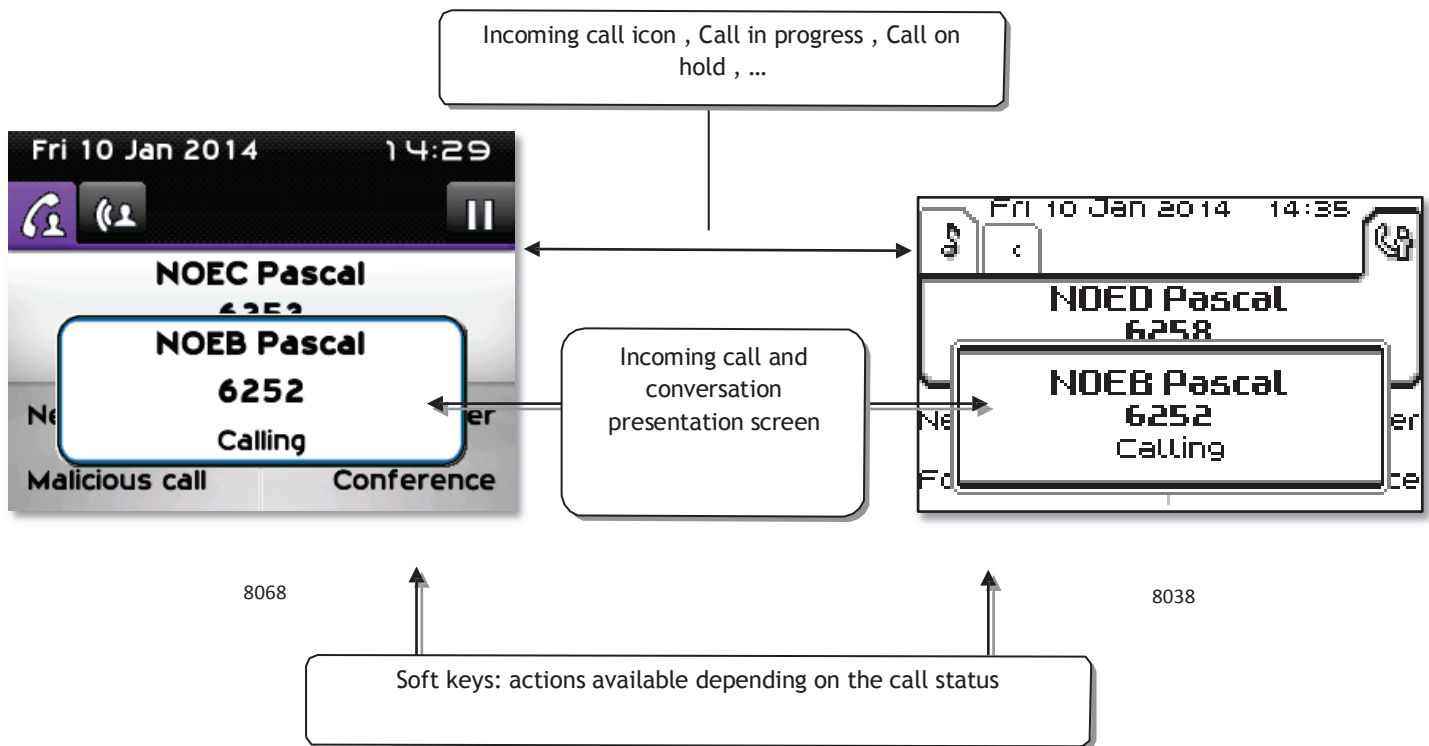
Installation
Premium Add-on 10 keys modules

1. Remove the protection of the dedicated compartment behind the set
2. Insert the add-on correctly in the compartment
3. Plug the provided cord into the dedicated socket behind your set
4. Fix the add-on with the provided screw
5. Make sure the add-on is correctly screwed on.

Once connected the phone resets.

1.10   Call Management Screen

Incoming call icon , Call in progress , Call on hold , ...

Incoming call and conversation presentation screen

8068

8038

Soft keys: actions available depending on the call status

- Each tab corresponds to a call, the status of which is symbolized by its icon (in progress, held, arrival of new call). When a call is in progress, use the left-right navigator to look at held or incoming calls.

- All features are accessible while the call is displayed on the screen. Use the Up and Down arrows to move up or down a page. These functions (transfer, conference, etc.) are directly related to the status of the call consulted. For example, the transfer function will not be available between a call in progress or a held call and an incoming call.

