BT

BT

Base 1
Handset 1
22 NOV   16:27

*YOU MUST SUBSCRIBE TO YOUR NETWORK PROVIDERS CALLER DISPLAY SERVICE BEFORE YOUR BT ON-AIR 1300 EXECUTIVE WILL DISPLAY THIS INFORMATION. A QUARTERLY FEE IS PAYABLE.

BT On-Air 1300 Executive

Digital cordless telephone answering machine

User Guide

This equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.

This product is intended for connection to analogue public switched telephone networks and private switchboards in the United Kingdom and Eire.

At a glance

Handset

Display

Battery

Shows the status of the handset battery. When the battery is fully charged, the icon is completely shaded. As the battery is used, the shaded area is reduced.

Silent mode

Displayed when the handset ringer has been switched off. Incoming calls will not cause the handset to ring.

Secrecy

Mute the call so your caller cannot hear you.

Directory

Allows quick access to your directory without having to go via the menu.

Clear

Redphone

To end a call and turn the power off.

Up/Down

Lets you move through the menu options and lists.

Keypad

In Use

Shows that the handset is in use.

Alarm/Timer

Indicates that alarm/timer has been set.

Handsfree

Indicates that you are in handsfree mode.

In range

Indicates that you are in range of the base station.

Answer machine on/off

Indicates that the answer machine is switched On or Off.

New calls

Indicates that you have new calls.

Answering machine

Allows you to play back new messages.

Intercom

Enables internal calls and call transfer between handsets.

OK button

To confirm settings.

Greenphone

To answer a call and use the handsfree. Switch the power on.

Display:
Base 1
Handset 1
22 NOV   16:27

Base

Speaker

Skip buttons

Allows you to skip backwards and forwards through your messages.
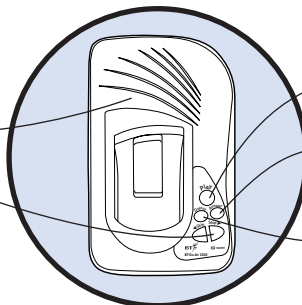
Skip forward can also be used to page handsets.

Play button

Answer button

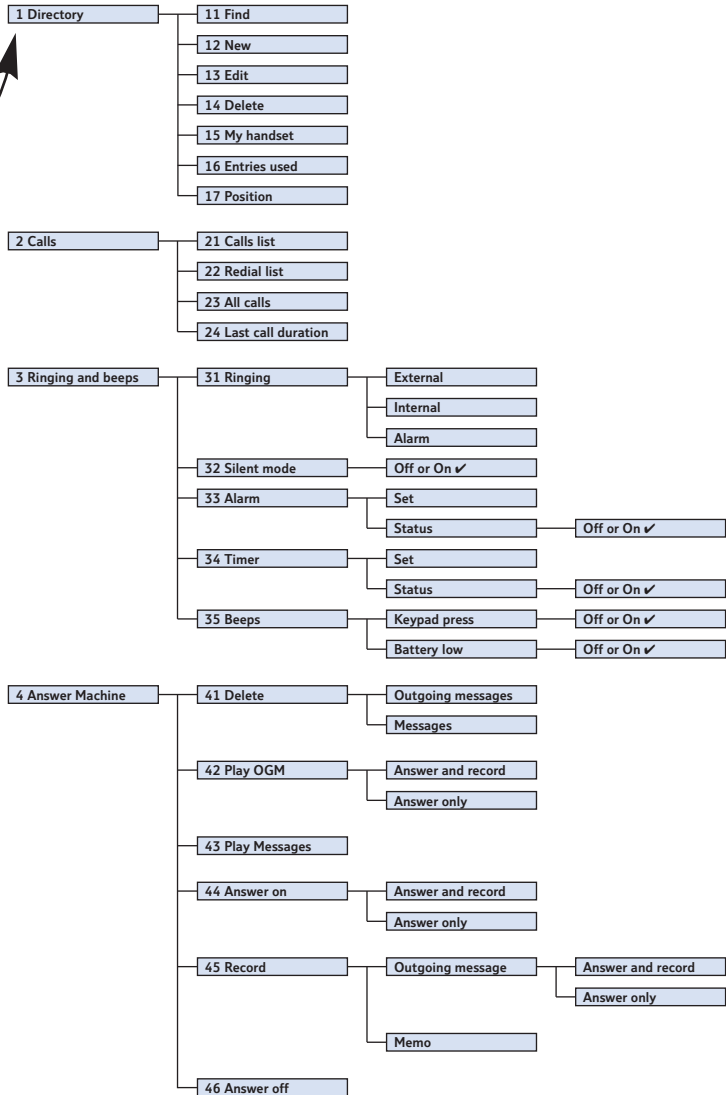To switch the answering machine on or off.
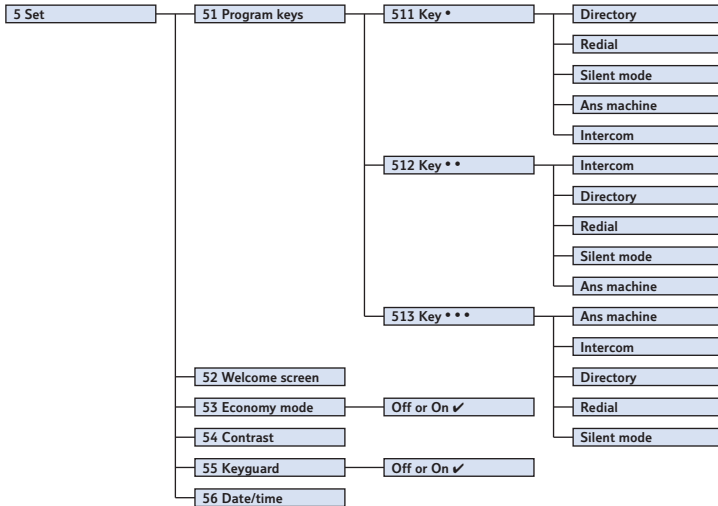
Delete button

To delete unwanted messages.

