



On duty 24 hours a day

User Guide

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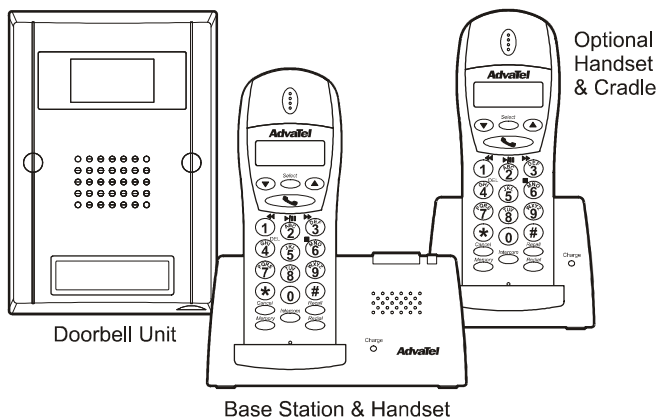
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Overview

Bell Captain is an integrated doorbell and telephone system, and comprises a base station, a handset unit (or units) and a doorbell.



Bell Captain lets you be in two places at once, enabling you to have your freedom while still providing excellent service to your guests.

At your premises the Bell Captain doorbell rings your long-range cordless phone. You can talk with the person at your front door from anywhere on the property, ensuring you never miss a visitor or potential client.




Away from your premises the Bell Captain doorbell rings the outside number you have nominated – your mobile phone, your neighbour's phone – so you'll never miss a booking again. And, as an added security benefit, your property will always appear attended.

The system also operates as a cordless telephone and intercom set, and includes an inbuilt answering machine.

1. Key functions

Refer to the following table for the functions of the buttons on the key pad of the Bell Captain handset.



Key	Description
1	Message Rewind
2	Message Play/Pause
3	Message Fast Forward
4	Message Delete
6	Message Stop
	Scroll up through menu items
	Scroll down through menu items
	Press for dial tone to make a call, to answer a call, or to hang-up on a call

2. Modes

Refer to the following table for a description of the available modes.

Mode	Description
Intercom Call Mode	When the doorbell is pressed the Bell Captain Dect phone will ring.
External Call Mode	When the doorbell is pressed the call will divert to a pre-programmed external telephone number.
Leave Memo Mode	When the door bell is pressed Bell Captain will playback a pre-recorded announcement; it will then record a message from the visitor.
Announcement Only Mode	When the door bell is pressed Bell Captain will playback a pre-recorded announcement, in this mode visitors are unable to leave a message.
Answering and Record Mode	Incoming callers will hear your pre-recorded telephone answering machine message and will be able to leave a message.
Answer Only Mode	Incoming callers hear your pre-recorded telephone answering machine message but are unable to leave a message.
Key Lock Mode	When the handset is set to Key Lock Mode it will prevent the user from changing the mode the phone is set to, and stop them from making a call (intercom or external). They will still be able to receive intercom and external calls. Note the 000 emergency number can still be called if the phone is in this mode.
Baby Mode	When the handset is set to baby mode it will dial a pre-programmed phone number if any of the keys on the telephone are pressed. The phone is still able to receive both intercom and external calls while set to Baby Mode.

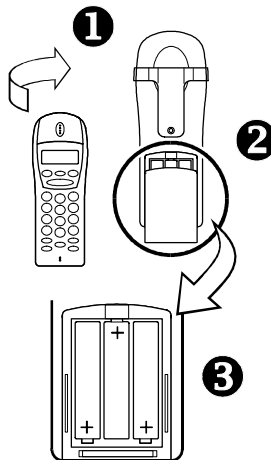
Getting Started

1. Best location for Base Station

- ① To avoid interference make sure your base station is at least one metre away from other electrical or computer equipment.
- ② Do not locate the base station in the bathroom, damp areas or excessively hot areas.

Note: The base station must be powered up at all times for the Bell Captain door bell and cordless phone system to function.

2. Installing the Handset Battery

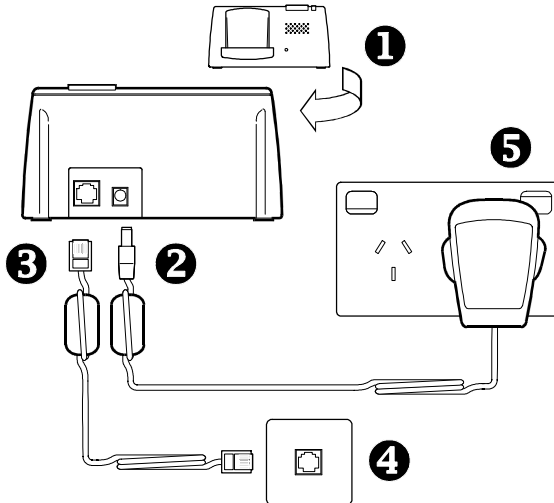


- ① Turn the handset over and identify the battery compartment cover.
- ② Gently press at the top of the cover and slide off downwards to reveal the battery compartment.

- ③ Install the 3 supplied AAA sized nickel metal hydride (NiMH) cells as shown and close the compartment cover.

WARNING: Use only AAA NiMH battery cells with this unit. The use of other types of battery cells can cause damage or injury.

3. Connecting the Base Station

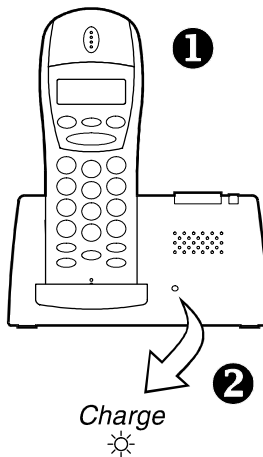


- ① Turn the base station around to locate the telephone and power sockets on the back surface.
- ② Two plug packs are provided with Bell Captain. One is for use with the base station and the other with the door phone. The plug pack fitted with a ferrite module is for use with the base station. Insert the barrel connector into the power (right) socket.
- ③ One end of the supplied RJ-11 telephone cable is fitted with a ferrite module. Plug this end into the telephone (left) socket of the base station. (If you wish

to use another telephone cable instead of the supplied cable then remove the ferrite module from the supplied cable and fit it onto the telephone cable to be used. To remove, unclip the catches on the side of the ferrite module to open, then unwind the cable from the module. To fit the module onto a telephone cable, wind the cable around the opened module – as close as practicable to the end of the cable – so that the cable passes through the centre channel of the module twice, then close the module.)