- Used to switch from a telephone screen to an application screen. For example, it can be used while a call is in progress to search a number, program an appointment reminder, etc

Calls can also be managed from the Perso page.
While the call is in progress, press the Back/Exit key and display the Perso page. Calls in progress or waiting calls are displayed on the different line keys. It is then possible to converse with the caller of your choice by pressing the key associated to the caller.

1.11   Bluetooth® Wireless handset

Off-hook/On-hook: press this key to take or terminate a call

LED

Volume/Mute:
- Short successive presses to change the handset volume level (3 levels)
- Long press to activate or deactivate mute mode
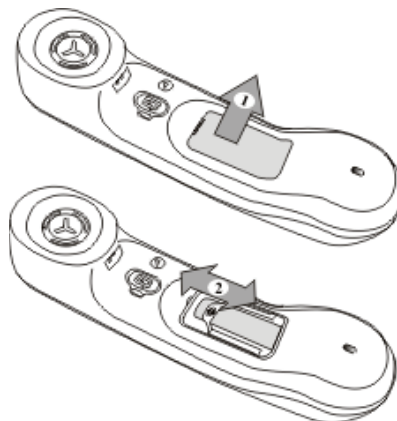
Location of the battery

If the Bluetooth® handset is on its base, you do not need to press the Off-hook/On-hook key to take or terminate the call. Just off-hook/on-hook the Bluetooth® handset.

LED
- Off: operating normally
- Blinking green: in communication
- Green steady: handset charging
- Orange flashing: battery charge low or handset outside coverage zone
- Orange steady: malfunction

Installing or replacing the Bluetooth® handset battery

① Lift up the battery cover

② Slide out the battery holding part

The battery recharges when the Bluetooth® handset is on its base.

2 Using your telephone

2.1 Making a call

Use one of the following:

- Dial directly the number for your call
- Lift the receiver ❱ Enter the destination number

- Press the on-hook/off-hook key of the Bluetooth® device (Bluetooth® Wireless handset) ❱ Dial the destination number

- Hands free ❱ Dial the destination number
- Programmed line key

- Search by name (you can also access the search by name feature via the QWERTY Keyboard)

To make an external call, dial the outside line access code before dialing your contact number

If the internal or outside number does not reply:

- *LS announce* ❱ Broadcast a message on the loudspeaker of the free terminal
- *Call back* ❱ Request callback to a busy terminal
- *Text mail* ❱ Send a written message
- *Voice mail* ❱ Store number to call again

2.2 Receiving a call

Use one of the following:

- Lift the receiver

- Press the on-hook/off-hook key of the Bluetooth® device (Bluetooth® Wireless handset)

- Hands free

- Press the take call button on the bottom right hand side of the screen.

2.3 Using the telephone in "Hands free" mode

Terminal idle:

- ◻️ Press and release ❯❯ You are in hands free mode
- ⬇️ Terminate your call

Call in progress:

- During a conversation
- ◻️ Press and release ❯❯ 🔈 You are in hands free mode

During a conversation, you can lift the receiver without terminating the call.

2.4 Activating the loudspeaker during a conversation (receiver lifted) - Loudspeaker.

- During a conversation
- ◻️ Activate loudspeaker ❯❯ 🔊 ❯❯ The key lights up
- ➕ ➖ Adjust volume (9 levels)
- ◻️ Deactivate loudspeaker ❯❯ 📞 ❯❯ The key is no longer lit

Press and release the loudspeaker key to switch to hands free mode (light steady).

2.5 Calling your correspondent by name (company directory)

- Enter the name or initials or the surname and first name of your correspondent
- Select the type of search you want (last name, last name and first name or initials) ❯❯ Display of all the correspondents meeting the search criteria
- Use one of the following:
  - 🔼 🔽 Display the previous and next names
  - Select the name of the person you wish to call
  - ©️ Modify the search

*Name must be entered in format namespacefirst name.

ⓘ This key is used to display the entire name when it is truncated

2.6 Make calls via your programmed call keys

- Access the "Perso" page
- 🔼 🔽 Find the correspondent you want to call from the programmed call keys
- Select the correspondent

2.7 Redialing

Redialing the last number dialed (redial)

- 　[⌂] ›› Last number redial

Call back one of the last 8 numbers dialed
- Reach the "Menu" page
- *Redial list*
- Select the number to redial from the last 50 dialed numbers

2.8 Call back an unanswered call

Call back the last caller
- Reach the "Menu" page
- *Events*
- *Last caller* : Call back the last caller

List of last unanswered callers
- Reach the "Menu" page
- *Events*
- Select the type of call :
  - o *Unanswered internal call*
  - o *Unanswered external call*
- Select a name or a number
- *Recall*
- To delete the selected item
- *Delete*

Delete the list of unanswered calls
- Reach the "Menu" page
- *Events*
- Select the type of call :
  - o *No non replied internal call*
  - o *No non replied external call*
- *Delete all* (or use icon : [🗑])

2.9　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.

