

## Alcatel 4400 User Guide – Advanced Handset

<b>To make an internal call</b>	Dial extension number
<b>To make an external call</b>	Dial 9 followed by the telephone number
<b>Dial by name</b>	Type 1st 3 letters of persons name use up and down arrow to select name and press return key to dial
<b>To receive a call</b>	Lift receiver or press handsfree key
<b>To transfer a call</b>	Dial extension number, announce caller and replace receiver
<b>To retrieve a call</b>	Press the 'Enquiry' key or press 2
<b>Broker call</b>	Press 'Broker' key (allows extn to toggle)
<b>To hold a call</b>	Press 'Enquiry' key
<b>To retrieve a held call</b>	Press 'Enquiry' key
<b>To park a call</b>	Press 'Park' in display or dial *75 and extension number you are picking call up from
<b>To retrieve a parked call</b>	Dial *75
<b>To initiate a 3 way conference</b>	Receive/make 1 <sup>st</sup> call, dial extension number of 3 <sup>rd</sup> party, and press 'Conf' key in display or dial 3 to join all 3 together
<b>To exit 3 way conference</b>	Replace receiver, the other parties will remain talking
<b>Last number redial</b>	Press your redial key or dial *70
<b>Callback (If extn busy)</b>	Dial the extension number and press 5
<b>Pick up individual extn</b>	Dial *72 and extn number that is ringing
<b>Group call pick up</b>	Dial *73
<b>Divert calls immediately</b>	Press 'Divert' key or dial *60 and extension number to receive calls (i, Consult, service, apply, select immed, apply, dial extn no)
<b>Divert calls when busy</b>	Dial *61 and extension number to receive calls (i, Consult, service, apply, select Bynor, apply, dial extn)
<b>Divert calls on no reply</b>	Dial *62 and extension number to receive calls
<b>Divert calls busy/no reply</b>	Dial *63 and extension number to receive calls
<b>Cancel all diverts</b>	Dial *64
<b>Do not disturb</b>	Dial *78 and enter your personal code
<b>Cancel do not disturb</b>	Dial *78
<b>To programme personal directory</b>	Press i key, Press ' <b>Prog</b> ' key in display, press ' <b>Keys</b> ' in display, select Key using arrows, press soft key, dial 9 and telephone number or extension number, press ' <b>Apply</b> ' in display, type name using keypad (max 6 characters), press ' <b>Apply</b> ' in display, press release key
<b>To use personal directory</b>	Use navigator key to select screen and press soft key to call
<b>To change ring tune</b>	Keep pressing the 'Ok' key, or press 'Next' in display
<b>To change ring volume</b>	Press + or – keys
<b>To activate touch tone dialling</b>	When answered by a recorded message press tones key or dial #4
<b>To lock your handset</b>	Dial *77
<b>To unlock your handset</b>	Dial *77, enter personal code (0000)