- ④ Plug the other end of the telephone cable into the telephone wall socket. If the telephone wall socket is not an RJ-11 fitting then an additional adapter plug will be required.
- ⑤ Plug the plug pack into a 240 VAC mains socket.

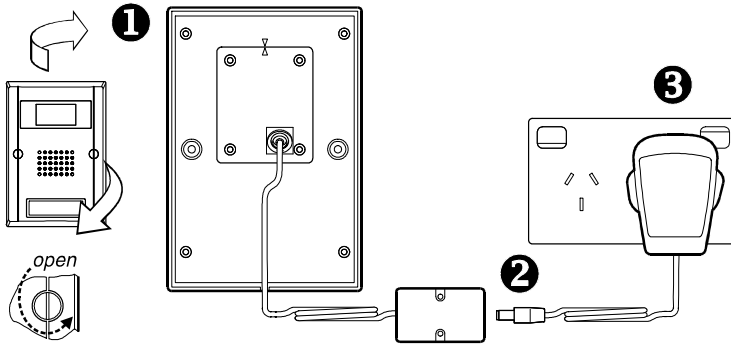
4. Charging the Handset



- ① Sit the handset into the handset recess in the base station.

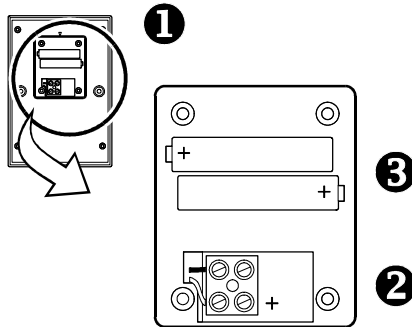
- ② The correct seating of the handset is confirmed by the phone emitting two beeps. The base station provides visual indication by illuminating the charge LED. Handsets must be charged for 16 hours before first use.

5. Connecting and Mounting the Doorbell Unit



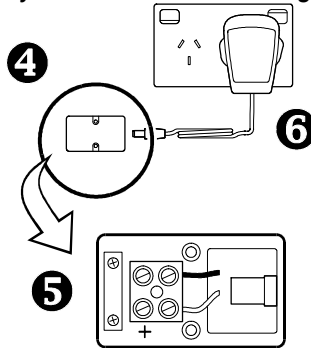
- ① The doorbell unit is designed for mounting onto flat surfaces using two (2) No 6 pan head self tapping screws. The mounting holes are accessed from the front and are located midway down both sides of the unit. The plug cover for the holes can be 'popped out' by inserting one of the supplied screws into the holes at the back of the unit and pressing it lightly against the plug covers. Alternatively they can be opened with a flat blade screw driver by gently turning the plug counter-clockwise. To avoid damage to the plug and surrounds use an appropriately sized screw driver.
- ② The doorbell unit is supplied with an attached power cable terminated with a connector box. This cable enters the door phone through a flexible grommet at the back of the unit. Insert the barrel connector into the power socket on the connector box.
- ③ Plug the plug pack into a 240 VAC mains socket.

6. Connecting the Doorbell Unit to Location Wiring



- ① Remove power from the doorbell unit by unplugging the plug pack from the mains socket. The battery/terminal cover is located on the back of the doorbell unit. Unscrew the four battery/terminal cover retention screws then lift and remove the cover to expose the battery/terminal recess.
- ② Loosen the two right terminal screws (with the recess as orientated in the diagram) to disconnect the exiting power cable. Withdraw the cable through the grommet in the cover. Before connecting up the location wiring ensure that it has been disconnected from all other devices or power sources. Thread the wiring through the grommet on the cover starting from the external side of the cover. Connect the wiring to the right terminals and tighten the two terminal screws. Make a note of the polarity of the wiring for later use.
- ③ The doorbell unit has provision for the optional installation of two AAA NiMH batteries for backup. These can be fitted into the recess if required. After completing the work replace the cover and resecure with the four retention screws.

WARNING: Use only AAA NiMH battery cells with this unit. The use of other types of battery cells can cause damage or injury.



- ④ The connector box is to be fitted to the other end of the location wiring. Open the connector box by removing the two screws and lifting the cover.
- ⑤ Unscrew the two screws holding down the cable retention bar on the left (with the connector box as orientated in the diagram) then loosen the two left terminal screws to remove the existing wiring. Inserting the location wiring (maintain the polarity of the wiring) into the terminal block. Tighten the terminal screws, refit the retention bar then close and secure the cover.
- ⑥ Reconnect power by inserting the barrel connector into the power socket on the connector box then plugging the plug pack into a 240 VAC mains socket.


7. Registering handsets

Each handset must be registered to the base station. The first supplied handset is pre-registered as handset number 2 (doorbell is number 1). Additional handsets purchased separately will need to be manually registered to the base station; please refer to the **Multiple Handsets** section on page 21 for instructions on how to register handsets.

Quick Reference Guide

It is strongly recommended that you read this user guide in it's entirety for a full explanation of the Bell Captain features before using this reference guide.


Handset Display Codes and Descriptions

Display	Example	Description
Door ICx n	Door IC2 3	Doorbell is set to call handset number 2, this is handset 3.
Door Ext n	Door Ext 2	Doorbell will call external number, this is handset 2.
Door Mem n	Door Mem 2	Door mode set to leave memo, this is handset 2.
Door Ann n	Door Ann 2	Door mode set to announcement only, this is handset 2.
Door ICx Msg	Door IC2 Msg	Doorbell is set to call handset number 2, there is a new message.
Door Ext Msg	Door Ext Msg	Doorbell will call external number, there is a new message.
Door Mem Msg	Door Mem Msg	Door mode set to leave memo, there is a new message.
Door Ann Msg	Door Ann Msg	Door mode set to announcement only, there is a new message.
n Intercom	3 Intercom	Intercom call from handset 3.
Page	Page	Page from base station.
n Door Unit	1 Door Unit	Call from doorbell.
Blank	Blank	Handset offhook.
		Signal is not reaching the base station; handset is out of range.