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Important

If you make a mistake you can return to the previous menu heading by pressing the **C** *button. If you keep pressing the* **C** *button you will return to the idle screen.*

Introduction

Unpacking your BT On-Air 1300 Executive

If anything is missing, please contact your place of purchase immediately.

One BT On-Air 1300 base.

One BT On-Air 1000 Executive handset.

One power supply for base station.

One telephone line cord.

One NiMH rechargeable battery pack (installed).

Battery compartment cover.

One handset belt clip.

Three removable handset fascias.

Self adhesive label.

Four rubber feet.

For your records

| Date of purchase: |
| Place of purchase: |
| Serial number: |

For guarantee purposes proof of purchase is required so please keep your receipt.

Enter your System Code here.

The pre-set System Code number is 0000. *See page 19* for information on your System Code.

Enter your Remote Access Code here.

The pre-set Remote Access Code is 0000. *See page 29* for more information.

Safety information

General

Only use the power supply included with the product. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone. The item number for the mains power supply is 872101.

If Keyguard is active, it is still possible to make emergency calls to **999** and **112**.

Do not open the handset or base station. This could expose you to high voltages or other risks. Contact the helpline for all repairs.

Radio signals transmitted between the handset and base may cause interference to hearing aids.

This product should not be used near emergency/intensive care medical equipment and should not be used by people with pacemakers.

Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

Cleaning

Simply clean the handset and base station with a damp (not wet) cloth, or an antistatic wipe. Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

Environmental

Do not expose to direct sunlight.

The product may heat up when the batteries are being recharged. This is normal. However, we recommend that you do not place the product on antique/veneered wood to avoid damage.

Do not stand your product on carpets or other surfaces which generate fibres, or place it in locations preventing free flow of air over it's surfaces.

Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as in bathrooms.

Do not expose your product to fire, explosive or other hazardous conditions.

There is a slight chance that your phone could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord for the duration of the storm.

Setting up

Please note that your handset is already registered to the base station.

Plan the location

Situate your product close enough to the telephone and mains power sockets so that the cables will reach.

The only way to disconnect the product from the power supply is to remove the power adapter from the mains socket. Therefore you must ensure you plan the location so that the mains power is easily accessed.

Make sure it is at least 1 metre away from other electrical products to avoid interference.

Do not situate the product in the bathroom or other humid areas.

> **1** **Connect the power supply and switch on.**

> **IMPORTANT**
>
> *You must thread the power supply and line cord through the plinth before you connect to the power supply.*

Plug the power supply cable into the socket on the underside of your base. The power cable connector and socket are coloured red.
Plug the line cord into the other socket on the underside of the base marked with a telephone symbol.
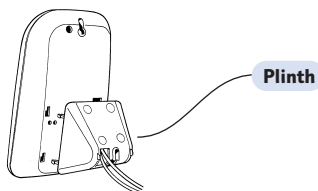
Plinth

> **WARNING**
>
> *Please take care that the power supply and telephone line cord are connected to the correct sockets as incorrect placement could damage your equipment.*

Once connected, put the plinth back on the base to prevent it from rocking on the table.

There are two positions for the plinth when joining it to the base, both can be used for desk mounting and one for wall mounting. Position **A** is for desk mounting only and position **B** is for desk or wall mounting *(see wall mounting on page 37)*.
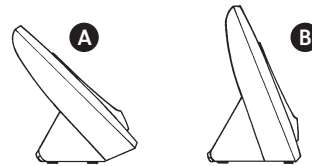
Rubber feet

Hold the black plastic square between thumb and forefinger and peel off individual feet from backing sheet as shown. These are to stop your base from moving and to protect your work surface.

If you decide on position **B**, place 2 of the rubber feet on the plinth and 2 on the base.

Plug the power adaptor into the wall socket and switch on. When the power is switched on, the button on your base will light up.

WARNING

Do not connect the telephone line cord to the phone socket until your handset is fully charged. This will prevent the risk of the phone being answered before the battery is charged. Answering the phone before the battery is fully charged may prevent it from reaching its optimum capacity.

2 Charge the handset battery for at least 16 hours

WARNING

Under no circumstances should non-rechargeable batteries be used. Only use the approved batteries. Using unapproved batteries will invalidate your guarantee and may damage the telephone.

*Fully discharging the batteries at least once a week will help them to last as long as possible. However, the charge capacity of rechargeable batteries will reduce with time as they wear out, so reducing the talk/standby time of the handset. Eventually they will need to be replaced. New batteries can be obtained from any BT Shop or from the helpline on **0845 601 2476**.*

When the battery has been charged for **at least 16 hours** the display will show the 🔋 symbol; you can then connect the telephone line cord to the base.
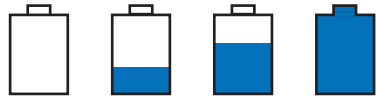
| Empty | ⅓ | ⅔ | Full |

Battery low warning

If the handset battery symbol is empty and you hear warning beeps, you will need to recharge your handset before you can use it.

Battery performance

Your handset is supplied with NiMH batteries. These need to be initially charged continuously for 16 hours to reach full charge.

Note that the battery charge icon does not indicate the correct level when the batteries are first installed. The batteries must first be fully charged.

Helpline

*If you are experiencing difficulty, please call the BT On-Air Helpline on **0845 601 2476**.*

To replace the handset battery

If you need to replace the handset battery, slide off the battery cover. Remove the old battery by disconnecting the small plug inside the battery compartment.

Connect the plug of the new battery.

Replace the battery cover.
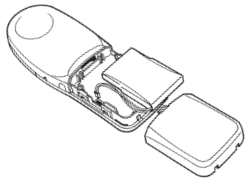
Please pay attention not to damage the charging contacts on the handset.

