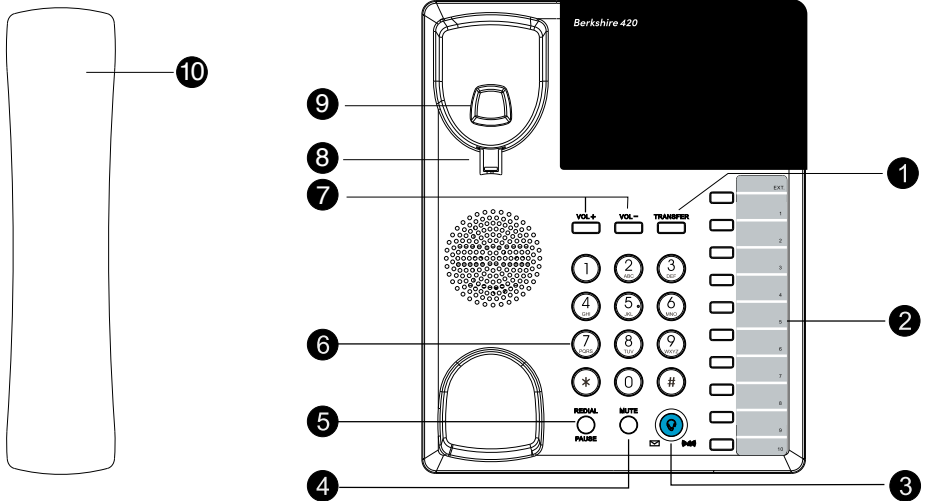



Berkshire 420

Thank you for choosing a Berkshire 420 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.

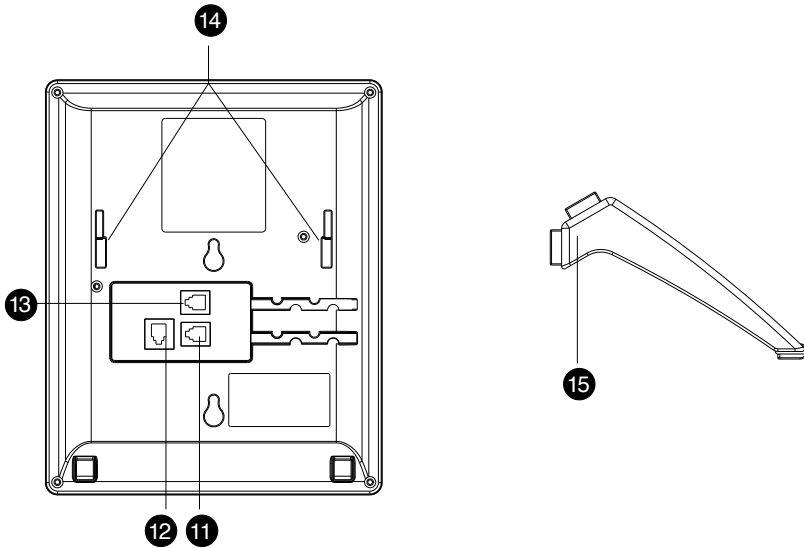


LOCATIONS AND FUNCTIONS



- | | |
|---|---|
| 1 TRANSFER | To use for line transfer or intercom behind PBX system. |
| 2 10 SPEED DIAL KEYS | Press to dial out the stored number. |
| 3 HEADSET, MESSAGE WAITING & IN USE INDICATION | <p>A. LED will light up when the unit is in use.</p> <p>B. LED will flash when the phone has incoming call / message waiting.</p> <p>C. When headset is plugged in press  and the headset will start working.</p> |
| 4 MUTE | Press to turn microphone off, for both handset and headset. |
| 5 REDIAL/PAUSE | <p>A. Redial: Press to dial the last dialed number.</p> <p>B. Pause: Press for delaying 3.5 seconds in dialing / Predialing / storing speed dial memories.</p> |
| 6 DIALING KEYS (0-9, *, #) | To dial numbers and extensions. |
| 7 VOL+/VOL- | <p>A. On hook mode, press to adjust ringer volume (4 levels).</p> <p>B. Handset mode, press to adjust handset volume (3 levels).</p> <p>C. Handset mode, press to adjust handset volume (3 levels).</p> |

LOCATIONS AND FUNCTIONS



- | | | |
|-----------|-------------------------|--|
| 8 | HANDSET HOOK | Turns 180 degrees to hang up the handset when the unit is mounted on the wall. |
| 9 | HOOK SWITCH | Press to end call. |
| 10 | HANDSET | For speaking and listening. |
| 11 | HANDSET SOCKET | Connect handset. |
| 12 | LINE CORD SOCKET | Connect to telephone wall Jack. |
| 13 | HEADSET SOCKET | Connect headset. |
| 14 | SLOT FOR STAND | |
| 15 | STAND | |

PREPARING TO USE YOUR BERKSHIRE 420

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 420 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 420 is supplied with two line cords, select your required line cord i.e., the standard BS6312 BT-socket, or RJ45 socket for category 5/6 installations. The base of the telephone has a port marked with a telephone symbol, plug your selected line cord into this port first, then feed the cable through the slots to secure the line cord. Connect the other end to your telephone line termination point, i.e., the BT Socket or RJ45 Port.

