

Tribune Dual Signalling user guide



British
TELECOM

INTRODUCING TRIBUNE

Your Tribune telephone is a modern, electronic telephone which has been approved for use with press button dialling and secrecy facility.

This booklet has been written to show you how to use your new telephone and get the best from it. Please read the following pages carefully before using your Tribune.

INITIAL CHECK

All telephones are thoroughly checked by British Telecom and leave us in perfect condition. If, however, your phone does appear to be unsatisfactory in any way return it to your supplier at once for a replacement.

CONNECTION

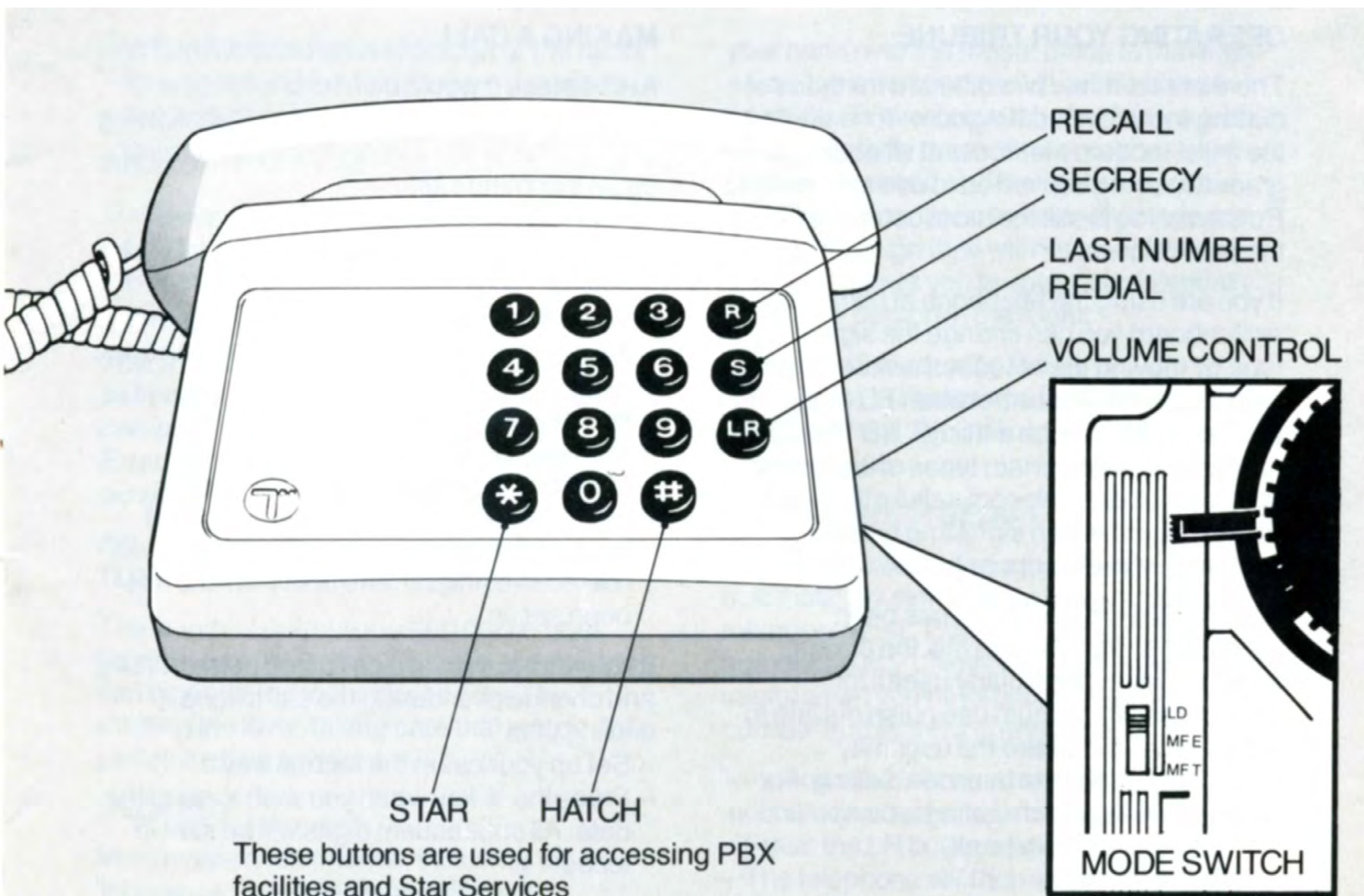
Tribune is designed to be connected to the exchange by the plug and socket system. To connect your phone just plug the loose end of the line cord into the socket on the wall. This system enables you to plug the phone into any of the special British Telecom sockets in your home or office. Before you attempt to connect your Tribune you must make sure that it is suitable for your installation – full details are on page 11.

