

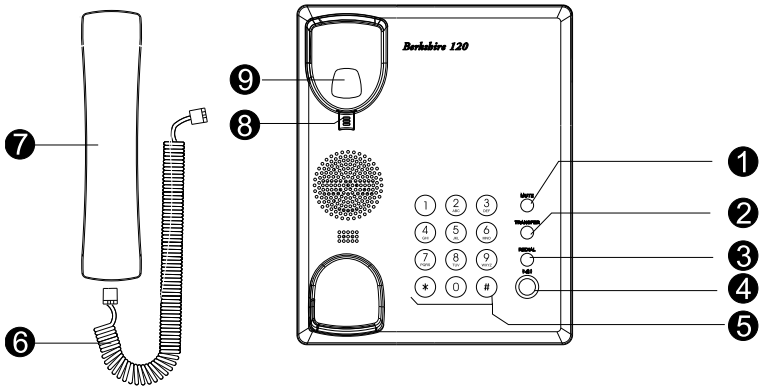
Berkshire 120

Thank you for choosing a Berkshire 120 telephone. You have selected a carefully designed telephone that incorporates the very latest technology, offering a stylish instrument and providing many years of excellent service. This booklet will ensure you obtain the best use of your telephone.

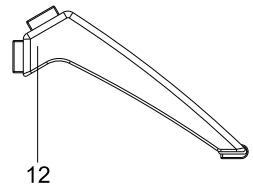
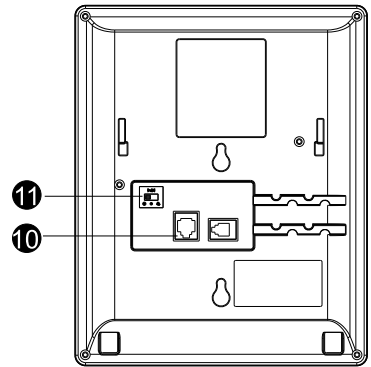


User Guide

LOCATIONS AND FUNCTIONS



- 1 MUTE** Press and hold the key to mute the microphone of handset.
- 2 TRANSFER** To use for line transfer or intercom behind PBX system.
- 3 REDIAL** Press to dial the last dialed number.
- 4 IN USE LED** **A.** LED will light up when the unit is in use.
B. LED will flash when there is an incoming call.
- 5 DIALING KEYS** (0-9, *, #) To dial numbers and extensions.
- 6 HANDSET CORD** To connect a handset.
- 7 HANDSET** For speaking and listening.
- 8 HANDSET HOOK** Turns 180 degrees to hang up the handset when the unit is mounted on the wall.
- 9 HOOKSWITCH** Press to end call.
- 10 LINE CORD SOCKET** Connect telephone to wall jack.
- 11 RINGER HI / LOW / OFF** To adjust the ringer volume.
- 12 STAND**



PREPARING TO USE YOUR BERKSHIRE 120

INITIAL CHECK

Our telephones are checked, tested and leave us in perfect condition. If yours is damaged, please return it to your supplier with proof of purchase, for a replacement.

CONNECTION

The Berkshire 120 telephone can be connected either to a Direct Exchange Line (DEL), or as an extension to a compatible company exchange (PABX).

HANDSET CORD

This cord must be connected between the telephone and handset. Take the longer end of the handset cord, locate the port marked with a handset symbol on the base of the telephone and push to locate, then feed the cable through the slots to secure the handset cord. Connect the other end of the cord to the base of the handset to complete.

LINECORD

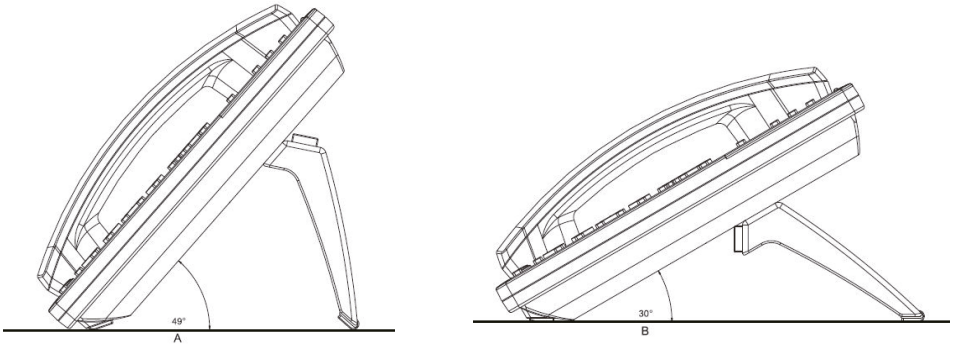
The Berkshire 120 is supplied with a standard BS6312 BT-socket Line Cord. The base of the telephone has a port marked with a telephone symbol, plug the linecord into this port first, then feed the cable through the slots to secure the linecord. Connect the other end to your telephone line termination point, i.e., the BT Socket.

