



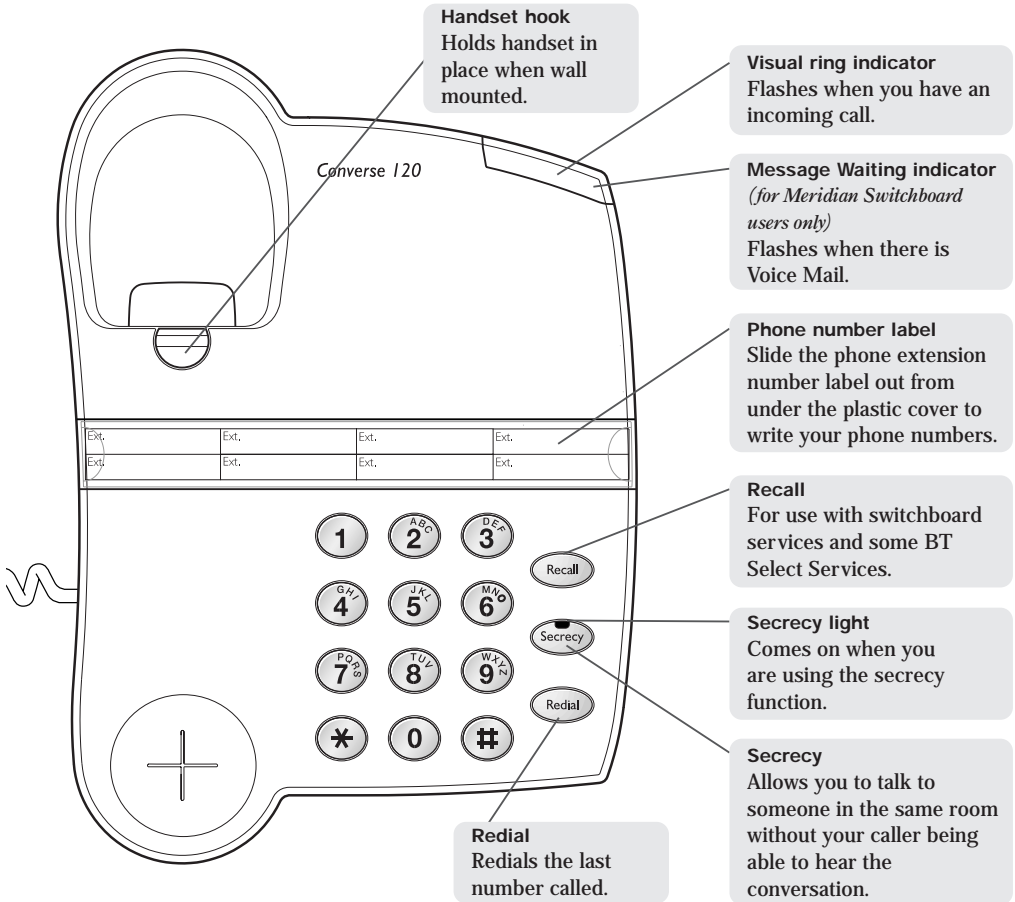
Converse 120

Userfriendly Guide





At a glance

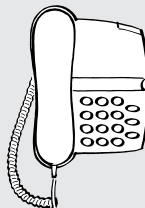


Thank you for making the right choice. You can expect your Converse 120 to provide many years of quality service. Please read the instructions carefully before use and keep this user guide for future reference.

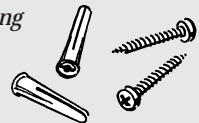
IMPORTANT

Check that your Converse 120 is complete. When you unpack you must have:

Converse 120 phone with telephone line cable attached



Screws and wall plugs for wall mounting





Installing your Converse 120

Situating your Converse 120

Situate your Converse 120 close enough to a phone socket so that the cables will reach.

Do not stand it on carpets or other similar surfaces that generate fibres.

Your Converse 120 can be wall-mounted. See 'Wall-mounting'.

Warning

Your Converse 120 is only designed to be operated in a normal office or domestic environment. It should not be used in bathrooms or near water.

Check your telephone wall socket



If you do not have a modern style socket, call **Freefone 0800 800 150** and ask for a BT engineer to come and fit the correct socket. This is a chargeable service.

Plug your Converse 120 into the phone socket



Check the dialling mode



Use the dialling mode switch on the underside of your Converse 120.

Your Converse 120 should be pre-set to TB which gives you *Tone* dialling. This ensures the phone will work with all modern digital exchanges.

If your phone does not work, try setting the dialling mode to P.

If you are connecting to a switchboard, check with your switchboard operator or communications manager which dialling mode you need.

Your Converse 120 is approved for all compatible switchboards. If you would like a list of compatible switchboards, please contact BT on **Freefone 0800 800 154**.

Your Converse 120 is now ready for making and receiving calls.



Using your Converse 120

Emergency calls

The emergency services can be contacted by dialling 999 or 112.

If your Converse 120 is connected to a switchboard or PBX, you might have to dial another number before 999 112 in order to get an outside line. On some switchboards, you may not be able to get an outside line if the power fails. Check with your switchboard operator or communications manager.

To make a call

- ① Lift the handset off the base.
- ② Dial the number you want.

At the end of your call, replace the handset.

To redial the last number

You can redial a number up to 31 digits long.

- 1 Lift the handset.
- 2 Press the Redial button.



