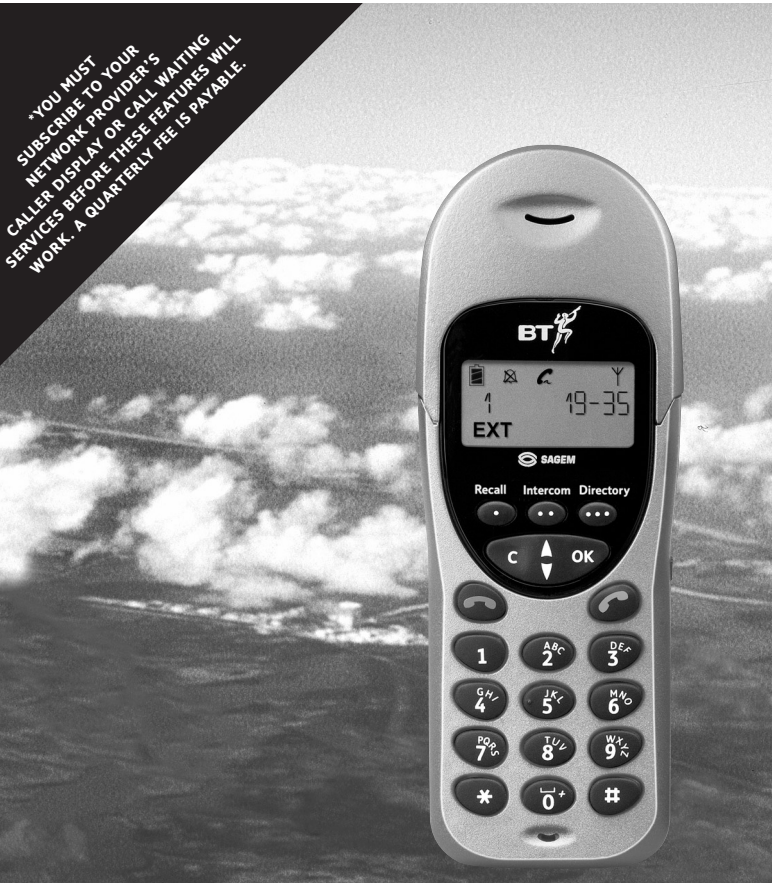


This equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.

This product is intended for registration to any base in the BT On-Air range. It may also be registered to other GAP compatible bases, with possible limited availability of some features.

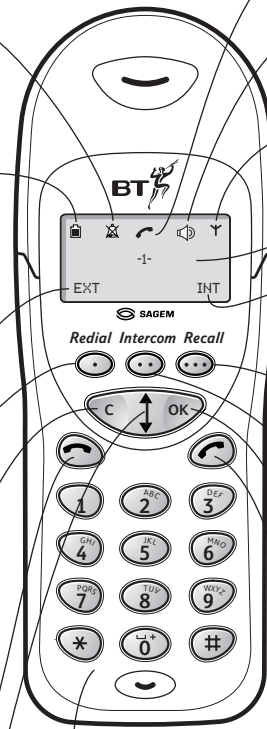
BT On-Air 2000 Classic

Digital Cordless Telephone

User Guide

At a glance

Handset



Silent mode

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

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.

External Call

Displayed during an external call.

Recall

For use with Switchboards and Select Services.

Clear/Secrecy

When accessing the Menu, allows you to clear or return to the previous menu.

Allows you to talk to someone in the same room without your caller being able to hear the conversation.

Red phone

To end a call and turn the power off.

Up/Down

Lets you move through the options and lists and enter the menu structure.

Keypad

In Use

Shows that the handset is in use.

Handsfree

Indicates when handsfree mode is active.

In range

Indicates that you are in range of the base station.

Display

Internal (Intercom) Call

Displayed during a call with another handset (an internal call).

Directory

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

Intercom

Enables internal calls and call transfer between handsets.

OK button

To confirm settings.

Green phone/Handsfree

To answer a call and switch the power on.

When on a call, allows you to use handsfree (if this is available with the base you are using).

Also, press and hold to enter the redial and Calls List.

Quick Guide to the Menu Structure

			Page number
1 PHONE BK (Directory)	11 NEW		12
	12 EDIT		13
	13 DELETE		13
2 CALLS	21 DELETE		(Please refer to your main On-Air user guide.)
	22 TIME		
3 RING	31 MELODY		14
	32 VOLUME		14
	33 SILENT		15
	34 BEEPS		15
4 ANSWER	(Only if registered to an On-Air 2250 or 2300 answering machine base.)		
5 SET	51 LANGUAGE		15
	52 END CALL		15
6 BASE	61 REGISTER	AUTO	7
		CUSTOM	8
	62 PRIOR		(Please refer to your main On-Air user guide.)
	63 PARAM		16

Important

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

In this guide

At a glance 1

Quick Guide to menu structure 2

Introduction 4

- Unpacking your handset 4
- For your records 4
- Safety information 4

Setting up 5

Registering your handset 7

- Using additional handsets and bases 7
- Registering Classic handsets 7
- Registering your handset to a fax 9

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- Making and ending calls 10
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- Recall 18
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Introduction

Unpacking your BT On-Air 2000 Classic

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

One BT On-Air charger.

