

British
TELECOM

INPHONE.™

Operating instructions/User guide.



**Sceptre
120**



CONTENTS

1 Introducing the Sceptre 120

- 1.1 Connecting the Sceptre
- 1.2 Compatibility
- 1.3 Using this booklet

2 More than just an ordinary telephone

- 2.1 Components of the Sceptre 120 telephone
- 2.2 The display
- 2.3 The Sceptre's memory
- 2.4 The main memory and the last number store
- 2.5 Automatic recalling
- 2.6 Storing PABX facility codes in the Sceptre's memory

3 A look at the keypad

- 3.1 The function keys

4 How to use the Sceptre 120

- 4.1 Before you start
- 4.2 Making manual calls

5 Last number recall

- 5.1 Using last number recall on a direct line
- 5.2 Using last number recall on switchboards
- 5.3 Using last number recall to recall internal numbers

6 Storing information in the memory

- 6.1 Storing telephone numbers
- 6.2 Storing the access code on a switchboard system
- 6.3 Storing a number in the main memory during a call
- 6.4 Transferring the last number called to the main memory
- 6.5 Checking the numbers in the memory

7 Making a call with a number from the memory

- 7.1 Making a call by combining TWO numbers from the memory
- 7.2 Deleting a number from the memory



CONTENTS

8 The Sceptre's timing functions

- 8.1 Setting the clock
- 8.2 Timing a call
- 8.3 Setting the alarm
- 8.4 Stopping the alarm tone manually
- 8.5 Checking the alarm setting
- 8.6 Cancelling the alarm setting

9 Checking the batteries

- 9.1 Changing the batteries

10 Recognising and remedying faults

- 10.1 Maintenance of your Sceptre 120
- 10.2 Cleaning the Sceptre

11 Final Words

- 11.1 Connecting to a switchboard
 - 11.2 Compatible Installations
 - 11.3 Incompatible Installations
 - 11.4 How many telephones?
 - 11.5 Approved switchboards for the Sceptre 120
-

1

INTRODUCING THE SCEPTRE 120



The Sceptre can do everything the average telephone can do, and a lot more besides; automatic re-calling, holding numbers in its memory and timing calls, to mention just a few of the facilities.



1.1 CONNECTING THE SCEPTRE

Before you can start using your Sceptre, you'll need to connect it to the British Telecom socket. Simply lift the plastic cover on the wall socket and insert the plug with the plastic spring clip to the right.

If you do not have a standard socket fitted, or if you require another extension, fill in the enclosed reply card, or contact your local British Telecom Sales Office. Also, if you have a privately-owned automatic switchboard, read Section 11.2 for rules concerning connection.

1.2 COMPATIBILITY

Before you use your new Sceptre, check the information in section 11, at the back of this booklet, to see that your own internal telephone system and switchboard are compatible with the Sceptre.

Also find out if you have a direct line out or whether you're on a switchboard. If you are on a switchboard, find out if you need an "access code" (usually 9 or 7) and an "access pause".

1

Introducing the Sceptre 120

1.3 USING THIS BOOKLET

This booklet will tell you all about what the Sceptre can do for you and how to use it. You'll find it useful to read through this booklet before you start using your new Sceptre.

You'll see that all the major procedures have been enclosed in boxes, so that you can pick them out easily and quickly.

When trying out the calling facilities, you may find it helpful to call one of the recorded services, such as the speaking clock.

