




MAKING CALLS

OUTWARD DIALING	Dial 1, followed by the desired number
INTER OFFICE CALLING	Press displayed extension, or Dial extension
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 Cback under screen To Cancel dial # 99
REDIAL	Press ▲ under screen ▲
SAVE REDIAL	Dial number Press NbSave under screen To Dial Press  ▲ under screen ▲

DIRECTORY DIALING

BY NUMBER <i>Accesses up to 400 Company speed dials by number</i>	Dial the 4 digit speed code 8000 - 8399
BY NAME <i>Dials Internal and Company names using Directory</i>	From your alpha keypad, enter the first letter/s of the name you require Press NEXT / PREV to scroll to desired name Press SEND (The number is automatically dialled for you)



PERSONAL SPEED DIALING

PROGRAMMING <i>Stores and accesses up to 30 speed dials exclusive to your phone</i>	<ol style="list-style-type: none"> Press Personal Speed key Press  (Display flashes) Press desired key under screen (▲ ◀▶ will select top line and move screen left and right) Enter the name from your alpha keypad ▲ while held down with a letter creates a capital Rubout deletes characters Press OK Dial 1 followed by the telephone number Press OK, then 
TO DIAL	Press Personal Speed key Press ▲ and/or ▶ to locate desired name Press the key under desired name The number is automatically dialled for you

PROGRAMMING CLOCK

- Press ▶
- Press (↑) Password 1954
- Press CLOCK
- Re-enter date and time
- Press OK


RECORDING VOICE CARD

- Press ▶
 - Press  .. 
 - Press ADMIN
 - Enter 1987 (Password)
 - Press ▲
 - Press VOICE
 - Press HEAR MSG (to listen) or REC MSG (to record and STOP to finish)
 - Press MSG 1 or MSG 2 or MSG 3 or MSG4
- N.B. Note that no tone will be heard when you record

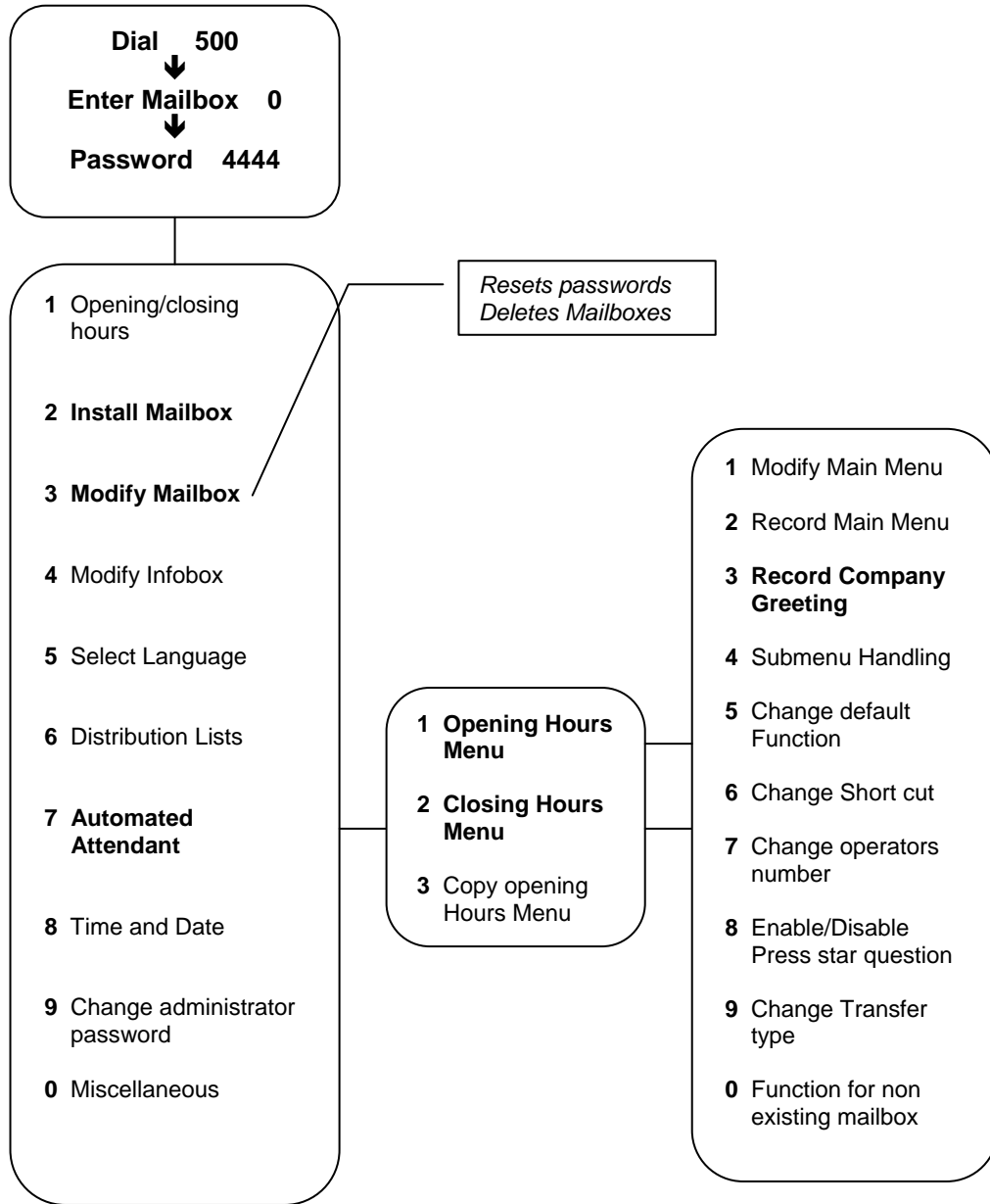
NIGHT SERVICE

- Press NIGHT
 - Enter password 1954
- Flashes next to Night Key
- Repeat to put back into DAY

