



Alcatel 4200

Premium Handset User Guide



Getting to know your telephone

Mute

So that your correspondent can no longer hear you.

Auto Answer

Your call answers without lifting handset

Display

Display gives information on current call

Guide Key

To check or modify your programming

Speed Dial

To call personal speed dial

Light

Light indicates messages received

Programmable keys and LEDs

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

Transfer Key

To transfer call to another

Audio Key

Loudspeaker



Reduce Volume

Increase Volume

Disconnect Key

Terminating a call or programming.

Mail

Access various mail services



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 handsfree

Transferring / Holding Calls

To transfer a call

Call the **Extension Number** and then press 

To cancel transfer

Press  then the line with the **Music Symbol**

To hold a call

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

To retrieve a held call

Press the line with the **Music Symbol** next to it

Handling Several Calls

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

To shuttle between 2 calls

Press the relevant **Line Key**. This will automatically put your original call on hold

Speed Dials

To dial by name

Type in the 1st two letters of the name



Press  or  to scroll

Press  to send

To dial by Short Code

Dial the **Short Code** number (please see your list).

System Features

To use Touch Tones	Dial 69 or press DTMF before you choose your options
To activate Call Back	Dial the Extension Number and press #
To cancel Call Back	Dial #
Redial	Press Redial use Prev and Next to scroll through the last ten numbers dialled. Press Call to call that number
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	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
Set Automatic Answer	Press 
To cancel Automatic Answer	Press 

Diverts

To Divert Internal/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

Personal Speed Dials

To program Personal Speed Dial

Press 

Press 

Dial number from **0 - 9**

Insert the name using the keypad (max 6 characters)



Press 

Insert the external telephone number (prefixed by a **9**)

Press 

To call a Personal Speed Dial

Press 

Press number from **0 - 9** or  or  to scroll

Press  call

To modify Personal Speed Dial

Press 

Press 


Dial number **0 - 9** to be modified

Overtyping using keypad

Press  to confirm

To delete Personal Speed Dial

Press 

Press 

Dial number **0 - 9** to be deleted

Long Press **Mute** key to delete name




Press  to confirm

Long Press **Mute** key to delete number





Press  to confirm

Text Messaging

Receiving a text message/
Unanswered Call


Press 
Press **2** the caller will be revealed.
Press  to call back
Long press  to delete

To send a Text Message


Press 
Press **2**
Dial the destination **Extension Number**
Press  or  to scroll pre-typed messages
Press  to send the message

Changing Ring Tones / Contrast

Change your Ring tone/Volume

Press 
Press **5**
Press **3**
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** repeatedly to amend icon/screen contrast

Headset

To activate Headset


Press 
Press **5**
Press **5**
Press **1** to enable
Press **#** to confirm

To disable Headset


Press 
Press **5**
Press **5**
Press **2** to disable
Press **#** to confirm

Voicemail


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**

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