

## 4018 User Manual



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### Description fo various Symbols used in this document



Lift the receiver.



Hang up.



Numeric keypad.



Means that the function is subject to programming. If necessary, contact your installer.



Adjustment "reduce".



Adjustment "increase".



Loudspeaker,  
hands free.



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.



Line key.



Specific key on numeric keypad.



Partial view of display.



Fixed key.



MENU key.



Voice mail access key.

Handset

Keypad



**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).

**Up-down navigator:**

Used to navigate around the home page, through the menus or in a text zone when entering characters

**Phone book key :**

Access your personal directory.

**Guide key:**

Use to obtain information on the pre-programmed keys or to access the set programming or configuration

**Pre-programmed function keys and programmable key:**

Lit when the function associated with the key is activated.

To adjust the loudspeaker or handset volume up or

**Hang-up key:** to terminate a call.

**Redial Key**

**Messaging key to access missed calls/voice mails**

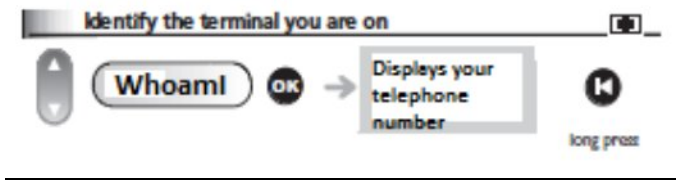
**Hands-free/Loudspeaker Key:**

To make or answer a call without lifting the receiver.  
• lit in hands-free mode or headset mode (short press).  
• flashing in loudspeaker

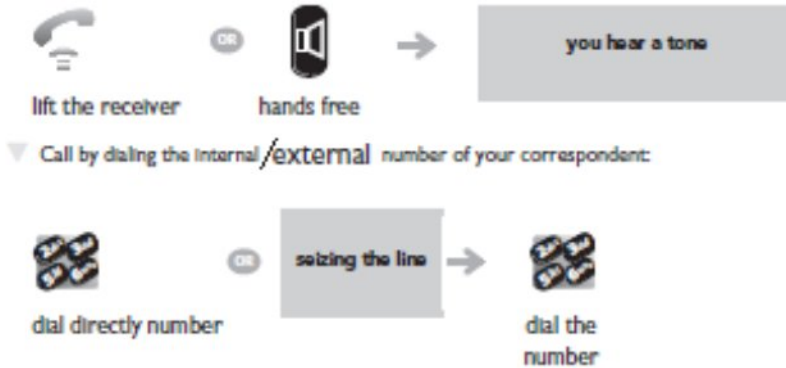
**Intercom/Mute key:**

- 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.

1. Terminal Identification



2. Making a Call:

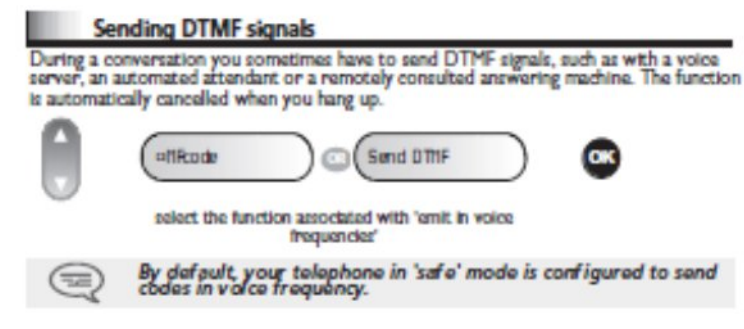


3. Sending DTMF Signals

During a conversation you sometimes have to send DTMF signals. Like when you joining a Conference Bridge you are supposed to enter a password or when accessing menu of a banking automated attendant etc.

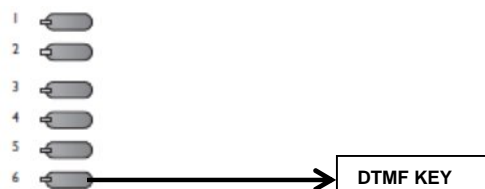
You have to activate the DTMF mode, by either of the two ways, as shown below.

Post above you can dial the passcode or options as per the menu.