RINGER VOLUME

The base of the Berkshire 120 is fitted with a three position slide switch so that the volume of the ringer can be adjusted, the options available are HI / LOW / OFF

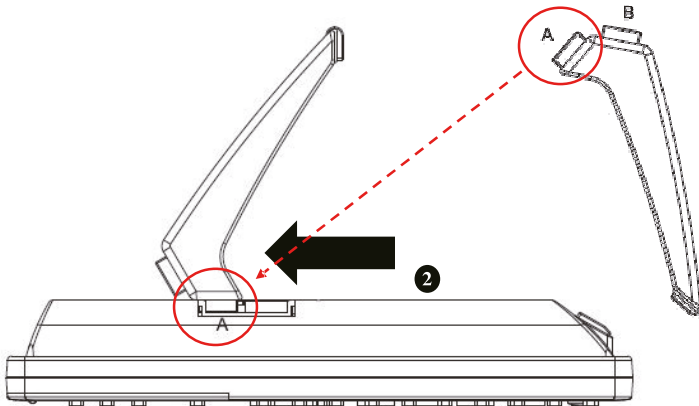
STAND INSTALLATION AND SETUP

The Berkshire 120 can support two different tilt angles of 49° and 30°, see below



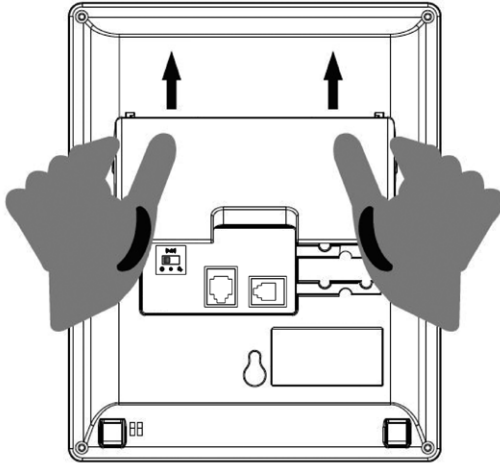
ATTACHING THE STAND TO THE TELEPHONE

This paragraph below illustrates an example of 49° angle installation with the stand. There are two sets of “bolt” on the top of the stand (A and B) and there are two sets of notches on the back of the phone.



The procedure for attaching the stand to the telephone is as follows:

Place the main body of the Berkshire 120 face down on a “soft” surface so as to not scratch the telephone. Slide the “A” bolt into the notch hole.

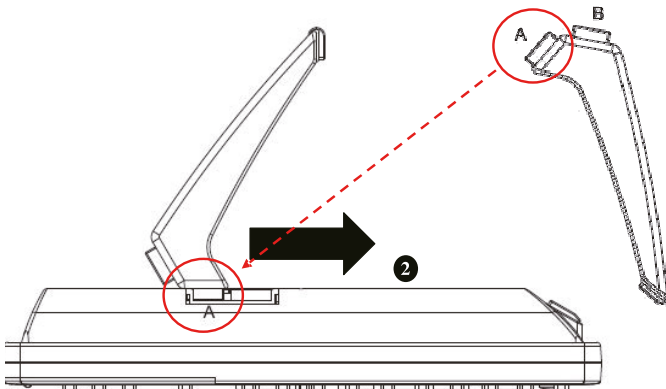


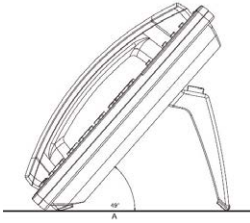


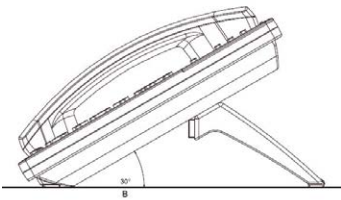

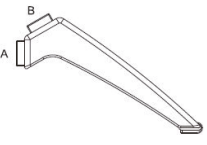
For the other stand angle i.e., 30° please change the “B” bolt to slide into the notch hole.

DETACHING THE STAND FROM THE TELEPHONE

To remove the stand from the Berkshire 120, follow the procedures below (we are using a 49° stand as an example):

Place the main body of the Berkshire 120 face down on a “soft” surface so as to not scratch the telephone. Slide the “A” bolt out of the notch hole.



