User guide
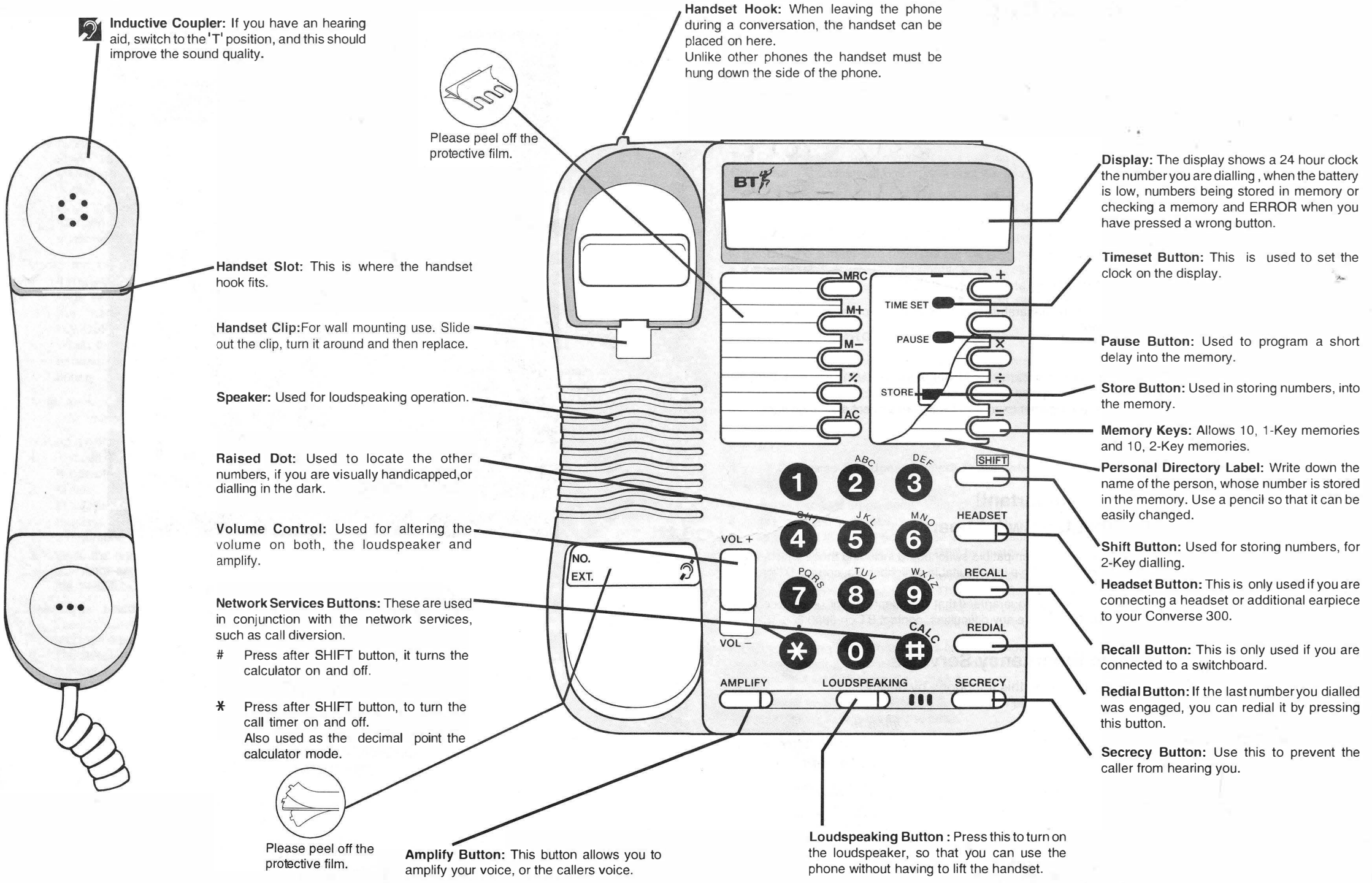
Converse 300

" WARNING "
PLEASE FIT BATTERIES
TO ENSURE FULL
OPERATION OF ALL
FEATURES

BT

Inductive Coupler: If you have an hearing aid, switch to the 'T' position, and this should improve the sound quality.

Please peel off the protective film.

Handset Hook: When leaving the phone during a conversation, the handset can be placed on here.
Unlike other phones the handset must be hung down the side of the phone.

Handset Slot: This is where the handset hook fits.