OR

Press the 6<sup>th</sup> Line Key



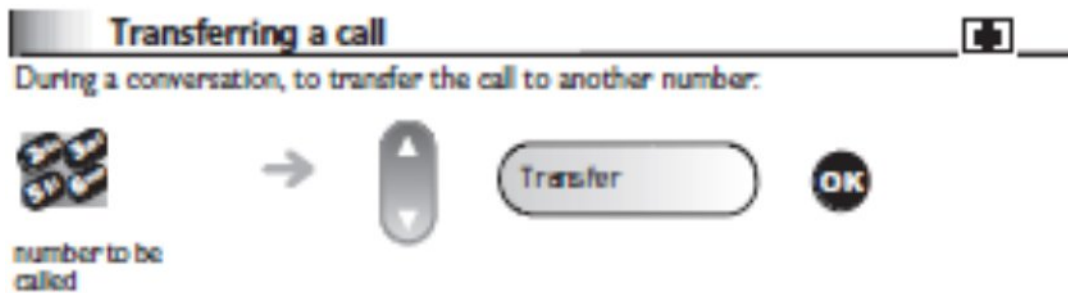
4. Call-back request on a busy station:



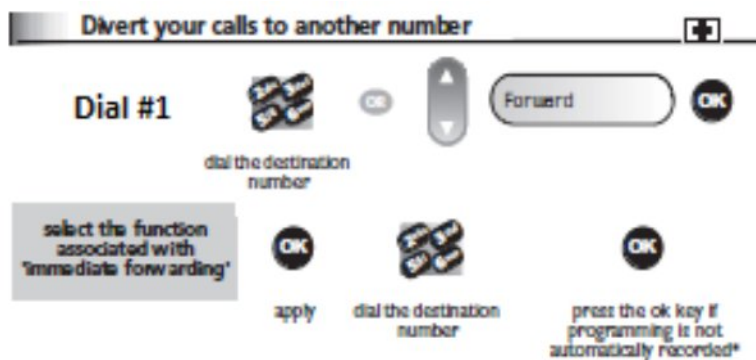
OR

Dial #2 and re-place the handset.

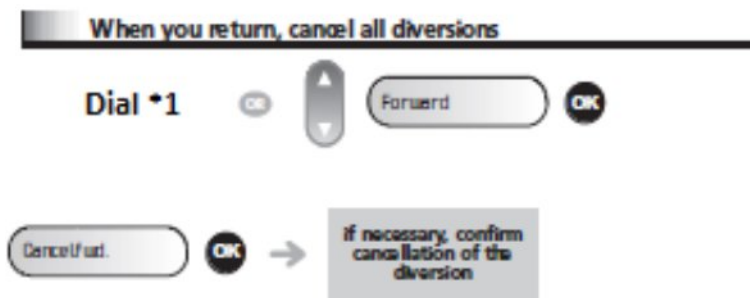
5. Call Transfer



6. Immediate Forward



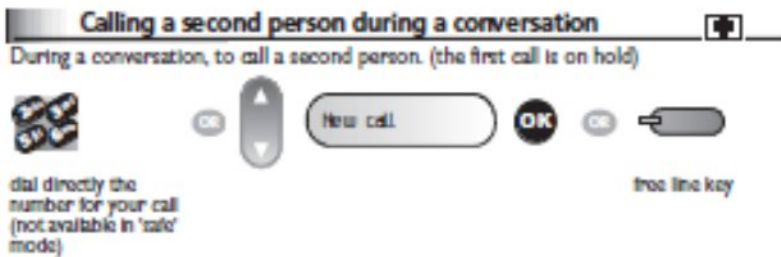
7. Forwarding Cancellation



8. Redial



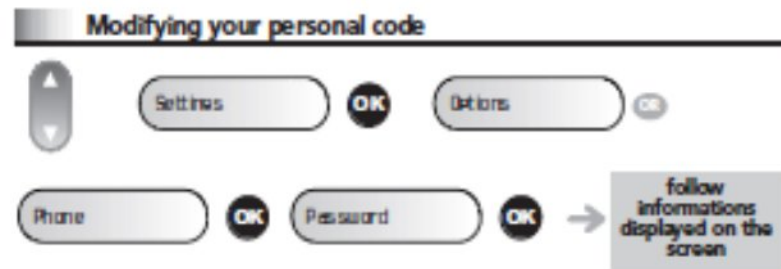
9. Calling a second person during a conversation



10. 3 party Conference



11. Password Modification



OR



12. Lock/Unlock



OR

Dial #3



depending the displayed  
informations, enter your password  
or confirm\*