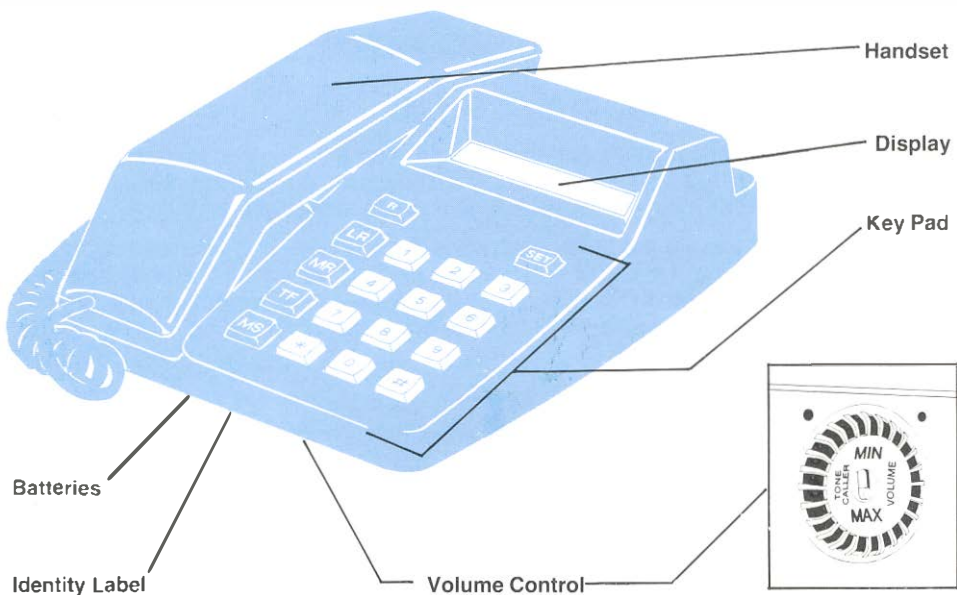
When you've become familiar with using your new Sceptre, you have the checklists to help you remember the procedures.

2

MORE THAN JUST AN ORDINARY TELEPHONE



2.1 COMPONENTS OF THE SCEPTRE 120 TELEPHONE



2.2 THE DISPLAY

The first thing you'll notice about the Sceptre, is the small visual display panel which displays information.

The **ALARM** is used like a conventional alarm clock and the display will show the alarm setting. The **TIMER** allows you to time both incoming and outgoing calls. The **CLOCK** gives you an instant and precise time check, between and during calls.

To switch the display between **ALARM**, **TIMER**, and **CLOCK**, you simply press .

2.3 THE SCEPTRE'S MEMORY

The memory will hold a selection of telephone numbers which you can then call up and use by simply pressing two keys.

2.4 THE MAIN MEMORY AND THE LAST NUMBER STORE

The Sceptre's memory has two parts. The **Main Memory** holds a selection of telephone numbers ... it's your personal "electronic telephone directory".





The other part is the **Last Number Store**. Each time you make a call, the Sceptre automatically keeps that number in this store. The number can then be used for "automatic recalling".

2.5 AUTOMATIC RECALLING

The Sceptre will automatically recall the last number you tried. So if a call is engaged first time, you don't have to key in the whole number again, you simply press one key to ask the Sceptre to try again.

Any number held in the **Last Number Store** can be transferred to the **Main Memory**.

2.6 STORING PABX FACILITY CODES IN THE SCEPTRE'S MEMORY.

If your switchboard uses the  and  buttons to give you extra facilities you can use the Sceptre's memory to store the code sequences - including the  and  symbols - you otherwise have to key manually.

In this way, for example, if you frequently divert your calls to another extension, you can store the complete "divert" sequence in one store and the cancel divert sequence in another in the same way as you would otherwise store a 'phone number.

Please note that this facility relies entirely on the type of switchboard your Sceptre is connected to, and you should look in your switchboard manual for the codes you may need.

3

A LOOK AT THE KEYPAD



The keypad has the usual keys, (0 to 9; * and #). As well as making calls, these keys also enable you to store and access telephone numbers, and you should use the number information labels to make a written note of which key references which number.

The keypad also has six extra Function keys. These control the Sceptre's special facilities. Don't worry about how to use them now, we'll come to that later.

3.1 THE FUNCTION KEYS

- R** The Recall button only works with telephones connected to some switchboards. Depending on the switchboard, it can return you to the switchboard operator, or you may use it to transfer calls. Check with your switchboard instructions for more details.
- LR** Use this key to display and recall the Last number you called.
- MS** This is the **Memory Store** key. Use this key to store telephone numbers into the Sceptre's memory.
- MR** These letters stand for **Memory Recall**. Use this key to get a telephone number out of the Sceptre's memory to view it or to call it.
- TF** These letters stand for **Time Function**. Use this key to switch the display between Alarm, Timer, and Clock. Also use the **Time Function** key to start the Timer during a call.
- SET** Use this key to set the **Clock** and the **Alarm**.