If you do not have a socket fitted, or if you required another extension, contact your local British Telecom Sales Office by phone (the telephone number and address will be in the directory under British Telecom). Alternatively you can complete the post card supplied with this guide and post it to your local British Telecom Sales Office. They will be happy to supply all the details about installation.

NUMBER INFORMATION LABEL

When you receive your Tribune the label for your number and the transparent label cover are both packed separately. If you would like your number on the phone itself, just write it on the label and place it in the recess underneath the handset. Then put the label cover in position by first inserting one side then flexing the other into place.

You can change the label at any time, by carefully inserting a small screwdriver under the edge at the front of the label cover. Then push toward the opposite side until the cover is bowed up enough to grasp with your thumb and forefinger. Remove the label cover and the label.



OPERATING YOUR TRIBUNE

There are currently two different methods of dialling in the United Kingdom. Tone dialling is the most modern method and all equipment is gradually being converted to use tone dialling. Pulse dialling is still the most usual method at the present time.

If you are using the telephone at home ie not a switchboard you can change the signalling type by moving the recessed switch on the base of the telephone between LD (pulse dialling) to MFT (tone dialling). NB The MFT is only for use on certain types of exchange. Your local British Telecom sales office will be able to tell you which signalling type of exchange you are connected to.

Your Tribune DS telephone has been designed so that you can mix the dialling modes. This is particularly useful for telephones which must use pulse dialling to initiate a call but where the user may subsequently wish to use tone dialling. For example, when interrogating a computer or a service such as Voicebank.

MAKING A CALL

At this stage it would be useful to test the operation of your telephone. Use the following procedures to dial a known number and set up an incoming call.

- Lift the handset and listen for dial tone.
- Press the buttons for the number that your require.
- When the other party answers check that the conversation is satisfactory and arrange for them to call you back.
- Replace the handset to clear the call.
- Telephone exchanges have different signalling systems, some faster than others. Although you may have finished keying the number on your Tribune you will not receive ringing tone until your call has been set up.

If you wish to initiate a call using pulse dialling and change over during the call to tone dialling then:

- Set up your call in the normal way.
- Press the * key when you wish to send the data. All subsequent digits will be sent in tones.

- When the handset is replaced or the recall key is pressed the telephone will revert to pulse dialling.

ANSWERING A CALL

The tone caller / bell will sound.

- Lift the handset to speak.
- Replace the handset to clear the call.

SPECIAL NOTE:

The Tribune is fitted with either a tone caller or a bell. The bell on the Tribune can be switched to an OFF position. Ensure that it is switched to the ON position to allow incoming calls.

ADJUSTING THE VOLUME OF THE TONE CALLER / BELL

The volume control is located on the right hand side of the telephone case. the volume can be adjusted to the desired level by rotating the lever, taking care that you do not switch it off by accident.

SECURITY

Most modern telephones, including the Tribune, incorporate highly effective electronic microphones – if you simply put

your hand over the mouth piece to make an aside, the other person will still be able to hear you. To overcome this the Tribune lets you temporarily break the microphone link between yourself and the other end of the line. You will continue to hear what they are saying although they will not be able to hear you. This allows you to speak confidentially to another person in the room.

To operate the secrecy facility:

- Press the 'S' button and keep it held down.
- Release the 'S' button to resume normal conversation.

LAST NUMBER REDIAL

Once you have dialled a number it is automatically stored in the telephone's memory circuit. This function can store a number up to 21 digits long and is particularly useful when you have dialled a lengthy number and found it is engaged.

