

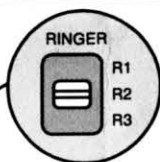
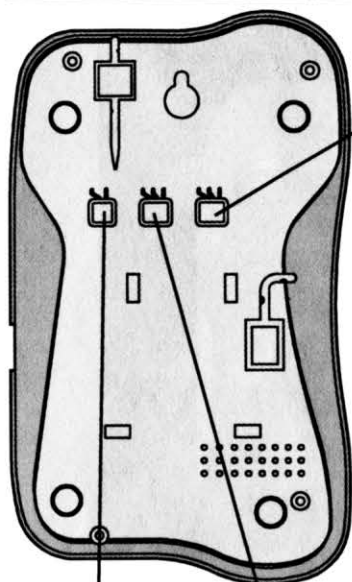


User guide

Relate 250



Relate 250



RINGER TONE

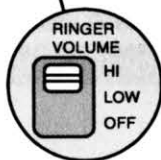
Allows you to select 3 alternative incoming ringing sounds.

HANDSET CLIP

For wallmounting use. Slide out the clip, turn it upside down and then replace.

MEMORY LABEL

Allows easy identification of numbers. (Use a pencil so that it can easily be changed)



RINGER VOLUME

This lets you choose how loud the phone rings :

- HI for loud.
- LOW for quiet
- OFF if you don't want to be disturbed.

MEMORY KEYS

Allows you to store up to 10 numbers (up to 16 digits). 4 of these are PRE - PROGRAMMED for SELECT SERVICES but can be over written. See section on Select Services.

SECURITY LED

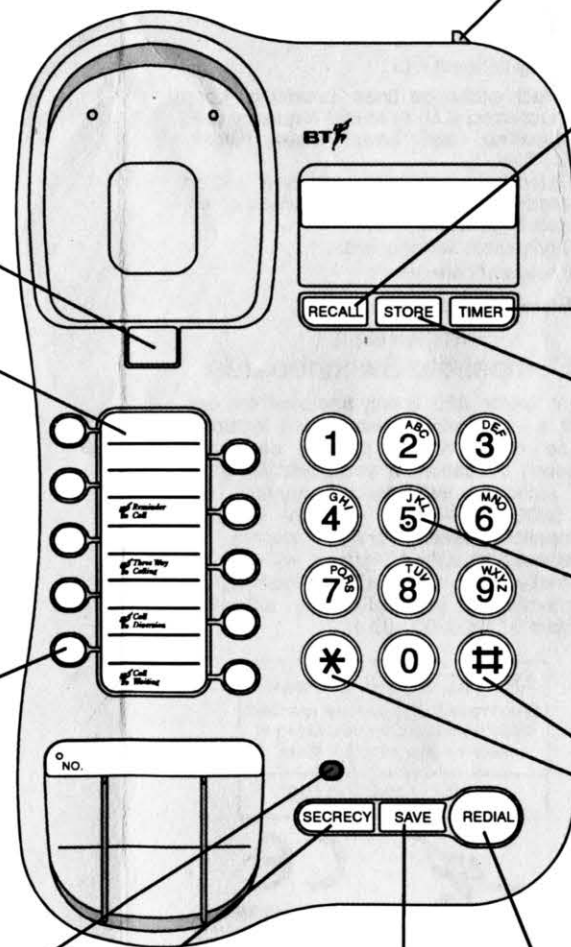
This led is on when security is on.

SECURITY

Use this to prevent the caller from hearing you.

CALLING THE EMERGENCY SERVICES

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



HANDSET HOOK

When leaving the phone during a conversation the handset can be placed on here (for wallmount use only).

RECALL

Recall is used only if you are connecting Relate 250 to a switchboard or if you are on a digital exchange where it can also help you use a range of Select Services.

TIMER

This key can be used to time a call.

STORE

Used for storing numbers into the memory.

RAISED DOT

The raised dot on the 5 button help you to find the other numbers if you're visually handicapped or dialling in the dark.

STAR * & HASH

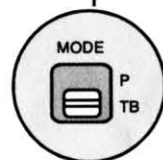
These buttons are sometimes required when using Select Services.

SAVE

Used to redial the last number stored in the save memory store. See Using Save.

REDIAL

Used to redial if the last number you dialled is engaged.



EXCHANGE MODE - IMPORTANT

You may have to adjust it before you use your Relate 250.

At home :

- Set it to TB and try to make a call. If it works, you are on a modern exchange and can leave it on TB, if not :
- Set to P

On a switchboard set :

- TB for Timed Break Recall
- This product's RECALL button will not work on switchboards requiring Earth Recall.

Storing Numbers into Memory

You can store up to 10 numbers.

1. Pick up the handset
2. Press STORE.
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
7. Write down the name of the person whose number you have just stored.

Note - When storing numbers you may hear dialling tone and various other messages which come from the exchange. You should ignore these whilst programming numbers in the memory stores.

Dialling Stored Numbers

1. Pick up the handset
2. Press the memory key of the number you want to call. The Relate 250 will automatically dial the number.

Using SAVE

SAVE allows you to store a number you have just dialled into the save memory store or save a number given by a caller whilst on a call.

1. To save a number you have dialled, just press the SAVE button after dialling your number. This automatically transfer that number to the save memory store.
2. Whilst on call you can store a telephone number given by the caller by pressing STORE then SAVE followed by the number then STORE again.

To redial the content of save, lift the handset then press the SAVE button.

