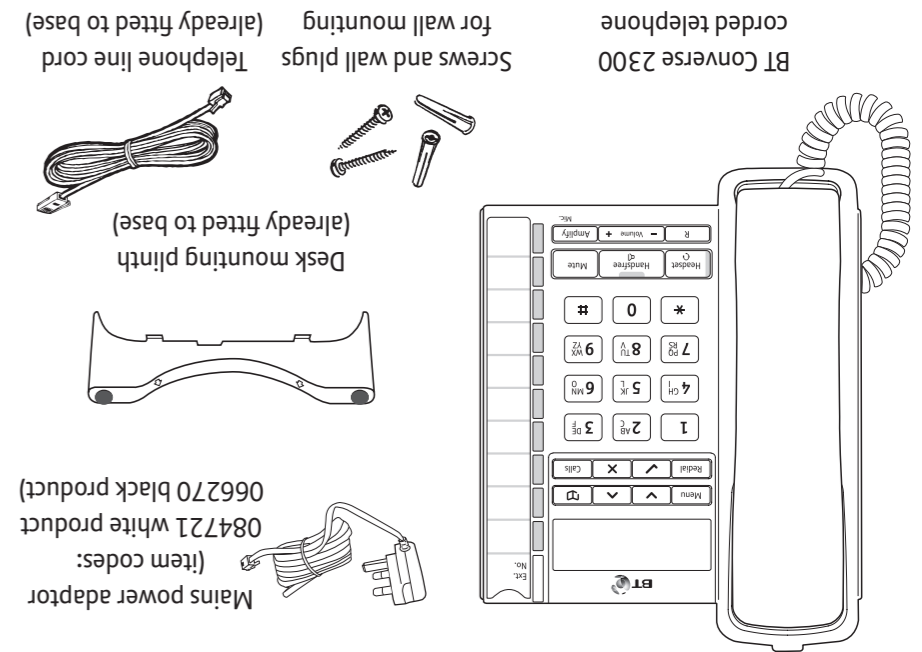


## Check box contents

**Important:** Only use the handset, line cord and mains power adaptor supplied in this box, or this product may not work.



## User Guide



### 1 Set up

### 2 Go!

## BT Converse 2300

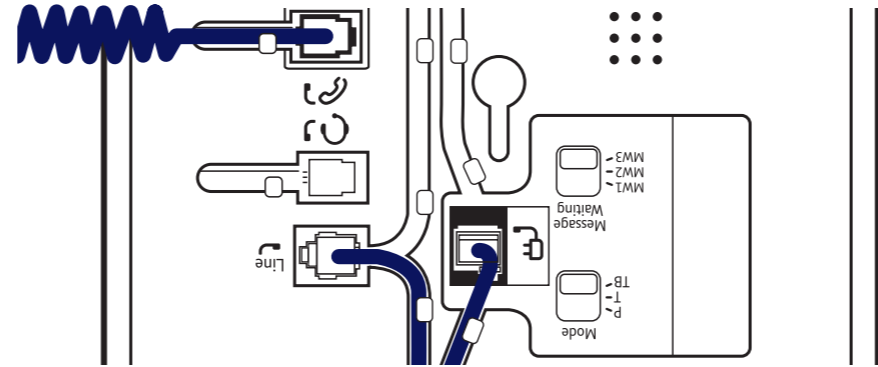
Corded Phone

Setting up is easy. Just follow the simple steps in this guide.

If you'd like further help, or to view the full user guide, please visit our website [bt.com/producthelp](http://bt.com/producthelp)

## 1 Set up

1. Plug mains power adaptor (item code 084721 white and 066270 black) into the socket marked **P** and plug the other end into the wall socket and switch the power on.



