



**Alcatel 4200**  
**Advanced Handset User Guide**





## 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 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. Transfer or retrieve the 1<sup>st</sup> 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

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 **Apmnt** and type in the required time, press **OK**

To cancel a set Appointment

Press **Apmnt**, 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 <b>61</b> and the <b>Extension Number</b> you wish to divert to
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>

## Attendant Diversion

*Note that an Attendant Diversion will need to be configured by G B Telecom*

To divert Incoming Calls	Press <b>Divert</b> and press the <b>Password Key</b>
To cancel Attendant Diversion	Press <b>Divert</b> and press the <b>Password Key</b>

## Personal Speed Dials

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

To program Personal Speed Dials	Press <b>Speed</b> , Press <b>i</b> Select soft key where you wish to store the number (Soft keys are under the screen) Insert the name using the keypad Press <b>OK</b> Insert the external telephone number (prefixed by a 9) Press <b>OK</b>
To call a Personal Speed Dial	Press <b>Speed</b> Press the relevant soft key

## Text Messaging


Receiving a text message/ Unanswered Call	Press Mail or Envelope key Press <b>Text</b> Press <b>Read</b> Press <b>MSG</b> Press <b>Call</b> to call them back Press <b>Clear</b> to delete the message Press <b>Exit</b>
To send a Text Message	Press <b>Mail</b> or <b>Envelope key</b> Press <b>Text</b> and enter the destination <b>Extension Number</b> Scroll by pressing <b>Next</b> to view pre-typed message Press <b>OK</b> 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

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