



G. B. TELECOM
(Scotland) Limited

Alcatel 4200
First Handset User Guide



Getting to know your telephone

Programmable keys

These keys are function keys.

Light

Light indicates messages



Making / Receiving Calls

To make an Internal call

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**

To retrieve a held call

Press **CANC ENQ**

To transfer a call

Call the **Extension Number** and then **hang up**

To cancel transfer

Press **CANC ENQ**

To transfer to external

While on the 1st call dial the 2nd telephone number or extension number, this will put the 1st call on hold, hang up or retrieve the 1st call as normal

Speed Dials

To dial by Short Code

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	Dial #
Redial	Dial 40 or Press Redial
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	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 Internal Calls	Dial 61 and the Extension Number you wish to divert to
To Divert to External source	Dial 61 and then 9 for outside line followed by number
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

Changing Ring Tones

Change your Ring tone/Volume	Dial 800 Press 3 Press 1 to change the ring tone Press 2 for change the ringer volume Hang Up 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

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