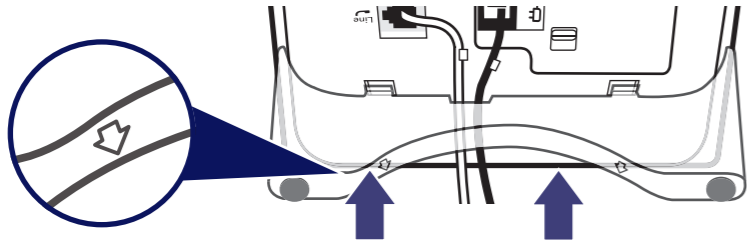
2. Plug the telephone line cord into the wall socket.

3. Check that the Dialling **Mode** switch on the underside of the base is set to **TB** for tone dialling with timed break recall.

**ⓘ** If connecting to a switchboard you may need to adjust the dialling mode setting, to P or T using the switch on the underside of the base. If in doubt, please consult your service provider.

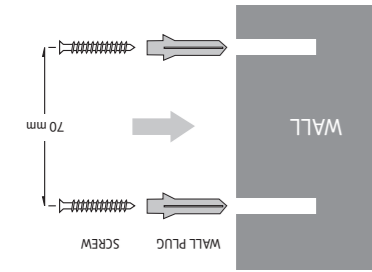
## Desk mounting plinth

To remove the desk mounting plinth, push it in the same direction as the two arrows shown on the plinth. To refit the desk mounting plinth, insert the two lugs on the plinth into the base and push it down into place, as shown by the blue arrows.



## Wall mounting (optional)

**ⓘ** Important: Before wall mounting, check you are not drilling into any hidden wiring or plumbing. Make sure the telephone line cord will reach the wall socket.



Unclip the stand from the base of the phone and remove it. Re-route the telephone line cord towards the bottom of the phone.

Drill two holes in the wall 70mm vertically apart using a 5mm drill bit.

Insert the wall plugs if necessary, then insert the screws leaving about 5mm protruding from the wall on which to hang the phone.

Slot the holes on the back of the base over the screw

Your Converse 2300 is now ready for use.

Please turn over

## General information

For information on safety instructions, cleaning, technical information or connecting to a switchboard, please refer to the 'General information' section in the full user guide at [bt.com/producthelp](http://bt.com/producthelp)

### Guarantee

Your BT Converse 2300 is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below, the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT Converse 2300, or any component thereof, which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is required.
- The equipment is returned to BT or its agent as instructed.

This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.

This guarantee does not affect your statutory rights.

To find out what to do, if your phone is in or outside of the 12 month guarantee, please look in the full user guide at [bt.com/producthelp](http://bt.com/producthelp)

### How to recycle your equipment



The symbol shown here and on the product means that the product is classed as electrical or electronic equipment, so DO NOT put it in your normal rubbish bin.

It's all part of the Waste Electrical and Electronic Equipment (WEEE) Directive to recycle products in the best way – to be kinder to the planet, get rid of dangerous things more safely and bury less rubbish in the ground.

You should contact your retailer or supplier for advice on how to dispose of this product in an environmentally friendly way.

### R&TTE Directive & Declaration of Conformity

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards.

This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive (1999/5/EC).

The Declaration of Conformity is published on the website [bt.com/producthelp](http://bt.com/producthelp)

## For a Better Future

We're always looking to make our products last longer and use less power, so we don't have such a big impact on the environment.

To find out about what we are doing, visit [bt.com/betterfuture](http://bt.com/betterfuture)

### Offices worldwide

The services described in this publication are subject to availability and may be modified from time to time. Services and equipment are supplied subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of a contract.