❸ Connect the telephone line cord (after charging your handset)

Plug the line cord into the telephone wall socket.

❹ Changing your handset fascias

There are 3 removable handset fascias to choose from. Simply slide the fascias off and replace with another.

Using the telephone

To switch the handset power on and off

Press and hold the **GREEN PHONE** button to switch the handset on.

Press and hold the **RED PHONE** button to switch the handset off.

Making and ending calls

To make an external call

Press the **GREEN PHONE** button. The display shows the ☎ symbol.

123 Dial the number.

Preparatory dialing

First enter the number to be dialled. The number is shown in the display. (If you make a mistake press **C** to remove the incorrect digit).

If you have entered the number correctly, press the **GREEN PHONE** button to dial the number.

Call timer

Your handset will automatically time the duration of all external calls.

The handset display shows the call duration both during your call and for a few seconds after it is completed.

To end a call

Press the **RED PHONE** button.

To receive a call

Press the **GREEN PHONE** button to answer the call.

To adjust the earpiece volume

You can adjust the volume **during a call** and whilst using the phone on handsfree.

Press the ⋯ button to increase the volume.

Press the · button to decrease the volume.

The display shows the current volume level.

Note

The Y symbol on your handset display indicates when you are in range of the base station. If the symbol disappears you are out of range and will need to move closer to the base station.

Please note that this product does not have autotalk standby. To end a call you must press the **RED PHONE** *button, you cannot just replace the handset on the base station.*

Handsfree

Handsfree allows you to talk to your caller without holding the handset.

To use handsfree

During a call you can switch to handsfree mode.

Whilst on a call press the **GREEN PHONE** button.

When handsfree is active you see the symbol flashing

To switch handsfree off, press the **GREEN PHONE** button again.

Redial

Redial list

The redial list can also incorporate incoming calls if you subscribe to Caller Display.

Press and hold down the **GREEN PHONE** button.

Use the **UP** or **DOWN** button until the number you want is displayed.

Press the **GREEN PHONE** button to dial the number you want.

To delete numbers shown in the redial list

Enter the redial list

Use the **UP** or **DOWN** button until the number you want to delete is displayed.

Press **OK** to confirm.

Use the **UP** or **DOWN** button until Delete or Delete all is displayed.

Press **OK** to confirm.

To copy numbers shown in the redial list to the directory

Enter the redial list

Use the **UP** or **DOWN** button until the number you want to store in the memory is displayed.

Press **OK** to confirm.

Use the **UP** or **DOWN** button until Dir Store is displayed.

Press **OK** to confirm.

ABC Enter the name you want to store with the number by using the keypad.

Press **OK** to confirm.

Secrecy

When on a call you can talk to someone in the same room, without your caller hearing.

To switch secrecy on/off

During a call, press the **C** button. ⊠ will now flash to show it is in operation.

Press the **C** button again to resume your call.

Name and number directory

You can store up to 50 of your most frequently used names and numbers.

Important

If you use Caller Display it is important to store the full telephone number in the directory including the area code. If you do not, the name will not match the number stored in the directory.

To store a name and number in the directory

▲▼ Press the **UP** or **DOWN** button until Directory is displayed.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to New.

Press **OK** to confirm.

ABC Enter the name using the letters on the keypad.

Entering names

Use the keypad letters to enter names by using a long press of the button, i.e. if you press and hold the **8** button

the following characters appear, T, U, V, t, u, v. For example, if you wish to store the name TOM:

8 To enter the letter T, press **8** and hold, the cursor will automatically move to the right and display the next chosen letter.

6 To enter O, press **6** and hold.

6 To enter the M, press **6** and hold.

If you enter a digit incorrectly you can delete it by pressing the **C** button.

Press **OK** to confirm.

123 Enter the telephone number you want to store.

Press **OK** to confirm.

To insert a pause when storing a number in the directory

0 Press and hold the **0** button until a / appears on the point where you want to enter a pause. The / indicates a pause, therefore, when you dial the number stored your On-Air 1300 Executive will automatically insert the pause where it was stored.

To dial a number from the directory

Press the ⦿ button to enter the directory.

▲▼ Use the **UP** or **DOWN** button to find the entry you want to dial.

Or

To search alphabetically, press the relevant keypad number, for example to find TOM, press the **8** button and scroll through the entries under T.

Press the **GREEN PHONE** button to dial the number.

To edit and delete directory numbers

▲▼ Press the **UP** or **DOWN** button to select Directory.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Edit.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to find the entry you want to amend.

Press **OK** to confirm.

Use the **C** button to delete numbers or letters.

123 Edit the entry using the numbers/letters on the keypad.

Press the **OK** button to store the new entry.

The display will then show Done.

Paging handsets

You can alert handset users that they are wanted, or locate a missing handset. (Paging calls cannot be answered by a handset.)

To page a handset from the base

Skip▶ Press and hold the **Skip▶** button on the base until the handset starts to ring. All handsets registered with the base will ring.

To end paging, press and hold the button again.

Or

Press the **RED PHONE** button on anyhandset.

Internal calls

If you have multiple handsets registered to a base you can make internal calls between handsets.

To make an internal call to another handset

123 Press the number of the handset you wish to dial i.e **1**, **2**, **3**, **4**, **5**, **6**.

Or

✱ To call all handsets press the ✱ button

Press the **GREEN PHONE** button.

Press the **RED PHONE** button to end the call.

Transferring calls

You can transfer an external call to another handset registered to the base.

To transfer an external call between handsets

While on an external call:

Press the **OK** button and Call hold 1 will be displayed.

123 Enter the number of the handset to which you want to transfer the call.

Press the **GREEN PHONE** button (if you wish you can now talk to the handset user first), then press the **RED PHONE** button. The call will be transferred.

Keyguard

To switch keyguard on

▲▼ Press the **UP** or **DOWN** button to display Set.

◁ OK ▷ Press **OK** to confirm.