- During a conversation
- Use one of the following:
  - o *Send DTMF*
    - o Press the star key
- Enter DTMF code

The function is automatically cancelled when you hang up.

2.10 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:

From the set
- During a conversation

- Disable microphone ›› The key lights up

- Resume the conversation ›› The key is no longer lit

From the Bluetooth® receiver
- Press the handset volume/mute key (long press)

3 During a conversation

3.1 Making a second call during a conversation

- During a conversation
- *New call*
- Number of second correspondent **»** The first call is on hold

To cancel your second call and recover the first:
- You are in conversation with the second correspondent and the first one is on hold.
- Use one of the following: :
    - *Enquiry off*
    - Hang up
- You are on the line with your first contact

If you make an error, hang up: your telephone will ring and you will recover your first call.

3.2 Answering a second call during a conversation

- During a conversation, another person is trying to call you **»** Name or no. of the caller displayed for 3 seconds
- Use one of the following methods to answer the displayed call

    - Line key on the top left or right where the icon is flashing
    - *Take call*
- The first call is on hold

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

- **»** The second call is ended
- To return to the first contact, use one of the following

    - Select the "incoming call" icon

    -
    - Lift the receiver

3.3 Switching between calls (Broker call)

During a conversation, a second call is on hold.

- Select the contact on hold by pressing the line key at the top right or left of the screen.
- This will be displayed by a pause button or a music symbol ❯❯ You are in conversation with the second correspondent and the first one is on hold.

3.4 Transferring a call

To transfer your call to another number:
- During a conversation
- Call a second person during a conversation   ❯❯ The first call is on hold
- You can transfer the call immediately or wait for your contact to answer before transferring the call
- *Transfer*

Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

3.5 Three-way conference with internal and/or external correspondents (conference)

- During a conversation, a second call is on hold
- *Conference* ❯❯ You are in conference mode

Cancel conference and return to first correspondent (If conference is active)
- *End of conference*

Hang up on all correspondent (If conference is active)
- 🔽 Hang up

After the conference, to leave your two correspondents talking together:
- *Transfer*
- 🔽 Hang up

3.6 Talk simultaneously to more than 2 correspondents

You are in a conference call with 2 correspondents. To add another correspondent to the conference:

- *Add*
- Dial the number of your correspondent (dial, directories, last numbers dialed…)
- Your correspondent answers
- *Insert* ❯❯ You are on the line with the additional contact

During a 3-way conference, you can add up to three additional participants.

3.7 Placing a call on hold (hold)

Exclusive hold:
During a conversation, you wish to place the call on hold and recover it later, on the same telephone.

- During a conversation
- *Put on hold* ›› Your call is placed on hold

Recover the call on hold:

- Select the call on hold

Common hold:
To recover your call on any telephone in your system.

- During a conversation
- *Hold* ›› Your call is placed on hold

Recover the call on hold from any telephone:

- Select the call on hold

3.8 Placing an outside call on hold (parking)

You can place an outside call on hold and recover the call on another telephone:

- During a conversation
- *Park the call*

A parking announcement message is displayed on the screen of the parking destination set.

To recover the parked call:
To automatically take the parked call, pick up the handset of the parking destination set.

- Reach the "Menu" page
- *Settings* › *Services* › *Consultation* › *Call pick up services* › *Park/retrieve*

If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.

3.9 Adjust audio volume

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

- During a conversation
- [+] [−] Adjust audio volume

3.10 Signal malicious calls

This key lets you signal a malicious call. If this call has an internal source, it is signalled to the system by a special message.

- You receive a malicious call
- *Malicious*

4 Sharing

4.1 Answering the general bell

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:

- Reach the "Menu" page
- *Settings* ❯ *Services* ❯ *Consultation* ❯ *Call pick up services* ❯ *Night service call pick up*

4.2 Manager/Assistant filtering

System configuration allows "Manager/Assistant" groups to be formed, so that the manager\'s calls can be directed to one or more assistants.

The programmed key has to be configured by the system.