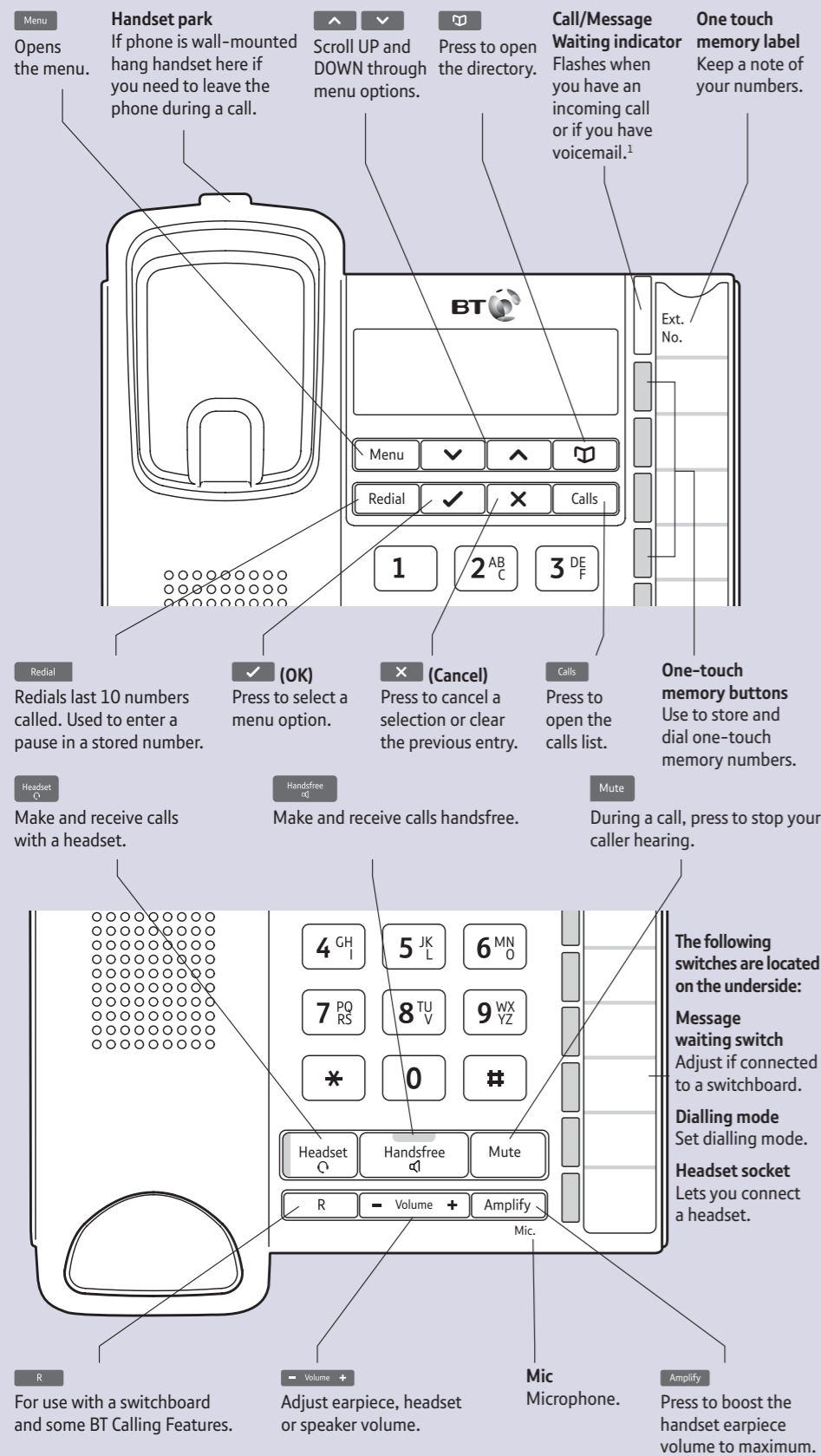
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# Your phone



## Using the menu

A range of functions and settings can be accessed through the main menu.

Press **Menu** to enter the menu.

Press **^** or **v** to scroll through the menu list.

When you reach the end of the list, the first option is displayed again.

To select an option, press **✓**.

To return to the previous menu display, press **x**.

<sup>1</sup> The light will only flash when connected to a PBX switch or similar. The light will not flash when used with network services. e.g. BT 1571.

# 2 Go!

## Handset & Hearing Aid

Hearing aid wearers may benefit from switching their hearing aid to the middle T position and holding the earpiece up to the aid, not their ear. Please visit <http://www.btplc.com/inclusion/> for further practical advice on using hearings aids.