4

HOW TO USE THE SCEPTRE 120



4.1 BEFORE YOU START

When you unpack your new Sceptre you'll find a set of batteries have been supplied but not fitted. So fit the batteries by following the instructions given in section 9.1.

Next, arrange for someone to call you so that you can test that your Sceptre is working properly and so that you can adjust the volume of the audible tone. You'll find the volume control on the underside of the Sceptre.

The Sceptre is also supplied with a page of information labels which you can cut up with a pair of scissors and fit in the clear plastic window underneath the handset. You'll find these labels useful for making a written note of your most important telephone numbers. To fit a label, simply pull away the plastic cover with your finger nail, write your numbers on one of the labels, insert the label and replace the cover.

Also set the Sceptre's Clock to the correct time following the instructions given in section 8.1.

4.2 MAKING MANUAL CALLS

To make a manual call, you use the Sceptre as you would an ordinary push-button telephone. Press the keys firmly and make sure that each digit appears on the display panel as you key it in.

If your switchboard system requires an access code and an access pause, don't forget to include it in ALL the following procedures.

MAKING MANUAL CALLS

- STEP 1** Lift the handset and listen for the dialling tone. The Clock display will disappear.
- STEP 2** Key in the number in the usual way. The Sceptre will display the number, digit by digit.
- STEP 3** When you've finished the call, replace the handset and the Clock will be displayed again.

5

LAST NUMBER RECALL



The Sceptre keeps a continuous record of the last number you called. So if a call is unsuccessful the first time, the Sceptre will call the whole number again at the touch of a button. Alternatively, instead of calling that number, you may get the Sceptre to simply display it for you.

Remember that last number recall will not work if you try to recall a number more than 16 digits long.

The precise operation for using the last number recall depends on your telephone system, so please read the following notes carefully.

5.1 USING LAST NUMBER RECALL ON A DIRECT LINE

At its simplest you may use the **LR** on its own to recall the last number you called, regardless of how long ago you called it (assuming the batteries have not been run down or removed).

LAST NUMBER RECALL (DIRECT LINE)

- STEP 1** Lift the handset and wait for the dial tone.
- STEP 2** Press **LR**. The last number called will be displayed and called automatically for you.

NOTE: To display the last number instead of calling it, simply leave the handset in position and press **LR**. When you are ready press **TF** to get back to the Clock display.

5.2 USING LAST NUMBER RECALL ON SWITCHBOARDS

The precise operation of switchboards varies from system to system.

On automatic switchboards you will need to key an "access code" to get an outside line. But whereas on some you have to wait until you hear the external dial tone, (an "access pause") on others no "access pause" is necessary - you don't get the external dial tone even if you do wait.

LAST NUMBER RECALL ON SWITCHBOARD (NO ACCESS PAUSE)

- STEP 1** Lift the handset and listen for the dial tone.
- STEP 2** Press **LR** once.
- STEP 3** The Sceptre will call your last number, including the access code, without any further action from you.

The procedure for using last number recall on a switchboard that requires an access pause is slightly different.

LAST NUMBER RECALL ON A SWITCHBOARD (WITH ACCESS PAUSE)

- STEP 1** Lift the handset and listen for the dial tone.
- STEP 2** Key the access code, and wait for the dial tone.
- STEP 3** Press **LR** once.
- STEP 4** The Sceptre will call the rest of your last number.

5.3 USING LAST NUMBER RECALL TO RECALL INTERNAL NUMBERS

The last number store holds up to 16 digits including any "access code", and it will store that number until the next manually-keyed number longer than 4 digits.

So a Sceptre connected to a switchboard will allow you to make internal calls to other extensions on the system yet still let you use the Recall facility to get the last external number you attempted to call.

RECALLING AN INTERNAL NUMBER

- STEP 1** Finish making the **Internal** call and replace the handset.
- STEP 2** Lift the handset and wait for the dial tone.
- STEP 3** Press **LR** and the last **Internal** number is displayed and automatically called.

Note: The internal number changes whenever you key in any new number, internal or external.

RECALLING AN EXTERNAL NUMBER

- STEP 1** Finish making your **Internal** call and replace the handset.
- STEP 2** Press the access code.
- STEP 3** When the access code has been sent, press **LR** again and the last **External** number is displayed and automatically called.