Explanation of Abbreviations




Abbreviation	Meaning
TAM	Telephone Answering Machine
OGM	Outgoing Message


How to set the handset to receive doorbell calls (Intercom Call Mode)

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. *Set Mode* will be displayed; press *Select*.
- c. *IntercomCall* is displayed; press *Select*.
- d. The unit will now be set to *Intercom Call Mode*.

When the doorbell is pressed the call will go to the handset used to set Intercom Call Mode.



How to divert doorbell calls to an external telephone number (so you can answer the doorbell while out)

- i. *First you must set the phone number the calls will divert to:*
 - a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
 - b. Press the down  arrow key until *Set Call No* is displayed; press *Select*
 - c. *Number* is displayed if a phone number has not already been programmed.
 - d. Enter the phone number you wish the calls to be diverted to; press *Select*.
- ii. *Then set the phone to External Call Mode:*
 - a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
 - b. *Set Mode* will be displayed; press *Select*.

- c. Press the down  arrow key until *ExternalCall* is displayed; press *Select*.

Note: To set the telephone back to Intercom Call Mode follow the instructions listed in the previous section.




How to pick up a doorbell or telephone call

- a. Press the  key on the handset to answer the call.
- b. Press the  key to hang-up.

How to make an Internal Intercom Call





- a. Press the *Intercom* button.
- b. Press *the number of the handset* that you wish to ring (for e.g. 2 or 3); to call the doorbell press 1.







How to record a doorbell announcement

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. Press the down  arrow key until *Record Ann* is displayed; press *Select*.
- c. *Leave Memo* is displayed; press *Select*.
- d. *Record* is displayed; press *Select* to start recording your announcement.
- e. *Recording* is displayed; you may record your message now.
- f. Press the number 6 button () to end the recording. The announcement will be automatically played back on the handset.

How to record a message for the Digital Answering Machine



There are two answering modes; *Answering and Record Mode* (customer can leave a message) and *Answer Only Mode* (customer can't leave a message).

- i. *Recording the Outgoing Message for Answering and Record Mode:*
 - a. Press the up  or down  arrow key until *TAM Setting* is displayed; press *Select*.
 - b. Press the up  or down  arrow key until *OGM* is displayed; press *Select*.
 - c. *Ans/Record* is displayed; press *Select*.
 - d. *Record* is displayed; press *Select*.
 - e. Start recording your message using the handset; when you have finished recording press the number 6 key.

- ii. *Recording the Outgoing Message for Answer Only Mode:*
 - a. Press the up  or down  arrow key until *TAM Setting* is displayed; press *Select*.
 - b. Press the up  or down  arrow key until *OGM* is displayed; press *Select*.
 - c. Press the up  or down  arrow key until *Answer Only* is displayed; press *Select*.
 - d. *Record* is displayed; press *Select*.
 - e. Start recording your message using the handset; when you have finished recording press the number 6 key.

The outgoing message you have recorded will be played back automatically through the handset and over the speaker on the base unit. To re-record the message repeat the procedure outlined above.

How to Make an Outgoing Call

- a. Press the  key.
- b. Enter the number using the telephone keypad.
- c. To end the call press the  key again.



Bell Captain Functions

The following instructions refer to the doorbell functions of Bell Captain.


1. Intercom Call Mode

When the doorbell is pressed the base station will chime and the Bell Captain handset will ring; this is a free Intercom Call.

How to pick up an Intercom Call

- a. Press the  key on the handset to answer the call.
- b. Press the  key to hang-up.



How to set the doorbell to Intercom Call Mode

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. *Set Mode* will be displayed; press *Select*.
- c. *IntercomCall* is displayed; press *Select*.
- d. The unit will now be set to *Intercom Call Mode*.

2. External Call Mode


When the doorbell is pressed the base station will chime, and the call will be diverted to an external telephone number (your mobile phone, a neighbour's phone, etc) that you have programmed into the system.

Step1: Program the External Phone Number



- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. Press the down  arrow key until *Set Call No* is displayed; press *Select*.

- c. *Number* is displayed if a phone number has not already been programmed.

OR

- d. The last pre-set number will be displayed; press the down  arrow key to erase the number.
- e. Enter the phone number you wish the calls to be diverted to; press *Select*.

Step 2: Set the handset to External Call Mode

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. *Set Mode* will be displayed; press *Select*.
- c. Press the down  arrow key until *ExternalCall* is displayed; press *Select*.
- d. The unit will now be set to *External Call Mode*.

How to pick up an External Call Mode Call

- a. Answer the telephone (your mobile phone, the neighbour's phone, etc) as you would answer any call; you can now talk to the client at your front door.
- b. Press the # key to end the call.





*Note: The call will automatically terminate after 120 seconds. To extend the call for a further 120 seconds select any number key (0 – 9) on your telephone as soon as you hear the warning beeps. After the fifth beep the connection will be terminated – to call the doorbell unit press * button and follow the instructions listed in Remote Access and Control section.*

3. Memo Mode



When the doorbell is pressed the base station will chime and then playback a pre-recorded announcement. It will then record a message from the visitor.

Note: The recording time for visitor messages can be set to 30, 60, or 90 seconds.




Step 1: Record an announcement for Memo Mode

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. Press the down  arrow key until *Record Ann* is displayed; press *Select*.
- c. *Leave Memo* is displayed; press *Select*.
- d. *Record* is displayed; press *Select* to start recording your announcement.
- e. *Recording* is displayed; you may record your message now.
- f. Press the number 6 button () or the  key to end the recording. The announcement will be automatically played back on the handset.
- g. *OK* will be displayed.




