



Alcatel 4200
Easy Handset User Guide



Getting to know your telephone

Display

Display gives information on current call

Programmable keys and LEDs

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

Light

Light indicates messages received

Disconnect Key

Terminating a call or programming.

Guide Key

To check or modify your programming

Audio Key

Loudspeaker



Reduce
Volume

Increase
Volume



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** then the **Telephone Number**

To answer a call

Lift the handset

Transferring / Holding Calls

To hold a call

Press **2** or the **Hold** key


To retrieve a held call

Press the Int/Ext key with the **Red flashing Light**

To transfer a call

Call the **Ext Number** and then press **transfer**

To cancel transfer

Press  then the INT/Ext key with the **Red flashing Light**

To transfer to external

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.

Speed Dials

To dial by name

Press **DIRECT** then letters of the name you require

Press  or  to scroll

Press  to send

To dial by Speed Dial

Dial the **Speed Dial Number** (please see your list)

System Features

To use Touch Tones

Dial **69** before you choose your options

To activate Call Back

Dial the **Extension Number** and press #

To cancel Call Back

Press #

Redial

Dial **40**

To have a Conference Call

During your call dial the person you wish to include and when they answer dial **50**

Group pick-up

Dial **14**

Individual call 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** then the **Extension Number** that the call is parked on

Diverts

To Divert Internal/External Calls divert to

Dial **61** and the **Extension Number** you wish 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**

Text Messaging

Receiving a text message/
Unanswered Call

Press **Mail**

Press **2**. The callers will be revealed.

Press  to call back

Long Press  to delete

To clear a Text Message

Press **Mail**

Press **2**

Long Press  to delete


To send a Text Message

Press **Mail**

Press **2**

Dial the destination **Extension Number**

Press  to scroll

Press  to send the message

Personal Speed Dials

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

To program Personal Speed Dial

Press **Speed**

Press 

Dial number from 0 - 9

Insert the name using the keypad



Press 

Insert the external telephone number (prefixed by a 9)

Press 

To call a Personal Speed Dial

Press **Speed**

Press number from 0 - 9 or  and  to scroll

Press  to call

To delete Personal Speed Dial

Press **Speed**

Press 

Dial number 0 - 9 to be deleted

Long Press  key to delete name

Press  to confirm

Long Press  key to delete number

Press  to confirm

Changing Ring Tones / Contrast

Change your Ring tone/Volume

Press



Press 5

Press 3

Wait for guide to finish

Press 1 repeatedly for choice of ring tone or Press 2 repeatedly for choice of volume

Press # to select

To change screen Contrast

Press



Press 5

Press 3

Press 2

Press 1

Press # to select

Voicemail

To initialise your mailbox

Press **Mail**

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 **Mail**

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 **Mail**

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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