One BT On-Air 2000 Classic handset.

One NiMH rechargeable battery pack and battery compartment cover.

One handset belt clip.

Three removable fascias.

Self adhesive label.

For your records

Date of purchase:
Place of purchase:
Serial number

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

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.

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.

It is recommended that advice from a qualified expert be sought before using this product in the vicinity of emergency/intensive care medical equipment.

It is recommended that if you have a pacemaker fitted you check with a medical expert before using this product.

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 charger 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 must be registered to the base before use.

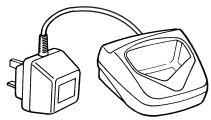
Plan the location

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

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 Plug the power adaptor into the wall socket and switch on



2 Install the battery in the handset and charge them for at least 16 hours

WARNING

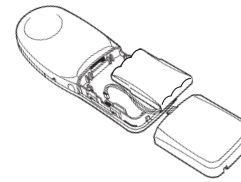
Under no circumstances should non-rechargeable batteries be used. Only use the approved batteries. Using unapproved batteries will invalidate your guarantee and may damage the telephone.

Under ideal conditions the battery should give about 10 hours talktime and 120 hours standby when the batteries have been fully charged.

WARNING (cont)

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 the Helpline on **0870 240 4682**.

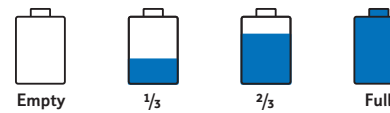
Slide off the battery cover and install the battery. Replace the battery cover.



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.

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.

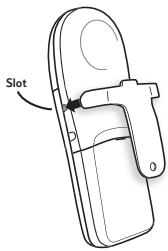
Helpline

If you are experiencing difficulty, please call the BT On-Air Helpline on **0870 240 4682**.

3 Changing your handset fascias

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

4 Attach the belt clip



Fit the belt clip onto the back of the handset.

Registering your handset

Using additional handsets and bases

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

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

If you are registering to a **BT On-Air 1300, 1250, 2250 or 2300** base you will need to press the ◀ Skip button instead of the ◯ button on the base.

Note

Please note that when you register a handset in the following way any previous base that the handset has been registered to will be deleted. To prevent the deletion of other registered bases please register using the process on page 8 even if you have not changed the system code from 0000.

If you have registered your handset to more than one base you can prioritise which base you want your handset to use. For instructions on base station priority, see your main On-Air user guide.

To register your BT On-Air 2000 Classic handset to a base station (if you have not changed System Code from 0000)

At the base:-

Press *and hold* down the button on the base until it starts to flash.

On the handset:-

Press the **UP** or **DOWN** button until the display shows BASE.

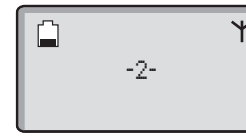
Press the **OK** button.

The display will show REGIST.

Press the **OK** button.

The display will show AUTO.

Press **OK** to confirm.



Note

To check whether registration has been successful, press the **GREEN PHONE** *button and listen for the dial tone. If there is no dial tone, either you have not registered the handset correctly or the telephone line cord is not plugged in properly.*

To register your BT On-Air 2000 Classic handset to a base (if you have changed System code from 0000)

On the handset:-

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

The display will show REGIST.

Press the **OK** button.

The display will show AUTO.

Press the **DOWN** button until CUSTOM is displayed.

The available bases will be displayed.

Use the **UP** or **DOWN** button to select the base you want to register your handset to.

Press the **OK** button.

The display will show CODE?.

The display will show ____ ____.

CODE Enter your 4 digit base system code (once only).

Press the **OK** button.

At the base:-

Press *and hold* the button on the base until it starts to flash.

On the handset:-

The display will show 2, 3, 4, 5, 6.

Use the **UP** or **DOWN** button to select the handset you wish to register.

Press the **OK** button.

The display will show REGIST.

Note

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

To de-register your BT On-Air 2000 Classic handset from the base

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

Press the **DOWN** button until the display shows PARAM.

Press the **OK** button.

Press the **3** button *twice*.

CODE Enter your base system code (0000 if not changed).

All registered handset numbers are displayed.