▲▼ Press the **UP** or **DOWN** button to display Keyguard.

◁ OK ▷ Press **OK** to confirm.

The display shows

☐ On

☉ ☉ ☉
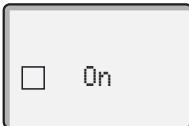
☉ Press the ☉ button until the ✔ appears in the box next to On.

◁ OK ▷ Press **OK** to confirm.

Note

If the keyguard is active, the emergency numbers **999**, **112** *can still be dialled.*

To switch keyguard off

✳ Press the **STAR** button

◁ OK ▷ Press **OK** to confirm.

▲▼ Press the **UP** or **DOWN** button to display Set.

◁ OK ▷ Press **OK** to confirm.

▲▼ Press the **UP** or **DOWN** button to display Keyguard.

◁ OK ▷ Press **OK** to confirm.

The display shows

☑ On
☑

☉ ☉ ☉

☉ Press the ☉ button until the ✔ is removed from the On box.

◁ OK ▷ Press **OK** to confirm.

To use your handset when the keyguard is on

This temporarily switches off the keyguard allowing you to make a call. The keyguard will then re-activate after one minute in the idle state.

✳ Press the **STAR** button

◁ OK ▷ Press **OK** to confirm.

📞 If you receive an incoming call whilst the keyguard is on just press the **GREEN PHONE** button.

Economy mode

This feature enables you to extend the life of the battery by automatically switching the screen off if the phone has not been used for 30 seconds.

To set economy mode

▲▼ Press the **UP** or **DOWN** button to enter the Set menu.

Press **OK** to confirm.

▲▼ Press the **UP** or **DOWN** button to scroll to Economy mode menu.

Press **OK** to confirm.

Press the ⊙⊙ button.

Press **OK** to confirm.

To re-activate the screen press the **GREEN PHONE** button.

Alarm clock

You can use your handset as an alarm clock. You must set the time before the alarm will work. The alarm will ring daily until the setting is turned off.

To set the alarm

▲▼ Press the **UP** or **DOWN** button to enter the Ringing and beeps menu.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Alarm.

Press **OK** to confirm.

Set will be highlighted.

Press **OK** to confirm.

123 Enter the time you want the alarm to go off at, e.g. 17.35. (24 hour clock)

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Status.

Press **OK** to confirm.

The display shows

☐ On
☑

⊙ ⊙⊙ ⊙⊙⊙

Press the ⊙⊙ button until the ✔ appears in the box next to On.

Press **OK** to confirm.

When the alarm is set 🕐 is displayed.

To turn the alarm off

Press the **UP** or **DOWN** button to enter the Ringing and beeps menu.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Alarm.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to select Status.

Press **OK** to confirm.

The display shows

☑ On
☐
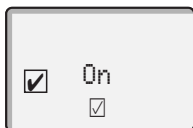
Press the button until the ✔ is removed from the On box.

Press **OK** to confirm.

Timer

You can use your handset to set a reminder alarm which will activate after a period of time of your choice.

Press the **UP** and **DOWN** button to select Ringing and beeps.

Press **OK**.

Press the **UP** or **DOWN** button to select Timer.

Press **OK**.

Press **OK** again to select Set.

Using 4 digits, enter the time in 24 hour clock format to elapse before your reminder call activates.

Press **OK** to save.

Press the **UP** or **DOWN** button to select Status.

Press **OK**.

Press the button until a ✔ appears in the box next to On.

Press **OK** to confirm.

To switch off the timer press the button until the ✔ disappears from the box next to On.

Press **OK** to confirm.

When the timer is set is displayed.

Caller Display

Important

To use Caller Display you must first subscribe to your network provider's Caller Display Service.

For more information on BT Select Services call BT free on **0800 800 150**.

If you subscribe to a Caller Display service you can see who is calling you on your handset display, as well as the date and time of their call (unless the number has been withheld).

If you have stored a name to go with the number in your handset directory, the name will be displayed instead.

Please ensure that you have stored the full telephone number, including the area code, otherwise the name will not match the number stored in the directory.

Important

The Caller Display service will not operate when your base station is connected to a switchboard.

Whether you take a call or not, the caller's details are stored in the Calls list. The Calls list holds the telephone numbers of the last 20 people who called you. You can display, scroll through and dial numbers on the list and copy them into the directory.

When you receive a call the caller's number will appear on the display. If the number is also stored in your handset directory then the corresponding name will be shown instead of the number. If the caller has withheld their number then ------------- will appear on the display. If for some reason the calling number is not available then ✱✱✱✱✱✱✱✱✱✱✱ will appear on the display.

Calls list

The Calls list contains the telephone numbers of your last 20 callers. If you receive more than one call from the same telephone number then it will only appear once in the list.

If a call is received when the calls list is full then the oldest entry will be deleted automatically.

If no number is received for a call then no entry will appear in the calls list.

To view the Calls list

Press the **UP** or **DOWN** button to select Calls.

Press **OK**.

Press **OK** again to select Calls list. The most recently received number will be displayed.

Press the **UP** or **DOWN** button to scroll backwards and forwards through the Calls list.

When you have made your selection press the **OK** button and go through the options.

You have the options to:

Call (Call) a number from the Calls list. When the number you wish to call is displayed press the **GREEN PHONE** button. The number will be automatically dialled.

Or

Store a number from the Calls list into the directory (Dir store).

Or

Delete an entry (Delete) or delete all entries (Delete all).

Simply highlight the relevant option and press the **OK** button.

Ringer melody and volume

Choose from 10 different handset ringer melodies. Useful to determine which handset is ringing when you are using multiple handsets.

To adjust ringer melody and volume

Press the **UP** or **DOWN** button to enter the Ringing and beeps menu.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Ringing.

Press **OK** to confirm.

Select External/Internal or Alarm as required.

Press **OK** to confirm.

Use the **DOWN** button to scroll through the Melody options. To hear each melody press the button.