NOTE: Should you key the wrong access code by mistake, the Display will read: * ERROR *

... and the Alarm will also sound. Simply replace the handset and try again.

6

STORING INFORMATION IN THE MEMORY



The Sceptre's memory will hold a selection of telephone numbers, and it will hold the last number you called. You can also store a telephone number in the memory during a call and combine numbers to make a call.

6.1 STORING TELEPHONE NUMBERS

You can store up to twelve, sixteen-digit telephone numbers in the Sceptre's memory. You store a telephone number by using one of the lighter coloured keys, 0 to 9, * and #. Each of these twelve keys becomes a "label" against which you can store one telephone number.

Then to call one of the stored numbers, you use the same "label" key in combination with the **MS** key. For example, you might store your home telephone number using the number 7 key. To get your home telephone number out of the memory to call it, you simply use **MS** with the number 7 key instead of keying in the whole number.

STORING TELEPHONE NUMBERS

- STEP 1** Leave the handset in position.
- STEP 2** Key in the telephone number you want to store in the memory.
- STEP 3** Check that you've keyed in the correct number. If you key in the **wrong** number, press **SET**. This will clear the display and you can try again.
- STEP 4** Press **MS**.
- STEP 5** Press one of the 12 number keys. The display will blink and you'll hear a "bleep" indicating that the number has been stored. The previous telephone number referenced by that number key (if any) will now be deleted and replaced by the new telephone number.
- STEP 6** Finally, make a written note of all the numbers held in the memory, and update the number information label.

6.2 STORING THE "ACCESS CODE" ON A SWITCHBOARD SYSTEM

If your switchboard needs an access pause, you can NOT include the access code along with each telephone number you store. You must enter the "access code" manually, followed by the stored number.

If your switchboard does not need an access pause, you can store the access code along with each telephone number.

6.3 STORING A NUMBER IN THE MAIN MEMORY DURING A CALL

If someone gives you a telephone number during a telephone conversation, you can record it instantly in the Sceptre's memory, without replacing the handset and disconnecting the call.

STORING A NUMBER DURING A CALL

- STEP 1** Press **SET** once.
- STEP 2** Key in the telephone number you want to store. Each time you press a key, you and your caller will both hear a tone.
- STEP 3** Press **MS**.
- STEP 4** Press one of the twelve keys.
- STEP 5** The display will flash and you'll hear a tone to confirm that the number has been stored.
- STEP 6** Update your written note of the numbers.

NOTE: Because the keypad is protected as soon as you start the call timer (see Section 8.2), you will be unable to store a number during a call you are timing.

6.4 TRANSFERRING THE LAST NUMBER CALLED TO THE MAIN MEMORY

From time to time you may want to transfer the last number you called into the main memory so that it's not lost when you make your next call.

TRANSFERRING THE LAST NUMBER CALLED TO THE MAIN MEMORY

- STEP 1** Leave the handset in position.
- STEP 2** Press **LR** once to display the last number called.
- STEP 3** Press **MS**, followed by one of the twelve keys. The display will flash and you'll hear a "bleep" to confirm that the last number called has been stored.
- STEP 4** Update your written note of the numbers.

6

Storing information in the memory

6.5 CHECKING THE NUMBERS IN THE MEMORY

Once you've stored some telephone numbers in the memory you'll need some way of checking to see which ones are currently held in the memory.

CHECKING THE NUMBERS IN THE MEMORY

- STEP 1** Leave the handset in position.
- STEP 2** Press **MR**.
- STEP 3** Press the one of the twelve keys that you want to check. The telephone number referenced by that key is then displayed.
Repeat STEPS 2 and 3 for each number you wish to check.
- STEP 4** To get back to the Clock display, press **SET**.

7

MAKING A CALL WITH A NUMBER FROM THE MEMORY



Once you've put some telephone numbers into the Sceptre's memory, you need to be able to retrieve them and use them to make calls.

CALLING WITH A NUMBER FROM MEMORY

- STEP 1** Lift the handset.
- STEP 2** If necessary, key in the access code and wait for it to be sent.
- STEP 3** Press **MR**.
- STEP 4** Press the key which references the number you want to call. The number will be displayed, and automatically called for you.