Enter the number of the handset you wish to de-register.

Press the **C** button to exit.

Note

When planning to use a handset with more than one base, we recommend that you:

- *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.*

When registered to more than one base, the base unit will automatically allocate itself a number.

Registering your handset to a BT DECTfax, BT DECTfax Plus or BT On-Air DECTf@x Plus.

The following instructions need to be carried out on your fax machine before you can register your handset.

On your BT DECTFax and BT DECTFax Plus:

Press the **OK** or function button.

Press the **8** button *twice*.

Press the **OK** button or function button.

Or on your BT On-Air DECTF@x Plus:

Press the **OK** button.

Press the **6** button.

Press the **1** button.

Press the **OK** button.

To register your BT On-Air 2000 Classic handset to your dectfax machine (if you have not changed the System Code from 0000)

At the base:-

Press *and hold* down the button on the base until it starts to flash.

On the handset:-

Press the **UP** or **DOWN** button until the display shows BASE.

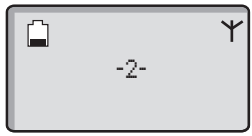
Press the **OK** button.

The display will show REGIST.

Press the **OK** button.

The display will show AUTO.

Press **OK** to confirm.



To register your BT On-Air 2000 Classic handset to more than one dectfax machine or base station (or if you have changed your System Code from 0000)

On the handset:-

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

The display will show REGIST.

Press the **OK** button.

The display will show AUTO.

Press the **DOWN** button until CUSTOM is displayed.

The available bases will be displayed.

Use the **UP** or **DOWN** button to select the base you want to register your handset to.

Press the **OK** button.

The display will show CODE?.

CODE The display will show ____ ____.

Enter your 4 digit base system code (once only).

Press the **OK** button.

At the base:-

Press *and hold* the button on the base until it starts to flash.

On the handset:-

The display will show 2, 3, 4, 5, 6.

Use the **UP** or **DOWN** button to select the handset you wish to register.

Press the **OK** button.

The display will show REGIST.

Helpline

If you are experiencing difficulty, please call the BT On-Air Helpline on **0870 240 4682**.

Using the telephone

To switch the handset power on and off

Press *and hold* the **GREEN PHONE** button until the display check sequence has happened and only the battery icon is displayed.

If you release the button before this has happened the handset will remain switched off.

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.

Dial the number.

Preparatory dialling

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 during your call and for a few seconds after it is completed.

To end a call

Press the **RED PHONE** button.

To receive an external call

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

To adjust the earpiece volume

You can adjust the volume during a call.

▲ Press the **UP** button to increase the volume.

▼ Press the **DOWN** button to decrease the volume.

The display shows the current volume level.

Note

The 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.

Handsfree

Handsfree allows you to talk to your caller without holding the handset. Please note that handsfree is only available if the base station your handset is registered to supports the handsfree feature.

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.

To adjust the volume use the **UP** or **DOWN** button to increase or decrease the volume.

Note

When you end your call the handsfree volume will return to the default setting of volume level 2.

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.
C will now flash to show it is in operation.

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

Redial

Your handset automatically saves up to 20 telephone numbers dialled and received into a Calls list.

To use this feature you will need to subscribe to your network provider's Caller Display Service and ensure that your base station supports Caller Display.

Redial list

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

The display will show CALLS and then the last number that was dialled or received.

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

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

Note

If you press the **OK** *button when a number in the redial list is displayed you will see the time and date of the call.*

To delete all numbers in the redial list

Press the **DOWN** button until calls is displayed.

Press the **OK** button. The display will show DELETE.

Press the **OK** button to confirm. The display will show DONE. All numbers in the redial and calls list have been deleted.

Press the **C** button *twice* to exit.

To view the length of the last call

Press the **DOWN** button until CALLS is displayed.

Press the **OK** button to confirm.

Press the **DOWN** button until TIME is displayed.

Press the **OK** button to confirm.

The length of the last call will be shown on the display.

Press the **C** button *twice* to exit.

Answer

The Answer feature which is shown in your On-Air 2000 Classic's menu is only available if you have an On-Air 2250 or 2300 telephone answering machine. It allows you to use the answering machine via your On-Air 2000 Classic handset. Please refer to your main On-Air answering machine user guide for instructions.

Call Waiting

Important

To use Call Waiting you must first subscribe to your Network Provider's Call Waiting Service. A quarterly fee is payable.

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

If an incoming call arrives while you are already engaged on a telephone call, you will hear a soft beep every 5 seconds (this beep is not audible to the person you are speaking to).

Instead of the engaged tone, the second caller will hear an announcement to hold on as you are aware that there is a second call.