Handset Clip: For wall mounting use. Slide out the clip, turn it around and then replace.

Speaker: Used for loudspeaking operation.

Raised Dot: Used to locate the other numbers, if you are visually handicapped, or dialling in the dark.

Volume Control: Used for altering the volume on both, the loudspeaker and amplify.

Network Services Buttons: These are used in conjunction with the network services, such as call diversion.

\#   Press after SHIFT button, it turns the calculator on and off.

✱   Press after SHIFT button, to turn the call timer on and off.
Also used as the decimal point the calculator mode.

Please peel off the protective film.

Amplify Button: This button allows you to amplify your voice, or the callers voice.

Loudspeaking Button : Press this to turn on the loudspeaker, so that you can use the phone without having to lift the handset.
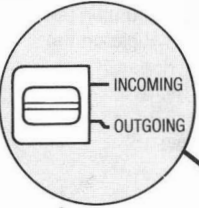
BT

MRC
M+
M−
%
AC

TIME SET
PAUSE
STORE

+
−
×
÷
=

SHIFT

Display: The display shows a 24 hour clock the number you are dialling , when the battery is low, numbers being stored in memory or checking a memory and ERROR when you have pressed a wrong button.

Timeset Button: This is used to set the clock on the display.

Pause Button: Used to program a short delay into the memory.

Store Button: Used in storing numbers, into the memory.

Memory Keys: Allows 10, 1-Key memories and 10, 2-Key memories.

Personal Directory Label: Write down the name of the person, whose number is stored in the memory. Use a pencil so that it can be easily changed.

Shift Button: Used for storing numbers, for 2-Key dialling.

Headset Button: This is only used if you are connecting a headset or additional earpiece to your Converse 300.

Recall Button: This is only used if you are connected to a switchboard.

Redial Button: If the last number you dialled was engaged, you can redial it by pressing this button.

Secrecy Button: Use this to prevent the caller from hearing you.

1 2 ABC 3 DEF
4 GHI 5 JKL 6 MNO
7 PQRS 8 TUV 9 WXYZ
✱ 0 # CALC

HEADSET
RECALL
REDIAL

VOL +
VOL −
NO. EXT.

AMPLIFY   LOUDSPEAKING   SECRECY

2

3

Important!

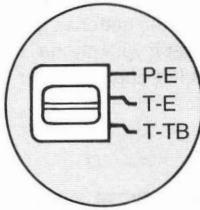**Do not** plug in or attempt to use your Converse 300 until you've read this page.

Fitting the batteries: To get the best use out of your Converse 300, you must fit the batteries.

1. Make sure the phone is unplugged.
2. Remove the base plate by pushing it up and away from you.
3. Open the battery compartment.
4. Put in three good quality AA (HP7, R6B, MN1500, LR6 or UM3) batteries, as shown inside the compartment .
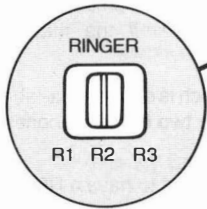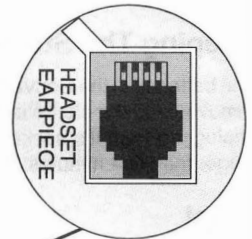5. Close the lid and re-attach the base plate.

Amplify Selection: Choose between either incoming or outgoing. Incoming makes the callers voice louder. Outgoing makes your voice louder to the caller.
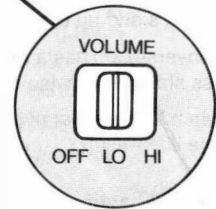
INCOMING
OUTGOING

Headset/Earpiece Socket: This is used for connecting an additional earpiece or headset to your Converse 300.
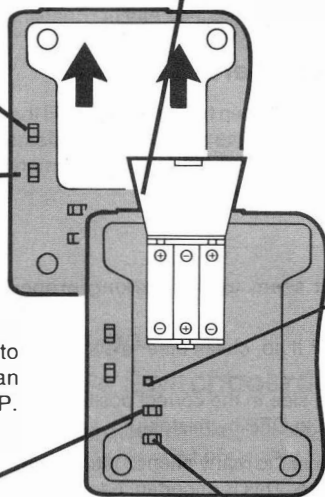
HEADSET
EARPIECE

P-E
T-E
T-TB

Mode Switch: Set this to T-TB, now try to make a call to check that it works. If you can not get through, then re-set the switch to P.