From the manager or assistant telephone:
- Press programmed key ❯❯ Incoming calls are filtered by a chosen person (assistant, etc.)
- Same key to cancel

Filtering is indicated on the manager's telephone by the icon corresponding to the "screening" programmed key.

4.3 Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

If the telephone ringing is in your own pick-up group:
- Reach the "Menu" page
- *Settings* ❯ *Services* ❯ *Consultation* ❯ *Call pick up services* ❯ *Group call pick up*

If the telephone ringing is not in your pick-up group:
- Reach the "Menu" page
- *Settings* ❯ *Services* ❯ *Consultation* ❯ *Call pick up services* ❯ *Individ pick up*
- Number of telephone ringing

The system can be configured to prevent call pick-up on certain telephones.

4.4 Hunting groups

Hunting group call:
Certain numbers can form a hunting group and can be called by dialling the group number.

Temporary exit from your hunting group:
- Reach the "Menu" page
- *Settings* ❱ *Services* ❱ *Consultation* ❱ *Additional services* ❱ *Out hunting grp*
- Enter your group number

Return into your group:
- Reach the "Menu" page
- *Settings* ❱ *Services* ❱ *Consultation* ❱ *Additional services* ❱ *In hunting grp*
- Enter your group number

Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

4.5 Calling an internal correspondent on his/her pager

The number called does not answer and you know that the person called has a pager:

- Dial the destination number
- *Paging*
- Dial the destination number ❱❱ Paging in progress is displayed

Your correspondent can answer from any telephone in the system.

4.6 Answering a call on your pager

A call on your pager can be answered from any telephone within the system.

- Your pager beeps
- Reach the "Menu" page
- *Settings* ❱ *Services* ❱ *Consultation* ❱ *Paging* ❱ *Paging answer*
- Your extension number

4.7 Calling a correspondent on his/her loudspeaker

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent\'s phone:

- Your correspondent does not reply
- *LS announce* ›› You are connected to the loudspeaker on your correspondent\'s phone (if he/she has the hands free function)

4.8 Sending a written message to an internal correspondent

- ✉
- *Text Mail* ›› *Send*
- Use one of the following:
    - o Enter the number of the terminal to receive the message
    - o Enter the first letters of the name
- Choose the type of message

a) **Sending predefined message**
- *Predefined msg*
- Select a predefined message
- *Apply*

b) **Sending a message to complete**
- *To complete*
- Select a predefined message to complete
- Complete your message
- *Apply*

c) **Sending a new message**
- *Msg to create*
- Write your message
- *Apply*

d) **Sending the previous message**
- *Previous msg*
- *Apply*

5 Keep in touch

5.1 Forwarding calls to another number (immediate forward)

The number can be your home, mobile or car phone, voice mailbox or an internal extension (operator, etc.).

- Select the transfer icon (the icon depends on your phone: ⤴ / ↻)
- *Immediate forward*
- Number to be called ›› Forward is acknowledged
- [☎]

You can make calls, but only the destination number can call you.

5.2 Forwarding your calls to your voice message service

- Select the transfer icon (the icon depends on your phone: ⤴ / ↻)
- *Imm fwd to VM* ›› Forward is acknowledged
- [☎]

5.3 When you return, consult recorded messages

The message key flashes when you have received a new voicemail, text message or callback request and is lit if you have missed calls

- [✉]
- *New voice message*
- Enter your personal code ›› Display name of sender, with date, time and ranking of message
- *Consult* ›› Listen to message
- When you have listened to the message, do one of the following
  - ○ *Replay* ›› Replay message
  - ○ *Erase* ›› Erase message
  - ○ *Call back* ›› Call back sender of message
  - ○ *Save* ›› Archive the message

  - ○ (C) / *Exit* ›› Terminate consultation

5.4 Forwarding calls to your pager

Callers will thus be able to contact you while you are moving around the company:

- Press programmed key (The programmed key has to be configured by the system) ›› Forward is acknowledged

5.5 Forwarding your calls from the receiving terminal ("Follow me")

You wish to receive your calls in your present location:
Use the "Follow me" function.

- Select the transfer icon (the icon depends on your phone: 📞 / ✋)
- *Other fwd › Remote forward*
- Dial your extension number ›› Forward is acknowledged

If you have a key programmed with this feature, you can access the feature directly

- Press programmed key
- Dial your extension number ›› Forward is acknowledged

5.6 Applying a selective forward

You can forward your primary number and your secondary number or numbers to different sets.