LISTENING TO ALCATEL VOICEMAIL MESSAGES

- Your Message Indicator will flash green, and your  key will illuminate red
- Press MAIL then VOICE key (under screen)
 - When prompted your password is 0000
 - Press 1 Listen to Messages
 - 1 = Replay message
 - 2 = Archive message (saves)
 - 3 = Erase
 - 4 = Hear date and time
 - 5 = Send a Copy (to another user) – you will be prompted to record your own message

ALCATEL VOICEMAIL
Quick Reference - Administrator Functions



ALCATEL 4200 *Advanced*



Operator Quick Reference Guide

*Courtesy of DownerCommspec NZ Ltd
For Sales and Service*
Telephone: 0800-828-888

PROGRAMMING YOUR PHONE



PROGRAMMING DSS KEYS

You may programme / change either extensions or external numbers to spare DSS keys

1. Press
2. Press DSS key you wish to programme
3. Press RUBOUT if you wish to delete
- 4a. Dial extension or
- 4b. Dial external number
5. Press OK
6. Press to exit

PROGRAMMING COMPANY SPEED DIALS DIRECTORY DIALLING

1. Press
2. Press Password 1954
3. Press COM SPD (Displays first entry – 8000 – 8399)
4. Press MODIFY or (NEXT / PREVIOUS to locate desired entry)
5. Enter name from keypad and press OK
6. Dial phone number (you do not need to dial 1 for outside lines)
7. Press OK
8. Press NEXT to continue
9. Press to exit

CHANGING EXTENSION NAMES

1. Press
2. Press Password 1954
3. Press SUBSCR
4. Dial extension number you wish to change (Enter Destination is prompted on your screen)
5. Press NAME
6. Press CLEAR and re-enter new name
7. Press OK
8. Press to exit

RECEIVING CALLS

ANSWERING YOUR OWN PHONE	Lift your handset
GROUP PICK UP <i>Answers any ringing phone in your group</i>	Press PICKUP or Dial * 6
DIRECTED PICK UP <i>Answers a specific ringing phone</i>	Press DIR PICKUP or Dial # 6 Press displayed key or dial the extension number you wish to answer
ANSWERING NIGHT BELLS	Dial * 1

TRANSFERRING

TRANSFER	Ask your caller to hold Press or dial extension number (for external numbers dial 1 first) Wait for an answer (optional) Press and hang up N.B. If the call is unanswered, it will recall to you, check your screen to identify whom it is recalling from and lift your handset to answer
➤ If the extension is engaged	The call is automatically queued at the extension after you have transferred it
➤ To retrieve the call if you have not hung up <i>i.e. misdial or party does not wish to take the call</i>	Press then CALL key (flashing) You are connected to your caller
➤ To retrieve the call if you have hung up	Press DIR PICKUP or Dial # 6 Dial the extension number or press displayed extension key

HOLDING

HOLD A CALLER	Ask your caller to hold Press HOLD key Displays next to GENERAL key
RETRIEVE CALL ON HOLD	Press CALL key (flashing)

PARKING

PARK	Ask your caller to hold Press PARK (or Dial * 7)
PARK RETRIEVE	Press PARK (or Dial * 7) Dial your extension number

PAGING

ALL CALLS	Dial # *
PAGING GROUP	Dial # 2

PARK AND PAGE

PAGING A PERSON FOR A PARKED CALL <i>If you have an internal or external paging system you may park calls for colleagues, who can then retrieve the call from any extension</i>	<p>Park the call</p> <p>Make a paged call and instruct the person they have a call parked at (and announce your extension number)</p>
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SENDING A TEXT MESSAGE

TO SET <i>Sends a visual text message to Display phones</i> <i>(N.B. Once sent the message can not be cancelled)</i>	<ol style="list-style-type: none"> 1. Press MAIL key 2. Dial TEXT 3. Enter destination extension 4a. Press NEXT until desired message is displayed on screen OR 4b. Press CREATE and type your own message 5. Press OK
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READING A TEXT MESSAGE

WHEN YOUR MAIL KEY IS ILLUMINATED	<ol style="list-style-type: none"> 1. Press MAIL key 2. Press TEXT 3. Press READ 4. Press MSG 5. Press CALL to ring sender or CLEAR to clear message
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DIVERTING CALLS

TO SET	<ol style="list-style-type: none"> 1. Press ► 2. Press ↶ under screen 3. Select and press desired Divert type 4. Enter destination 5. Press OK <p>To Cancel Dial * 00</p>
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SENDING DTMF TONES

FOR AUTOMATED TELEPHONE MESSAGING, I.E. TELEPHONE BANKING; VOICEMAIL ETC	<p>Dial the required number</p> <p>Press DTMF key</p> <p>Dial the required digits from your keypad</p>
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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	Retrieve Parked Call from your extension
* 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	Forward All Calls
* 02	Forward Calls on Busy
* 00	Cancel Call Forwarding
* 06	Forward I'm Here
* 07	Cancel Forward I'm Here
# 1	Redial
3	Conference