RINGER VOLUME

In On Hook Mode, press the Vol+ & Vol- keys to adjust the ringer volume, there are four levels i.e., Off, Low, Medium and High

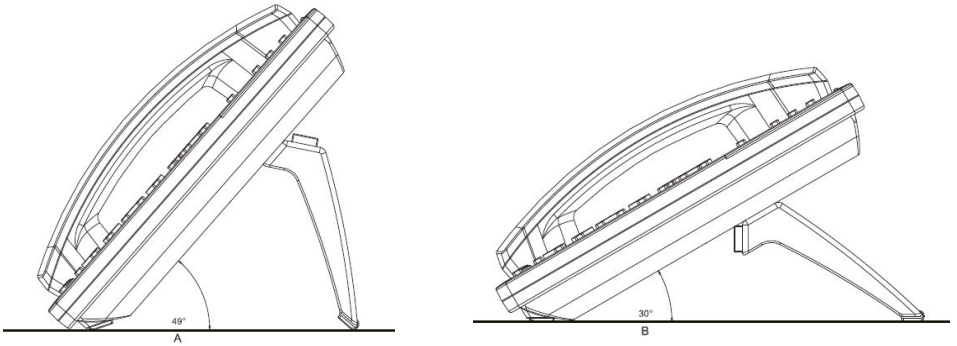
HANDSET / HEADSET VOLUME

In Handset Mode, press the Vol+ & Vol- keys to adjust the handset volume, there are three levels.

In Headset Mode, press the Vol+ & Vol- keys to adjust the headset volume, there are three levels.

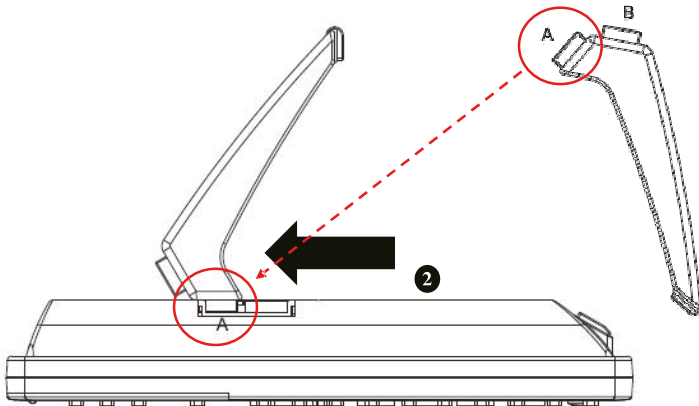
STAND INSTALLATION AND SETUP

The Berkshire 420 can support two different tilt angles of 49° and 30°, see below



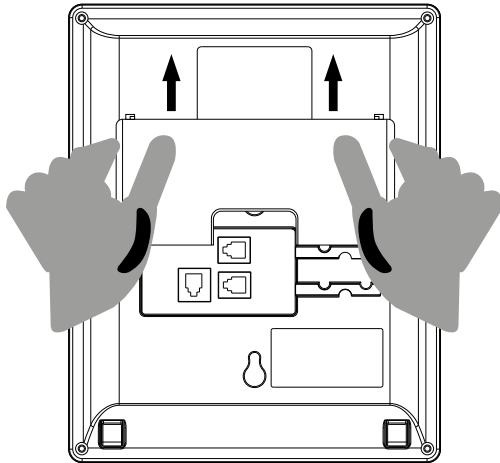
ATTACHING THE STAND TO THE TELEPHONE

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 420 face down on a “soft” surface so as to not scratch the telephone. Slide the “A” bolt into the notch hole.

