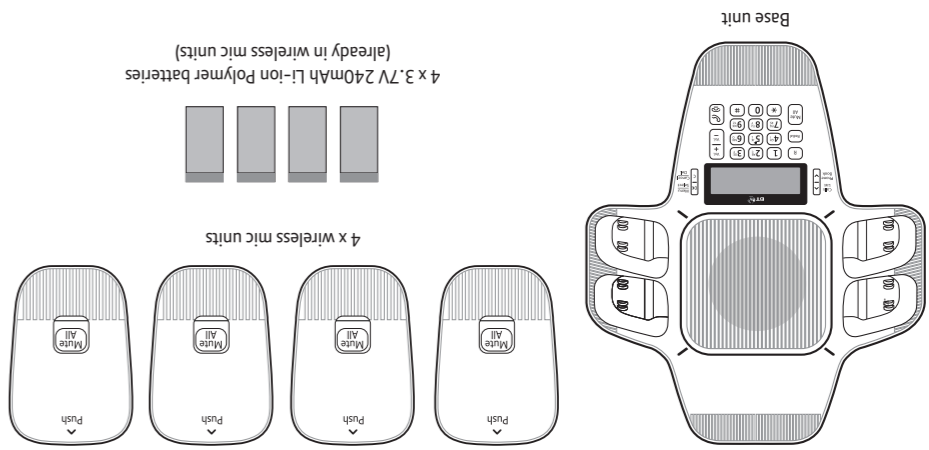


**Important:** Only use the mains power adaptor, cables and rechargeable batteries supplied in this box, or this product might not work. Any replacement rechargeable batteries must be of the same type. BT accepts no responsibility for damage caused to your conferencing unit if you use any other type of batteries.



Check box contents



User Guide

- 1 Plug in
- 2 Set up
- 3 Go!

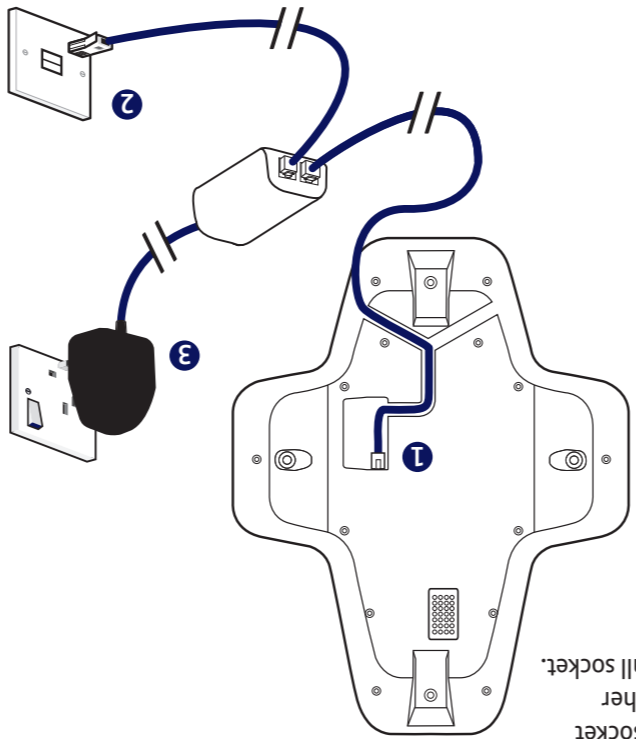


**BT Conferencing Unit X500**  
Professional conferencing unit with wireless microphones  
Setting up is easy. Just follow the simple steps in this guide.

If you'd like further help, or to view the full user guide, please visit our website [bt.com/producthelp](http://bt.com/producthelp) or call our helpdesk on 0800 218 2182\*  
\* Calls made from within the UK mainland network are free. Mobile and International call costs may vary.



# 1 Plug in cables



1. Plug the 6 metre connector cable into the base unit and the other end into the connection box's socket labelled **To Base**.

2. Plug one end of the phone line cord into the connection box's socket labelled **To Line** and the other end into the phone line wall socket.

3. Plug the end of the mains power adaptor into the connection box and the other end into the wall power socket and switch on.

# 2 Set up wireless mic units



1. Activate the battery in each wireless mic by pulling the plastic tab away from the back of the unit.

2. Put each wireless mic unit on the base unit to charge for 8 hours. Each mic unit has a red light when it's sitting in the powered-up base unit.

**Removing the batteries**  
Slide open the battery compartment cover. Push the lugs at the side open and gently lift the battery out from the finger recess.  
And that's it. Your BT Conferencing Unit X500 is ready to use.