Step 2: Set the door bell to Memo Mode

- a. On the handset press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. *Set Mode* is displayed; press *Select*.
- c. Press the down  arrow key until *Leave Memo* is displayed; press *Select*.
- d. The unit will now be set to *Leave Memo Mode*.

How to play back your announcement (Memo)

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. Press the down  arrow key until *Record Ann* is displayed; press *Select*.
- c. *Leave Memo* is displayed; Press *Select*.
- d. *Record* is displayed.
- e. Press the down  arrow key until *Play* is displayed; press *Select*.
- f. The recorded announcement will automatically play back on the handset.

How to set the Memo Length


- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. Press the down  arrow key until *Memo Length* is displayed; press *Select*.
- c. Press the down  arrow key to scroll through the options – 30 seconds, 60 seconds or 90 seconds; press *Select* to choose your desired memo length.




*Note: Refer to the **Managing Messages** section on page 36 for instructions on how to retrieve your messages.*

4. Announcement Only Mode





When the doorbell is pressed Bell Captain will playback a pre-recorded announcement, in this mode visitors are unable to leave a message.

Step 1: Record an announcement


- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.


- b. Press the down  arrow key until *Record Ann* is displayed; press *Select*.
- c. *Leave Memo* is displayed.
- d. Press the down  arrow key until *Ann Only* is displayed; press *Select*.
- e. *Record* is displayed; press select
- f. *Recording* is displayed; record your message now.
- g. Press the number 6 key () to end the recording. The announcement will be played back on the handset.

How to playback your announcement

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. Press the down  arrow key until *Record Ann* is displayed; press *Select*.
- c. *Leave Memo* is displayed.
- d. Press the down  arrow key until *Ann Only* is displayed; press *Select*.
- e. *Record* is displayed.
- f. Press the down  arrow key until *Play* is displayed; press *Select*
- g. The recorded announcement will automatically play back on the handset.

Step 2: Set the doorbell to Announcement Only Mode

- a. Press the down  arrow key until *Door Entry* is displayed; press *Select*.
- b. *Set Mode* is displayed; press *Select*.

- c. Press the down  arrow key until *Ann Only* is displayed; press *Select*.
- d. The unit will now be set to *Announcement Only Mode*.

Telephone Functions

The following instructions refer to the telephone functions only of Bell Captain; refer to the previous section of this user guide for information on the doorbell functions.





1. Multiple Handsets

If you have purchased multiple handsets you will be able to make internal intercom calls between handsets, transfer calls, and establish a conference call. The Bell Captain system supports a **MAXIMUM** of four handsets.

How to Register a Handset

Before registering a handset it must be charged for **16 hours** before use.





Each handset must be registered to the base station. The first supplied handset is pre-registered as handset number 2 (Door Bell is number 1). Additional handsets purchased separately will need to be manually registered to the base station.

- a. On the unregistered handset press the up  or down  arrow key until *System Menu* is displayed; Press *Select*.
- b. Press the up  or down  arrow key until *Do Register* is displayed; Press *Select*.
- c. *Confirm?* will be displayed; Press *Select*.
- d. *Please Wait* will be displayed, shortly followed by ----
- e. At the base station press and hold down the *page* button until the LED stops flashing. The base station will be in registration mode for two minutes.
- f. On the handset enter the *four-digit Registration Code* (RC) that is printed on a label on the underside of the base unit, then press the # key.

- g. Registration will take place within 3 seconds. This will be indicated by a beep and the handset number will be displayed. If this is the first additional handset the display on the handset will now read 3.



How to delete a handset


Note: Only handsets 4 and 5 can be deleted from the system.

- a. On the handset you wish to delete press the up  or down  arrow key until *System Menu* is displayed; press *Select*.
- b. Press the up  or down  arrow key until *Del Handset* is displayed; press *Select*.
- c. *Confirm?* will be displayed; press *Select*.
- d. If you have set a PIN then *PIN____* will be displayed; enter your PIN and press *Select*.
- e. *OK* will be displayed and the base station will beep to confirm the handset has been deleted.

2. Using the Handset

How to Make an Outgoing Call

- a. Press the  key.
- b. Enter the number using the telephone keypad.
- c. To end the call press the  key again.

Note: You can also enter the number and then select the  key to dial.



How to Answer an Incoming Call

- a. Press the  key.


The call timer will automatically record the duration of all incoming and outgoing calls. The display shows the duration of the call for twenty seconds.

How to Adjust the Receiver Volume

You can adjust the volume during a call.


- a. Press the up arrow  key to increase the volume.
- b. Press the down arrow  key to decrease the volume.

How to turn Mute On/Off

- a. During the call press the *Cancel* key to mute the microphone; the  symbol will appear on the LCD.
- b. Select the *Cancel* key again to remove the mute setting.

How to Redial a Number

You can redial the last five numbers you have dialled.

- a. Select the *Redial* button repeatedly until the number you want to call is displayed.
- b. Press the  key.

How to Place Callers on Hold

You can put external calls on hold.

- a. Press the *Intercom* key, the caller will be put on hold.
- b. To resume the call press the *Intercom* key again.

How to Use Call Waiting

- a. To put your current call on hold and answer the new call press the *Recall* key and the number 2 key.

- b. To return to your original call press the *Recall* key and the number 2 key again.


How to make an Internal Intercom Call

- a. Press the *Intercom* button.
- b. Select *the number of the handset* that you wish to ring (for e.g. 2 or 3).

Note: To call the doorbell unit press the Intercom button and the number 1 key.

How to transfer a call


You can transfer an *external call* to another handset.

- a. Press the *Intercom* button.
- b. Press *the number of the handset* you wish to transfer the call too.
- c. Select the  key to transfer the call.

Note: If the person you are transferring the call to does not want to take the call, either party can push the Intercom key and the call will be transferred back to you.