RINGER

R1 R2 R3

Ringer Tone Select: This switch allows you to select the pitch required for the ringer.
R1: For a Low pitched tone.
R2: For a Medium pitched tone.
R3: For a High pitched tone.

VOLUME

OFF LO HI

Ringer Volume: This allows you to set the volume of the ringer. Either High, Low or Off.

4

Storing Numbers in Memory

Storing numbers in the 1-Key memory.

You can store up to 10 numbers in this way.

1. Pick up the handset or press the loudspeaking button.
2. Press STORE, display will show A.
3. Press one of the memory keys.
4. Key in the phone number you want to store.
5. Press STORE again.
6. Replace the handset or press the loudspeaking button as appropriate.
7. Write down the name of the person, whose number you have just stored.

Storing numbers in the 2-Key memory.

You can store up to 10 numbers in this way.

1. Pick up the handset or press the loudspeaking button.
2. Press STORE.
3. Press SHIFT, the display will show B.
4. Press one of the memory keys.
5. Key in the phone number you want to store.
6. Press STORE again.
7. Replace the handset or press the loudspeaking button as appropriate.
8. Write down the name of the person, whose number you have just stored.

Dialling Stored Numbers

To call a number using 1-Key dialling.

1. Pick up the handset or press the loudspeaking button.
2. Press the memory key of the number you want to call. The Converse 300 will automatically dial the number.

To call a number using 2-Key dialling.

1. Pick up the handset or press the loudspeaking button.
2. Press SHIFT, display will show B.
3. Press the memory key of the number you want to call. The Converse 300 will automatically dial the number.

Using The Amplify Facility

1. Set the Converse 300 to either INCOMING or OUTGOING amplify.
2. Lift the handset.
3. Press AMPLIFY and the red light will come on.
4. Speak to your caller.
5. Adjust the volume control as necessary.
6. When you've finished the call, replace the handset. The amplify facility will automatically switch off and the light will go out.

Loudspeaking

To get the best use out of the loudspeaking facility, make sure you wait until your caller has finished speaking, before you speak.

Making a call

1. Press the LOUDSPEAKING button.
2. The red light will come on.
3. When you hear the dialling tone, dial the number required.
4. If the call is answered, then continue, by talking to your caller.
5. Press the LOUDSPEAKING button when finished.

Answering a call

1. When the telephone rings, press the LOUDSPEAKING button, and talk to your caller.
2. To finish the call press the LOUDSPEAKING button.

Switching between the loudspeaker and the handset.

1. If using the handset, simply press the LOUDSPEAKING button, then replace the handset.
2. If using the loudspeaker, simply pick up the handset and continue the conversation.

Calculator Facility

Converse 300 has been fitted a calculator facility. This enables the user to carry out simple numerical calculations. It allows the following functions to be carried out, addition, subtraction, multiplication, division and percentages.

Calculator Operation

Starting up the calculator.

1. To start the calculator, simply press the SHIFT button and then the # button. This will bring up the message "CALC" on the display

2. Once the mode has been entered all the function keys for the calculator mode, become active.

Using the calculator and answering a call.

1. If you are using the calculator and the phone rings, simply answer the phone by picking up the handset or by pressing the LOUDSPEAKING button.

2. When the call has ended simply replace the handset or press the LOUDSPEAKING button.

Note: Answering the call will not effect the operation of the calculator.

Making a call and then using the calculator.

1. The call must be made before the calculator is operated.

2. . Make the call by pressing the LOUDSPEAKING button, or picking up the handset. Wait for the dial tone, and then dial the number.

3. Once the number has been dialled, the calculator can be operated. (By pressing the SHIFT button and then the # button.

Leaving the calculator.

1. The calculator can be left by pressing SHIFT and then # button.

2. The calculator can also be left by storing a number in one of the memories

3. Alternatively the calculator will automatically switch off after 1 minute, from the last entry of a key.

Examples

Enter the calculator mode, by pressing the SHIFT button and then the # button.

Numeric examples.

1.	Press 15 + 75 =	90.
2.	Press 75.5 + 22.8 =	98.3.
3.	Press + 100.7 =	199.

(This adds the new number onto the total of the calculation before.)

4. Press AC key =   0.
(AC = All clear)

Subtraction, Multiplication and Division work in the same manner.

Memory examples.

