



FEATURE CODES	
1	Outside Line
*3	Lock / Unlock Passcode 1515 1 / 2
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
 552	Headset ON
 551	Headset OFF

# ALCATEL 4200

**Premium**





Courtesy of DownerCommspec (NZ) Ltd




For Sales and Service

**DownerCommspec (NZ) Ltd**

**0800-828-888**

<b>CHANGING HANDSET TO SPEAKERPHONE</b>	While in conversation using the handset Press  key Replace handset Press  to disconnect
<b>OUTWARD DIALING</b>	Dial 1, followed by the desired number
<b>INTER OFFICE CALLING</b>	Dial extension or press extension key
<b>CALLBACK</b> <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 Dial 5 to set a Callback  To Cancel dial # 99
<b>REDIAL</b>	Press REDIAL or dial # 1
<b>MUTE</b>	Press  light illuminates red when in use  Press  light turns off when not in use
<b>DIRECTORY DIALLING</b>	
<b>BY NUMBER</b> <i>Accesses up to 400 Company speed dials by number</i>	Dial the 4 digit speed code 8000 - 8399
<b>BY NAME</b> <i>Dials Internal and Company names using Directory</i>	From your alpha keypad, enter the first letter of the name you require Press + or - to scroll to desired name Press OK (The number is automatically dialled for you)



Press 

Press + or - to scroll and select from the following additional features



Each time the desired feature is displayed on your screen, press the OK key to confirm your choice

**FEATURES**

1. **WHO AM I** – Displays your extension number
2. **LOCK** – Disables your phone from being used
3. **APPMT** – (Appointment) By inserting a time (4 digits) you may get your phone to ring you (Alarm)
4. **DIVERT** – Diverts your phone or enables text messaging
5. **PHONE** – Enables Headset use, Contrast (Dial 1), Melody (Dial 1 for tune and Dial 2 for Volume)

## READING A TEXT MESSAGE


### WHEN YOUR MAIL KEY IS ILLUMINATED

1. Press  key  
(Screen displays how many text or voice messages received)
2. Press 2 (Senders name is displayed on screen)  
Optional – Press NEXT SCR N to display extension and date/time
3. Press OK  
Press NEXT SCR N (if you cannot view the entire message)
4. Press OK to call sender or  mute key to clear message

## DIVERTING CALLS

### TO SET

*Diverts your phone to ring at an alternative destination, e.g. extension or external number*

1. Press 
2. Press + (until 4-Div is displayed on screen)
3. Press OK
4. Press + (until desired Divert type is displayed on screen)
5. Press OK
6. Enter destination extension


To Cancel Press DIVERT or Dial \* 00

## SENDING DTMF TONES

### FOR AUTOMATED VOICE MESSAGING, i.e. telephone banking; voicemail etc

- Dial the required number
- Press DTMF key or Dial # #
- Dial the required digits from your keypad




## PROGRAMMING DSS KEYS

1. Press 
2. Press key you wish to programme
3. Press NEXT SCR N key (shows current setting)
4. Press MUTE (deletes current setting)
- 5a. Enter extension
- 5b. Enter external number, remembering to first enter 1 for outside line
6. Press OK

## PERSONAL SPEED DIALLING


### PROGRAMMING

*Stores and accesses up to 10 speed dials exclusive to your phone*

1. Press  Directory key
2. Press 
3. Enter a speed number between 1 - 9
4. Enter the name from your alpha keypad (+ and – scroll)  
↑ while held down with a letter creates a capital  
← deletes characters
5. Press OK
6. Dial 1 followed by the telephone number
7. Press OK 

0	1
2	3
4	5
6	7
8	9

### TO DIAL

1. Press  Directory key
2. Press + or - to scroll to desired name
3. Press OK The number is automatically dialled for you

## RECEIVING CALLS

### GROUP PICK UP

*Answers any ringing phone in your group*

Press PICKUP or Dial \* 6

### DIRECTED PICK UP



*Answers a specific ringing phone*

Press DIR PICK or Dial # 6  
Followed by the extension number you wish to answer


### ANSWERING NIGHT BELLS

Dial \* 1



### TRANSFERRING

<b>TRANSFER</b>	<p>Ask your caller to hold</p> <p>Dial extension number</p> <p>Wait for an answer (optional)</p> <p>Press  and hang up</p>
➤ <b>To Retrieve the call if you <i>have not</i> hung up</b>	<p>Press  then CALL key (flashing)</p> <p>You are connected to your caller</p>
➤ <b>To Retrieve the call if you <i>have</i> hung up</b>	<p>Press DIR PICK or Dial # 6</p> <p>Followed by the extension number</p>

### CALL WAITING

<b>IGNORE THE CALL</b>	It will return to its sender
<b>REPLACE YOUR RECEIVER</b>	The 2 <sup>nd</sup> call will ring your phone
<b>ANSWER THE CALL WAITING AND HOLD YOUR 1<sup>ST</sup> CALLER</b>	<p>Ask your caller to hold</p> <p>Press flashing CALL key (first caller goes on hold automatically)</p> <p>You are connected to the 2<sup>nd</sup> caller</p>
<b>SHUTTling BETWEEN THE TWO CALLERS</b>	Press CALL key  (flashing) to shuttle between the two callers

### HOLDING

<b>HOLD A CALLER</b>	<p>Ask your caller to hold</p> <p>Press HOLD key  Displays next to CALL key</p>
<b>RETRIEVE CALL ON HOLD</b>	Press CALL  key

### PARKING

<b>PARK</b>	<p>Ask your caller to hold</p> <p>Press PARK (or Dial * 7)</p>
<b>PARK RETRIEVE</b>	<p>Press PARK (or Dial * 7)</p> <p>Dial the extension number the call is parked at</p>


### PAGING

<b>ANSWERING PAGE</b>	<p>From any phone</p> <p>Dial * 7 followed by the number announced by the operator</p>
<b>ALL CALLS</b>	Dial # *
<b>PAGING GROUP</b>	Dial # 2


### CONFERRING

<b>CONFERRING UP TO 3 PARTIES</b> <i>Any combination internal and external</i>	<p>While in conversation</p> <p>Dial the extension you wish to conference</p> <p>(Speak with the new party – the other party can not hear)</p> <p>Press CONF key to conference all parties</p>
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### LEAVING A TEXT MESSAGE FROM YOUR PHONE

<b>TO SET</b> <i>Displays a visual message to screen phone extensions</i>	<ol style="list-style-type: none"> <li>1. Press </li> <li>2. Press + (until 4-Div is displayed on screen)</li> <li>3. Press OK</li> <li>4. Press + (until Text is displayed on screen)</li> <li>5. Press OK</li> <li>6. Press + and - (until desired message is displayed on screen) Enter information from your keypad where prompted, press OK</li> <li>7. Press OK</li> </ol> <p>“Text Answering” is now displayed on your screen</p> <p>To Cancel Press DIVERT or Dial * 00</p>
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### SENDING A TEXT MESSAGE

<b>TO SET</b> <i>Sends a visual text message to Display phones (N.B. Once sent the message can not be cancelled)</i>	<ol style="list-style-type: none"> <li>1. Press  key</li> <li>2. Dial 2</li> <li>3. Enter destination extension or enter letter from keypad</li> <li>5. Press + and - (until desired message is displayed on screen)</li> <li>6. Press OK</li> </ol>
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