BT

Duet 450 Clock Telephone

User friendly
Guide

Clear
English
Standard

PLAIN LANGUAGE COMMISSION

WINNING DOCUMENT

At a glance

Lift flap

Contents

Hints and tips boxes

In this user guide, we've included helpful tips and useful notes.

Introduction

Your Duet 450 Clock Telephone is designed for ease of use and made to the high standards set by BT

We thank you for making the right choice and expect that your machine will give you many years of quality service.

Please read the instructions carefully before use, and keep this User Guide for future reference.

For your records

Date of purchase:

....

Place of purchase:

....

Serial number:
(on base of answering machine)

....

Purchase price:

....

(for warranty purposes, proof of purchase is required, so please keep your receipt)

Installing your Duet 450 Clock Telephone

Emergency calls

The emergency services can be contacted in the UK by dialling 999. You may also dial 112, which is valid in any country that is a member of the European Community.

*You may not be able to make an emergency call in certain situations:*

- *If the telephone line is disconnected.*
- *If there is a fault on the line from your phone or on the network.*

If your Duet 450 Clock Telephone is connected to a switchboard, you may have to dial an access number before 999 or 112 to contact the emergency services.
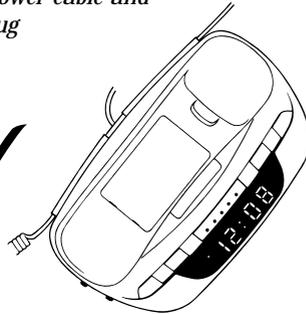
IMPORTANT

Check that your Duet 450 Clock Telephone is complete. When you unpack you must have:

Telephone Handset with attached line cord.

✓
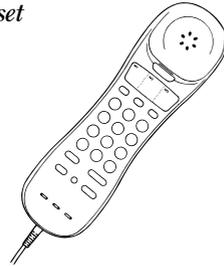
Clock Telephone base with attached mains power cable and 3-pin plug

✓

Situating your phone

Situate your Duet 450 Clock Telephone close enough to a phone and mains socket so that the cables will reach.

Do not stand it on carpets or other similar surfaces that generate fibres.

Do not cover or enclose the machine; allow a free flow of air to its surfaces.

Warning

Your Duet 450 Clock Telephone is only designed to be operated in a normal office or domestic environment. It should not be used in bathrooms or near water.
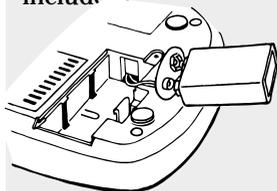
Install backup battery

A Backup battery will ensure your clock settings are retained in the event of a mains power failure. Your telephone will function as normal even when the mains power is off.
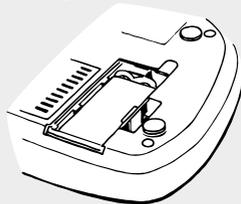
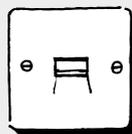1 Loosen the screw on the battery compartment door.
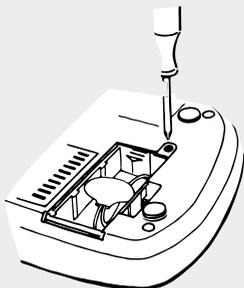
2 Connect and insert a 9 volt battery (not included)

3 Replace the cover. Tighten the screw on the battery compartment door.
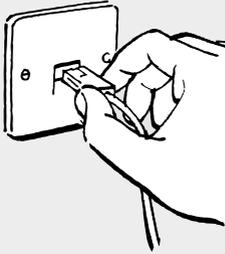

Check your telephone wall socket

If you do not have a modern style socket, call **Free***fone* *0800* **800 150** and ask for a BT engineer to come and fit the correct socket.

This is a chargeable service.

Plug the telephone cord into wall socket

Plug the attached 3 pin plug into the mains power socket

Set the ringer volume

OFF   LO   HI

The ringer volume switch is located on the side of the handset.

