



Alcatel 4200
Advanced Handset User Guide



Getting to know your telephone

Light

Light indicates messages received

Mute/ Automatic Answer

Mutes call in conversation
Automatically answers incoming calls

Navigator Key To scan pages of screen



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  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  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

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|--|---|
| 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

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|-------------------------------|---|
| 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*

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|---------------------------------|---|
| 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

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| 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**

To Activate your Headset



Press

Press **Phone**


Press **Headset**

Press **Choice** to switch headset On/Off


Press **OK** to confirm your choice

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

Night Services

*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**

G B Telecom (Scotland) Ltd Contacts

General Enquiries

Galamoor House
Netherdale
Galashiels
TD1 3EY

Telephone 01896 752607
Fax 01896 661308
E-mail enquires@gbtscotland.co.uk

Sales

Telephone 01896 661313
E-mail sales@gbtscotland.co.uk

Faults, Technical and Training

Telephone 01896 661319
E-mail remotes@gbtscotland.co.uk

Network

Telephone 01896 661317
E-mail network@gbtscotland.co.uk

Accounts

Telephone 01896 661303
E-mail accounts@gbtscotland.co.uk