1. MRC - this means Memory Recall.
   M+ - adds results to the memory.
   M- - subtracts result from the memory.

2.	Press 50 and M+.	
3.	Press 20 and M+.	
4.	Press MRC.	70.
5.	Press 10 and M-	
6.	Press MRC	60

NOTE: Pressing AC will clear all the memories and the calculator display.

Percentages.

1.	Press 1500 X 10% =	150

(This gives 10% of 1500)

2.	Press 1000 X 17.5% =	175
3.	Press 10 ÷ 200% =	5

NOTE: To transfer a call while in calculator mode, you must first switch off the calculator.

Setting the time on the Converse 300

1. Remove the right memory label.
2. Press the STORE button and then the TIMESET button.
3. Using the Key Pad enter the time, remembering to enter in a 24 hour clock format .
4. Finally press the STORE button.

Some Useful Hints

+   +

Template for Wall Mounting

Wall Mounting

The Converse 300 can be mounted on a wall, as well as being placed on a flat surface. When mounting the Converse 300 on the wall,you must adjust the base plate to ensure that it sits at the correct angle on the walll.

- Unclip the base plate from the base of the unit.
- Turn the base plate around, and clip into place.
- Use the two '+' signs at the sides of the above title, to mark the positions of the screw.
- Drill the correct size hole and put the wall plugs into place.
- Put in the screws leaving about 5mm to hang the phone on.
- Store any excess cord inside the base plate, to make the phone look tider
- Turn the handset clip round as described earlier. Enabling the handset to stay in place.

Keeping The Stored Numbers

The batteries in the Converse 300 will keep the memories until they become flat. However if the batteries are removed and the phone is still plugged into the socket, the memories will be held, however if your phone is unplugged from it's socket, the numbers will be held in memory for five minutes. If it's left unplugged for longer than five minutes, the numbers may be lost.

Help!

If your Converse 300 doesn't seem to be working properly, you can run through these simple checks.

- Is the handset on properly? If so, check other extensions around the house.
- Is it plugged in properly?
- Is the MODE switch on the side in the correct position?
- Is the VOLUME switch set to OFF by mistake?

Another possibility is that you have too many phones plugged in. Or perhaps you have a fax machine or an answering machine plugged in too. This is important because your telephone line only has a small amount of electricity running through it to make your phones ring, so it may be necessary to limit the number of phones or other pieces of equipment you have in your house.

To help you, every phone has what is called a Ringer Equivalence Number (REN), which is shown on a label beneath the phone. In most cases a standard line should provide enough current for two or more phones, whose REN's add up to no more than 4.

Your Converse 300 has a REN of 1.5. Any other phone provided by BT may be assumed to have a REN of 1, unless stated otherwise on the base.

Even when the number of phones has been limited there is no guarantee that different types of phones on the same line will ring.

If you're still having trouble, you can check if there is a problem with your socket or line.

- If you have a working phone on another extension, plug in your Converse 300 instead and try making a call.
- If it works, the original socket is probably faulty.
- If the phone doesn't work, then your Converse 300 may be faulty.

Technical Information

Converse 300 has been approved for use of the following facilities:

- Simple telephone facility.
- Loop Disconnect dialling/MF tone dialling.
- Timed'break recall/earth loop recall.
- Secrecy.
- 20 Quickdial memories.
- Last number redial.
- Loudspeaking.
- Incoming call indicator.
- Speech amplification.
- Inductive coupler.
- Liquid crystal display.
- Additional earpiece.
- Headset.
- Pause.
- Operation in the absence of proceed indication.

Any other usage will invalidate the approval of the apparatus if, as a result, it then ceases to conform to the standards against which approval was granted.

You *may* connect it to:

- Direct exchange lines providing Loop Disconnect (LD) or Multi-Frequency (MF) signalling and Earth or Timed Break Recall facilities.
- Extensions with new plug and socket arrangements provided with these direct exchange lines.
- Compatible switchboards.

You may *not* connect it to:

- Shared service (party) lines.
- 1 + 1 carrier systems.

Important!
Compatible Switchboards

Your Converse 300 is only approved for use with a compatible switchboard including those which do not provide secondary proceed indication. If you would like a list of suitable switchboards, contact BT on 0800 800 152.

If you do have a compatible switchboard it cannot be guaranteed that the telephone will operate correctly under all possible conditions of connection. If you have any difficulties, contact BT on 0800 800 152.

Calling The Emergency Services

The Emergency Services can be contacted using this telephone by dialling 999.

Offices in Europe, North America and the Far East.

BT