

ALCATEL 4200

First

1a



Courtesy of DownerCommspec (NZ) Ltd

MAKING CALLS		
OUTWARD DIALING	Dial 1, followed by the desired number	
INTER OFFICE CALLING	Dial extension number	
CALLBACK <i>If an extension is engaged you may programme your phone to ring you when the extension is free</i>	After you have dialled the extension and hear busy tone Press CALLBACK key To Cancel dial # 99	
REDIAL	Press REDIAL key or Dial # 1	
DIRECTORY DIALLING		
BY NUMBER <i>Accesses up to 400 Company speed dials by number</i>	Dial the 4 digit speed code 8000 - 8399	
PERSONAL SPEED DIALLING		
PROGRAMMING <i>Stores and accesses up to 10 speed dials exclusive to your phone</i>	1. Lift handset	
	2. Dial 888	
	3. Enter a speed number between 1 - 9	
	4. Dial 1 followed by the telephone number	
	5. Replace handset	
	0	1
	2	3
4	5	
6	7	
8	9	
TO DIAL	Press PERSONAL SPEED key Press the desired speed number between 0 - 9	
RECEIVING CALLS		
GROUP PICK UP <i>Answers any ringing phone in your group</i>	Press GRP PK or Dial * 6	
DIRECTED PICK UP <i>Answers a specific ringing phone</i>	Press DIR PK or Dial # 6 Followed by the extension number you wish to answer	
ANSWERING NIGHT BELLS	Dial * 1	

TRANSFERRING

TRANSFER	Ask your caller to hold Dial extension number Wait for an answer (optional) Hang up or to retrieve the call again, press CANCEL TRANSFER
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CALL WAITING

IGNORE THE CALL	It will return to its sender
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REPLACE YOUR RECEIVER	The 2 nd call will ring your phone
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ANSWER THE CALL WAITING AND HOLD YOUR 1ST CALLER	Ask your caller to hold Press # 88 You are now connected to your caller waiting
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SHUTTLE BETWEEN THE TWO CALLERS	By pressing 2 shuttles between two callers
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HOLDING / PARKING

PARK	Ask your caller to hold Dial * 7
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PARK RETRIEVE	Dial * 7 Dial the extension number the call is parked at
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PAGING

ANSWERING PAGE	From any phone Dial * 7 followed by the number announced by the operator
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ALL CALLS	Dial # *
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PAGING GROUP	Dial # 2
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CONFERENCING

CONFERENCING UP TO 3 PARTIES <i>Any combination internal and external</i>	While in conversation Dial the extension you wish to conference (Speak with the new party – the other party can not hear) Press CONF or Dial 3 All parties are connected
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DIVERTING CALLS

1. Lift handset 2. Press DIVERT or Dial * 01 3. Enter the extension number you wish to divert to (for voicemail users, enter 500) 4. Replace handset
To Cancel, lift handset, dial * 00

CHANGING THE VOLUME AND RINGER TUNE

1. Lift handset 2. Dial 883 3. Dial 1 listen to and change the ringer tune OR Dial 2 to listen to and raise the ringer volume 4. Replace handset when you have made your selection

SENDING DTMF TONES

FOR AUTOMATED TELEPHONE MESSAGING, I.E. TELEPHONE BANKING; VOICEMAIL ETC	Dial the required number Press DTMF key or Dial # # Dial the required digits from your keypad
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FEATURE CODES

1	Outside Line
0	Operator
8000 - 8399	Dialling a System Directory number
5	Automatic Call back
# 99	Cancel automatic callback
# *	Paging All Calls
# 2	Paging Group
* 7	Parking a Call
* 7 (extn)	Retrieve Parked Call from your own or another extension
# 6 (extn)	Direct Pick Up
* 6	Group Pick Up
* 1	Bell Pick Up
* 01	Divert All Calls
* 02	Divert Calls on Busy
* 00	Cancel Diverting
* 06	Divert I'm Here
* 07	Cancel Divert I'm Here
# 1	Redial
3	Conference