ALCATEL 4200

Easy

For Sales and Service

DownerCommspec (NZ) Ltd

0800-828-888

MAKING CALLS

OUTWARD DIALING	Dial 1, followed by the desired number
INTER OFFICE CALLING	Dial extension number
CALLBACK *If an extension is engaged you may programme your phone to ring you when the extension is free*	After you have dialled the extension and hear busy tone Dial 5 to set a Callback To Cancel dial # 99
REDIAL	Dial # 1

DIRECTORY DIALLING

BY NUMBER *Accesses up to 400 Company speed dials by number*	Dial the 4 digit speed code 8000 - 8399
BY NAME *Dials Internal and Company names using Directory*	1. Press DIRECTORY key 2. From your alpha keypad, enter the first letter of the name you require 3. Press + or - to scroll to desired name 4. Press OK the number is automatically dialled for you

PERSONAL SPEED DIALLING

PROGRAMMING *Stores and accesses up to 10 speed dials exclusive to your phone*	1. Press PERSONAL SPEED key 2. Press ▯ 3. Enter a speed number between 1 - 9 4. Enter the name from your alpha keypad 5. Press OK 6. Dial 1 followed by the telephone number 7. Press OK ☎	
	0	1
	2	3
	4	5
	6	7
	8	<u>9</u>
TO DIAL	1. Press PERSONAL SPEED key 2. Press + or - to scroll to desired name 3. Press OK The number is automatically dialled for you	

FEATURE CODES

1	Outside Line
0	Operator
8000 - 8399	Dialling a System Directory number
5	Automatic Call back
# 99	Cancel automatic callback
# *	Paging All Calls
# 2	Paging Group
* 7	Parking a Call
* 7	Retrieve Parked Call from your extension
* 7 (extn)	Retrieve Parked Call from your own or another extension
# 6 (extn)	Direct Pick Up
* 6	Group Pick Up
* 1	Bell Pick Up
* 01	Forward All Calls
* 02	Forward Calls on Busy
* 00	Cancel Call Forwarding
* 06	Forward I'm Here
* 07	Cancel Forward I'm Here
# 1	Redial
3	Conference
▯ 552	Headset ON
▯ 551	Headset OFF

INFORMATION KEY 　　[i]

Press 　[i]

Press + or - to scroll and select from the following additional features

Each time the desired feature is displayed on your screen, press the OK key to confirm your choice

FEATURES

1. **WHO AM I** – Displays your extension number

2. **LOCK** – Disables your phone from being used

3. **APPMT** – (Appointment) By inserting a time (4 digits) you may get your phone to ring you (Alarm)

4. **DIVERT** – Diverts your phone or enables text messaging

5. **PHONE** – Enables Headset use, Contrast (Dial 1), Melody (Dial 1 for tune and Dial 2 for Volume)

SENDING DTMF TONES

FOR AUTOMATED TELEPHONE MESSAGING, e.g. TELEPHONE BANKING; VOICEMAIL ETC	Dial the required number Press DTMF key or Dial # # Dial the required digits from your keypad

RECEIVING CALLS

GROUP PICK UP *Answers any ringing phone in your group*	Press PICKUP or Dial * 6
DIRECTED PICK UP *Answers a specific ringing phone*	Press DIR PICK or Dial # 6 Dial the extension number you wish to answer
ANSWERING NIGHT BELLS	Dial * 1

TRANSFERRNG

TRANSFER	Ask your caller to hold Dial extension number Wait for an answer (optional) Press TRANSFER and hang up
➤ **To Retrieve the call if you *have not* hung up**	Press [📞] then CALL key (flashing) You are connected to your caller
➤ **To Retrieve the call if you *have* hung up**	Press DIR PICK or Dial # 6 Followed by the extension number

CALL WAITING

IGNORE THE CALL	It will return to its sender
REPLACE YOUR RECEIVER	The 2nd call will ring your phone
ANSWER THE CALL WAITING AND HOLD YOUR 1ST CALLER	Ask your caller to hold Press flashing CALL key (first caller goes on hold automatically) You are connected to the 2nd caller
SHUTTLING BETWEEN THE TWO CALLERS	Press CALL key (flashing) to shuttle between the two callers

HOLDING

HOLD A CALLER	Ask your caller to hold Press HOLD key
RETRIEVE CALL ON HOLD	Press CALL key (flashing)

PARKING	
PARK	Ask your caller to hold Press PARK (or Dial * 7)
PARK RETRIEVE	Press PARK (or Dial * 7) Dial the extension number the call is parked at

PAGING	
ANSWERING PAGE	From any phone Dial * 7 followed by the number announced by the operator
ALL CALLS	Dial # *
PAGING GROUP	Dial # 2

CONFERENCING	
CONFERENCING UP TO 3 PARTIES *Any combination internal and external*	While in conversation Dial the extension you wish to conference (Speak with the new party – the other party can not hear) Press 3 to conference all parties

LEAVING A TEXT MESSAGE FROM YOUR PHONE	

TO SET
 	
Displays a visual message to screen phone extensions
	1. Press 🔢
	2. Press + (until 4-Div is displayed on screen)
	3. Press OK
	4. Press + (until Text is displayed on screen)
	5. Press OK
	6. Press + and - (until desired message is displayed on screen)
	      Enter information from your keypad where prompted, press OK
	7. Press OK
	      "Text Answering" is now displayed on your screen
	
	To Cancel Dial * 00 or Press DIVERT

SENDING A TEXT MESSAGE	
TO SET *Sends a visual text message to Display phones* *(N.B. Once sent the message can not be cancelled)*	1. Press MAIL key 2. Dial 2 3. Enter destination extension 4. Press + and - (until desired message is displayed on screen) 5. Press OK Pressing NEXT SCREEN will view second part of longer messages 6. Press OK

READING A TEXT MESSAGE	

WHEN YOUR MAIL KEY IS ILLUMINATED
 	
(Feature only available if your phone is programmed with a NEXT SCREEN key)
	1. Press MAIL key
	      (Screen displays how many text or voice messages received)
	2. Press 2 (Senders name is displayed on screen)
	3. Press OK
	      Press NEXT SCREEN to read message
	4. Press OK (Calls sender and deletes message)

DIVERTING CALLS	
TO SET	1. Press 🔢 2. Press + (until 4-Div is displayed on screen) 3. Press OK 4. Press + (until desired Divert type is displayed on screen) 5. Press OK 6. Enter destination extension To Cancel Dial * 00 or Press DIVERT