G. B. TELECOM
(Scotland) Limited

Alcatel 4200

Analogue Handset User Guide

Making / Receiving Calls

To make an Internal call	Dial the **Extension Number**
To make an External call	Dial **9** and then the **Telephone Number**
To answer a call	Lift the handset

Transferring / Holding Calls

To hold a call	Press **R (Recall)**
To retrieve a held call	Press **R (Recall)**
To transfer a call	Press **R (Recall)** then the **Extension No** then hang up
To cancel transfer	Press **R (Recall)** then **3**

Speed Dials

To use Speed Dials	Dial the **Speed Dial** number (7000 - 7999)

System Features

To activate Call Back	Dial the **Extension Number R (Recall) and** press #
To cancel Call Back	Press **R (Recall)** then #
Redial	Press **Redial**
To have a conference call	While on 1st call dial the 2nd person you wish to include and when they answer dial **R (Recall) 50**
Group pick-up	Dial **14**
Individual call pick-up	Dial **13** and the relevant **Extension Number**
To park a call	Press **R (Recall)** then Dial **12** (Store a call on an extension)
To retrieve a parked call	Dial **12** and then the **Extension Number** that the call is parked on

Diverts

To Divert your 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**

Voicemail

To initialise your mailbox	Press **51** Enter your Mail Box Number (Extension Number) It will ask you to enter a 4 digit personal password (default **2222**) Press # **to confirm** Say your name Press #
To record your message	Press **51** Enter your Mail Box Number (Extension Number) 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
Accessing your message	Press **51** Enter your Mail Box Number (Extension Number) 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: If you have a voicemail box, your calls will automatically go to voicemail after 6 rings.

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G B Telecom (Scotland) Ltd Contacts

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