Press **OK** to confirm.

You will then be asked to select the volume level.

Use the **UP** or **DOWN** button to scroll through select the level you require. To hear each volume level press the button

Press **OK** to confirm.

The display will then show Done.

If you require, the ringer can be switched off all together. The display will show symbol to remind you that the ringer is off.

Note

Please note that the melody and volume is emitted from the handset only. They are not available from the base.

Keypad beeps and tones

You can set your handset to beep or play a tone when you press a button on the keypad or to indicate when your battery is low.

The BT On-Air Executive will come already set to ON.

To adjust keypad beeps and tones

Press the **UP** or **DOWN** button to enter the Ringing and beeps menu.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Beeps.

Press **OK** to confirm.

The display will show either Keypad press or Battery low.

Use the **UP** or **DOWN** button to highlight the one you wish to select then press the **OK** button to confirm.

The display will show

```
✔   On
    ☑
```

Press the button to turn ON or OFF.

Press **OK** to confirm.

The display will then show Done.

Base settings

Your base has optional settings for functions like changing base name and base station priority.

The functions are explained below and the procedure for changing the settings is shown on the next few pages.

System Code

Your base station has a default setting of **0000** but you may want to change this to prevent unauthorised use.

If you change your System Code keep record of the new number by writing it in the space provided on *page 6.*

To set the time

▲▼ Press the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Date/time.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Set time.

Press **OK** to confirm.

123
456 Use the keypad to input the time,
789 e.g. 17.35 (24 hour clock).

Press **OK** to confirm.

The display will then show Done.

To set the date

▲▼ Use the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Date/time.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Set date.

Press **OK** to confirm.

Enter the date **DD/MM/YY**.

Press **OK** to confirm.

The display will then show Done.

To change your System Code

By changing the system code you will be able to take advantage of digital security which prevents calls being overheard or picked up on other cordless telephones.

▲▼ Press the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Handsets.

Press **OK** to confirm.

Display will show Chang code.

Press **OK** to confirm.

Display will show Old code.

CODE Enter System Code which is **0000** if not changed.

Press **OK** to confirm.

CODE Now enter your new New code------.

Press **OK** to confirm.

The display will show Confirm code-----.

CODE Enter your new System Code again.

Press **OK** to confirm.

The display will then show Done.

If you change your system code keep a record of the new number by writing it in the space provided on page 6.

To change base station name

You can personalise your base stations. This can make life easier when using multiple base stations. For example, you could name them, 'Kitchen', 'Lounge', 'Bedroom', depending on their location.

▲▼ Press the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Custom base.

Press **OK** to confirm.

Display will show Base name.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to the base you wish to name.

Press **OK** to confirm.

Delete the old name using the **C** button.

ABC Enter the new name using the keypad.

Press **OK** to confirm.

The display will then show Done.

To change base station priority

If a handset is registered to more than one base station, you can select which base your handset will use.

Press the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Custom base.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Priority.

Press **OK** to confirm.

Use the **UP** and **DOWN** button to scroll to the required base.

Press **OK** to confirm.

The display will then show Done.

Using the answering machine

Before using your answering machine for the first time you need to: **set the time and date, and switch the answering machine on**.

Your BT On-Air 1300 Executive comes with a Pre-recorded outgoing message (OGM), "Hello your call cannot be taken at the moment so please leave your message after the tone." You can use the outgoing message or record your own.

The base stations answering machine is shared by all handsets. There are two types of answering machine mode:

1 Answer and record – Callers can leave you messages.
2 Answer only – Callers will hear your outgoing message but cannot leave any message.

Each answering machine mode has its own outgoing message.

The answering machine has an incoming message capacity of approximately 15 minutes.

To set the time and date

Please see page 19
'To set the time and date'.

To record your own outgoing message (OGM)

Before proceeding it is necessary to choose which answering machine mode you will be using. (Answer only or Answer and record). It is possible to record a message for both modes although only one mode can be on at a time.

Important

The pre-recorded outgoing message (OGM) will be deleted when you record your own outgoing message.

Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Record.

Press **OK** to confirm.

Display will show Outgoing message.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Answer and record or Answer only.

Press **OK**, you will hear a beep in the earpiece. Speak your outgoing message.

Press **OK** to stop recording.

Your outgoing message will be automatically played back through the handset earpiece.

You can stop the outgoing message playback by pressing **OK**.

Note

Once you have recorded your outgoing message the answer machine will automatically be switched on. Remember, if the last message recorded was the **answer only** *outgoing message then the answer machine will be On but callers will not be able to leave messages.*

To listen to your outgoing message

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

▲▼ Use **UP** or **DOWN** button to scroll to Play OGM.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer and record or Answer only.

Press **OK** to confirm.

Your outgoing message will be played.

To delete your outgoing message

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

Display will show Delete.

Press **OK** to confirm.

Display will show Outgoing Messages.

Press **OK** to confirm.

Your outgoing message for both Answer and Record and Answer only modes has now been deleted and your answer machine will turn itself off.

Note

If you have recorded both outgoing messages then they will both be deleted.

To adjust the number of rings before the answering machine switches on

The default ring setting will be 5 rings.

▲▼ Use the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Ans. Delay.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to the required number of rings, between 2 and 5. If 1 is selected this is the **time saver** setting, this allows you to call from another phone and if it rings 4 times there are no new messages, if the call is answered after 2 rings there are new messages.

Press **OK** to confirm.

To adjust the time allowed for recording incoming messages

It is possible to adjust the time available for a caller to leave a message. The options are 30 seconds, 2 minutes, 4 minutes and unlimited message length. The answer machine can store up to 32 messages approximately 15 minutes in total.

Use the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Answer.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Duration.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to the required message length.

Press **OK** to confirm.

To switch answering machine on

After recording a new outgoing message the machine will automatically switch itself on.