7

Making a call with a number from the memory

7.1 MAKING A CALL BY COMBINING TWO NUMBERS FROM THE MEMORY

You can make calls using two separate numbers from the memory. For instance, one key for the dialling code, followed by another key for the telephone number.

CALLING WITH TWO NUMBERS FROM MEMORY

- STEP 1** Lift the handset and wait for the outside dialling tone.
- STEP 2** If necessary, key in the access code and wait for it to be sent.
- STEP 3** Press **MR**.
- STEP 4** Press the key which holds the code number. The digits will be displayed and automatically called.
- STEP 5** You will hear a short burst of signalling tone, (normally about 1 second long) as the dialling code is sent.
- STEP 6** Next press **MR**. Then the key which is storing the telephone number itself.
- STEP 7** The second number will be displayed and called automatically. Then continue the call as normal.

7.2 DELETING A NUMBER FROM THE MEMORY

Eventually you'll want to delete some of the telephone numbers you've stored in the Sceptre's memory. This will get rid of numbers you no longer use and make room for new ones.

DELETING A NUMBER FROM THE MEMORY

- STEP 1** Leave the handset in position.
- STEP 2** Press **MS**. The display will go blank.
- STEP 3** Press the key which you have used to store the number you want to delete. You will hear a tone to confirm that you've deleted the number.

8

THE SCEPTRE'S TIMING FUNCTIONS



The Sceptre has three timing functions. It will act as an ordinary digital **CLOCK**, it will act as a **TIMER** and it will act as an **ALARM**.

8.1 SETTING THE CLOCK

The first timing function you'll need to use is the clock. Before you can use the other timing functions you need to set the clock to the correct time of day.

SETTING THE CLOCK

- STEP 1** Leave the handset in position.
- STEP 2** Make sure the **clock** display is showing.
- STEP 3** Press and hold down **SET**.
- STEP 4** Key in four digits for the time of day using the 24 hour clock, eg 2.30 pm would be 1430, and 2.30 am would be 0230. The figures appear on the display, and the clock restarts as soon as you key the fourth digit.
- STEP 5** Release **SET** and you've set the Clock.

8.2 TIMING A CALL

The Sceptre will time calls for up to one hour so that you know exactly how long each incoming or outgoing call takes.

TIMING A CALL

- STEP 1** First call the number you want.
- STEP 2** As soon as the telephone is answered, press **TF** and the display will show the time elapsing during the call.
- STEP 3** When you've finished the call, replace the handset. This stops the Timer, and the Clock is automatically displayed again.
- STEP 4** The Sceptre records how long the call took. To display the duration of the call, follow steps 5 and 6.
- STEP 5** Leave the handset in position.
- STEP 6** Press **TF** once and the duration of the last timed call is displayed. To get back to the Clock display again, simply press **TF** twice.

NOTE: The duration of the last call you timed remains in the Sceptre's memory until another call is TIMED, regardless of how many other untimed calls

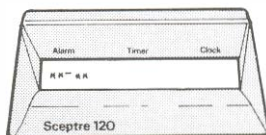
8

The Sceptre's Timing Functions

you make. The next call you time will delete and overwrite the previous one.

Note too that operating the **TF** button during a call immediately disables the keypad. You will have to replace the handset if you want to use the keypad again.

8.3 SETTING THE ALARM



You can use the Sceptre's alarm as you would an ordinary alarm clock. For example, you could use it to remind yourself to make a particular telephone call.

SETTING THE ALARM

- STEP 1** Leave the handset in position.
- STEP 2** Make sure the Alarm display is showing by pressing **TF** twice. You don't need to clear the old Alarm setting because when you enter the new setting, you automatically delete the old one.
- STEP 3** Press **and hold down SET** and at the same time key in the time at which you want the Alarm to sound. Use the 24 hour clock.
- STEP 4** Release **SET**. If you now want to get back to the Clock display, simply press **TF** once.
- STEP 5** When the time displayed on the Clock reads the same as the Alarm setting, the Alarm will be triggered. The Alarm tone will sound for one minute and then stop automatically, whether or not the phone is in use. It will sound once every 24 hours until cancelled.

