G. B. TELECOM
(Scotland) Limited

Alcatel 4200
Advanced Handset User Guide

Light
Light indicates messages received

Navigator Key   To scan pages of screen
Top line
Previous page
Next page
Bottom line

Mute/ Automatic Answer
Mutes call in conversation
Automatically answers incoming calls

Display
Display gives information on current call

Audio Key

Loudspeaker

Hands free

Increase volume

Reduce volume

Disconnect Key
Terminating a call or programming.

Programmable keys and LEDs
These keys are either line keys, with corresponding LEDs, or function **keys.**

Hidden Alphabetic Keypad
Used for call by name and message service.

Making / Receiving Calls

To make an Internal call	Press the relevant **Extension Key** or dial the **Extension Number**
To make an External call	Dial **9** or press the **Line Key** and then the **Telephone Number**
To answer a call	Lift the handset or press [icon] to answer in handsfree

Transferring / Holding Calls

To hold a call	Press **Hold**
To retrieve a held call	Press the line key with the **Music Symbol** next to it
To transfer a call	Call the **Extension Number** and then press transfer
To cancel transfer	Press [icon] then the line key with the **Music Symbol** next to it

Handling Several Calls

To transfer to external source	While on the 1st call dial the 2nd telephone number or extension number, this will put the 1st call on hold. Transfer or retrieve the 1st call as normal
To shuttle between 2 calls	Press the relevant **Line Key**. This will automatically put your original call on hold and answer the second

Speed Dials

To dial by name	Type in the letters of the name you require. Press **Next** or **Previous** to scroll. Press **Send** to call the number
To dial by Short Code	Dial the **Short Code Number** (please see your list).

System Features

To use Touch Tones	Press **DTMF** before you choose your first option
To activate Call Back	Dial the **Extension Number** and press **Cback**
To cancel Call Back	Dial **#**
Redial	Press **Redial** use **Prev** and **Next** to scroll through the last ten numbers dialled.
To temporary store a dialled number	Press **NBsave** before hanging up. To call this number again press **StoreN.**
To set a temporary Appointment	Press **Appmnt** and type in the required time, press **OK**
To cancel a set Appointment	Press **Appmnt**, press **Clear** and then press **OK**
To have a conference call	During your call dial the person you wish to include and when they answer press **Conf** key or dial **50**
To Broadcast to other phones	Dial **41** and speak into handset
Group pick up	Dial **14** or press **Pick-up** key
Individual pick-up	Dial **13** and the relevant **Extension Number**
To park a call (Store a call on an extension)	Dial **12**
To retrieve a parked call	Dial **12** and then the **Extension Number** that the call was parked on

Diverts

To Divert Internal and External Calls	Dial **61** and the **Extension Number** you wish to divert to
To Divert on Busy	Dial **62** and the **Extension Number** you wish to divert to
To set a DND (Do Not Disturb)	Dial **63**
To cancel all Diversions	Dial **60**

Attendant Diversion

Note that an Attendant Diversion will need to be configured by G B Telecom

To divert Incoming Calls	Press **Divert** and press the **Password Key**
To cancel Attendant Diversion	Press **Divert** and press the **Password Key**

Personal Speed Dials

Note that a **Speed** *key will need to be configured by G B Telecom*

To program Personal Speed Dials	Press **Speed**, Press **i** Select soft key where you wish to store the number (Soft keys are under the screen) Insert the name using the keypad Press **OK** Insert the external telephone number (prefixed by a 9) Press **OK**
To call a Personal Speed Dial	Press **Speed** Press the relevant soft key

Text Messaging

Receiving a text message/ Unanswered Call	Press Mail or Envelope key Press **Text** Press **Read** Press **MSG** Press **Call** to call them back Press **Clear** to delete the message Press **Exit**
To send a Text Message	Press **Mail** or **Envelope key** Press **Text** and enter the destination **Extension Number** Scroll by pressing **Next** to view pre-typed message Press **OK** to send the message

Changing Ring Tones / Contrast

Change your Ring Tone/Volume	Press Press **Phone** Press **Melody** Press **Tune** + repeatedly for choice of melody Press **Level** + repeatedly for choice of volume Press **OK** to select Press **Back** and then **Exit**
To change screen Contrast	Press Press **Phone** Press **Contrast** Press **Screen** + repeatedly to amend the screen contrast Press **Icon** + repeatedly to amend the icon contrast Press **OK** to select Press **Back** then **Exit**

Press
Press **Phone**
Press **Headse**t
Press **Choice** to switch headset On/Off
Press **OK** to confirm your choice

To initialise your mailbox

Press ✉
Press **3**
Enter a 4 digit personal password
(default **2222**)
Say your name
Press **#**

To record your greeting

Press ✉
Press 3
Enter your 4 digit personal password
Press **4** for Personal Options
Press **1** to Change Greeting
Press **4** to Record Greeting
Press **#** to Confirm

To record your name only

Press ✉
Press 3
Enter your 4 digit personal password
Press **4** for Personal Options
Press **5** for To Record Your Name
Press **#** to Confirm

Accessing your message

Press the **Mail** or **Envelope** Key
Press **3**
Enter your password – **2222** (default password)
Press **1** to Listen to your message
Press **2** to Archive
Press **3** to erase your message

Accessing your message from
Out with the office

Dial your DDI number
When your message begins press * then #
on your telephone
Enter your mailbox number
Enter your personal password
Press **1** to listen to your message
Press **2** to archive the message
Press **3** to erase

To activate your Voicemail

Dial **61** and then **51**

To take your Voicemail off

Dial **60**

Note that **Night Service** *will need to be configured by G B Telecom*

To Activate your Night Service

Press **NR Mode**
Press **Password**
Dial **61** and then **51** or press **Vmail On**

To take your Night Service off

Press **NR Mode**
Press **Password**
Dial **60** or press **Vmail off**

Notes

General Enquiries

Galamoor House
Netherdale
Galashiels
TD1 3EY

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Fax	01896 661308
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Faults, Technical and Training

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Network

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Accounts

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