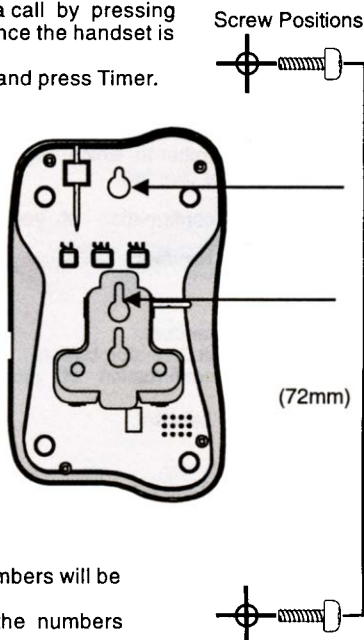
Using Timer

1. The Timer can be started and stopped during a call by pressing Timer, or the Timer will automatically stop once the handset is replaced.
2. To view a previous timed call, lift the handset and press Timer.

Wall Mounting

The Relate 250 can be mounted on a wall by using one hole in the telephone and one in the plinth.

- Fix the wall bracket provided (See diagram right hand side).
- Use the two '+' signs to mark the positions of the screw.
- Drill the correct size (8mm) hole and put the wall plugs into place.
- Put in the screws leaving about 5mm clearance to hang the phone on.
- Turn the handset clip upside down as described earlier, therefore enabling the handset to stay in place.



Keeping The Stored Numbers

If your phone is unplugged from its 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.

Select Services

Relate 250 has been pre-set with codes to enable the easy use of BT's Select Services, which are available if you are connected to a modern digital exchange. You can use Reminder Call immediately and a small amount will be added to your bill each time. Call Diversion, Call Waiting and Three Way Calling can be provided on your line for a quarterly rental charge. For more information or to arrange for these services, please call BT free on 0800 800 150 or ask at your nearest BT shop.

Call Waiting

Please note that after you have arranged Call Waiting for your telephone line you must first activate the service by using the code *43#.

If you are on the phone and someone else is trying to get through you will hear a discreet bleep every 5 seconds (which your caller does not hear).

To talk to the new caller and put the first caller on hold :

Press the Call Waiting button.

Each time you wish to switch between your two callers just press the Call Waiting button.

To end your current call and talk to the waiting caller :

Hang up and wait for your phone to ring. You will then be connected to the other caller.

Call Diversion

You can divert your calls to any other number you can dial direct, including international numbers and mobile phones.

To set up

1. Pick up the handset.
2. Press the Call Diversion button.
3. Key in the number to which you would like your calls diverted.
4. Press #.
5. Listen for confirmation of your instructions.
6. Replace the handset.

To cancel

1. Pick up the handset.
2. Press the Call Diversion button.
3. Listen for confirmation of your instructions.
4. Replace the handset.

Three Way Calling

For when you need to arrange things with two people on different phone numbers at the same time.

1. You are talking on the phone and you want to speak to someone on another phone number at the same time.
2. Tell the person you are speaking to what you are doing and that you are going to put them on hold
3. Press the Three Way Calling button and wait for dial tone.
4. Dial the number of the second person. If you don't get through hang up and wait for your phone to ring. You will then be connected to the first caller.
5. Once connected to the second person let the person know you are setting up a Three Way Call and then press the Three Way Call button.
6. You are now in Three Way Call where everyone can speak and hear.

NB It doesn't matter who makes the first call, but you have to make the second call. When you put the phone down, the other two people won't be able to carry on talking to each other.

Reminder Call

To make your phone ring at any time of the day or night, as a wake-up call or to remind you to do something.

1. Pick up the handset.
 2. Press the Reminder Call button.
 3. Enter the time using the keypad. (24 hour clock).
e.g. 0730 books a Reminder Call for 7.30am.
1730 books a Reminder Call for 5.30pm.
 4. Press #.
 5. Listen for confirmation of your instructions.
 6. Replace the handset.
- To cancel the Reminder Call :
1. Pick up the handset.
 2. Press # 55 #.
 3. Listen for confirmation of your instructions.
 4. Replace the handset.

If you don't want to use certain Select Services you can program any of these buttons in the normal way. (See storing numbers in memory).

To return a memory store to a Select Services key

1. Pick up the handset.
2. Press STORE.
3. Press the relevant memory store key twice.
4. Press STORE.
5. Replace the handset.

Help !

Technical Information

If your Relate 250 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 exchange switch on the base in the correct position?
- Is the ringer volume set to OFF by mistake?

Ringer

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 RENs add up to no more than 4.

Your Relate 250 has a REN of 1. Any other phone provided by BT may be assumed to have a REN of 1 unless stated otherwise on the base.

Even where the number of phones has been limited there is no guarantee that different types of phone 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 Relate 250 instead and try making a call.
- If it works the original socket must be faulty.
- If the phone doesn't work then the Relate 250 must be faulty - This is what you should do :

If you rent your Relate 250 : contact your local BT fault service by calling 0800 800 151 (personal customers).

or 0800 800 154 (business customers)

If you bought your Relate 250 : please read the guarantee details. If however, your Relate 250 is more than one year old you should call 01672 564444

or take your Relate 250 direct to your nearest BT shop.

Guarantee

- This product is guaranteed for one year, provided that :The goods have only been used for their intended purpose and have not been subjected to misuse or been willfully 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 during this period, you should return it to where you bought it, with your receipt and it will either be repaired or replaced free of charge.
- The terms of this guarantee do not affect your statutory rights.

The Relate 250 has been approved for use of the following facilities :

- Simple telephone facility.
- Loop Disconnect dialling/MF tone dialling.
- Time break recall.
- Secrecy.
- 10 quick dial memories.
- Last number redial.

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 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

Important ! Compatible Switchboards

Your Relate 250 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.

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

S/2981/3/R/503122



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

Offices in Africa, the Americas, Australasia, the Middle East, the Far East and Europe.

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