How to Set Up a Conference Call

If you have an established external call in progress you can set up a Conference Call:

- a. Select the *Intercom* button followed by the *number of the handset* you are calling (for e.g. 2).
- b. When the other handset answers press the # key to establish the conference call.
- c. Select the  key to end the call, or leave the conference.

How to Page the Handset/s




The handsets can be paged from the base station:

- a. Press the *Page* button on the base station and all handsets will ring simultaneously.
- b. To stop the paging press the  key on any of the handsets.

Note: Once one handset has stopped the pager then all handsets will stop being paged.




How to Store Phone Numbers

You can store up to 40 phone numbers in your phone book.






- a. Press the down arrow  key until *Phone Book* is displayed; press *Select*.
- b. *Add Entry* will be displayed; press *Select*.
- c. *Name* will be displayed; use the telephone keypad letters to enter names (press the key until the correct letter is displayed). You can enter a maximum of 10 characters.
- d. When the correct letter is displayed move on to the next letter. If you want to enter two successive letters which happen to be on the same key, you can select the up arrow  key, or wait two seconds for the cursor to advance automatically.
- e. If you need to backspace a letter select the down arrow  key.
- f. When you have entered the name press *Select*; *Number* will be displayed.
- g. Enter the telephone number; press *Select*.
- h. *Add Entry* will be displayed; if you want to continue adding more names and numbers press *Select* and repeat the procedure outlined above. If you do not

wish to store any more numbers press the *Cancel* key twice.






How to Dial a Stored Phone Number


- a. Press the *Memory* key.
- b. Use the up  or down  arrow key to scroll to the name you want to call.
- c. Press  to dial the number.

How to Check a Stored Phone Number





- a. Press the down  arrow key until *Phone Book* is displayed; press *Select*.
- b. Press the down  arrow key until *Check Memory* is displayed; press *Select*.
- c. Use the up  or down  arrow key to scroll to the name you want to check.
- d. Press the number 3 key and the number will be displayed (or press *Select* twice).
- e. Press  to dial the number.

How to Edit a Stored Phone Number

- a. Press the down  arrow key until *Phone Book* is displayed; press *Select*.
- b. Press the down  arrow key until *Check Memory* is displayed; press *Select*.
- c. Use the up  or down  arrow key to scroll to the name you want to edit; press *Select*.
- d. The cursor will flash at the end of the name. To erase the letters in the name press the down  arrow key.



- e. Enter the new name using the same steps outlined in 'How to Store Phone Numbers.'
- f. Once the name is correct press *Select*; the telephone number will be displayed.
- g. To erase each number press the down  arrow key.
- h. To add new numbers use the telephone keypad.
- i. Once the name and number are correct press *Select*, then press *Cancel* twice to exit the *Phone Book*.



How to Delete a Stored Phone Number

- a. Press the down  arrow key until *Phone Book* is displayed; press *Select*.
- b. Press the down  arrow key until *Check Memory* is displayed; press *Select*.
- c. Use the up  or down  arrow key to scroll to the name you want to delete.
- d. If you wish to delete the record press the number 3 key; the phone number will be displayed.
- e. Press the number 3 key again; *Delete* will be displayed.
- f. Press the *Cancel* key; *Delete OK* is displayed to confirm the record has been deleted.
- g. Press *Cancel* to exit the *Phone Book*.

How to Select the Handset Ringer Melody





There are five ring types to choose from.

- a. Press the up  or down  arrow key until *Ring Menu* is displayed.
- b. Press *Select*; *Ring Type* is displayed.

- c. Press *Select*.
- d. Use the up  or down  arrow keys to scroll through and listen to the melodies.
- e. Press *Select* to choose the ring melody you want to use.

How to Select the Handset Ringer Volume

There are four settings – Hi, Med, Lo and Off.

- a. Press the down  arrow key until *Ring Menu* is displayed; press *Select*.
- b. *Ring Type* is displayed;
- c. Press the down  arrow key until *Ring Volume* is displayed; press *Select*.
- d. Use the up  or down  arrow keys to scroll through the options.
- e. Press *Select* when you have chosen your desired ringer volume.






3. Digital Answering Machine

Outgoing Messages

There are two answering modes; a separate outgoing message can be recorded for each one.

- a. *Answering and Record Mode*: your incoming callers will hear your message and will be invited to leave a message.
- b. *Answer Only Mode*: your incoming callers hear your message but are not invited to leave a message. This is useful if you will be away for a period of time and do not want to respond to messages.








How to Record the Outgoing Message for Answer and Record Mode

- a. Press the up  or down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the up  or down  arrow key until *OGM* is displayed; press *Select*.
- c. *Ans/Record* is displayed; press *Select*.
- d. *Record* is displayed; press *Select*.
- e. Start recording your message using the handset; when you have finished recording press the number 6 key or the  key.

The outgoing message you have recorded will be played back automatically through the handset and over the speaker on the base unit. To re-record the message repeat the procedure outlined above.

Note: The maximum message length that can be recorded is 120 seconds.









How to Record the Outgoing Message for Answer Only Mode

- a. Press the up  or down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the up  or down  arrow key until *OGM* is displayed; press *Select*.
- c. Press the up  or down  arrow key until *Answer Only* is displayed; press *Select*.
- d. *Record* is displayed; press *Select*.
- e. Start recording your message using the handset; when you have finished recording press the number 6 key or the  key.

The outgoing message you have recorded will be played back automatically through the handset and over the speaker on the base unit. To re-record the message repeat the procedure outlined above.

Note: The maximum message length that can be recorded is 120 seconds.



How to Play Back the Outgoing Messages

- a. Press the up  or down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the up  or down  arrow key until *OGM* is displayed; press *Select*.
- c. Press the up  or down  arrow key until *Ans/Record* or *Answer Only* is displayed, depending on what message you want to listen too; press *Select*.
- d. *Record* is displayed; press the up  or down  arrow key until *Play* is displayed.
- e. Press *Select* and the message will be played back on the handset.

Memo Messages


You can record a memo message for others to listen too, for e.g. you may wish to leave the night staff some instructions or an update. There are two methods for recording a memo message.