To operate the last number redial:

- Lift the handset and listen for dial tone.
- Press the LR button once.
- The telephone will then automatically call the number.

- When you key a new number this is stored in the last number redial memory and the old number is erased.

NOTE FOR SWITCHBOARD USERS

It is important to note that the procedure for using the last number redial function may differ if your line is connected to a private switchboard or automatic exchange.

Private manual switchboard

If your line is connected to a switchboard where the switchboard operator connects you to the exchange line:

Lift the handset and listen for a dial tone.

- Press the LR button once.
- The telephone will then automatically call the number.

Private automatic exchange

If your line is connected to an automatic exchange which requires an access digit or digits for an outside line and then returns dial tone before the outside number can be dialled:

- Lift the handset and listen for dial tone from your PBX.

- Press and release the access digit or digits, eg 9 or 71.
- Wait until dial tone is heard again, it may sound slightly different to the first dial tone.
- Press the LR button once.
- The telephone will then automatically call the number.

If your line is connected to an automatic exchange which requires an access digit or digits for an outside line but does not return dial tone before the outside can be called:

- Lift the handset and listen for dial tone.
- Press the LR button once.
- The telephone will then automatically call the number

Warning

Do not press the LR button unless the access digit or digits have been manually entered. Failure to comply with this requirement could result in unsatisfactory operation.

RECALL FACILITY

The key marked 'R' is used to access the recall facility of a switchboard. When your telephone is connected to a PBX extension, this button is used to recall the switchboard, put calls on hold, transfer calls etc. There are two types of recall option available. Your switchboard could be configured in either of these. The recall options are known as 'Earth Recall' or 'Timed Break Recall' and your Communications manager should be able to tell you which one applies to your switchboard.

Your Tribune telephone can be used in earth recall or timed break recall formats in either tone dialling or pulse dialling modes but must be correctly installed. The combination of timed break recall and pulse dialling is not used by switchboards and so your Tribune telephone does not offer this option.

The installation is as follows:

- 1 Disconnect your telephone from the line socket.
- 2 Turn your telephone upside down.

- 3 You will see a recessed switch marked LD, MFE, MFT. LD stands for loop dialling with earth recall. MFE stands for multifrequency dialling with earth recall and MFT stands for multifrequency with timed break recall.
- 4 Using a small tool (eg a screwdriver) select the position appropriate to your switchboard.
- 5 Reconnect your telephone to the line socket.
- 6 Use your telephone in the normal manner.

If you are a Star Services customer you will have to ensure the switch is moved to MFT, to allow you to access the facilities available.

TRIBUNE ENHANCEMENTS

The Tribune has two enhanced models and if you have one of these please read this next section carefully.

Model 1 has the following extra facilities:

1 INDUCTIVE COUPLER

Your Tribune is fitted with an inductive coupler in the earpiece. This enables users who wear a hearing aid with a 'T' switch to improve the clarity of telephone conversations.

When using the Tribune, the hearing aid should be switched to the 'T' position. The hearing aid then amplifies in the normal way but noises that might otherwise be picked up by the microphone are minimised. Remember to return your aid to normal use on finishing your call.

2 INCOMING CALL INDICATOR

A lamp behind the window of the telephone will indicate incoming calls independently of the bell / tonecaller (including bell off).

Up to two Tribunes with the incoming call indicator can be connected to a single line. Adding more telephones or those of other types may cause the lamp to stop functioning but this does not affect the bell / tonecaller. We advise that any proposed combination be tried before silencing the audible calling devices. (See section on How Many Phones, page 11).

3 RECEIVING AMPLIFIER

A volume control on the front of the telephone allows you to increase or decrease the volume of what you hear on the telephone. Pushing the control to the left reduces the volume and to the right increases it. Normal volume for telephones is obtained in the middle setting of the control. We advise that you return the control to this position after calls, otherwise the next call may be over or under amplified.

Model 2 has all of the above enhancements and one extra.