## Making calls

Lift the handset and dial the phone number. Replace the handset to end the call.

### Make a call using a headset

Headsets are not supplied. However, you can purchase headsets (with RJ11 jack) by visiting [bt.com/shop](http://bt.com/shop)

Plug the headset into the socket marked **H** on the underside of the base.

Press **Headset** and dial the number. When the headset is in use the headset indicator (on the **Headset** button) will be lit.

Press **Headset** to end the call.

### Receive a call using a headset

When the phone rings and the headset is plugged in, press **Headset** to answer.

### Redial (up to last 10 numbers)

Press **Redial**, scroll **^** or **v** to the number you want and either lift the handset to dial, or press **Handsfree** or **Headset**.

### Handsfree

Press **Handsfree** during a call to switch between earpiece and loudspeaker.

### Mute

Press **Mute** during a call. The red Mute light (on the **Mute** button) comes on and your caller cannot hear you. Press **Mute** again to return to your caller.

### Adjust the ringer volume

There are 4 volume settings: 1, 2, 3 and Off.

Press **Menu** and scroll **^** or **v** to display Ringer Volume. Press **✓**.

Scroll **^** or **v** to the setting you want.

Press **✓** to confirm. Display shows Saved.

Press **Menu** to return to standby.

### Adjusting the ringer tone

There are 3 tones to choose from: Tone 1, Tone 2 and Tone 3.

Press **Menu** and scroll **^** or **v** to display Ringer Tone. Press **✓**.

Scroll **^** or **v** to the setting you want.

Press **✓** to confirm. Display shows Saved.

Press **Menu** to return to standby.

## Caller Display and the Calls list

You must subscribe to a Caller Display service for this feature to work. Your network provider may charge you for this service.

### View and dial from the calls list

Press **Calls**. Display shows most recently received call.

Press **^** or **v** to scroll through the list.

Lift the handset, or press **Handsfree** or **Headset** to dial a displayed number.

## Directory (up to 100 entries)

### Storing new directory entries

Press **Menu** then **Menu**. (When you store your very first entry you will not need to press **Menu**).

Display shows Add New Entry. Press **✓**.

Display shows Enter Name: Enter the name and press **✓**.

Display shows Enter Number: Enter the number and press **✓**. The display shows Entry Saved.

### Dialling a directory entry

Lift the handset or press **Handsfree** or **Headset**.

Press **Menu**. The first number in the directory is displayed.

Scroll **^** or **v** to the number you want.

Press **✓** to dial.

## One-touch memory buttons (M1-M10)

### Store/replace a one touch number

Press and hold the one touch memory button that you want to store a number under. The display shows Enter/Edit number.

Enter the telephone number you want to store, then press the same one touch memory button or the **✓** button to save the number.

Slide the memory label out so you can write the number you have stored under each button.

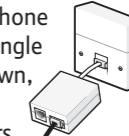
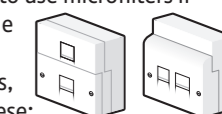
### Dial a one-touch number

Lift the handset or press **Handsfree** or **Headset**.

Press the grey one-touch button you want to dial.

## Help

Most problems can be fixed with a few simple checks.

Problem	Solution
No dial tone	Only use the cables supplied. Make sure the telephone line cord is plugged in correctly.
You have a dial tone, but the phone will not dial out	If you are connected to a switchboard, check whether you need to dial an access code or if you need to change the dial mode.
Phone ringer does not ring	Is the ringer volume switched off? Adjust the volume.
Using broadband on the same phone line?	To avoid problems with your broadband or noise on your phone line, you might need to plug your telephone line cord into the wall socket via a microfilter (not supplied).  If your main phone socket has a single socket, as shown, you'll need to use microfilters.  You don't need to use microfilters if your main phone socket has two separate sockets, like either of these: 

## Find out more

- New Frequently Asked Questions available at [bt.com/producthelp](http://bt.com/producthelp)
- If you need more detailed instructions, a full user guide is available to download from [bt.com/producthelp](http://bt.com/producthelp)