How to Record a Memo Message

- a. Press the down  arrow key until *Message* is displayed; press *Select*.
- b. Press the down  arrow key until *Memo Record* is displayed; press *Select*.






- c. Record your message by speaking into the handset; press the number 6 key when you have completed your memo.

Or

- a. Press the down  arrow key until *Message* is displayed.
- b. Press the 0 key and begin recording your memo.
- c. Press the number 6 key when you have completed your memo.






How to Set the Day and Time

It is important to set the day and time after connecting or re-connecting the base station to power so you can see when messages have been left.





- a. Press the down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. *Day/Time* is displayed; press *Select*.
- c. The day of the week, denoted by three letters (e.g. FRI for Friday), will flash. Press the up  or down  arrow key until the correct day is displayed; press *Select*.
- d. The first digit of the hour will now flash (note: this is a 24 hour clock). Press the up  or down  arrow key until the first digit is correct; press *Select*.
- e. Repeat the sequence until the correct hour and minutes are displayed; press *Select*.

How to Set the Number of Rings before Answering

The Digital Answering Machine can be programmed to pick up the call between 2 and 9 rings.





- a. Press the down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the up  or down  arrow key until *Ring Select* is displayed; press *Select*.
- c. Press the up  or down  arrow key until your desired number of rings is displayed; press *Select*.
- d. To change the setting repeat the steps outlined above.



How to turn the Automatic Answering On

- a. Press the down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the up  arrow key until *Answer Mode* is displayed; press *Select*.
- c. Press the up  or down  arrow key until *Ans/Record* or *Answer Only* is displayed; press *Select*.
- d. *OK* will be displayed. All incoming calls will be answered after the selected number of rings.

How to turn the Automatic Answering Off


If you wish to use an existing Telstra Message Bank service then you will need to turn the Automatic Answering Off.

- a. Press the up  or down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the up  or down  arrow key until *Answer Mode* is displayed; press *Select*.

- c. Press the up  or down  arrow key until *Answer Off* is displayed; press *Select*.
- d. *OK* will be displayed.




Note: You can also record or play back your outgoing messages when you are in the Ans/Record or Answer Only modes by pressing the 0 key (to record) or the number 2 key (to play back).

Call Screening

Incoming callers can be heard leaving their messages via the base station speaker. To pick up the call press the  key and the answering machine will be disconnected.

Note: This applies to the Telephone Answering Machine only. You will not hear messages being left via the doorbell on the base station.

How to Set the Play Back Speaker Volume

- a. Press the down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the down  arrow key until *Speaker Vol* is displayed; press *Select*.
- c. Press the down  arrow key to scroll through the volume options: *HI – MED – LO – OFF*; press *Select* when your desired volume is displayed.

Note: If you wish to use Telstra Message Bank or a similar service offered by your telephone provider you must turn your Digital Answering Machine OFF.



*To use the services offered by your telephone provider (for e.g. Call Forward) simply follow the steps they advise using your Bell Captain handset (for e.g. press *61 [phone number] # for Telstra Call Forward).*

4. Call List


The Call List displays the time and date of the calls you have received, and the phone number of the caller. When new calls are received the ■ symbol will flash on the display, whether you answered the call or not. Once you have checked the Call List the symbol will stop flashing.


The Call List stores the numbers of the last 50 callers. If a call is received and the list is full the oldest entry will be automatically deleted from memory.

How to Check the Call List






- a. Press *Select*
- b. Press the up  or down  arrow key once to display the most recent new call received. If you subscribe to a Caller ID Display Service the caller ID will be displayed.
- c. Press the number 3 key to display the phone number of the caller. If the number is longer than 12 digits press the number 1 key to display the remaining numbers.
- d. Press the number 3 key to display the date and time of the call.

Note: The date and time shown in the call list is provided by the Caller ID Service.

- e. Keep pressing the number 3 key if you want to scroll through the caller ID, phone number and date and time of the call.
- f. Press the up  arrow key to check calls received earlier that you have not yet checked. *End of CLI* will be displayed once you have reached the beginning of the list.

- g. Press the down  arrow key to check previously viewed calls; *Start of CLI* will be displayed once you have reached the end of the list.

How to Call a Number from the Call List

- a. Press *Select* and the up  or down  arrow key to display the most recent call received.
- b. Scroll through the call list using the up  or down  arrow keys until the number you require is displayed.
- c. Press  and the number will be dialed automatically.

How to Delete a Number from the Call List

- a. To delete the displayed number press the *Cancel* key.
- b. To delete all numbers on the list press and hold down the *Cancel* key for three seconds.

How to Store a Number from the Call List

- a. Press the *Memory* key and the number will be saved to the Phone Book.

Managing Messages


1. Retrieving Messages

When you have a doorbell or telephone answering machine message the light on the base station will flash green, and the LED display on the telephone will display the letters 'Msg'.


How to Play Back Messages

Messages can be heard via the handset and/or the base station speaker.

Method 1

- a. Press the down  arrow key until *Message* is displayed; press *Select*.
- b. *Play* is displayed; press *Select*.
- c. The number of new messages and the total number of messages stored will be displayed; press *Select*.
- d. *Play?* is displayed; press *Select* and the messages will be played.

Method 2

- a. Press the down  arrow key until *Message* is displayed.
- b. Press the *Play* (number 2) key and the message will be played back.

How to Pause a Message during Playback

- a. Press the *Play* (number 2) key.
- b. Press the *Play* key again to continue playback.

How to Go Back to the Start of the Message

- a. Press the *Rewind* ◀◀ (number 1) key once.

How to Go Back to the Previous Message

- a. Press the *Rewind* ◀◀ (number 1) key twice.

How to Fast Forward to the Next Message

- a. Press the *Forward* ▶▶ (number 3) key once.

Note: Once messages are played in full they are marked old. If there are both new and old messages stored, only new messages will be played in the first instance. Once new messages have been played repeat the procedure above to play any old messages.