- Reach the "Menu" page
- *Settings › Services › Consultation › Forward services*
- Select the number to forward
  - *Principal line selection*
  - *Second line selection*
- Number receiving forward

5.7 Cancelling all forwards

- Select the transfer icon (the icon depends on your phone: 📞 / ✋)
- *Deactivate › Deactivate forward*

To cancel all forwards, you can program another type of forward too

5.8 Cancelling a specific forward

- Programmed key corresponding to type of forward (group or selective)

5.9 Forwarding calls

Callers will thus be able to contact you while you are moving around the company:

- Use one of the following:
  - Select the transfer icon (the icon depends on your phone: /)
  - Reach the "Menu" page ❯ *Forward*
- *Other fwd*
- Select the forward type to program
  - *Forward on busy*
  - *Forward on no reply*
  - *Forward on busy/no reply*
- Number receiving forward ❯❯ Diversion is acknowledged

If you have a key programmed with this feature, you can access the feature directly

- Press programmed key
- Number receiving forward ❯❯ Diversion is acknowledged

5.10 Do not disturb

You can make your terminal temporarily unavailable for all calls.

- Select the transfer icon (the icon depends on your phone: /)
- *Do not disturb*
- Enter code to activate the feature
- *Apply* ❯❯ Forward is acknowledged

Callers wishing to contact you will hear a message notifying them that the line is unavailable and to try again later when they try to call.

To deactivate the Do not disturb feature, follow the same procedure

5.11 Leaving a recorded message for internal callers

You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.

- ✉
- *Text Mail*   ❯ *Fwd to text*
- Choose the type of message

a) Sending predefined message
- *Predefined msg*
- Select a predefined message
- *Apply*

b) Sending a message to complete

- *To complete*
- Select a predefined message to complete
- Complete your message
- *Apply*

c) Sending a new message

- *Msg to create*
- Write your message
- *Apply*

To deactivate the forward to text feature :

- ✉
- *Text Mail* ❯ *Deact fwd text* ❯❯ The text message is displayed
- *Deactivate*

5.12 Consulting written messages

The light indicates that messages have been received.

✉

Number of messages received

- *Text Mail* ❯ *Read message* ❯❯ Display name of sender, with date, time and ranking of message
- Use one of the following:
  - ○ *Recall* ❯❯ Call back sender of message
  - ○ *Save message* ❯❯ Record message
  - ○ *Next message* ❯❯ Next message
  - ○ *Text answer* ❯❯ Answer with a text message
  - ○ 🔽 ❯❯ Terminate consultation

6 Programming your telephone

7.1 Initializing your voice mailbox

- Light flushes
- ✉
- Enter your personal code then record your name according to voice guide instructions

Your personal code is used to access your voice mailbox and to lock your telephone.

Your personal code is composed by 4 digits. A weak personal code will be rejected by the system:
-Identical 4 digits (0000, 1111,)
-A simple sequence of 4 digits (0123, 1234,)

7.2 Customizing your voice greeting

You can replace the greeting message by a personal message

- ✉
- *Voice mail*
- Enter your personal code
- *Perso options* ❱ *Greeting msg* ❱ *Perso greeting* ❱❱ Record message
- *End* ❱❱ End of recording
- Use one of the following:
  - ○ *Accept* ❱❱ Apply
  - ○ *Restart* ❱❱ Re-record a message
  - ○ *Replay* ❱❱ Replay message

To return to the default message

- *Normal prompt*

7.3 Modify the password for your phone set

- Reach the "Menu" page
- *Settings* ❱ *Phone* ❱ *Password*
- Old code (4 digits)
- *Apply*
- New code (4 digits)
- *Apply*
- Enter new password again to confirm
- *Apply*
- ⬇

This code acts as a password controlling access to programming functions and the user \'Set Locking \'
function (code by default: 0000).

7.4 Modify the password for your voice mailbox

-
- *Voice mail*
- Enter your personal code
- *Perso options* ❯ *Admin options* ❯ *Password* ❯ *My password*
- New code (4 digits)
- *Apply*
-

As long as your voice mailbox has not been initialized, personal code is 0000.

