Connecting Your Berkshire 200 to the Phone Socket

Handset Cord
This cord will require connection between the telephone and handset. Take any end of the handset cord and locate the port marked ‘HANDSET’ on the left hand side of the Berkshire 200, and simply push to locate. Connect the other end to the base of the handset to complete.

Linecords
The Berkshire 200 arrives with two line cords for customer selection. Select your required linecord (Normally the BT Cord but phone the switchboard if unsure). The rear of the telephone has a port marked ‘LINE’, plug your selected linecord into this port first, and the other end to your telephone termination point.

Using your Berkshire 200 with the Handset

Receiving Calls
Incoming calls will be announced by the audible ringer and flashing LED. To answer the call, simply lift the handset.

Adjusting Your Ringer Volume
The ringer volume is controlled by a 3 position switch located at the rear of the telephone, and indicated by the word ‘RINGE’. Moving through the settings from left to right they are HIGH, MID and LOW.

Adjusting Your Ringer Pitch
The ringer pitch control is also a 3 position switch located at the rear of the telephone, and indicated by the words ‘RINGE PITCH’. Settings from left to right are HIGH, MID and LOW.

Making an External Call Via Handset
- Pick up the handset and listen for dial tone
- Dial ‘9’ followed the required telephone number.

Making an Internal Call Via Handset
- Pick up the handset and listen for dial tone
- Dial the 4 digit or 5 digit extension number

Using your Berkshire 200 with a Headset

Connecting the Headset
To connect the headset, insert the plug on the headset cord into the socket marked HEADSET on the left hand side of the telephone.

NOTE: Headsets used with this telephone must comply with the standard EN60950.

Receiving Calls
When your telephone rings, the default path for the call is to the handset. To receive it on the headset, press the HEADSET button once and the call is switched to the headset. This action will be confirmed by LED indication within the headset button. At the end of the call, press the HEADSET button a second time to turn the headset off.

Making Calls
Press the HEADSET button to turn the headset on, and dial as normal. When you have finished the call, press HEADSET to turn the headset off.

ADJUSTING THE VOLUME
You can adjust the volume to the headset, by moving the sliding switch on the right hand side of the telephone.

Switching the Call from Handset to Headset
FROM HANDSET TO HEADSET If you have taken a call on the handset and wish to transfer it to your headset, press HEADSET and replace the handset.
FROM HEADSET TO HANDSET If you wish to transfer a call from your headset to the handset, simply pick up the handset. This action will switch off the headset.
Features and Facilities

Transferring a call

To transfer calls to another extension press the transfer button followed by the extension number. When the extension starts ringing you can hold on till the person answers and announce the call or put the phone down and the call has been transferred.

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 or *** on the key pad.

Mute Key

The microphone in the handset / 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 off the

- microphone and gives visual LED indication within the MUTE button.
- Pressing the MUTE button again turns the microphone back on and the LED is turned off.

Modem Ports

Your Berkshire 200 comes with two modem ports (BS6312 and RJ11) typically used for a PC modem, or as points of connection for additional telephones.

Hearing Aid Compatibility

For hearing aid users, an inductive coupler has been installed in the handset of the Berkshire 200, to improve audible efficiency.

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.

All Operations Seem Satisfactory Except The Transfer Button

- Change the recall selector switch setting (T/E). If the transfer operation is now satisfactory, the problem is resolved.

If you still cannot get the phone to work after following the above steps or you are having a different problem form the ones listed above then contact the university switchboard on 020 7040 5060 or 100 if dialling internally.

City University Switchboard
Room - ALG11
Northampton Square
London
EC1V 0HB
020 7040 5060
switchboard@city.ac.uk