8.4 STOPPING THE ALARM TONE MANUALLY

If you want to stop the Alarm tone before one minute has elapsed, simply press **SET**.





8.5 CHECKING THE ALARM SETTING

If you want to check what the Alarm has been set at, simply press **TF** to display the Alarm setting.

8.6 CANCELLING THE ALARM SETTING

Once the Alarm has been set, it will sound once every 24 hours until you cancel it.

CANCELLING THE ALARM SETTING

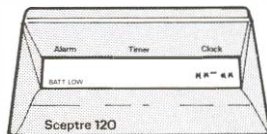
- STEP 1** Leave the handset in position.
- STEP 2** Make sure the Alarm display is showing by pressing  twice.
- STEP 3** Press **and hold down** .
- STEP 4** Press  and the display will show four asterisks, to indicate that the Alarm has been cancelled.
- STEP 5** Press  to return to the clock display.

9

CHECKING THE BATTERIES



When the batteries are running low and you lift the handset, the battery low symbol will appear for a few seconds and you'll hear a warning "bleep".



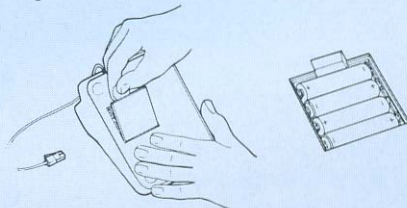
When this occurs, you must change the batteries. If you do not, the Clock and memory will not work properly.

9.1 CHANGING THE BATTERIES

Before removing the batteries, you must disconnect the Sceptre from the wall socket. Only then should you change the batteries.

CHANGING THE BATTERIES

- STEP 1** Make a written note of the numbers in memory.
- STEP 2** **Disconnect the SCEPTRE from the wall socket.**
- STEP 3** Open the battery compartment on the underside of the Sceptre by inserting a 10 pence coin into the slot and gently levering upwards. Then remove the batteries.



- STEP 4** Clean the terminals with a soft cloth.
- STEP 5** Replace with 4 new alkaline batteries, type MN 1500 or equivalent. Be sure to insert them the right way round. As you replace the last one you'll hear a tone which tells you that the Sceptre is operational again. The BATTERY LOW SYMBOL will appear for a few seconds and then disappear.
- STEP 6** The clock will show **-**. So reset the clock to the correct time.
- STEP 7** Put the required telephone numbers back into the memory, and when the Sceptre is reconnected to the wall socket, check that it is operating properly.

NOTE: The batteries need to be changed approximately once every 12 months.

10

RECOGNISING AND REMEDYING FAULTS



If your Sceptre is not working properly, first check the technical details given in Section 11 to see that the Sceptre is compatible with your installation.

Here are a few simple checks that you can make:

- Check the Sceptre is plugged into the wall socket properly.
- Check that you've programmed the memory correctly.
- Check with the operating instructions to see if there is something you've failed to do.
- Check that the batteries have not run down - a display which becomes clearer when you replace the handset may indicate this, as will the appearance of the "battery low" symbol.
- Check that the battery terminals are clean (See the Section 9.1 on changing the batteries).

If you've carried out these checks and the Sceptre is still not working properly, then refer to the following section. **But do not attempt to open the telephone to investigate the faults yourself.**

10.1 MAINTENANCE OF YOUR SCEPTRE 120

When you buy your Sceptre 120 it has a one year guarantee. After that time, you have the option of taking out a service contract with Phonecare, British Telecom's special maintenance and repair service. For a small quarterly outlay, Phonecare looks after your Sceptre and there are no extra bills for repairs.

For more details of Phonecare, contact your local British Telecom Sales Office or the shop where you bought your telephone. If you choose to rent your Sceptre, repairs and maintenance are, as usual, covered by your quarterly rental charges.

If your Sceptre is connected to a switchboard by the standard plug and socket, maintenance may be carried out by any person so long as the telephone is unplugged before maintenance activity commences.

Note however that should it be repaired by anyone other than British Telecom, its staff or its agents, the British Telecom guarantee will no longer be valid.

