

atl telecom *Berkshire SD 30*

User Guide

Thank you for choosing a Berkshire SD 30 telephone. You have selected a carefully designed telephone which incorporates the latest technology to provide a stylish telephone which will provide many years of excellent service.

This booklet will ensure you obtain the best use of your telephone.



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1. *Preparing to use your Berkshire SD 30*

INITIAL CHECK

Our telephones are checked and tested and leave us in perfect condition. If yours is damaged, please return it to your supplier with proof of purchase, for replacement. As headset specifications vary, check with your supplier that selected headset is compatible.

TELEPHONE NUMBER LABEL

The telephone incorporates a label underneath the handset for recording frequently used telephone numbers.

To remove the plastic cover operate the release clip with your thumb nail and hinge upward.

CONNECTION

The Berkshire SD 30 telephone can be connected either to a Direct Exchange line or as an extension to a compatible company exchange (PBX).

- Plug the telephone line cord terminating plug into a new style telephone socket.
- Lift the handset and place receiver to your ear.

WALL MOUNTING

A wall mounting kit is available as an option, which provides a facility for storage of excess connection cord. Please contact your supplier for further information.

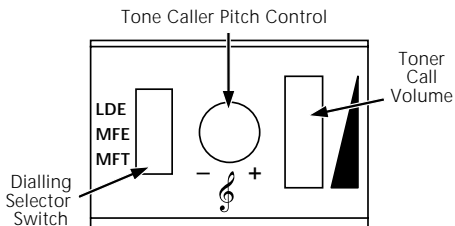
2. *Using your Berkshire SD 30*

RECEIVING CALLS

Any incoming calls will be announced by the tone caller. To answer the call, simply lift the handset.

ADJUSTING YOUR VOLUME

The tone caller volume control is located in the recess in the base of the telephone. Slide the switch until the desired volume is obtained. Note that the final position turns the ringer volume off.



ADJUSTING YOUR PITCH CONTROL

The tone caller pitch control is located in the recess in the base of the telephone.

MAKING A CALL

- Pick up the handset and listen for dial tone
- Dial the required telephone number. (Note: making external calls from a company exchange (PBX) requires the number to be pre-fixed by an access digit, normally '9')

3. *Using your Berkshire SD 30 with a Headset*

CONNECTING THE HEADSET

To connect the headset, insert the plug on the headset cord into the socket marked H/SET on the underside of the telephone.

ANSWERING CALLS

When your telephone rings, you can take the call on either the handset or the headset. To receive it on the headset, press the HS button once. This turns the headset on. The call is now connected through to the headset. At the end of the call, press the HS button a second time. This turns the headset off.

MAKING CALLS

Press the HS button to turn the headset on and dial as normal. When you have finished the call, press HS to turn the headset off.

ADJUSTING THE VOLUME

You can adjust the volume of the earphones, by rotating the dial on the right hand side of the telephone.

TRANSFERRING CALLS

- **FROM HANDSET TO HEADSET**
If you have taken a call on the handset and wish to transfer it to your headset, press HS and keep it pressed while you replace the handset.
- **FROM HEADSET TO HANDSET**
If you wish to transfer a call from your headset to the handset, simply pick up the handset. This action will switch off the headset.

4. Features and Facilities

RECALL

Berkshire SD 30 telephones are provided with a Recall or R button, required by modern public exchanges in order to provide access to various features such as transferring a call. For this, the dialling selector switch (see diagram) in the base of the telephone must be set to the MFT or MFE position per system requirements.

LAST NUMBER REDIAL (LR) KEY

If you wish to redial the last number you dialled, you can do so by lifting the handset, and pressing the LR button.

If you have a company exchange that requires a pause after the outside line access code, Last Number Redial will not be available on your system.

SECRECY

The microphone in the handset / headset can be turned off (mute) in order for you to refer to a colleague without your caller hearing you.

- Pressing the S button turns off the microphone and flashes the adjacent lamp.
- Pressing the S button again turns the microphone back on and the lamp is turned off.

5. Help

If the telephone appears to be faulty when first connected, a few simple checks may help to identify some possible problems, as listed below:

NO DIAL TONE

- Check that the telephone plug is fully inserted in the socket
- If it is, try connecting the telephone into another socket, if available.

If dial tone is now heard, the original socket is faulty.

- Alternatively, try connecting another telephone into your socket. If this telephone gives dial tone, then your new telephone is probably faulty.

ALL OPERATIONS SEEM SATISFACTORY EXCEPT THE R BUTTON

- Change dialling selector switch from MFE to MFT. If operation of R button is now satisfactory, the problem is resolved.
If not, ask your supplier for assistance.

ALL OPERATIONS SEEM SATISFACTORY BUT CALLS ARE NOT BEING RECEIVED

- Check that the Tone Caller Volume control is not set to the OFF position.
If it is not set off and calls are not being received, your Berkshire SD 30 supplier should be contacted.

6. Care

The plastic casing and parts of your Berkshire SD 30 telephone should be cleaned with a cloth moistened with a mild household cleaner.

Avoid using abrasive cleaners which will damage the high gloss finish and avoid aerosol sprays which may find their way into the telephone through openings.

7. Compliance Notes

The Berkshire SD30 may be connected to the following types of installation:

1. Direct Exchange Lines (DELS)
2. Compatible Private Automatic Branch Exchanges (PABXs). Please contact the supplier of your Berkshire SD30 to confirm compatibility with your PABX.

Whilst the Berkshire SD30 is compliant as an extension to a compatible PABX system, it cannot be guaranteed to operate under all possible conditions of connection. Any case of difficulty should be referred in the first instance to the supplier of your telephone.

Guarantee

Your Berkshire SD30 telephone is designed and manufactured to exacting quality standards. This enables ATL Telecom Limited to offer a full 10 year guarantee from the date of purchase. This guarantee protects against faulty material or workmanship, applies to the UK only and is not transferable.

The terms and conditions under which the guarantee will be valid are as set out below.

1. Misuse or any modification carried out to the telephone, or operation other than in accordance with the instructions supplied, will invalidate the guarantee
2. Damage arising from incorrect installation, accidental damage or consequential loss, are not covered under the guarantee.
3. In the event of a fault developing during the period of the Guarantee, the complete telephone should be returned to your supplier, adequately and safely packed, together with proof of date of purchase.
4. The liability of ATL Telecom Limited will be limited to the cost of repair or complete replacement of the defective instrument, at the discretion of the company.
5. The terms of this guarantee do not affect your statutory rights.

Manufacturer's Declaration

ATL Telecom Limited declares that this product is in conformity with the essential requirements of the 'R&TTE directive 1999/5/EC'

Note: A copy of the Declaration of Conformity is available upon request from ATL Telecom Limited.

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