At the base:

To switch on answer and record mode press the **ANSWER** button until it is illuminated green. Note that you must have recorded an answer and record outgoing message.

To switch on answer only mode press the **ANSWER** button until it flashes green. Note that you must have recorded an answer only outgoing message.

At the handset:

Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Answer on.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Answer and record or Answer only.

Press **OK** to confirm.

After switching on the answering machine the appropriate outgoing message will be played in the earpiece.

When answer and record mode is selected the **ANSWER** button is illuminated green. When answer only mode is selected the **ANSWER** button flashes green.

To switch answering machine off

At the handset:

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer off.

Press **OK** to confirm.

At the base:

To switch off the answering machine press the **ANSWER** button until it is no longer illuminated green.

Note

It is not possible to switch on the answering machine when the message recording memory is full. If you attempt to do this ERROR *will appear on the display. You must then delete messages to enable the answering machine to be switched on.*

Playing your messages

Incoming message indicator:

If you have new messages the play button, on the base, will flash red and an envelope icon ✉ will appear on the display of the handset.

If there is one new message the play button will flash once.

If there are 2 new messages the play button will flash twice rapidly.

If there are 3 new messages the play button will flash three times rapidly.

If there are 4 new messages the play button will flash four times very rapidly.

If there are 5 or more new messages the play button will flash five times rapidly.

If you have old messages the play button, on the base, will be lit solid red and an opened envelope icon appears on the display of the handset.

To play your messages

To play your messages from the base speaker:

Play

Press the **PLAY** button.

If you have new messages, i.e. the **PLAY** button is flashing, these will be played first.

Play

To play old messages press the **PLAY** button again.

To play new messages from the handset:

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

Any new messages will be automatically played through the handset earpiece.

To play old messages from the handset:

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

▲▼ Use **UP** or **DOWN** button to scroll to Play messages.
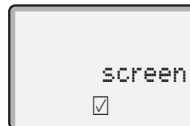
Press **OK** to confirm.

Any old messages will be played through the handset earpiece.

When playing messages from the handset, handsfree may also be used by pressing the **GREEN PHONE** button.

Answering machine operation during message playback

	From base	From handset
Skip to next message	Skip ▶	6 MNO
Go back to previous message	◀ Skip	4 GHI
Pause/ Resume playback	Play	5 JKL
Delete current message	Delete	1
Exit message playback		

At the base:

Delete

Press and hold the **DELETE** button until a long beep is heard.

Note

The instructions for message playback from the handset appear in the handset display along with the time and date at which each message was left.

To delete all messages

New messages must be played before you can delete all messages.

At the handset:

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

Delete will be shown on the display.

Press **OK** to confirm.

▲▼ Use **UP** or **DOWN** button to scroll to Messages.

Press **OK** to confirm.

To record a memo message

It is possible to record a message directly on to the answer machine as a memo, which can be played back in the same way as other messages.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer machine.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Record.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Memo.

Press **OK**, you will hear a beep in the earpiece and recording starts.

Press **OK** to stop recording.

To use call screening

You can decide whether to listen to incoming messages over the loudspeaker and answer them or let your answer machine take the message.

Alternatively you can choose not to hear the callers messages.

Call screening is **off** by default.

You can intercept the call at any time and speak to the caller by pressing the **GREEN PHONE** button.

▲▼ Use the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Screen.

Press **OK** to confirm.

To switch on call screening it is necessary to place a tick in the box displayed in the LCD. You do this by pressing the button.

screen
☑

To switch off press the button again and the tick will be removed.

Press **OK** to confirm.

VIP

VIP feature

When the answering machine is switched on, this feature allows you to still receive calls on your handset(s) by privileged callers who you have given the VIP code to.

When the VIP feature is switched on your handset will not ring when a call is received. When the caller hears the outgoing message they can enter ✶ followed by your VIP code to make your handset ring.

To set the VIP access code

(You must change the code from the default setting of 0000 for this to work.)

▲▼ Use the **UP** or **DOWN** button to scroll to Base.

⟨ OK ⟩ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

⟨ OK ⟩ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer.

⟨ OK ⟩ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to VIP code.

⟨ OK ⟩ Press **OK** to confirm.

CODE Enter old code. (0000 if not changed).

⟨ OK ⟩ Press **OK** to confirm.

CODE Enter new code.

⟨ OK ⟩ Press **OK** to confirm.

The display will ask you to Confirm code.

CODE Re-enter new code.

⟨ OK ⟩ Press **OK** to confirm.

To switch VIP on and off

▲▼ Use the **UP** or **DOWN** button to scroll to Base.

⟨ OK ⟩ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

⟨ OK ⟩ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer.

⟨ OK ⟩ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to VIP access.

⟨ OK ⟩ Press **OK** to confirm.

To switch on, place a tick in the box displayed in the LCD by pressing the ⊙ button. To switch off, press the ⊙ button again and the tick will be removed.

⟨ OK ⟩ Press **OK** to confirm.

Note

In order to call you, when VIP is switched on, your caller must follow these steps.

1) Dial your phone number.
2) Listen to the outgoing message.
3) Press the ✶ button.
4) Enter the VIP access code.

Your telephone will now ring.

Remote access

You can operate your answering machine from any external *Touchtone™* phone by phoning your BT On-Air and entering your remote access code.

Having a remote access code prevents other people from accessing your answering machine functions without your permission.

Important

You must change the Remote Access Code from the default setting of 0000 for your remote access to function.

To change your Remote Access Code

▲▼ Use the **UP** or **DOWN** button to scroll to Base.

⬠ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

⬠ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Answer.

⬠ Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Remote acc.

⬠ Press **OK** to confirm.

CODE Enter your old four digit code. (Factory setting is 0000)

⬠ Press **OK** to confirm.

CODE Enter your new four digit code.

⬠ Press **OK** to confirm.

The display will ask you to Confirm code.

CODE Re-Enter your new code.

⬠ Press **OK** to confirm.

