



**Alcatel 4200**  
**First Handset User Guide**



## Getting to know your telephone

### Programmable keys

These keys are function keys.



### Light

Light indicates messages

## Making / Receiving Calls

To make an Internal call

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**

To retrieve a held call

Press **CANC ENQ**

To transfer a call

Call the **Extension Number** and then **hang up**

To cancel transfer

Press **CANC ENQ**

To transfer to external

While on the 1<sup>st</sup> call dial the 2<sup>nd</sup> telephone number or extension number, this will put the 1<sup>st</sup> call on hold, hang up or retrieve the 1<sup>st</sup> call as normal

## Speed Dials

To dial by Short Code

Dial the **Speed Dial** number (please see your list).

## System Features

To use Touch Tones	Dial <b>69</b> before you choose your options
To activate Call Back	Dial the <b>Extension Number</b> and press #
To cancel Call Back	Dial #
Redial	Dial <b>40</b> or Press <b>Redial</b>
To have a Conference Call	During your call dial the person you wish to include and when they answer dial <b>50</b>
Group pick-up	Dial <b>14</b>
Individual call pick-up	Dial <b>13</b> and the relevant <b>Extension Number</b>
To park a call	Dial <b>12</b> (Store a call on an extension)
To retrieve a parked call	Dial <b>12</b> and then the <b>Extension Number</b> that the call is parked on

## Diverts

To Divert Internal Calls	Dial <b>61</b> and the <b>Extension Number</b> you wish to divert to
To Divert to External source	Dial <b>61</b> and then <b>9</b> for outside line followed by number
To Divert on Busy	Dial <b>62</b> and the <b>Extension Number</b> you wish to divert to
To set a DND (Do Not Disturb)	Dial <b>63</b>
To cancel all Diversions	Dial <b>60</b>

## Changing Ring Tones

Change your Ring tone/Volume	Dial <b>800</b> Press <b>3</b> Press <b>1</b> to change the ring tone Press <b>2</b> for change the ringer volume Hang Up to select
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## 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.





## G B Telecom (Scotland) Ltd Contacts

### General Enquiries

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