- Key:**
- 1. Inductive Coupler
 - 2. Incoming Call Indicator
 - 3. Receiving Amplifier
 - 4. Watch Receiver

4 WATCH RECEIVER

This Tribune enhancement is an additional earpiece receiver. This can be useful if others wish to hear your conversation, or if you need to listen with both ears.

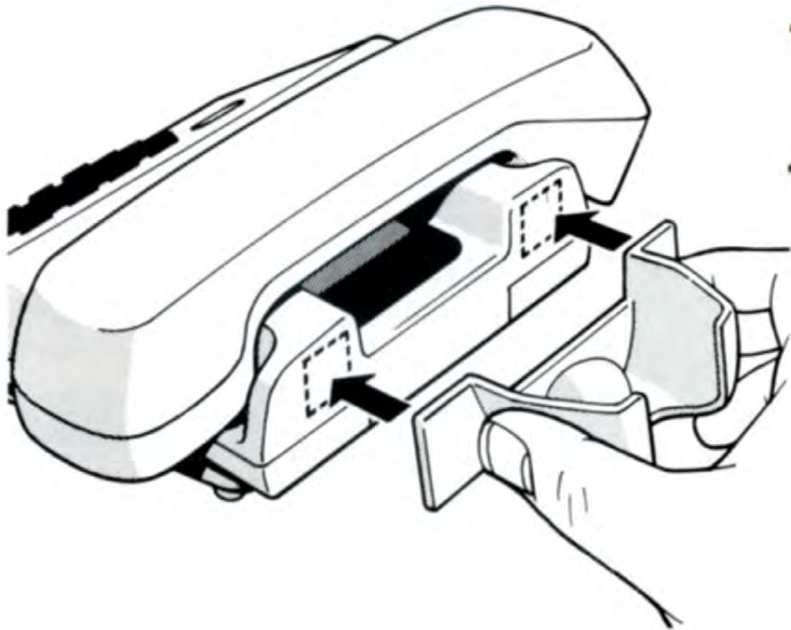
Your watch receiver is silent until the button is pressed. Place it against your ear in the usual way to hear a call. Remember that, if you are sharing a conversation using the watch receiver, only the person holding the handset will be heard clearly. You should exchange handset and watch receiver to let someone else speak.

Your watch receiver is fitted with an inductive coupler for the convenience of hearing-impaired users.

FITTING THE BRACKET

Your Tribune telephone is packed with a bracket which can optionally be used to store the watch receiver neatly at the back of the instrument. You may prefer to simply place the watch receiver face down between calls, use of the bracket is not required for correct operation of the receiver.

Ensure that the rear of the telephone, the flat area above the cables, is clean. Remove the paper backing from the adhesive pads on the bracket. Between these pads there is a straight edge halfway down the cup of the bracket. This should be lined up with the recess carrying the exchange window on the telephone. Then press the bracket firmly into place. the adhesive used forms a strong bond, especially after a few days of application.



To store your watch receiver after use place it in the bracket with the cord downwards and the receiver facing the front of the instrument. You do not have to replace the watch receiver in the bracket between calls as it depends only on the press button for operation.

HOW MANY PHONES?

Your exchange line provides only a small current to make phones connected to it ring. Although you may have any number of sockets, it is important to limit the number of phones connected to the line by those sockets to ensure that each phone will receive enough current to ring.

Every phone has a Ringer Equivalence Number (REN). In most cases, a standard line should provide enough current for two or more phones whose RENs add up to no more than 4.

The Tribune has a REN of 1.0. Any other phone provided by British Telecom 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 phones on the same line will ring.

WHERE TO CONNECT THE TRIBUNE

TRIBUNE DS is a dual signalling instrument and may be connected to following types of installation.

- PABXs
- All types of Direct Exchange lines.
- extensions on DELs

Information about the type of exchange that your line is connected to may be obtained from your local British Telecom Sales office.

WHERE YOUR VERSION OF THE TRIBUNE IS NOT SUITABLE FOR CONNECTION

- To a line connected to a 1 + 1 carrier
- Shared service (party line) installations.
- As an extension to a payphone.

IMPORTANT

The design characteristics of PBXs and telephones are such that not all types of approved telephone will operate satisfactorily with all types of PBX. The Tribune is approved for use only with compatible PBXs, a list of which should be available from your supplier. Any other usage will invalidate the approval of the telephone to the standard against which approval was granted.

