



Alcatel 4200
Mobile 100/200 Handset User Guide



Getting to know your telephone

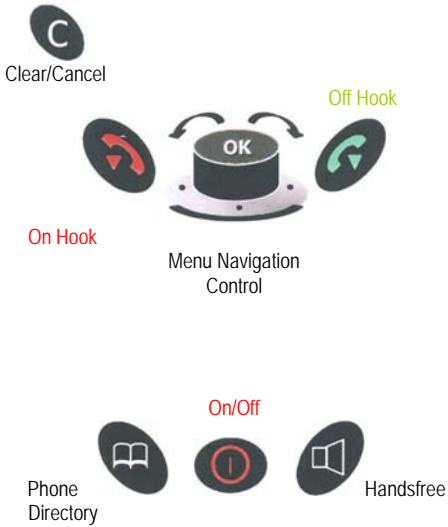


Mobile 100



Mobile 200

Handset Buttons



Getting to know your telephone

Status Icons



Battery Charge Level



Voice and Text Messages



Call Diversion Activated



Radio Reception Quality



Programmed Call Back Time



Vibrator Active (Mobile 200)



Ringer Active



Ringer Disabled

Menu Icons



Directories



Redial



Divert Calls



Call Pick up



Voicemail and Text Messaging



Appointment



System Lock



Customise your phone

Call Icons



Making a Call



Answering a Call



In Conversation



Directories



Call on Hold



Transferring a Call



DTMF Signals



Conference



Common Hold



Park a Call


Mobile 100/200

Making / Receiving Calls


To make an Internal call

Dial the **Extension Number** then press 


To make an External call

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

To answer a call

Press the 

To end a call

Press the 

Transferring / Holding Calls

To transfer a call

Dial the **Extension Number** then press 

Press **OK** to transfer

To cancel transfer

Press  then 


To hold a call

Dial **2** then press 

To retrieve a held call

Press **C** twice then 

To transfer to external


While on the 1st call dial the 2nd telephone number or extension number then press  this will put the 1st call on hold and transfer or retrieve the 1st call as normal

Speed Dials

To dial by name

Press 

Enter the two letters of the name

Scroll through using 

Press  to call


To dial by Speed Dial

Dial the number (please see your list)

Press  to call

System Features


To use Touch Tones

During call press 



To activate Call Back

Dial **Extension Number** then press 

To cancel Call Back

Dial **19** then press 

Redial

Dial **40** then long press  then scroll through list and press  to dial



To have a Conference Call

Whilst on 1st call dial the 2nd person you wish to include and when they answer dial **50**

Group pick-up

Dial **14** then press 



Individual call pick-up

Dial **13** then press  then dial the relevant **Extension Number** then press 

To park a call
(Store a call on an extension)



Dial **12** then press 

To retrieve a parked call

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

Diverts

To Divert Internal Calls

Dial **61** and press  then dial the **Extension Number** you wish to divert to and press  again

To Divert on Busy

Dial **62** and press  then dial the **Extension Number** you wish to divert to and press  again

To set a DND (Do Not Disturb)





Dial **63** and press 

To cancel all Diversions

Dial **60** and press 

Personal Speed Dials

To program Personal Speed Dial

Press 
Highlight 
Press 
Scroll through using  to desired entry

Long Press 

Enter **Name**

Press 

Insert the external telephone number (prefixed by **9**)

Press 

To call a Personal Speed Dial

Press 
Highlight 
Press 
Select **Pers Sp Dial**

Press 

Scroll through using  and press  to call.


Text Messaging


Receiving a text message/
Unanswered Call

Press 
Highlight 
Press 

Scroll right using  so that  is highlighted

Press 

Press  to read message

Press  to call person back or,

Scroll down using 
Select **Clear**

Press 


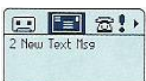
Press  to exit

To send a Text Message
(Unanswered Call)

Press 

Highlight 

Press 

Scroll right using  so that  is highlighted

Press 

Insert **Extension Number** of text message recipient

Press 







Scroll down using  and select message

Press 







Press  to exit

Changing Ring Tones / Contrast

Change your Ring Tone




Long Press 
Select Phone Set
Press 
Press  for Ring Melody
Scroll down using  and select melody
Press  to select
Press  to exit

Change your Ring Tone Volume

Long Press 
Select Phone Set
Press 
Scroll Right using  and select Ring Level
Scroll down using  and select appropriate level
Press 
Press  to exit

VoiceMail

To initialise your mailbox

Press 
Scroll using  and select 
Enter a 4 digit personal password (default 2222)
Say your name
Press #

To record your message

Long Press 
Press  for mbx greeting
Press  for Custom
Press  to Record Greeting
Press  to Stop Recording
Press  to confirm recording or
Scroll using  to listen or re-record

Accessing your message

Press 
Scroll using  and select 
Press  to Listen to your messages
Press 
Press  to Play
Scroll Right using  and press  to clear

Accessing your message from
Out with the office

Dial your DDI number
When your message begins press your * then # key
on your telephone
Enter your mailbox number (extension number)
Enter your personal password (default 2222)
Press 1 to listen to your message
Press 1 to replay the message
Press 2 to erase the message
Press 3 to call the correspondent back
Press 0 for further options

To Activate your VoiceMail

Dial 61 and then 51

To take your VoiceMail off

Dial 60

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