



Alcatel 4200

Analogue Handset User Guide



Making / Receiving Calls

To make an Internal call

Dial the **Extension Number**

To make an External call

Dial **9** and then the **Telephone Number**

To answer a call

Lift the handset

Transferring / Holding Calls

To hold a call

Press **R (Recall)**

To retrieve a held call

Press **R (Recall)**

To transfer a call

Press **R (Recall)** then the **Extension No** then hang up

To cancel transfer

Press **R (Recall)** then **3**

Speed Dials

To use Speed Dials

Dial the **Speed Dial** number (7000 - 7999)

System Features

To activate Call Back

Dial the **Extension Number R (Recall)** and press **#**

To cancel Call Back

Press **R (Recall)** then **#**

Redial

Press **Redial**

To have a conference call

While on 1st call dial the 2nd person you wish to include and when they answer dial **R (Recall) 50**

Group pick-up

Dial **14**

Individual call pick-up

Dial **13** and the relevant **Extension Number**

To park a call

Press **R (Recall)** then 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

Diverts

To Divert your 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**

Voicemail

- To initialise your mailbox
- Press **51**
Enter your Mail Box Number (Extension Number)
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 **51**
Enter your Mail Box Number (Extension Number)
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 **51**
Enter your Mail Box Number (Extension Number)
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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