

Relate 400 at a glance ▼



User guide

Relate 400



Installation and Setting up

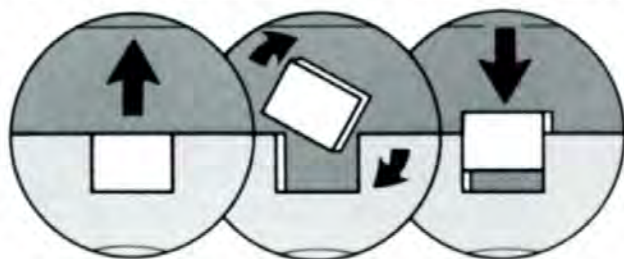
Installation

Your Relate 400 is fitted with a plinth to use the phone on a desk.

- Remove the plinth to use the phone on a low table.

To hang the phone on the wall

- ① Remove the plinth and fit the cord through the second channel.
- ② Turn the plinth around.
- ③ Mark the screw positions on the wall as shown. Remember to allow enough room above to manoeuvre it into place.
- ④ Put in the screws leaving 5mm to hang the phone on.
- ⑤ Push the plinth into place on the phone.
- ⑥ Adjust the handset clip as shown below.



Handset clip (for phones on the wall)

- ① Slide the clip up and out
- ② Turn it around
- ③ Slide it back in.



If you unplug your phone

The numbers will be held in the Quickdial memory for 5 minutes. Any longer than this, they may be lost. (The directory will not be affected). Simply re-program the memories as shown.

Fitting the batteries

Your Relate 400 works without batteries. But if you fit three good quality AA batteries you will be able to program and view the memory without lifting the handset and any numbers stored in the memory will be kept when the phone is unplugged.

- Unplug the telephone connector lead from the wall socket
- Remove the plinth
- Unscrew the battery compartment catch
- Lift up the lid and put in the batteries as shown
- Push the lid back into place and screw down securely
- Attach the plinth again (if required).




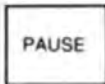





Replacing the batteries

About one week before the batteries run out LOW BATTERY will appear in the display. Replace them following the steps shown above. *Note: Do not leave spent batteries in the phone as they could damage it.*

Setting the clock

You must fit batteries to operate the clock. When you first plug in your Relate 400 the display will flash 12:00.

To set the clock:

- ① Press 
- ② Press 
- ③ Key in the correct time using the 24 hour clock (eg. 7.30 pm is 19.30).
   
- ④ Press 

After a moment the display will go back to showing the time.









73mm

Using the Quickdial memory keys


Relate 400 can store up to five 24 digit numbers. You can recall and dial any one of them by pressing just one button.

If you have not fitted batteries, pick up the handset or press LOUDSPEAKING, then follow the steps below.

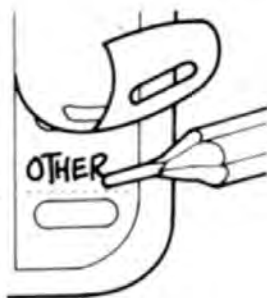
To program the memory

- ① Press 
- ② Press one of the memory keys * 
- ③ Key in the number to be stored
     

Some network services and switchboard facilities may require a pause after an access number (eg. 9 for an outside line). Just press PAUSE where you need it and key in the rest of the number

- ④ Press 

- ⑤ Write down whose name it is next to the memory key. Use pencil so it can be changed.




Remove the plastic cover by pulling back the plastic tab. Remember to peel off the protective film while you have the cover removed.

If you need to store a number longer than 24 digits, you should store it in two parts.

To change a stored number

Follow the instructions above. Remember to change the details on your label.




To view a stored number

Press memory key * 

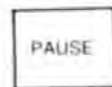
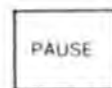
(Without batteries, pick up the handset or press LOUDSPEAKING, then press STORE memory STORE)


Storing different length pauses

Relate 400 has a standard pause of 3.5 seconds. If you need to change this:

- ① Press 
- ② Press 
- ③ Enter new value (1-9) 

(To change back to standard setting press PAUSE twice).



- ④ Press 

If you need a pause of more than 9 seconds, you should program in more than one pause.


If you wish to program a recall into a memory as part of a Network Service you must program PAUSE after RECALL.

Using the name and number directory

If you have not fitted batteries, pick up the handset or press LOUDSPEAKING, then follow the steps below.