If you have multiple handsets then the LED display on each handset will display the letters 'Msg' until the message has been listened to on each handset. However, the message will be marked 'Old' once it has been listened to on one handset.

2. Deleting Messages

You can either delete messages individually as you listen to them, or you can delete a number of messages at the same time after listening to all of them.

How to Delete Individual Messages

- a. Press the *Delete* key (number 4) on the handset during, or at the end of, the message.

How to Delete All Messages

When all messages have been played back the display will read *Delete All?* for approximately 8 seconds.

- a. Press *Select*; *Confirm?* is displayed.
- b. Press *Delete* (number 4).

All messages will be deleted.



Remote Access & Control

1. Doorbell Remote Access

To access your doorbell remotely you must first set your Remote Access PIN.

How to Set the Remote Access PIN

The default remote PIN is set to 0000. AdvaTel **strongly** recommends you change this to avoid unauthorised access to your messages.

- a. Press the down  arrow key until *TAM Setting* is displayed; press *Select*.
- b. Press the down  arrow key until *Remote PIN* is displayed; press *Select*.
- c. *R.PIN* is displayed and the first digit of your PIN will flash; using the keypad enter a four digit PIN of your choice and press *Select*.

Note: The Remote Access PIN is separate from any other PIN you may set to protect Key Lock, Baby Mode and other features discussed later in this user guide.

How to Access your Messages Remotely

- a. From a touch-tone telephone, call your phone number.
- b. When the unit answers press the * key; your outgoing message will stop playing and you will hear a beep.
- c. Enter your four digit PIN. A long beep will sound to confirm acceptance of your PIN.
- d. If your PIN has failed a short beep tone will sound; if this is the case re-enter the PIN.

Note: The Digital Answering Machine must be on to enable you to retrieve messages remotely. Refer to the next section for information on how to switch the answering machine on remotely.

Message Options:

- To play back messages press the number 2 key.
- To pause the message during playback press the number 2 key.
- To continue playback press the number 2 key again.
- To go back to the start of the message press the number 1 key.
- To go back to the previous message press the number 1 key twice.
- To skip to the next message press the number 3 key.
- To delete the message during playback press the number 4 key.
- To stop playing the message press the number 6 key.

When all current messages have been played the unit will beep. You have 8 seconds to enter any further commands or the call will be terminated.

How to Change the Outgoing Doorbell Messages Remotely

- a. From a touch-tone telephone, call your phone number.
- b. When the unit answers press the * key; your outgoing message will stop playing.
- c. Enter your four digit PIN; a beep tone will sound to confirm acceptance.

You now need to nominate which Outgoing Message you wish to change.

How to Change the Leave Memo Message:

- a. Press the number 7 key, then record your new message.
- b. When you have finished recording press the number 6 key; the new message will be played back to you.
- c. If you want to re-record the message repeat the steps above.

How to Change the Announcement Only Message:

- a. Press the number 8 key, then record your new message
- b. When you have finished recording press the number 6 key; the new message will be played back to you.
- c. If you want to re-record the message repeat the steps above.

How to Change the Bell Captain Mode Remotely

- a. Call your phone.
- b. When your telephone answering machine message plays press the * key and enter your four digit PIN; you will hear a beep tone to confirm acceptance.

Mode Options:

- To set to *Intercom Call Mode* press the number 9 key and then the number 1 key.
 - To set to *External Call Mode* press the number 9 key and then the number 2 key.
 - To set to *Leave Memo Mode* press the number 9 key and then the number 3 key.
 - To set to *Announcement Only Mode* press the number 9 key and then the number 4 key.
- c. Push the # key to hang-up.

How to Call the Doorbell Remotely

- a. Call your phone.
- b. When your telephone answering machine message plays press the * key and enter your four digit *PIN*; you will hear a beep tone to confirm acceptance.
- c. Push the number 0 key and then the number 1 key. You will now be connected to the doorbell.
- d. Push the # key to hang-up on the doorbell.

Note: The call will automatically terminate after 120 seconds. To extend the call for a further 120 seconds press any of the number keys (0-9) on your telephone as soon as you hear the warning beeps. After the fifth beep the connection will terminate and you will have to repeat the above steps to reconnect with the doorbell.

How to Call the Telephone Handset/s Remotely

- a. Call your phone.
- b. When your telephone answering machine message plays press the * key and enter your four digit *PIN*; you will hear a beep tone to confirm acceptance.
- c. Push the number 0 key and then the number of the handset you wish to call, for e.g.
 - Press the Number 2 key to call Handset 2
 - Press the Number 3 key to call Handset 3
 - Press the Number 4 key to call Handset 4
 - Press the Number 5 key to call Handset 5

2. Telephone Answering Machine Remote Access

To access your telephone answering machine remotely you must first set your Remote Access PIN.

See previous section **Doorbell Remote Access – How to Set the Remote Access PIN** for instructions on setting the Remote Access PIN.

How to Access your Messages Remotely

- a. From a touch-tone telephone, call your phone number.
- b. When the unit answers press the # key; your outgoing message will stop playing and you will hear a beep.
- c. Enter your four digit PIN; a long beep will sound to confirm acceptance of your PIN.
- d. If your PIN has failed a short beep tone will sound; if this is the case re-enter the PIN.

Note: The Digital Answering Machine must be on to enable you to retrieve messages remotely.

Message Options:

- To play back messages press the number 2 key.
- To pause the message during playback press the number 2 key.
- To continue playback press the number 2 key again.
- To go back to the start of the message press the number 1 key.
- To go back to the previous message press the number 1 key twice.
- To skip to the next message press the number 3 key.

- To delete the message during playback press the number 4 key.
- To stop playing the message press the number 6 key.

When all current messages have been played the unit will beep. You have 8 seconds to enter any further commands or the call will be terminated.

How to Change the Outgoing Messages remotely

- a. From a touch-tone telephone, call your phone number
- b. When the unit answers press the # key; your outgoing message will stop playing.
- c. Enter your four digit PIN; a beep tone will sound to confirm acceptance.