To switch on your answering machine from another external telephone

If you forget to switch your answering machine on you can do it from another telephone:

Dial your telephone number and let the phone ring. After approximately 10 rings your On-Air will automatically answer, although you will hear no message.

At this point press the **#** button,
CODE followed by your Remote Access Code.

7 Wait for the confirmation tone then press **7**.

Your answering machine will now be switched on.

To access your answering machine from a remote phone

Dial your telephone number.

Start listening to your outgoing message.

(**#**) Press the **#** button.

CODE Enter your remote access code.

A confirmation tone is heard.

You now have control of your answering machine. Any new messages will be automatically played.

How to control answering machines functions

Press:

(**1**)			To erase message being played
(**1**)	then	(**3**)	To erase your outgoing message
(**1**)	then	(**5**)	To erase your messages
(**3**)			To listen to your outgoing message
(**4**)			To listen to your previous message
(**5**)			To replay your messages, also pause/resume playback
(**6**)			To listen to your next message
(**7**)			To switch Answering machine ON
(**8**)	then	(**3**)	Record new outgoing message then press (**3**) to save (this will replace the currently selected outgoing message)
(**8**)	then	(**5**)	Record a message then press (**5**) to save
(**9**)			To switch Answering Machine OFF

Using additional handsets and bases

Using additional handsets and bases

Up to six handsets can be registered and operated from any one base. This allows you to make internal calls between two handsets while a third is making an external call.
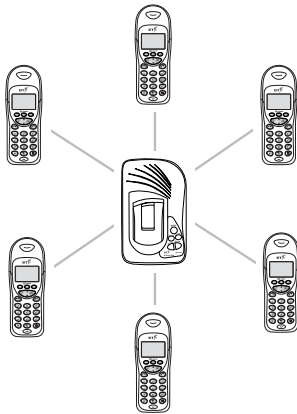
Each handset can be registered on up to four bases.

Each additional handset you purchase must be registered to a base.

Your handset supplied is pre-registered (as Handset 1) to its base (as Base 1).

Registering additional handsets

If you purchase new handsets to use with your current BT On-Air 1300, they will not be pre-registered to a base station. You will need to do this before you can use them.

To register a handset to a base station (if you have not changed the System Code from 0000)

At the base:–

Press and hold down the ◄ **SKIP** button until the **PLAY** button starts to flash.

At the handset:–

Use the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.
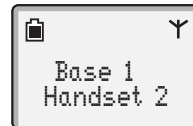
The display will show Register.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Automatic.

Press **OK** to confirm.

The display will show Searching for base.

After a few seconds the handset will be registered and display:

Base 1
Handset 2

To check that the handset is registered press talk to hear a dial tone.

Note

When planning to use a handset with more than one base, we recommend that you:
- *Give a number to each base (from 1-4).*
- *Number each handset (from 1-6).*
- *Register your handset(s) at base 2 (and 3 & 4 if used) using the same internal number as at base 1.*

To register a handset to a base station (if you have changed the System Code from 0000)

At the base:–

Press and hold down the ◄ **SKIP** button until the **PLAY** button starts to flash.

On the handset:–

Use the **UP** or **DOWN** button to scroll to Base.

Press **OK** to confirm.

The display will show Register.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to Custom.

Press **OK** to confirm.

Use the **UP** or **DOWN** button to scroll to the required base number.

Press **OK** to confirm.

At this stage if you require you can edit the base name.

Press **OK** to confirm.

CODE Enter the System Code using the keypad.

Press **OK** to confirm.

The display will now flash Searching for base.

You will then see a list of the available handset numbers.

Use the **UP** or **DOWN** button to scroll to the number you require.

Press **OK** to confirm.

After a few seconds the handset will be registered and display:

```
┌─────────────────────┐
│ ▨              Ⴘ    │
│                     │
│     Base 1          │
│     Handset 2       │
│                     │
└─────────────────────┘
```

C can also be pressed to return to idle.

Note

The number you save becomes the handset's name (ie. 'Handset 1').

To de-register a handset from the base

▲▼ Press the **UP** or **DOWN** button to scroll to the Base menu.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Base settings.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to Handsets.

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to De-register.

Press **OK** to confirm.

CODE Enter the System Code.(0000 if not changed).

Press **OK** to confirm.

▲▼ Use the **UP** or **DOWN** button to scroll to the handset that you want to de-register.

Press **OK** to confirm.

This will time out and go back to idle.

Or

Press the **C** button until you get back to idle.

The handset is now de-registered.

General information

Guarantee

Your BT On-Air 1300 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 On-Air 1300, or any component thereof, (other than batteries), 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 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 provided.
- 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.

Within the 12-month guarantee period:

If you experience a problem with your product you should contact the Helpline on **0845 6012476**. Calls are charged at local call rates. If the problem is not remedied, you will be advised to return your product to the Helpline.

Outside the 12-month guarantee period:

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you call the Helpline on **0845 6012476** and ask for details of our recommended repair agents.

If you have to return your product

If the Helpline are unable to remedy your problem they will ask you to return the product. Pack the base station and handset securely, preferably in the original packaging. All parts must be returned, including line cords, power supplies and original batteries. (Please note that we can not take responsibility for goods damaged in transit). Use the self adhesive Freepost label to post your product.

If you have lost the label please call the Helpline for instructions.

> ### Important
> *Make sure the Post Office give you proof of posting.*

Technical information

How many telephones can you have on the line?

All items of telephone equipment have a Ringer Equivalence Number (REN) which is used to calculate the number of items that may be connected to any one telephone line.

The BT On-Air 1300 Executive (with up to 6 handsets) has a total REN of 1. Any other instrument provided by BT may be assumed to have a REN of 1 unless stated otherwise.

A total REN of 4 is allowed per telephone line. (For example: if the BT On-Air Executive is used in conjunction with three extension telephones, each with a REN of 1, then the total REN = 4)

Only use approved power supply item code 872101.