7.5 Adjusting the audio functions

- Reach the "Menu" page
- *Settings* ❯ *Phone* ❯ *Ringing*

Choose the tune
- Select the type of call to which the ringing is to be associated
  - ○ *Internal call*
  - ○ *External call*
- Select the melody of your choice (16 tunes)
-
- End
- To adjust other audio features

Adjusting the ringer volume
- *Level*
- Select the volume you want : (12 levels)
- End
-   To adjust other audio features

Activate/deactivate silent mode
- *More options*
  - ○ ▫ *Silent mode* ❯❯ To activate
  - ○ ▪ *Silent mode* ❯❯ To deactivate
- End
-   To adjust other audio features

Activate/deactivate meeting mode (progressive ringing)
- *More options*
  - ▫ *Progressive ringing* ›› To activate
  - ▪ *Progressive ringing* ›› To deactivate
- 🔽 End
- Ⓒ To adjust other audio features

Activate/deactivate discreet ring mode
- ▫ *One beep before ringing* / ▫ *Three beeps before ringing* ›› To activate
- ▪ *One beep before ringing* / ▪ *Three beeps before ringing* ›› To deactivate
- 🔽 End
- Ⓒ To adjust other audio features

Adjust ringer volume while a call arrives
- Your telephone rings
- [+][−] Adjusting the ringer volume

7.6 Adjusting the contrast of the display (8028/8038)

- Reach the "Menu" page
- *Settings* › *Phone* › *Contrast*
- [+][−] Decrease or increase the contrast of the display
- 🆗
- 🔽

7.7 Selecting the welcome page

This function is used to choose the page displayed by default on the telephone.

- Reach the "Menu" page
- *Settings* › *Phone* › *Homepage*
- Select the default page
- 🔽

7.8 Selecting language

- Reach the "Menu" page
- *Settings* › *Phone* › *Language*
- Select the language of your choice
  🔽

7.9 Program the keys for the Perso page or the add-on module

You can program the "Perso" page keys for call numbers and functions

- Access the Perso page using the navigator
- Press the key you want to program

To program a number
- *Speed dial*
- Enter the number
- Enter the name of the key
- *Apply*

To program a function
- *Services* ❱❱ Follow information displayed on the screen

Other possibilities
- *Modify* ❱❱ Modify contents of entry displayed
- *Erase* ❱❱ Delete

7.10 Programming direct call keys (F1 and F2 keys)

- Press a programmable key (F1 or F2)
    - *Speed dial* ❱❱ To program a number
    - *My services* ❱❱ To program a function
- Follow information displayed on the screen

7.11 Delete a programmed key

- Reach the "Menu" page
- *Settings* ❱ *Phone* ❱ *Key program* ❱ *Prog perso page*
- Access the "perso " page if necessary
- Use one of the following:
    - Select the key to delete
    - Press a programmable key (F1 or F2)
- *Delete*

7.12 Programming direct call keys (8028)

These phones provide four programmable keys with Led and paper label.

- If the key is not programmed yet:
    - Select the key to program
- Enter the name and number to associate to the key

- OK Validate the name and number.

- If the key is already programmed:

- ⓘ
- Select the key to program
- Enter the name and number to associate to the key

- (OK) Validate the name and number.

7.13 Deleting direct call keys (8028)

- (i)
- Select the key to delete
- *Clear*
- (OK)

7.14 Programming an appointment reminder

You can define the time of a temporary reminder (one in 24 hours).

- Reach the "Menu" page
- *Appointment*
- Enter time of appointment

The "Appointment programmed" icon is displayed on the welcome page.

a) **At the programmed time, your telephone rings:**

- (OK)

If your calls are forwarded to another terminal, the forward is not applied to the reminder call.

b) **To cancel your reminder request:**

- Reach the "Menu" page
- *Appointment* ❭ *Delete*
- (☎)

The "Appointment programmed" icon disappears from the welcome page.

7.15 Identify the terminal you are on

The number of your telephone is displayed on the "Info" page.

7.16 Lock / unlock your telephone

🔒 This icon indicates that the phone is locked.

- Reach the "Menu" page
- *Lock*
- Enter your password ❭❭ Your telephone is locked/unlocked

7.17 Configuring the audio jack of your telephone

By default, the audio jack of your telephone can be used to connect a headset, hands-free kit or loudspeaker. A wideband headset can also be installed for optimized sound quality.

- Reach the "Menu" page
- *Settings* ❭ *Phone* ❭ *Jack plug*
- Select the type of device plugged into the jack
  - *Headset*
  - *External hands-free*
  - *External loudspeaker*
- ☎

7.18 Call the associated set

The number of another set can be associated with your set number (See Modify the associated number).
To call it:

- Reach the "Menu" page
- *Settings* ❭ *Services* ❭ *Associate* ❭ *Call from assoc*
- **OK** Start the call

7.19 Forward your calls to the associated number

If you have previously defined an associated number, you can forward your calls to this number.