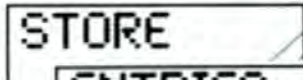

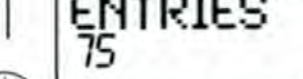





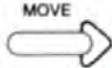
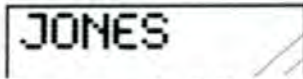



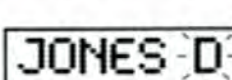

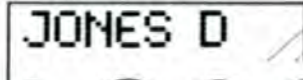




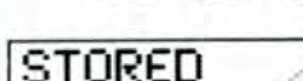
Storing names and numbers in the directory

- Each name you store can have up to 12 letters. A space counts as a letter.
- Each number can have up to 20 digits.
- You can enter numbers as part of a name but not letters as part of a number.
- Letters are selected by pressing the number/letter button once, twice or three times etc:


to select A press  once
to select B press  twice
to select C press  three times
to select 2 press  four times

To use two letters from the same key, just press MOVE after you have selected the first letter. You may then add your next letter from that same key.


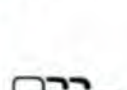






For example to enter JONES D 0123456789

- ① Press  
- ② Press  
- ③ To enter J, press  once 
- ④ To enter O, press    three times
- ⑤ Press  
Continue until JONES appears in full.
- ⑥ To enter a space press  
- ⑦ To enter D, press  once. 
- ⑧ Press  
- ⑨ Enter the phone number   
- ⑩ Press  
Display shows SORTING for a few seconds then


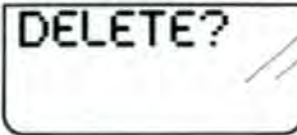

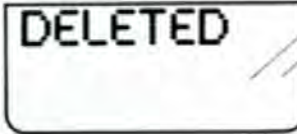
If you make a mistake while entering names or numbers

- ① Press  The last number or letter you entered will be
- ② deleted and will disappear from display
- ③ Press delete again to delete further numbers or letters
- ④ You must correct all letters before starting to enter any numbers.

Deleting an entry

- ① Press  
- ② Press   
- ③ Press  then find the name of the entry you want to delete by either
- ④ Using the SCAN buttons 
The names and numbers will appear in the display one after the other or
- ⑤ By pressing the first letter or the name you're looking for using the appropriate number/letter button eg. for K press  twice
- ⑥ The display will show the first name under the letter you have selected, then scan down to the name/number you want (if there are no entries under the letter the display will show K NO ENTRIES)

When you have found the entry to delete:

- ⑦ Press  
- ⑧ Press  
The display shows SORTING for a few seconds then

Relate 400 at a glance

Call timer

Use this key to time your calls.

- Press **TIMER** at any time during your call to start the counter.
- **TIMER** presses will then change between display and the number dialled (or the clock if you are timing a received call).
- When you have finished, the length of your call will be shown on the display for a few seconds and then the clock will reappear.

Handset hook (for phones on the wall)

Hang the handset here using the slot in the handset if you need to leave the phone during a conversation.

Store

Use this button to store numbers in the memory. See *Using the Quickdial memory keys and directory*

Pause button

This allows you to program a short time delay into the memory. See *Using the Quickdial memory keys and directory*.

Raised dot

This raised dot on the **5** button can help you to find the other numbers if you are visually handicapped or dialling in the dark.

User label

Write your phone number here. Remove the plastic window and peel off the protective film.



Secrecy button/light

This lets you speak without your caller hearing you.