10.2 CLEANING THE SCEPTRE

Do not use abrasive cleaners on your Sceptre as this will damage the high gloss surface of the plastic casing. Simply clean occasionally with a damp cloth. Do not use aerosol cleaners near the telephone as these can cause damage.

Try not to twist or knot the coiled cord.



The Sceptre 120 is fully tested and approved for connection to the British Telecommunications Public Network.

11.1 CONNECTING TO A SWITCHBOARD

Where a switchboard and wiring are privately owned, direct connection may be made by the authorised maintainer, British Telecom, or if 14 days' notice has been given to the authorised maintainer, by another person.

11.2 COMPATIBLE INSTALLATIONS

The Sceptre 120 may be connected to the following types of installation:

- 1 Direct Exchange Lines (DEL's) to the Public Service Telephone Network (PSTN) which require telephone signalling in Multi Frequency (MF) Tones.
- 2 Extensions with new plan (plug and socket) arrangements provided with these DEL's.
- 3 Any of the Private Branch Exchange (PBX) accepting telephones with recall, signalling in Multi Frequency (MF) as listed on the following page.

11.3 INCOMPATIBLE INSTALLATIONS

The Sceptre 120 is not suitable for connection to the following types of installation:

- 1 Shared service (party lines).
- 2 British Telecom Private Manual Branch Exchanges (Cordless Switchboards) in the range two exchange lines, six extensions capacity up to five exchange lines, twenty five extensions capacity.
- 3 DC 'Code C' switchboards.
- 4 As an extension to a payphone.

IMPORTANT

The design characteristics of switchboards and telephones are such that not all types of approved telephone will operate satisfactorily with all types of switchboard. The Sceptre 120 is approved for use only with compatible switchboards listed overleaf. Any other usage will invalidate the approval of the apparatus if, as a result, it will cease to perform to the standard against which approval is granted.

Furthermore, it can not be guaranteed that the telephone will operate correctly under all possible conditions of connection to a compatible switchboard. Any cases of difficulty should be referred to your supplier.

11.4 HOW MANY TELEPHONES?

Although it is quite possible to have any number of sockets on your telephone circuit, connecting a telephone to all of them may have undesirable results.

The British Telecom circuit provides only a relatively small current to make the telephone "ring". To make sure that each of the telephones you connect to your circuit receives a sufficiently strong share of the total current, you may have to limit the total number of telephones on the circuit.

You can calculate the total number that will operate correctly providing you know each of the telephones "Ringer Equivalence Number" – or REN.

A standard circuit should provide enough current for any number of telephones providing that their REN's add up to no more than 4.

The Sceptre 120 has a ringer equivalence number (REN) of 1.0. Any other instrument provided by British Telecom may be assumed to have a REN of 1 unless stated otherwise.

11.5 APPROVED SWITCHBOARDS FOR THE SCEPTRE 120

The Sceptre 120 is approved for connection to the following switchboards:

1 MULTI-FREQUENCY VERSION WITH EARTH RECALL **

PABX's

Pentomat P1000 CT, ARD 561, 2 AKD 791, 2, 3, EBX 8000 PDX 800, 2000 OCS 300 SL-1 IDX (TDX), Monarch, Kinsman (Royale, SX20), Regent (Royale, SX200), Viceroy.

PMBX's

3 + 10*, 5 + 20*, 10 + 30*, 10 + 50*, 10 + 60*, 1A, 1B, 4, 11.

2 MULTI-FREQUENCY VERSION WITH TIME-BREAK RECALL **

PMBX's

3 + 10*, 5 + 20*, 10 + 30*, 10 + 50*, 10 + 60*.

* Correct operation will depend on the characteristics of the public exchange.

** The Sceptre 120 is supplied preset in the earth recall mode. If your switchboard operates in the time-break recall mode, you'll require the assistance of a qualified engineer in order to reset the Sceptre. If you require a visit from a British Telecom engineer, there may be a charge for the work involved. Please contact your local British Telecom Sales Office for more information.

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Guarantee

- 1** British Telecom guarantees this 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 British Telecom, its staff or agents.

- 2** If a fault does occur in this product, **you should return it to where you bought it**, and, provided you produce your receipt, it will either be repaired or replaced free of charge.

- 3** The terms of this guarantee do not affect your statutory rights.

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Sceptre 120

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