- Reach the "Menu" page
- *Settings* ❭ *Services* ❭ *Consultation* ❭ *Associate services*
- Use one of the following:
  - *Overflow to associate* ❭❭ For forwarding when you do not answer
  - *Overflow if busy to associate* ❭❭ For immediate forwarding when your line is busy
  - *Ovflow busy/no rep to assoc* ❭❭ For forwarding if you do not answer or if you are busy
  - *Deact overflow to associate* ❭❭ To cancel the forwarding to associate function
- *Apply*

7.20 Modify the associated number

The associated number can be a phone set number, the voice mail number or the pager number.

- Reach the "Menu" page
- *Settings ❱ Services ❱ Associate*
- Enter your password
- *Apply*
- *Modify*
- Select the new associated number
  - o Enter the new associated number Acceptance of the programming is displayed
  - o *Voice mail*
  - o *Speed dial*

❱❱ Acceptance of the programming is displayed

7.21 The Tandem configuration

This configuration lets you group two sets under a single call number. Your set is then the main set and the second set, usually a DECT set, is the secondary set. Each set has its own directory number, but the tandem number is that of the main set. When you receive a call, the two sets ring simultaneously. When one of the sets answers, the other set stops ringing. When all the lines of the main set are busy, the secondary (DECT) set does not ring. The secondary set can still be called by its own number, but in this case, the tandem function will no longer be taken into account. Most of the functions are common to the two sets, for example: forwarding, meet-me reminder, the various messages, etc., while others are specific to each set, for example: individual directory, last number redial, out of service, set padlock, etc.
For more information regarding this configuration, contact the person in charge of your installation.

7.22 Create, modify or consult your intercom list (max. 10 numbers)

- Reach the "Menu" page
- *Settings ❱ Services ❱ Interphony*
- Follow the on-screen instructions

7.23 Installing a Bluetooth® Wireless Technology handset (matching)

Before a Bluetooth® handset can be used, it must be correctly matched to the terminal.

Reach the "Menu" page
Settings ❱ Phone ❱ Bluetooth ❱ Add device

- With the handset turned off, press the 2 Bluetooth® handset keys at the same time (long press)

You will hear a 3 note signal and the LED will flash green and orange alternately

Searching for Bluetooth® equipment. Wait for the detected equipment type and address to be displayed

- Select the relevant equipment
- Add **››** The 3-note tone indicates that the handset has been installed correctly (the LED flashes green or orange depending on the battery charge level)

Error messages

The Bluetooth® handset emits a sequence of 4 beeps	Your set is an older generation than your Bluetooth® handset
The set displays an error message indicating that the set and the Bluetooth® handset are incompatible	Your Bluetooth® handset is an older generation than your set

7.24 Use of the Bluetooth® handset

The Bluetooth® cordless handset permits the user to answer and converse with complete freedom within a radius of 10 meter from the set.
The handset has a LED and two buttons.

Light
- Green flashing: normal operation.
- Green steady: handset charging.
- Orange flashing: battery charge low or handset outside coverage zone.
- Orange steady: malfunction.

Off-hook/On-hook and Volume/Mute keys

- Off-hook/On-hook: press this key to take or terminate a call.
- Volume/Mute:
    - Short successive presses to change the handset volume level (3 levels)
    - Long press to ensure your correspondent no longer hears you

If the Bluetooth® handset is on its base, you do not need to press the Off-hook/On-hook key to take or terminate the call. Just off-hook/on-hook the Bluetooth® handset

7.25 Installing a Bluetooth® Wireless Technology headset (matching)

A multi-point Bluetooth headset can be provided by Alcatel-Lucent.
This headset can be matched to your mobile phone and other communication devices at the same time. For example, you can use the headset matched to your mobile and when you enter your office the headset automatically matches to your office set too.
You can then answer a call using your Bluetooth headset or the Bluetooth Handset on the office set.

Before a Bluetooth® headset can be used, it must be correctly matched to the terminal. Before performing the matching operation, the headset must be in detectable mode.

- Reach the "Menu" page
- *Settings* **›** *Phone* **›** *Bluetooth* **›** *Add device*

➤➤ Searching for Bluetooth® equipment. Wait for the detected equipment type and address to be displayed

- Select the relevant equipment
- *Add*
- (OK) Validate your choice
- Enter the PIN code of the headset *
- (OK) ➤➤ Acknowledgement message and display of the headset icon on the terminal screen

*Refer to the user documentation supplied with the headset.

