



Installation Guide and User Manual

For BT Accord 10 and BT Accord 20 Telephone Headsets

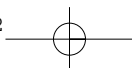
BT Accord 10 universal telephone headset for BT Converse telephones and most other corded telephones and telephone systems

BT Accord 20 universal telephone headset with noise-cancelling microphone for BT Converse telephones and most other corded telephones and telephone systems. The BT Accord 20 has a noise cancelling microphone which can help reduce the background noise frequently heard in busy offices or call centres.

Package includes:

- BT Accord telephone headset (model 10 or 20 depending on your purchase)
- BT Accord configuration switch

Replacement parts and accessories are available from your usual supplier or from www.easidirect.co.uk



Installing your headset

Before you connect your headset please ensure that any volume settings on your telephone are turned down to avoid any unnecessary discomfort.

There are two ways of connecting your BT Accord headset to your telephone.

1) Direct connection

If you have a BT Converse, Relate 3000 or any other telephone with a dedicated headset port, simply plug the headset directly into the headset port on your telephone. You do not need to use the configuration switch. Features such as mute and volume control will be driven by your telephone. Please refer to the instruction manual for your telephone if you are unsure how to do this.

2) Connection using the configuration box

If you do not have a headset port on your telephone you will need to use the configuration box. The configuration box allows you to connect the headset to your telephone and switch between the headset and handset. Please note that your telephone cord must be fitted with a standard RJ11 plug (this is the type of plug used on most telephones).

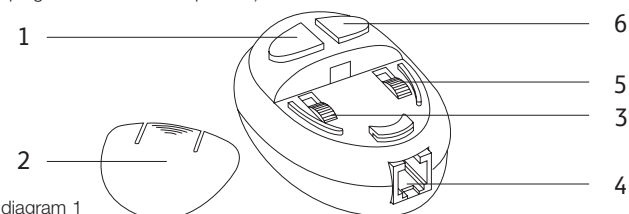


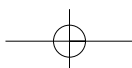
diagram 1

- | | | |
|---------------------------------------|---------------------------------|-----------------------------------|
| 1. Headset / handset selection button | 2. Top cover | 3. Configuration switch (1,2,3,4) |
| 4. Headset port (RJ11 Socket) | 5. Configuration switch (A,B,C) | 6. Mute/talk button |

How to install and configure the configuration switch

1. Disconnect the headset cord from your telephone
2. Connect the cable from the configuration switch into the handset socket of your telephone
3. Connect the handset cord to the handset socket of the configuration switch (the socket next to the cable, indicated by the picture of the handset)
4. Connect the headset plug to the headset socket of the configuration switch (on the front of the configuration switch, indicated by the picture of the headset, no **4** in diagram 1)

Congratulations, you are now connected!



Using the configuration switch

The **headset/handset button** lets you choose between using the handset and the headset. When the button is pressed down you can use the headset, when it is raised you can use the handset.

Note

- you will always need to lift the handset to take/make a call and replace the handset to end a call when using BT Accord 10 and 20 headsets.

The **mute/talk button** lets you place a caller on hold by pressing down to the mute position. The caller will not be able to hear you but you will still be able to hear the caller. To resume the call press the button again.

The configuration switch does not need a battery to operate.

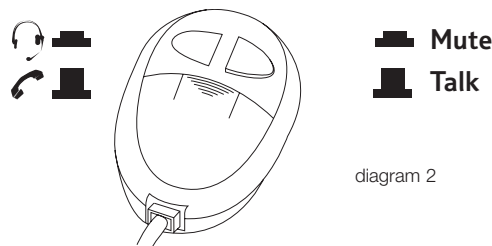


diagram 2

Quick disconnect

If you need to move away from your telephone during your call but don't want to take off your headset, simply disconnect the Quick Disconnect. This will leave your caller on hold.

Reconnecting the Quick Disconnect will reconnect the call.

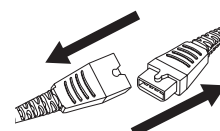


diagram 3

Trouble shooting

- 1 If you have problems such as a high pitched whine or crackling noise while you use the headset you may need to change the settings on the configuration switch for the headset to work properly with your telephone/telephone system.

To do this open the top cover of the configuration switch. There are two selector switches marked 1, 2, 3, 4 and A, B, C (No's **3** and **5** on diagram 1). These selectors create twelve possible settings for maximum compatibility. Try each setting one by one (for example, A+1, A+2, then A+3) until you can hear a clear dial tone through the headset. If more than one setting gives a dial tone then choose the clearest setting.

- 2 If your caller is unable to hear you, check that your mute button is not pressed.
- 3 If you cannot use the handset check you do not have the headset selected and that you have the handset and headset connected into the correct sockets.

Note: Factory Default. The factory default settings for the BT Accord configuration box is B+4. This works for the majority of telephones.

Information!

For your safety we advise that you keep this headset and its components away from any liquids. Do not attempt to effect repairs yourself; seek qualified advice. Always operate at a safe volume level to protect your hearing. Take a break after using the headset for any length of time.

BT Accord Helpline

If after following these instructions and carefully checking the settings you require assistance with your BT Accord headset please call 0871 200 2276 between 9.00am and 5.30pm Monday to Friday (except public holidays). Calls are charged at national rate.

A copy of the Declaration of Conformity for this product can be found at www.easidirect.co.uk

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