Redial

The last number you called is redialled.

To use the Secrecy button

You can prevent your caller from hearing you while you talk to someone else close by.

- 1 Press the Secrecy button.



Secrecy

The Secrecy light will come on. While the Secrecy light is on, your caller cannot hear you.

- 2 Press the Secrecy button again to resume the conversation.

Visual ring indicator

When you have an incoming call the Visual ring indicator will flash in time with the ringing signal. Lift the handset to answer the call.

Message Waiting indicator

This feature is for Meridian switchboard users only.

When you have Voice mail messages waiting the Message Waiting indicator will flash at regular constant intervals.

To adjust the ringer volume



Use the RINGER VOLUME switch on the underside of your Converse 120.

- 1 Set the volume switch to the setting you want: HI, LOW or OFF. The Visual ring indicator will flash when you have an incoming call with all three settings.

To adjust the ringer tone



Use the RINGER TONE switch on the underside of your Converse 120.

- 1 Set the RINGER TONE switch to the setting you want: R1 for a low pitch ring or R2 for a high pitch ring.

Recall button



Recall

- 1 The Recall button is for use with switchboard services and some BT Select Services.

Phone number label

Use the phone number label to keep a note of phone or extension numbers which you use frequently.

Slide the label out from underneath the plastic cover to write on it.

Mark the numbers in pencil in case you need to change them.



Help

No dialling tone

Is the line cord plugged into the telephone socket?

Nothing happens when you dial

Check that the dialling mode switch is set to the correct position.

The handset does not ring

Is the ringer volume set to OFF?

You may have too many phones, fax machines and/or answering machines plugged in which might be overloading the sockets. (See 'Ringer Equivalence Number', back page).



Wall-mounting

Your Converse 120 can be wall-mounted using the screws and wall plugs provided.

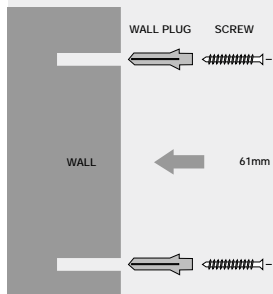
Before you wall-mount your Converse 120, check that:

- the wall can support the weight of the phone;
- the position you choose leaves sufficient space so that the phone is clear of any obstruction on the wall, such as a shelf or cupboard.

- 1 Unclip the stand on the back of the Converse 120.



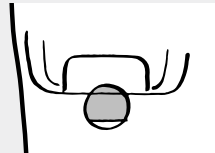
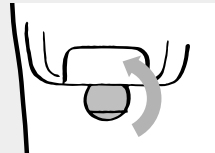
- 2 Drill two holes in the wall 61mm vertically apart using an 8mm drill bit.



- 3 Insert the wall plugs if necessary, then insert the screws leaving about

5mm protruding from the wall on which to hang the phone.

- 4 Rotate the handset hook 180° so that it protrudes upward. This holds the handset in place when wall mounted.



- 5 Hang the holes on the back of the phone over the screwheads and gently pull the phone downward to make sure it is securely in place.
- 6 Hang the handset on the handset hook.



Technical information

Environment

Your Converse 120 should be kept free of dust, moisture and high temperatures.

Wipe the casing clean with a damp, not wet, cloth.

Do not use spray or abrasive cleaners as damage to the internal components or polished surfaces could result.

How many phones can you have? (REN)

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your Converse 120 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring.

With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Connection information

- Your Converse 120 may be connected to public networks in the United Kingdom.
- It may also be connected to switchboards providing Pulse or Multi-Frequency (MF) signalling and Timed Break or Earth Loop Recall facilities. If in doubt, your switchboard supplier or maintainer should be able to offer help. Advice on connection to BT switching systems can be obtained by calling **Freefone 0800 800 154**.
- It can be connected to Meridian systems with Message Waiting.

The Message Waiting Indicator responds to the series of line reversals output by the Meridian.

If you do not have a compatible switchboard, it cannot be guaranteed that your Converse 120 will operate correctly under all possible conditions of connection.

Guarantee

If you own your Converse 120 under BT's guarantee BT guarantees the product for one year provided that:

- The goods have only been used for their intended purpose and have not been subjected to misuse, or been wilfully or accidentally damaged.
 - The goods have not been tampered with or repaired by anyone other than BT, its staff or agents. If a fault does occur in this product, and you bought the unit yourself, provided that you return it to the place of purchase and produce your receipt, it will either be repaired or replaced free of charge.
 - The terms and conditions of this guarantee do not affect your statutory rights.
- If you own your Converse 120 outside guarantee:*
- If your Converse 120 needs repair after the guarantee period has ended, it must be repaired so as to remain compliant with the approval requirements for connection to the telephone network.
 - We recommend that you contact BT on **Freefone 0800 800 150** or visit your nearest BT shop and you will be informed of our recommended repair agents.



*Offices in Europe,
North America,
Japan and Asia Pacific.*

The Telecommunications services described in this publication are subject to availability and may be modified from time to time.

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Registered Office: 81 Newgate Street,
London EC1A 7AJ.
Registered in England No. 1800000.
Printed in Malaysia. Issue No.1 (12/98). 4
Designed by The Art & Design Partnership Ltd.



CE compliant to 89/336/EEC
(EMC Directive) & 73/23/EEC
(Low Voltage Directive)

APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them