Only use approved batteries item code 872102.

RTTE

This apparatus was designed in compliance with European Council decision Number 98/482/EC relative to pan-European connection in view to its connection on the Public Switched Telephone Network (PSTN). It is in conformity with Standards TBR21, TBR38(*)ETSI 201 121.

(*) Terminals integrating an analogue handset function.

If problems arise, your supplier should be contacted first.

The EC marking attests product conformity with the essential requirements in compliance with Directives 73/23/EC for User Safety, 89/336/EC for Electromagnetic perturbations and 98/13/EC for Telecommunication network access.

The manufacturer declares that the products have been manufactured in conformity with Annex III of RTTE Directive 99/05/EC.

Helpline

If you are experiencing difficulty, please call the BT On-Air Helpline on **0845 601 2476**.

Switchboard compatibility

Generally this telephone may be connected to switchboards which support tone signalling and **timed break recall.** In the event of any difficulties please consult your switchboard service provider. Please note this product does not support **earth recall.**

Recall

To activate Recall

This is of use when connected to switchboards or using BT Select Services. It is only available when a call is in progress.

When you need to use recall during a call:-

Press the ⊙ button.

Press the ⊙ button when R appears above on the display.

Switchboard external line access code

When you connect your telephone to a switchboard, you can set the switchboard's external line access code so that when you make an external call using the handset directory, redial list or preparatory dialling, the code is automatically dialled before the number.

To set the external line access code

Press the **UP** or **DOWN** button to select Base.

Press **OK**.

Press the **UP** or **DOWN** button to select Base settings.

Press **OK**.

Press the **UP** or **DOWN** button to select Phone line.

Press **OK**.

Press the **UP** or **DOWN** button to select Prefix.

Press **OK**.

Press **OK** to select Prefix val.

Enter the switchboard external line access code, e.g. **9**. You can enter codes up to 8 digits in length.

Press **OK** to store.

Now you must set the number of digits required to make internal calls to other extensions on your switchboard.

Press the **UP** or **DOWN** button to select Min.length.

Press **OK**.

Enter the number of digits to make an internal call to other extensions on your switchboard.

Press **OK** to store.

Note

For the external line access code to be dialled for external calls only, it is important that all external numbers stored in your handset directory must contain more digits than the number of digits required to make an internal call to other extensions on your switchboard. This is most likely to occur when you have local external numbers stored in the handset directory without the area code. To overcome potential problems ensure that all numbers are stored complete with area code.

To activate and de-activate the external line access code

Press the **UP** or **DOWN** button to select Base.

Press **OK**.

Press the **UP** or **DOWN** button to select Base settings.

Press **OK**.

Press the **UP** or **DOWN** button to select Phone Line.

Press **OK**.

Press the **UP** or **DOWN** button to select Prefix.

Press **OK**.

Press the **UP** or **DOWN** button to select Status.

Press **OK**.

Press the ⌣ to activate or de-activate. When active the ✔ will be shown on the display.
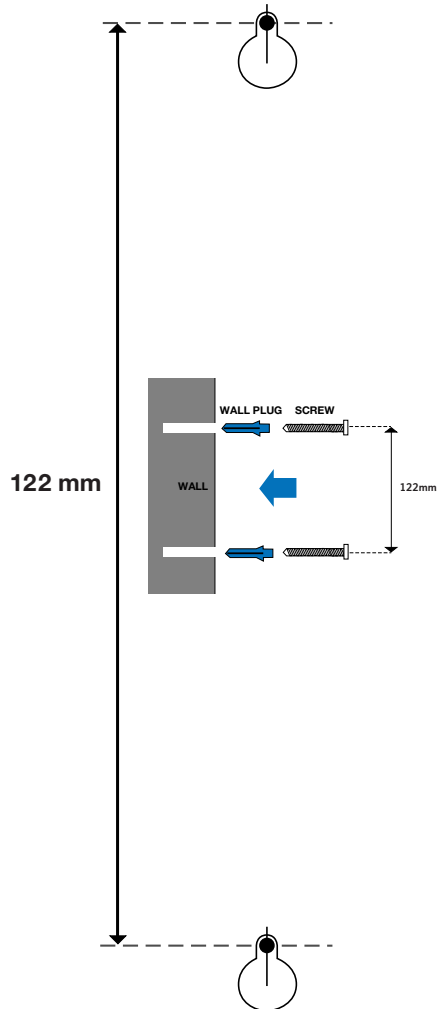
Wall mounting
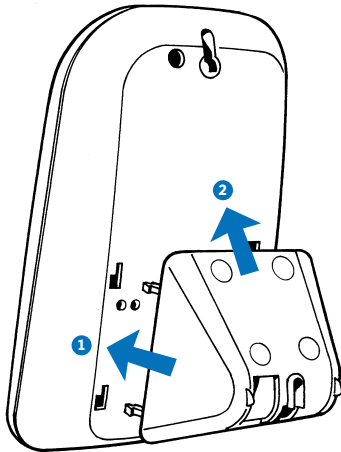
1 Push the base-mount forward onto the rear of the base.

2 Once slotted into the rear of the base, slide upwards to lock into position.

122 mm

WALL PLUG   SCREW

WALL

122mm

If wall mounting your BT On-Air 1300 Executive, use this guide for position.

- Make sure that you are not drilling into any hidden wiring and check that the power cable will reach from the mains socket to the charger. Switch the power adaptor off at the mains and remove the adaptor plug from its socket.
- Drill two holes 25mm deep using a 3mm drill, 122mm apart to take the wall plugs.
- Put wall plugs into the drill holes and then insert both screws. Leave 2-3mm between the head of the screw and the wall. You are now able to mount the base to the wall.
- Fit the base onto the two screws. If necessary, tighten or loosen the screws for the best fit.
- Put the handset back in the base and switch the power back on at the wall socket.

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BT

Offices worldwide

The telecommunications services described in this publication
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CE