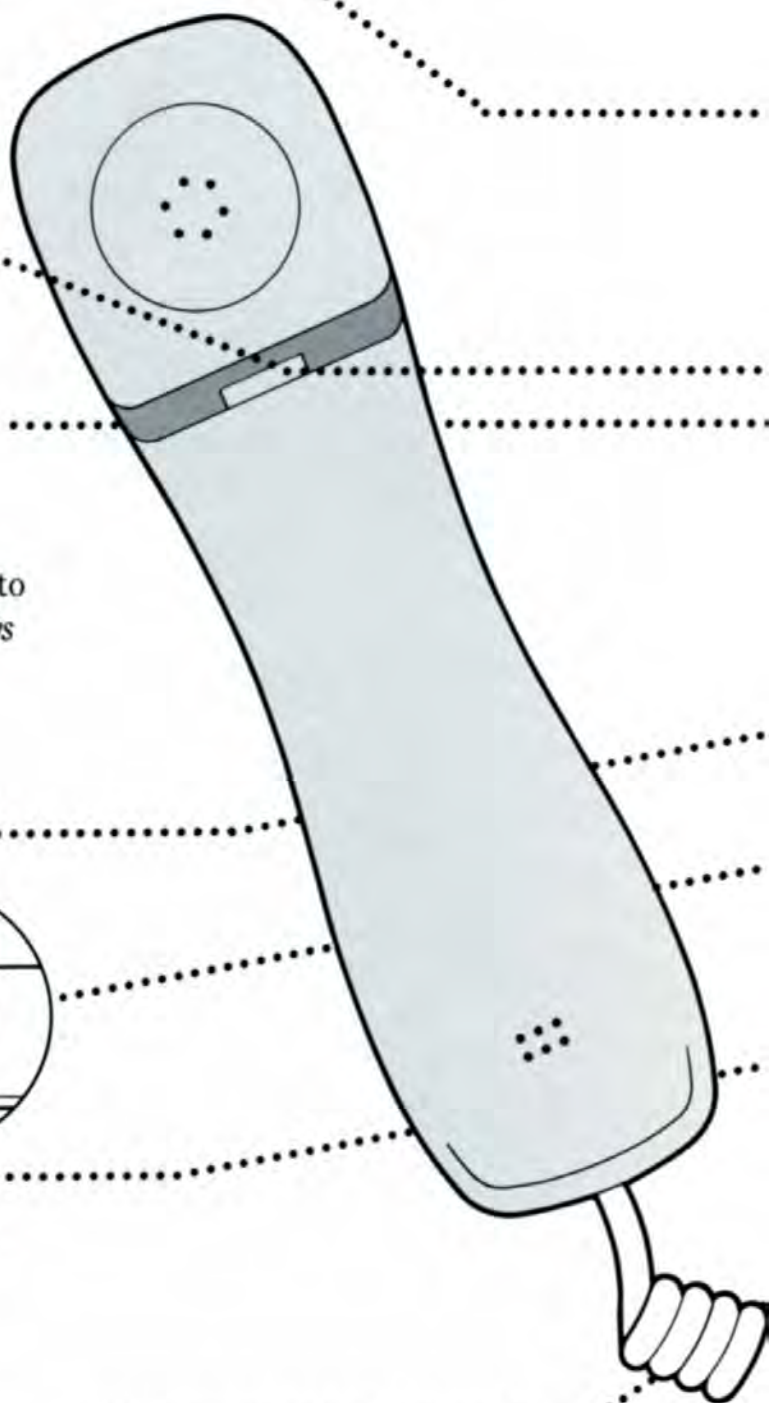
- Press **SECURITY** – the light will come on.
- Press **SECURITY** once more to talk to your caller – the light will go off.

Calling the emergency services

The emergency services can be contacted by dialling 999 once you have an outside line.

Display this shows you:

- The time
- The number you are dialling
- When you are dialling
- The number you are storing in the memory
- The length of the call when you're using the timer.