Furthermore it cannot be guaranteed that the telephone will operate correctly under all possible conditions of connection of a compatible PBX. Any cases of difficulty should be referred in the first instance to the supplier of the telephone instrument.

CHECKING FOR FAULTS

How to check for a fault on your Tribune

If your Tribune fails to work correctly carry out the following simple checks:

1. Ensure the plug is properly inserted into the socket.
2. If you have a Tribune with a bell ensure that the bell is not set in the **OFF** position.
3. Check the operating instructions have been followed correctly.
4. If your phone still fails to work correctly you should follow the following procedures.

If you cannot make a call from your phone

There may be no dialling tone for example – disconnect any extension phones and try to make a call again on your first phone. If you succeed in getting through, re-connect your extension phones until you locate the faulty

phone or socket. To establish if it is the phone that is faulty connect it to a socket where there is a phone that you know is working properly. If the problem continues, the extension phone is likely to be at fault.

If you cannot make a call with only the first phone connected, you should report the situation to the British Telecom Fault Service. Their number is usually 151, but it may vary locally, check your Dialling Code Book to be sure. Once you have spoken to an engineer, he will be able to give you more advice and may do a remote test on your installation.

If you cannot get through to a number from any phone, although you can hear a tone

You should check that all other handsets on the same installation are properly replaced before trying to make a call again.

If your tone caller/bell does not operate

Connect the phone to a socket which you know is working properly – provided of course, that there is more than one socket on the installation. Ensure that the bell is not

switched **OFF**. If the problem continues your tone caller/bell could be at fault (but check that the total REN value of all the telephones connected does not exceed four).

MAINTENANCE OF YOUR TRIBUNE TELEPHONE WHEN CONNECTED TO A PRIVATE BRANCH EXCHANGE

When the telephone is connected to a PBX by the standard plug and socket, maintenance may be carried out by any person so long as the telephone is unplugged before maintenance activity commences. However, if the telephone is repaired by anyone other than British Telecom, its staff or its agents, the British Telecom guarantee will of course no longer be valid.

MAINTENANCE OF YOUR TRIBUNE

When you buy your Tribune telephone it has a one year guarantee. Upon purchase, you have the option of taking out a service contract with British Telecom's special maintenance and repair service.

For a small quarterly outlay British Telecom looks after your Tribune – there are no extra bills for repairs. For more details contact your local British Telecom Sales Office or the shop where you bought the phone.

Always remember that unless you have taken out an Optional Service Contract after buying your Tribune, British Telecom will charge a fee if an engineer visits your premises.

Please do not try to adjust or repair a phone yourself. There is not part of your phone that you could possibly service, and anything you might try to do could make any problem worse and invalidate your guarantee.

CARE OF YOUR TRIBUNE

We recommend that you clean your Tribune with a damp cloth. Do not spray aerosol polishes into any of the openings or vents and avoid the use of abrasive cleaners as these will damage the phone's finish.

To preserve the appearance of the exterior finish, avoid placing the telephone in direct sunlight.

Since your telephone is an electrical device you should avoid using it near water.

The coiled handset cord will remain in good condition if care is taken to ensure that it does not twist or knot.

FINAL WORDS

Because your telephone connects you to the public telephone network, there are a number of regulations governing its construction and use.

Some of these are simply to make sure your own phone will work correctly, whilst others are for safety reasons, or for the protection of the network as a whole.

The following list summarises the approved facilities on the Tribune

- Press button dialling.
- Pulse (LD) and tone (MF) signalling.
- Earth and Timed Break Recall facility.
- Last number redial.
- Secrecy facility.

Some Tribunes also have the following facilities.

- Inductive coupler.
- Incoming call indicator/receiving amplifier
- Watch receivers

As stated, the Tribune is a fully approved instrument provided it is used according to the restrictions of connection outlined. Any other usage will invalidate the approval of the apparatus if, as a result, it will cease to perform to the standard against which approval is granted.

Tribune is a registered trademark of British Telecommunications plc.