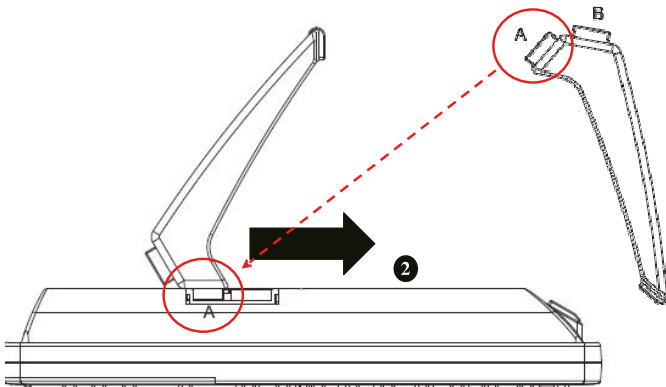


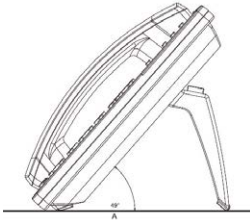


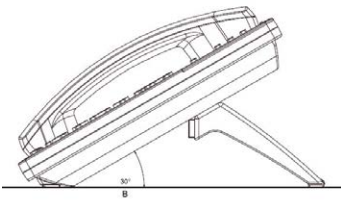

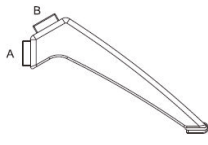
For the other stand angle i.e., 30° please change the “B” bolt to slide into the notch hole.

DETACHING THE STAND FROM THE TELEPHONE

To remove the stand from the Berkshire 420, follow the procedures below (we are using a 49° stand as an example):

Place the main body of the Berkshire 420 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
		
	A	49 Degree
		
	B	30 Degree

WALL MOUNTING

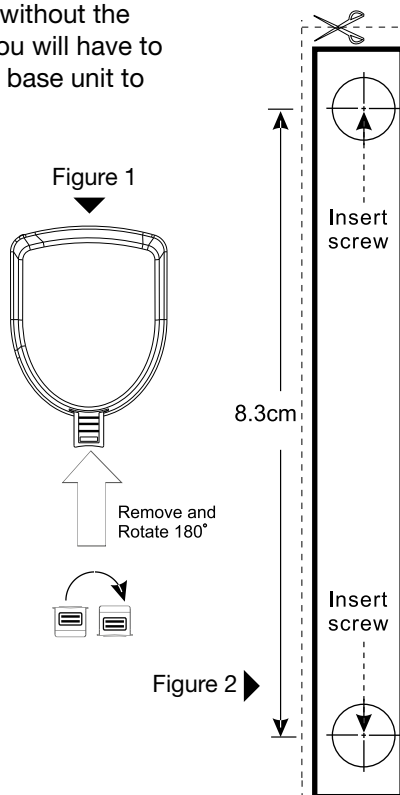
The Berkshire 420 can be wall mounted if required, without the use of an additional bracket. When wall mounting you will have to change the position of the handset hook and fix the base unit to the wall, please follow the steps below.

TO CHANGE POSITION OF HANDSET HOOK

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


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




RECEIVING CALLS


Incoming calls will be announced by the audible ringer and flashing LED.

To answer the call simply lift the handset or if a headset is plugged in press the Headset button. 

MAKING CALLS

Pick up the handset, or press the Headset button,  listen for dial tone and dial the number you wish to call

ENDING CALLS

Simply return the handset to its normal position, or if you are using the Headset press the Headset button. 

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

- Pressing the 'MUTE' button turns the microphone off.
- Pressing the 'MUTE' button again turns the microphone back on.

FEATURES AND FACILITIES

MESSAGE WAITING & RINGING INDICATOR

There are three versions of message waiting (MW) indication supported within the Berkshire 420 telephone (MW 3, 8 and 10). The telephone will automatically detect what type of MW you require so no user input is required.

In all cases, an LED is built into the headset key of the telephone which is used to indicate the selected functions and incoming calls.

Any questions you may have should be directed in the first instance to your telephone supplier with details of your PABX.

SWITCHING MODES OF USE

The headset and handset mode are switchable, when in headset mode, pick up the handset and the telephone will switch to handset mode. When in handset mode, press the headset button, hang up the handset, and the telephone will switch to headset automatically.

MEMORY KEYS

The Berkshire 420 comes with 10 non-volatile (no batteries required) memories, for efficient speed dialling of commonly used numbers. To make a call using a memory key, either lift the handset or press the headset key and then press the desired memory key. To identify these keys, it will first be necessary to write the names of the company or individuals that the keys will represent onto the label provided. This label is held in place by a clear plastic cover which can be removed by simply by pressing down in the centre of the plastic cover and sliding up or down. With the cover replaced, and memory keys identified, you are now ready to program them.

To program a memory key the telephone must be in on hook mode, press the keys to input the number you want to store then press and hold the relevant memory key for 3 seconds to store the memory. To dial from a memory store simply press M1 to M10, it will dial automatically. If your telephone is connected to a PABX extension, it may be necessary to enter the access digit (9) before the number to be entered. The PAUSE key is also available to enter a timed space between the 9 and the telephone number, as required on some PABX systems.

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 420.

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 420 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 420 to confirm compatibility with your PABX

Whilst the Berkshire 420 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 420 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.

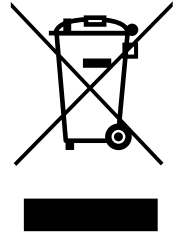
The terms and conditions under which the guarantee will be valid are as set out below.

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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