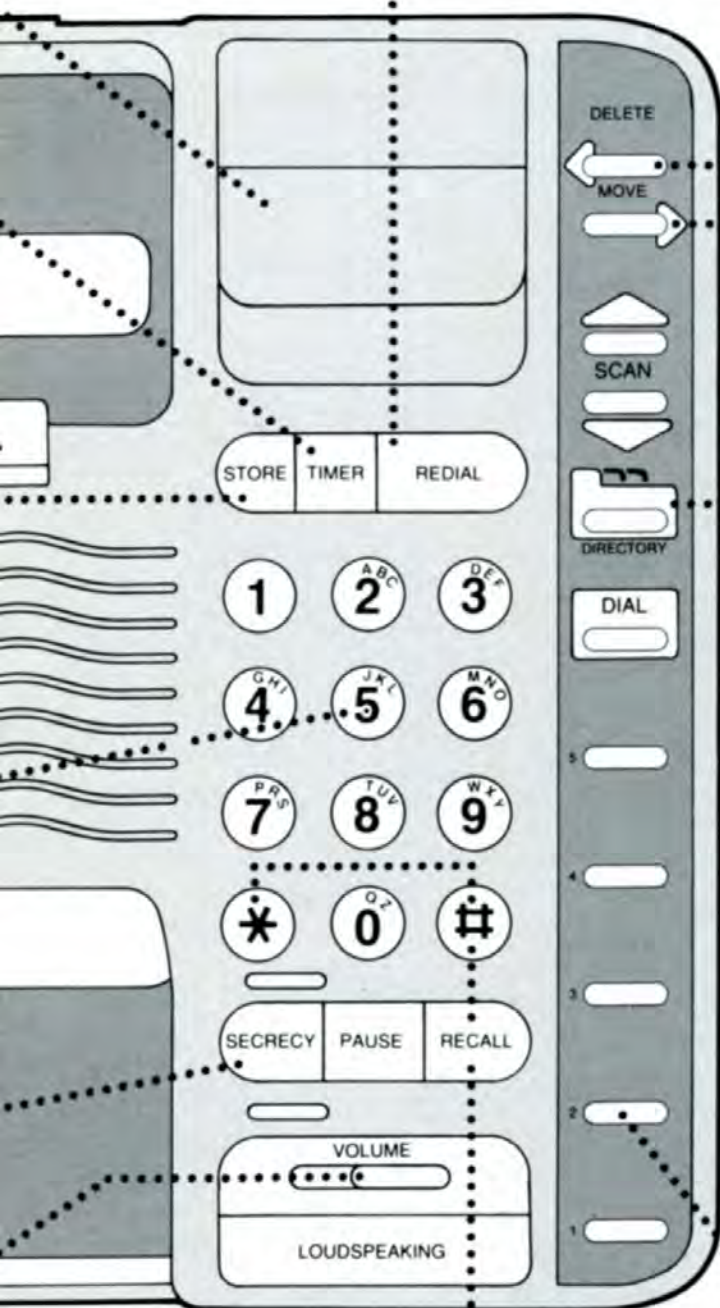
Volume switch for speaker

This lets you adjust the volume of what you hear through the speaker if you are using the phone without lifting the handset.

Last number redial

You can redial the last number you called by pressing this button:

- Pick up the handset and wait for dialling tone
- Press REDIAL and Relate 400 will redial the number for you.








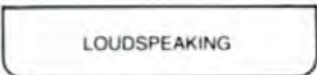
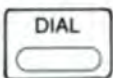
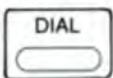

Recall and Network services buttons

Recall is used if you are connecting Relate 400 to a switchboard or digital (modern) exchange. On a digital exchange, **Recall** * and # can help you use a range of network services such as Call Diversion and Call Waiting.

Directory buttons

Relate 400 lets you store up to 75 names and their phone numbers alphabetically, then recall them and dial them automatically. The DELETE, MOVE and DIRECTORY buttons are used to store names and numbers.

To make a call using the directory

- ① If you haven't fitted the batteries, pick up handset, or press 
- ② Press 
- ③ Press the first letter of the name you want to dial (eg B) using the appropriate number/letter button.  
- ④ Press  until the name you want appears on the display. 
- ⑤ If you have not already done so pick up the handset or press 
- ⑥ Press  the display shows 

For how to store names and numbers see, *Using the name and number directory*

To look at a directory entry

- Press directory
- Follow steps 3 and 4 above
- If the number has more than 12 digits, press MOVE to see the rest of it in the display.
- Press MOVE again to return to the first 12 digits.

Quickdial memory keys

Relate 400 can store the 5 numbers you use most often. You can recall them and dial them easily.

- Pick up the handset or press LOUDSPEAKING
- Press a memory key and Relate 400 will automatically dial the number for you.

For how to store numbers, see *Using the Quickdial memory keys and directory*.

If your Relate 400 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 in the correct position?
- Is the volume switch set to **OFF** by mistake?
- Do you have too many phones plugged in, or perhaps a fax or answering machine too?

To help you, 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 400 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 400 instead and try making a call.
- If it works the original socket must be faulty.
- If the phone doesn't work then the Relate 400 must be faulty – This is what you should do:

If you rent your Relate 400: Contact your local BT fault service by calling 0800 800 151 (personal customers) or 0800 800 154 (business customers)

If you bought your Relate 400: Please read the guarantee details. If however, your Relate 400 is more than two years old you should call 0672 64444 or take your Relate 400 direct to your nearest BT shop.

If you bought your Relate 400

- BT guarantees it for two years, 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.

Relate 400 has been approved for use of the following facilities:

- Simple telephone facility
- Loop Disconnect dialling/MF tone dialling
- Timed break recall/earth loop recall
- Secrecy
- Automatic storage of last number dialled
- 5 number memory facility
- 75 name/number directory
- Loudspeaking facility.

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 LD or MF signalling
- Extensions with new plug and socket arrangements provided with these direct exchange lines
- Compatible switchboards
- As an extension to a payphone.

You may *not* connect it to:

- Shared service (party) lines.

If you need a new-style phone socket, or would like an extension fitted, call BT free on 0800 800 150.



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