



**Alcatel 4200**

**Premium Handset User Guide**



## Getting to know your telephone

### Mute

So that your correspondent can no longer hear you.

### Auto Answer

Your call answers without lifting handset

### Display

Display gives information on current call

### Guide Key

To check or modify your programming

### Speed Dial

To call personal speed dial

### Light

Light indicates messages received

### Programmable keys and LEDs

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

### Transfer Key

To transfer call to another

### Audio Key

Loudspeaker



Reduce Volume

Increase Volume

### Disconnect Key

Terminating a call or programming.

### Mail

Access various mail services



## 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** or press the **Line Key** and then the **Telephone Number**

To answer a call


Lift the handset or press handsfree

## Transferring / Holding Calls

To transfer a call

Call the **Extension Number** and then press 

To cancel transfer

Press  then the line with the **Music Symbol**

To hold a call

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

To retrieve a held call

Press the line with the **Music Symbol** next to it

## Handling Several Calls

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

To shuttle between 2 calls

Press the relevant **Line Key**. This will automatically put your original call on hold

## Speed Dials

To dial by name

Type in the 1<sup>st</sup> two letters of the name



Press  or  to scroll

Press  to send

To dial by Short Code

Dial the **Short Code** number (please see your list).

## System Features

To use Touch Tones	Dial <b>69</b> or press <b>DTMF</b> before you choose your options
To activate Call Back	Dial the <b>Extension Number</b> and press <b>#</b>
To cancel Call Back	Dial <b>#</b>
Redial	Press <b>Redial</b> use <b>Prev</b> and <b>Next</b> to scroll through the last ten numbers dialled. Press <b>Call</b> to call that number
To have a conference call	During your call dial the person you wish to include and when they answer dial <b>50</b>
Group pick-up	Dial <b>14</b>
Individual call pick-up	Dial <b>13</b> and the relevant <b>Extension Number</b>
To park a call	Dial <b>12</b> (Store a call on an extension)
To retrieve a parked call	Dial <b>12</b> and then the <b>Extension Number</b> that the call is parked on
Set Automatic Answer	Press 
To cancel Automatic Answer	Press 

## Diverts

To Divert Internal/External Calls	Dial <b>61</b> and the <b>Extension Number</b> you wish to divert to
To Divert on Busy	Dial <b>62</b> and the <b>Extension Number</b> you wish to divert to
To set a DND (Do Not Disturb)	Dial <b>63</b>
To cancel all Diversions	Dial <b>60</b>

## Personal Speed Dials

To program Personal Speed Dial

Press 

Press 

Dial number from **0 - 9**

Insert the name using the keypad (max 6 characters)



Press 

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

Press 

To call a Personal Speed Dial

Press 

Press number from **0 - 9** or  or  to scroll

Press  call

To modify Personal Speed Dial

Press 

Press 

Dial number **0 - 9** to be modified

Overtyping using keypad

Press  to confirm

To delete Personal Speed Dial

Press 

Press 

Dial number **0 - 9** to be deleted

Long Press **Mute** key to delete name




Press  to confirm

Long Press **Mute** key to delete number





Press  to confirm

## Text Messaging

Receiving a text message/  
Unanswered Call


Press   
Press **2** the caller will be revealed.  
Press  to call back  
Long press  to delete

To send a Text Message


Press   
Press **2**  
Dial the destination **Extension Number**  
Press  or  to scroll pre-typed messages  
Press  to send the message

## Changing Ring Tones / Contrast

Change your Ring tone/Volume

Press   
Press **5**  
Press **3**  
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** repeatedly to amend icon/screen contrast

## Headset

To activate Headset


Press   
Press **5**  
Press **5**  
Press **1** to enable  
Press **#** to confirm

To disable Headset


Press   
Press **5**  
Press **5**  
Press **2** to disable  
Press **#** to confirm

## Voicemail


To initialise your mailbox

Press   
Press **3**  
Enter a 4 digit personal password  
(default **2222**)  
Say your name  
Press **#**

To record your greeting

Press   
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

To record your name only

Press   
Press **3**  
Enter your 4 digit personal password  
Press **4** for Personal Options  
Press **5** for To Record Your Name  
Press **#** to Confirm

Accessing your message

Press the **Mail** or **Envelope** Key  
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**

## 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](mailto:enquires@gbtscotland.co.uk)

### Sales

Telephone 01896 661313  
E-mail [sales@gbtscotland.co.uk](mailto:sales@gbtscotland.co.uk)

### Faults, Technical and Training

Telephone 01896 661319  
E-mail [remotes@gbtscotland.co.uk](mailto:remotes@gbtscotland.co.uk)

### Network

Telephone 01896 661317  
E-mail [network@gbtscotland.co.uk](mailto:network@gbtscotland.co.uk)

### Accounts

Telephone 01896 661303  
E-mail [accounts@gbtscotland.co.uk](mailto:accounts@gbtscotland.co.uk)