Different Tilt Angle Installation	Slot Holes on the Back Shell	Bolt of Stand
	 <p style="text-align: center;">A</p>	 <p style="text-align: center;">49 Degree</p>
	 <p style="text-align: center;">B</p>	 <p style="text-align: center;">30 Degree</p>

WALL MOUNTING

The Berkshire 120 can be wall mounted if required, without the use of an additional bracket. When wall mounting you will have to change the position of the handset hook and fix the base unit to the wall, please follow the steps below.

TO CHANGE POSITION OF HANDSET HOOK

- Remove the handset hook by sliding upwards
- Rotate handset hook by 180 degrees and re-insert

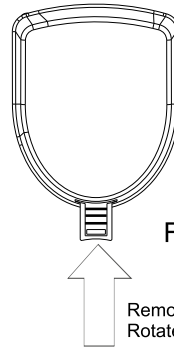


Figure 1

Remove and Rotate 180°



TO FIX THE TELEPHONE TO THE WALL

- Choose a location close to the telephone wall socket
- Mark the wall 8.3 cm vertically apart on the wall, see Figure 2
- Check the location of the marks before drilling to ensure there's no hidden wiring or pipes in the wall
- Drill and then insert the screws into the wall leaving the heads around 2 millimetres out from the wall, adjusting if necessary
- Fix the telephone unit to the wall

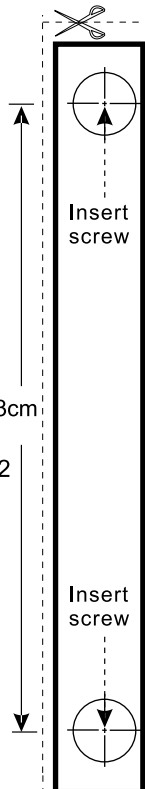


Figure 2

RECEIVING CALLS

Incoming calls will be announced by the audible ringer and flashing LED. To answer the call simply lift the Handset.

MAKING CALLS

Pick up the handset, listen for dial tone and dial the number you wish to call.

It should be noted that making external calls from a company exchange (PABX) may require the number to be prefixed by an access digit, normally '9'

ENDING CALLS

Simply return the handset to its normal position.

FEATURES AND FACILITIES

HEARING AID COMPATIBILITY

For hearing aid users, an inductive coupler has been installed in the handset to improve audible efficiency.

TRANSFER KEY (RECALL)

Berkshire 120 telephones are provided with a 'TRANSFER' key, required by modern public and private exchanges, in order to gain access to various features such as 'transferring a call'.

REDIAL KEY

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

MUTE KEY

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

- Press and hold the 'MUTE' button this turns the microphone off.
- Releasing the 'MUTE' button turns the microphone back on.

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.

RINGER DOES NOT SOUND

- Check that the telephone plug is fully inserted in the socket.
- If it is, check that the ringer volume is not set to Off.

For help with call divert and call pickup etc. please contact your Telecoms Team (IT) or Service Provider as this will vary depending on what switchboard you're connected to and is NOT a function of the Berkshire 120.

Further concerns may also be addressed by calling our Technical Support Department on 0330 333 8259, our main switchboard on 0330 333 8250 or visiting our website, www.atltelecom.com/support

COMPLIANCE NOTES

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

- Direct Exchange Lines (DEL)
- Compatible Private Automatic Branch Exchanges (PABX). Please contact the supplier of your Berkshire 120 to confirm compatibility with your PABX

Whilst the Berkshire 120 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 120 telephone is designed and manufactured to exacting quality standards. This enables ATL Telecom Limited to offer a 2-year guarantee from the date of purchase. This guarantee protects against faulty material or workmanship, applies to the UK only and is not transferable.

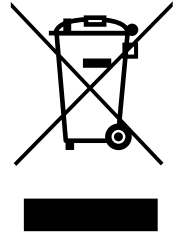
The terms and conditions under which the guarantee will be valid are as set out below.

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 same defective instrument, at the discretion of the company. In the event that the same item is not available, a suitable alternate will be offered.
5. The terms of this guarantee do not affect your statutory rights.

ENVIRONMENT

The symbol shown opposite and, on the product, means that the product is classed as Electrical or Electronic Equipment and should not be disposed with other household or commercial waste at the end of its working life.

The Waste of Electrical and Electronic Equipment (WEEE) Directive (2012/19/EU) has been put in place to recycle products using best available recovery and recycling techniques to minimize the impact on the environment, treat any hazardous substances and avoid the increasing landfill.



MANUFACTURER'S DECLARATION

ATL Telecom Limited declares that this product is in conformity with the Directive 2014/30/EU, a copy of the Declaration of Conformity is available upon request from ATL Telecom Limited.

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Registered in England & Wales # 04335781

Printed in China

1/581/001/610 Issue 01