There are three settings:

HI
A loud ring; your Duet 450 is preset to this position.

LOW
A quiet ring.

OFF
no ring

Your Duet 450 is now ready for use

Using the Telephone

Storing and dialling numbers

Your Duet 450 Clock Telephone has three one-touch memory buttons M1, M2 or M3. You can store a further 10 telephone numbers in the two-touch Quickdial memory.

Each stored number can be up to 16 digits long.

To store a phone number in the one-touch memory

(1) Lift the handset.

(2) Press the STORE button.

STORE

(3) Dial the number you want to store using the keypad.

(4) Press the STORE button.

STORE

(5) Press the memory button (M1, M2 or M3) under which you want to store the number.

M1

▷ Replace the handset. The number is stored.

To dial a number stored in the one-touch memory

(1) Lift the handset.

(2) Press the one-touch memory button (M1, M2 or M3) you want to dial.

M1

▷ The number is dialled automatically.

One touch memory label
Use the label by the M1, M2 and M3 button to keep a record of the stored numbers.

To store phone numbers in the Quickdial memory

(1) Lift the handset.

(2) Press the STORE button.

STORE

(3) Dial the number you want to store using the keypad.

(4) Press the STORE button.

STORE

(5) Press the keypad button (0-9) under which you want to store the number.

5

▷ Replace the handset. The number is stored.

To dial a number stored in the Quickdial memory

1. Lift the handset.

2. Press the **QUICKDIAL** button.

   QUICKDIAL

3. Press the **0-9** location under which the number you require is stored.

   5

▷ The phone number is dialled automatically.

Storing numbers longer than 16 digits

Telephone numbers longer than 16 digits can be stored by entering the first 16 digits in one memory location, then storing the remaining digits under a second memory location.

To dial numbers longer than 16 digits

1. Lift the handset.

2. Dial the first 16 digits by pressing the M1, M2, M3 or Quickdial button under which the second part of the number is stored.

▷ The whole number is stored automatically.

To redial a number

1. Lift the handset.

2. Press the **REDIAL** button.

   REDIAL

▷ The last number called is redialled automatically.

To store a pause

1. Some switchboards can take a short time to pick up an outside line. You can insert a pause as required to allow for this delay.

2. Press the **REDIAL** button at the required point when storing a number. The pause is stored in the memory.

   REDIAL

▷ When dialling normally, pressing the **REDIAL** button will enter a pause in the number

Using the Secrecy button

The secrecy button allows you to talk to someone whilst on a call, without the person at the other end of the line hearing your conversation.

(1) During a call, press and hold down the **SECRECY** button. Your caller will not be able to hear you.

$$\boxed{\text{SECRECY}}$$

(2) Release the **SECRECY** button to talk to your caller again.

Using the R (Recall) button

If your Duet 450 Clock Telephone is connected to a switchboard, the **R** button enables you to use the switchboards special features. Please contact your communications manager or switchboard supplier for further details.

$$\boxed{\text{R}}$$

The **R** button is also used in connection with BT Select Services. For more information contact BT *Free* on **152** for residential customers or **154** for business customers 8am-6pm, Monday to Friday.

Please note:
If you are using the R button as part of a stored number, it must be followed by a pause. See 'To store a pause'

Using the Clock

To set the time

(1) Press and hold the **CLOCK** button.

(2) Press the **HOUR** button until the hour you want is displayed.

(3) Press the **MINUTE** button until the right time is displayed.

(4) Release the **CLOCK** button. The time is set.

> **Please note:**
> *The PM light comes on when the clock time is set to midday or after.*

To set the alarm

(1) Press and hold the **ALARM** button.

(2) Press the **HOUR** button until the hour you want is displayed.

(3) Press the **MINUTE** button until the time you want is displayed. If the alarm is set for after midday, the **PM** light comes on.

(4) Turn the **ALARM** switch to **ON**. The Alarm light comes on.