7.26 Using a Bluetooth® Wireless Technology headset

Refer to the user documentation supplied with the headset.

7.27 Deleting an accessory (headset, handset, etc.): Bluetooth® Wireless Technology

- Reach the "Menu" page
- *Settings* ❱ *Phone* ❱ *Bluetooth* ❱ *My devices*

➤➤ Display of the different equipment matched

- Select the equipment to be removed
- *Remove dvc*
- (OK) Validate your choice

  ➤➤ Message acknowledging the equipment has been removed

7.28 Contacting your administrator

If necessary you may need to contact your administrator.

Before contacting your administrator make sure you have information such as your phone's part number and software version to hand.

The part number
The phone's part number is located under the foot of the phone.

Software version
The software version can be viewed on the phone by following this path:

- *Settings* ❱ *Options* ❱ *Version*
- Software version.

8 Guarantee and clauses

8.1 Safety Instructions

- Changes or modifications to the equipment not expressly approved by the party responsible for compliance could void the user\'s authority to operate the equipment.
- Magnets could affect the functioning of pacemakers and implanted heart defibrillators. Keep a safe distance between your pacemaker or implant defibrillator and the handset which includes magnetic elements: 4 centimeters (1,6 inches) at least
- To limit the risk of interference, people with pacemakers must keep the wireless telephone away from their equipment (minimum distance of 15 cm/6 inches)
- It is recommended to follow the standard acceptance procedures before using this equipment in human safety critical areas (hospitals...).
- The handset includes magnetic elements that may attract sharp metallic objects. To prevent injury, before each use ensure sharp metallic objects are not stuck to the earpiece.
- There is a danger of explosion if the battery is replaced incorrectly - use only the battery with the reference 3GV28041AB (1.2V 1500 mAh) (Bluetooth® Handset only).
- Battery charge (Bluetooth® Handset only): Charge the battery for about 16 hours before initial use
- Avoid using phones (other than cordless) during an electrical storm. There may be a remote risk of electric shock from lightning
- Do not use the device in environments where there is a danger of explosion
- Do not plug this phone into an Integrated Services Digital Network (ISDN) connection or into a regular Public Switched Telephone Network (PSTN) connection. This can result in severe damage to the phone
- Never allow your telephone to come into contact with water
- To clean your telephone, use a soft damp cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Do not use aerosol cleaners.
- This product is intended to be connected to the PABX via the LAN (10/100/1000 MB)
- If you are connected to a POE connection do not use AC power supply
- The PoE (Power over Ethernet) devices that supply or receive power and their connected cables must all be completely indoors.
- The RJ-45 jack is not used for telephone line connection
- The 8068 Bluetooth® Premium Deskphone also offers a Bluetooth® Radio Interface for the Bluetooth® handset or other Bluetooth® devices frequency range 2400-2483.5 MHz, Radiated Power 7mW.

8.2   Regulatory Statements

Marking   CE

This equipment is in compliance with the essential requirements of R&TTE Directive 1999/5/EC and with Directive 2011/65/UE (ROHS).

The Declaration of Conformity may be obtained from:

> Alcatel-Lucent 3 avenue Octave Gréard 75007 Paris, France ebg_global_supportcenter@Alcatel-Lucent.com.

USA and Canada

This device complies with Part 15 of the FCC Rules and with RSS-210 of Industry Canada. Operation is subject to the following two conditions : (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Exposure to Radio Frequency Signals.
This equipment complies with the internationally recognized radiation exposure (SAR) limits of 1.6 W/kg.
User Instructions

Only use the handset in temperatures between -5 C to +45 C (23 F to 113 F). This product is intended for use in an indoor environment only. This apparatus is Hearing Aid Compatible (HAC).

Acoustic shock protection

Maximum sound pressure level for handset is compliant with European, US and Australian standards.

Directive 2003/10/EC specifying the risks inherent in noise at work
A wired handset is also available and can replace the Bluetooth® handset.

Privacy
Privacy of communications may not be ensured when using the Bluetooth® handset or any additional Bluetooth® device.

Disposal
The equipment must be returned to a collection point for electronic equipment waste disposal. Defective batteries must be returned to a collection point for chemical waste disposal.

Related Documentation

Other languages for these Safety and Regulatory Instructions and User Documentation are available at the following Web site :
http://enterprise.alcatel-lucent.com?product=All&page=Directory

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