**Important:** allow up to eight hours to charge a wireless mic units battery. 8 hrs

## General information

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

**Guarantee**  
Your BT Conferencing Unit X500 is guaranteed for 12 months from the day you bought it.

The guarantee, at BT's or its agent's discretion, covers repair or replacement of a faulty unit or any faulty parts (other than batteries). Products over 28 days old from the day you bought it might be replaced with a refurbished or repaired product.

- Guarantee conditions**
- The guarantee only applies to faults that occur within the 12-month guarantee period.
  - You'll need to show proof of purchase.
  - 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 unit is in or outside of the 12 month guarantee, please look in the full user guide at [bt.com/producthelp](http://bt.com/producthelp)

**Warning**  
You won't be able to call 999 from this phone if there's a power cut, so make sure you've got another way to call for help in an emergency.

**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.

**Battery information**  
Only use the type of rechargeable batteries that come with your conferencing unit (x4 3.7V 240mAh Li-ion Polymer). You can get spares from the Helpline on 0800 218 2182\*. The battery model number is BT191665.

**Caution:** dispose of used batteries properly as per your local authority's recycling processes.

**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).

For a copy of the Declaration of Conformity please refer to [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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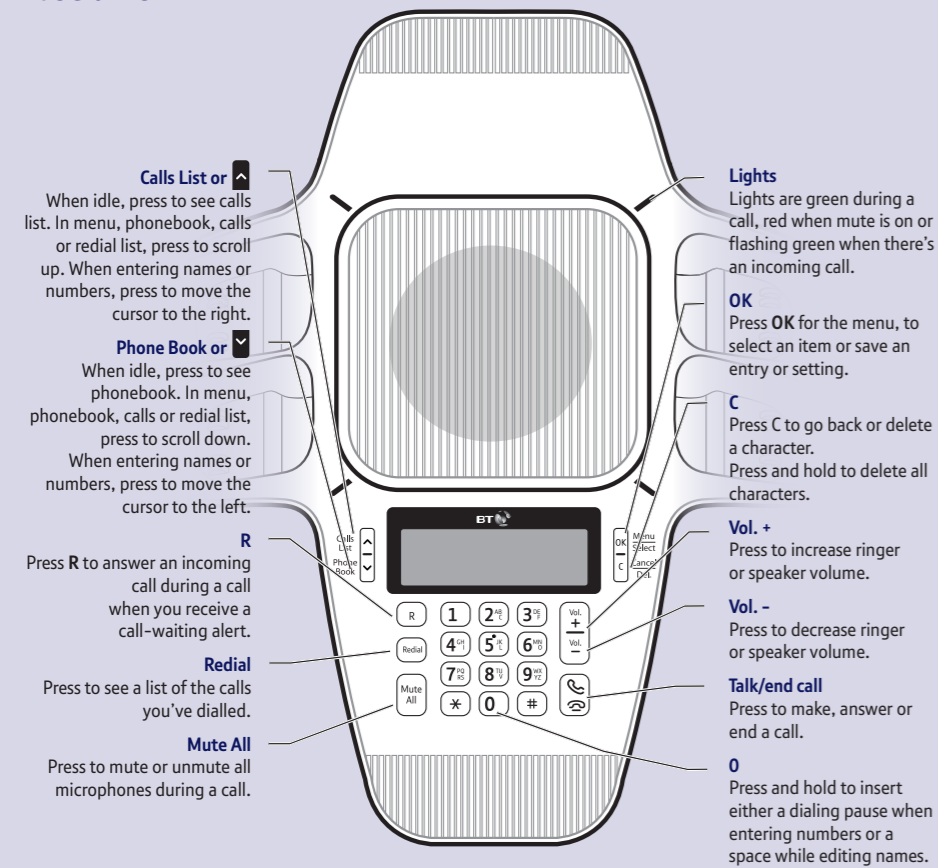
Available in other formats including Braille, large print or audio CD. If you would like a copy, please call 0800 218 2182\*.

\* Calls made from within the UK mainland network are free. Mobile and international call costs might vary.