AL ☀

The alarm will now go off at the time you have set.

To stop the alarm

When the alarm goes off::

(1) Press the **ALARM** button to switch it off. The alarm will not sound again until the same time tomorrow.

To use the snooze button

(1) Press the **SNOOZE** button when the alarm goes off. the alarm stops and re-start after about 9 minutes.

You can use the **SNOOZE** button repeatedly for up to 2 hours after the time the alarm initially goes off.

Technical information

Maintenance

Your Duet 450 Clock Telephone should be kept free of dust, moisture, high temperature, vibration and should not be exposed to direct sunlight. It should not be used in bathrooms or near water.

Should the case of your clock telephone become soiled, it can be cleaned with a warm (not hot) soapy mild detergent solution and then dried. Stubborn stains can be removed by gently rubbing the area with a very small amount of alcohol on a clean cloth. When cleaning your clock telephone in this way, make sure it is turned off and that the mains power is switched off.

Do not use abrasive cleaners as they can scratch the surface of your clock telephone.

How many phones can you have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items that may be connected to any one telephone line. Your Duet 450 Clock Telephone has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Mains Operation

For your own safety and convenience your Clock Telephone is fitted with a UK BSI standard 3 pin plug with 3 Amp fuse.

If the fuse in the fitted mains plug should fail, replace it with a BS 1362 approved fuse rated at 3 A. Never use the plug without the fuse cover fitted.

Help

No dialling tone
Make sure your telephone line cord is plugged into the phone socket

Phone does not ring
Do you have too many phones in your home? Please see 'How many phones can you have?' in this section for details about the number of phones you can use

Should you have to replace the existing plug, use a standard (BS 1362) mains plug fitted with a 3 Amp fuse approved to BS 1362 and follow the wiring instructions below.

The wires in this mains lead are coloured in accordance with the following code:

BLUE - NEUTRAL

BROWN - LIVE

If the wires in the mains lead may not correspond with the coloured markings identifying the terminals in your plug, connect as follows:

The blue wire must be connected to the terminal marked with the letter N or the word 'Black'.

The brown wire must be connected to the terminal marked with the letter L or the word 'Red'.

No connection should be made to the Earth terminal marked with the letter E or coloured green or green and yellow, or marked by the safety earth symbol.

If any other plug or connection is used, a 3 Amp fuse must be fitted to either the plug of the adaptor or in the distribution board. If in doubt, contact a qualified electrician.

Safety Precautions

(1) Do not allow your clock radio to become damp or wet.

(2) Unplug from the mains before cleaning or moving.

(3) Do not loosen or remove any screws other than those specified in this guide.

(4) Do not use your Clock Telephone if the mains power cord or 3-pin plug is damaged.

(5) Do not use your Clock Telephone if it is damaged in any way or

if it does not function properly. Disconnect the mains plug from the wall socket and consult your dealer.

(6) Moisture condensation - If your Clock Telephone is moved from a cold to a warm enviroment, water in the air will condense on some parts of the appliance and may cause damage or malfunction if the equipment is used. Allow at least two hours for the Clock Telephone to acclimatise before switching it on.

Guarantee

If you own your Duet 450 Clock Telephone - under BT's guarantee.

▷ **BT guarantees the product for one year provided that:**

◯ The goods have only been used for their intended purpose, and have not been subjected to misuse, or been wilfully 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 in this product, and you bought the unit yourself, provided that you return it to the place of purchase and produce your receipt, it will either be repaired or replaced free of charge. The terms and conditions of this guarantee do not affect your statutory rights.

◯ **If you own your Duet 450 Clock Telephone - outside guarantee.**

If your Duet 450 needs repair after the guarantee period has ended, it must be repaired so as to remain compliant with the approval requirements for connection to the telephone network. We recommend that you call BT on **Free***fone 0800* **800 150**, or visit your nearest BT shop, and you will be informed of our recommended repair agents.

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BT

CE

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

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