



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)
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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 1 st call dial the 2 nd 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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