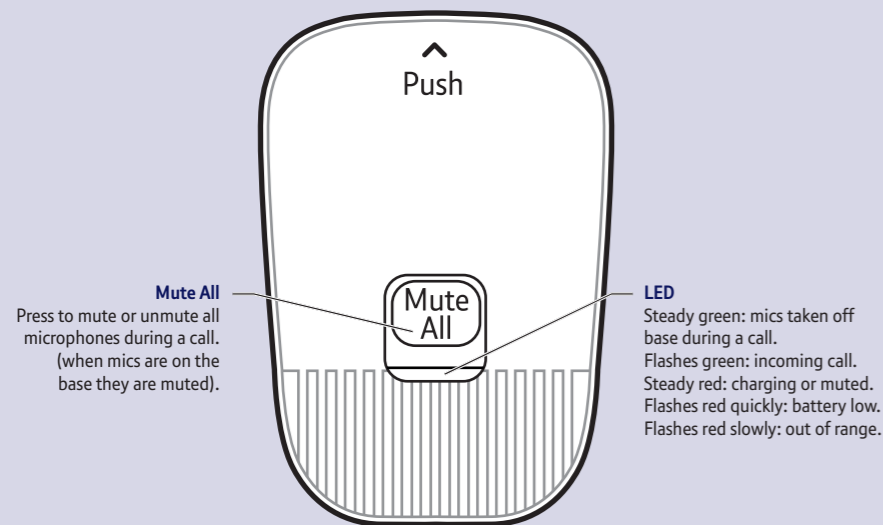
Printed in China / Issue 2 / ADP03-14

# Your conferencing unit

## Base unit



## Wireless mic



# 3 Go!

## Making calls

Press When you hear the dial tone, enter the number. Press to end a call and remember to put any wireless mic units on the base unit.

## Answer a call

If you have subscribed to Caller Display the caller's details will be displayed before you answer (see below and also the full user guide online at [bt.com/producthelp](http://bt.com/producthelp) for details).

Press to answer a call.

## Adjust volume

During a call, press or to increase or decrease the volume. You'll hear two beeps when the highest or lowest volume is reached.

## Mute

During a call, press to mute all microphones in the system.

Press again to unmute all microphones in the system.

## Silence the ringer

If you don't want to be disturbed, you can stop the phone from ringing when a call comes in. Press several times until you see **Ringer Off**.

## Redial (up to last 10 numbers called)

Press when the base unit isn't in use. Press or to scroll the redial list.

To dial, press when the number is displayed.

## Phonebook

### Add a phonebook entry

Here's how to find letters when making an entry in the phonebook using the keypad: press a key and you'll get that key's first character (e.g. 'A'), press again and you'll get the next (e.g. 'B') etc. The first letter of every word you enter will be a capital letter.

Press when the base unit isn't in use then .

Press or to scroll and find **Add Contact**, then press .

When the screen shows **Enter Number** use your keypad to enter the number, then press .

When the screen shows **Enter Name** use your keypad to enter the name.

- press or to move the cursor to the left or right
- press **0** to add a space
- press to delete a character
- press and hold to delete all characters.

Press to save.

## Caller Display and Calls list

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

If you use a caller display service, information about each caller will show after the first or second ring. If you answer a call before the caller's information appears, it won't be saved in the calls list. When the calls list is full, the oldest entry is deleted to make room for new incoming call information.

### View and dial from the calls list (up to 50 entries)

1. Press when the base unit isn't in use.
2. Press or to browse your entries.
3. To dial an entry, press when the entry is displayed.

## Settings

### Using the menu to change settings

You can use the main menu on your base unit to change the phone settings. The sort of things you can change are ringer volume and tone, date and time, base unit name, key tone, dial mode and PBX code. You can also reset the default settings.

## Menu

### How to enter the menu

Press when the base unit isn't in use. Press or to scroll to find what you're looking for. Press to select the item. Press to go back.

## Help

Most problems can be fixed with a few simple checks.

Problem	Solution
No dial tone/unit doesn't work	Make sure you only use the cables provided and that all cables are plugged in correctly and any batteries are installed and charged. After you've finished using them, remember to put your wireless mic units back on the base so they can charge.  If you're using a PBX make sure the phone line cord is connected to an analogue port connection (the unit will only work with an analogue connection).
The phone doesn't ring	Make sure the ringer volume isn't off. Make sure your base unit's cables are plugged in correctly. Make sure the base unit isn't near other DECT phones or electronic devices that could be causing interference. Try resetting the base unit. Unplug its power, wait for 15 seconds, then plug it back in. Give it a minute to reset.
There's a red light flashing on my wireless mic	Put the wireless mic unit on the base unit so it can charge. If this doesn't work, replace the battery.
Using broadband on the same phone line?	Make sure you plug the unit into the wall socket via an ADSL microfilter (not supplied), otherwise you may have problems with this product and your broadband service. ADSL microfilter  If you use BT Infinity, you will not need to use an ADSL microfilter. For other types of broadband, please check with your provider if a microfilter is required.

## Find out more

- Frequently Asked Questions are available at [bt.com/producthelp](http://bt.com/producthelp)
- If you'd like more detailed instructions, a full user guide is available to download from [bt.com/producthelp](http://bt.com/producthelp)
- If you cannot find the answer to your problem in the full online user guide, then please call our free Helpline on 0800 218 2182\*. Our dedicated advisors are more likely to be able to help you than the retailer where you made your purchase.
- This document is also available in other formats, such as Large print, Braille and Audio CD. If you would like a copy, please call 0800 218 2182\*.