



**Alcatel 4200**  
**Easy Handset User Guide**

## Getting to know your telephone

### Display

Display gives information on current call

### Programmable keys and LEDs

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

### Light

Light indicates messages received

### Disconnect Key

Terminating a call or programming.

### Guide Key

To check or modify your programming

### Audio Key

Loudspeaker



Reduce  
Volume

Increase  
Volume



## 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** then the **Telephone Number**

To answer a call

Lift the handset

## Transferring / Holding Calls

To hold a call

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

To retrieve a held call

Press the Int/Ext key with the **Red flashing Light**

To transfer a call

Call the **Ext Number** and then press **transfer**

To cancel transfer

Press  then the INT/Ext key with the **Red flashing Light**

To transfer to external

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.

## Speed Dials

To dial by name

Press **DIRECT** then letters of the name you require

Press  or  to scroll

Press  to send

To dial by Speed Dial

Dial the **Speed Dial Number** (please see your list)

## System Features

To use Touch Tones

Dial **69** before you choose your options

To activate Call Back

Dial the **Extension Number** and press #

To cancel Call Back

Press #

Redial

Dial **40**

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  
(Store a call on an extension)

Dial **12**

To retrieve a parked call

Dial **12** then the **Extension Number** that the call is parked on

## Diverts

To Divert Internal/External Calls divert to

Dial **61** and the **Extension Number** you wish 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**

## Text Messaging

Receiving a text message/  
Unanswered Call

Press **Mail**

Press **2**. The callers will be revealed.

Press  to call back

Long Press  to delete

To clear a Text Message

Press **Mail**

Press **2**

Long Press  to delete


To send a Text Message

Press **Mail**

Press **2**

Dial the destination **Extension Number**

Press  to scroll

Press  to send the message

## Personal Speed Dials

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

To program Personal Speed Dial

Press **Speed**

Press 

Dial number from 0 - 9

Insert the name using the keypad



Press 

Insert the external telephone number (prefixed by a 9)

Press 

To call a Personal Speed Dial

Press **Speed**

Press number from 0 - 9 or  and  to scroll

Press  to call

To delete Personal Speed Dial

Press **Speed**

Press 

Dial number 0 - 9 to be deleted

Long Press  key to delete name

Press  to confirm

Long Press  key to delete number

Press  to confirm

## Changing Ring Tones / Contrast

Change your Ring tone/Volume

Press



Press 5

Press 3

Wait for guide to finish

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

Press 1

Press # to select

## Voicemail

To initialise your mailbox

Press **Mail**

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 **Mail**

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 **Mail**

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.







## G B Telecom (Scotland) Ltd Contacts

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