You now need to nominate which Outgoing Message you wish to change.

How to Change the Answer/Record message:

- a. Press the number 7 key; record your new message.
- b. When you have finished recording press the number 6 key; the new message will be played back to you.
- c. If you want to re-record the message repeat the steps above.

How to Change the Answer Only message:

- a. Press the number 8 key; record your new message.
- b. When have finished recording press the number 6 key; the new message will be played back to you.
- c. If you want to re-record the message repeat the steps above.

How to Switch on the Answer Machine Remotely

You can switch the Answer Machine on remotely using your four digit PIN.

- a. Call your phone and when the unit answers (takes approximately 16 rings) you will hear 3 beep tones.
- b. Enter your four digit *PIN*; you will hear a beep tone to confirm acceptance.
- c. Press the number 9 key to select *Answering and Record* mode.

OR

- d. Press the 0 key to select *Answer Only* mode.



Special Features

1. System PIN number

You can set a PIN number that will prevent the phone from being put into Baby Mode or Key Lock Mode, or won't allow a handset to be deleted, unless the PIN is entered. The PIN number is handset specific so you will need to follow the instructions below for each handset.

Please Note: If you choose to set a PIN number make sure you write the number down and store it somewhere safe. AdvaTel have no way of resetting this number for you.


How to Set the System PIN

- a. Press the down  arrow key until System Menu is displayed; press *Select*.
- b. *Batt Level* is displayed. Press the down  arrow until *Change Pin* is displayed; press *Select*.
- c. If you have already set a PIN and you wish to change it you will be prompted to enter your existing PIN; after doing so press *Select*.
- d. *NEW PIN* will be displayed; enter the new PIN.
- e. *VER PIN* will be displayed; re-enter the four digits and press *Select*.

2. Key Lock Mode


You can set each handset to *Key Lock Mode* to prevent the user from changing the mode the phone is set to, and to stop them from making a call (intercom or external). They will still be able to receive intercom and external calls. Note the 000 emergency number can still be called if the phone is in this mode. If you have changed the System PIN Number you will need to use this to enter the *Key Lock Mode*.

How to Enter Key Lock Mode

- a. Press the down  arrow key until *Lock Key* is displayed; press *Select*.
- b. *PIN----* will displayed if the System PIN number has changed; enter the four digit number.
- c. *Key Locked* will be displayed.

Note: if you have not changed the System PIN number then step b will be skipped.

How to Cancel Key Lock Mode


- a. Press the down  arrow key until *Unlock Key* is displayed; press *Select*.
- b. *PIN----* will displayed if the System PIN number has changed; enter the four digit number.
- c. The key lock will be removed.

Note: if you have not changed the System PIN number then step b will be skipped.



3. Baby Mode

When the phone is in baby mode it will dial a pre-programmed phone number if any of the keys on the telephone are pressed. The phone is still able to receive both intercom and external calls while set to *Baby Mode*.



How to Program the Baby Mode Phone Number

- a. Press the down  arrow key until *Dial Menu* is displayed; press *Select*.
- b. *Baby Mode* will be displayed; press *Select*.
- c. *Set Number* is displayed; press *Select*.
- d. *Number* is displayed; enter the phone number and press *Select*.



How to Check a Baby Mode Phone Number

- a. Press the down  arrow key until Dial Menu is displayed; press *Select*.
- b. *Baby Mode* will be displayed; press *Select*.
- c. *Set Number* is displayed.
- d. Press the down  arrow key until *Check Number* is displayed; press *Select* and the Baby mode phone number will be displayed.

How to Set the Phone to Baby Mode

- a. Press the down  arrow key until Dial Menu is displayed; press *Select*.
- b. *Baby Mode* will be displayed; press *Select*.
- c. *Set Number* is displayed.
- d. Press the down  arrow key until *Set Mode* is displayed; press *Select* and then enter your PIN number if you have set one.
- e. *Baby Mode* is now active.

How to Clear Baby Mode

- a. Press the down  arrow key until Dial Menu is displayed; press *Select*.
- b. *Baby Mode* will be displayed; press *Select*.
- c. *Set Number* is displayed.
- d. Press the down  arrow key until *Clear Mode* is displayed; press *Select* or enter your *PIN* number if you have set one.


WARNING: *Emergency numbers (e.g. 000) are not able to be dialled when the telephone is in Baby Mode.*

4. Caller ID Display

To use Caller ID Display you must subscribe to a service provider's Caller Display Service. When available caller information will be displayed on the handset and recorded in the Call List for incoming calls.

5. Battery Level

How to Check the Battery Level

- a. Press the down  arrow key until System Menu is displayed; press *Select*.
- b. *Batt Level* is displayed; press select and the level of charge will be displayed.

6. Using a Headset

There are several headset models that are compatible with the Bell Captain DECT telephones. The headset must have a plug fitted which is compatible with the 2.5mm socket on the side of the handset.

12 Months Limited Warranty

Bell Captain (Product) is warranted against defective materials or workmanship for 12 months from the date of purchase.

Faults or damage other than those arising from normal proper use or normal wear and tear, and faults or damage arising from lightning, electrostatic and/or electro-magnetic interference, fluctuation of electrical power, accident, and customer misuse are excluded.

The purchaser must contact AdvaTel to first obtain a Return Merchandise Authority (RMA) before returning Product under warranty. Where authorised to do so the purchaser is to return the Product to AdvaTel in accordance with the current RMA instructions.

AdvaTel will at its sole discretion repair or replace defective goods that are under warranty.

AdvaTel will not be liable for any loss, cost, injury, harm or damage suffered or incurred by the customer or any other person, arising out of or in connection with the product. The sole liability of AdvaTel in any circumstance shall be limited to the purchase price paid by the customer for the Product.



On duty 24 hours a day

*<http://www.bellcaptain.com.au>
sales@bellcaptain.com.au*

*Developed & distributed by AdvaTel
133 Moray St, South Melbourne Vic, 3205, Australia
Telephone: +61 3 8695 8695*