To use Call Waiting

You can answer the second call, without disconnecting your first caller, by pressing the **RECALL** button. The first caller will be put on hold.

When you have spoken to the second caller you can return to the first caller by pressing the **RECALL** button again. You can switch back and forth between the two calls without disconnecting either if you wish.

If you wish to disconnect the first call press the **RED PHONE** button after speaking to the first caller.

The handset will then ring. Press the **GREEN PHONE** button again and continue with the second caller.

The second caller will only be charged for their call from the moment you answer and not while they are waiting for your initial contact.

50 Name and number directory

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

Quick guide to directory settings menu

1 PHONE BK
- 11 NEW
- 12 EDIT
- 13 DELETE

To store a name and number in the directory

Press the **DOWN** button until PHONE BK is displayed.

Press **OK** to confirm.

Use the **DOWN** button to scroll to NEW.

Press **OK** to confirm.

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 **2** button the following characters appear, T, U, V. You can enter names of up to 8 characters.

For example, if you wish to store the name TOM:

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

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

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

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

Press **OK** to confirm.

Enter the telephone number you want to store.

Press **OK** to confirm.

The display will then show DONE.

Press the **C** button *twice* to exit.

To dial a number from the directory

Press the **DIRECTORY** 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 directory numbers

Press the **DOWN** button until PHONE BK is displayed.

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.

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.

Press the **C** button *twice* to exit.

To delete directory numbers

Press the **UP** or **DOWN** button until the display shows PHONE BK.

Press the **OK** button.

Press the **DOWN** button until the display shows DELETE.

Press the **OK** button.

Use the **UP** or **DOWN** button to select the name and number you want to delete.

Press the **OK** button to delete.

The directory name and number has been deleted.

The display will show DONE.

(If there are no numbers in the directory to delete, the display will show EMPTY.

Press the C button *twice* to exit.

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

Press the **INTERCOM** button.

Enter the number of the handset you want to call.

Or

Enter the digit ✱ if you want to call all the handsets.

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.

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

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

If you wish you can talk to the other handset user first.

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

Handset settings

Quick guide to handset settings menu

```
3 RING ─┬ 31 MELODY   5 SET ─┬ 51 LANGUAGE
        ├ 32 VOLUME          └ 52 END CALL
        ├ 33 SILENCE
        └ 34 BEEPS
```

Ringer melody

Press the **UP** or **DOWN** button until the display shows RING.

Press the **OK** button.

The display will show MELODY.

Press the **OK** button.

Use the **UP** or **DOWN** button to select the melody you require.

There are 6 melodies to choose from.

Press **OK** to confirm.

The display will show DONE.

Press the C button *twice* to exit.

Ringer volume

Press the **UP** or **DOWN** button until the display shows RING.

Press the **OK** button.

Press the **DOWN** button until the display shows VOLUME.

Press the **OK** button.

Use the **UP** or **DOWN** button to select the volume you require. There are 4 volume levels to choose from.

Press **OK** to confirm.

The display will show DONE.

Press the C button *twice* to exit.

Silent ring

Press the **UP** or **DOWN** button until the display shows RING.

Press the **OK** button.

Press the **DOWN** button until the display shows SILENT.

Press the **OK** button.

Use the **UP** or **DOWN** button to select either OFF or ON.

The display will show the symbol to indicate a silent ring.

Press **OK** to confirm.

The display will show DONE.

Press the C button *twice* to exit.

Note

When silent ring is switched on the handset will not ring or emit any keypad beeps.

Keypad beeps

Press the **UP** or **DOWN** button until the display shows RING.

Press the **OK** button.

Press the **DOWN** button until the display shows BEEPS.

Use the **UP** or **DOWN** button to select either OFF or ON.

Press **OK** to confirm.

The display will show DONE.

Press the C button *twice* to exit.

To change the display language

Press the **UP** or **DOWN** button until the display shows SET.

Press the **OK** button.

Press the **DOWN** button until the display shows LANGUAGE.

Press the **OK** button.

Use the **UP** or **DOWN** button to select the language you require (English, German, Spanish, Italian, Dutch, Portuguese or French).

Press **OK** to confirm.

The display will show DONE.

Press the C button *twice* to exit.

To switch automatic end call on or off

If you switch automatic end call ON you can end a call by simply placing the handset back on the charger. This means you won't always have to press the **RED PHONE** button to end a call.

Press the **UP** or **DOWN** button until the display shows SET.

Press the **OK** button.

Press the **DOWN** button until the display shows END CALL.

Press the **OK** button.

Use the **UP** or **DOWN** button to select either OFF or ON.

Press **OK** to confirm.

The display will show DONE.

Press the C button *twice* to exit.

To view the date and time

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

Press the **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **1** button *twice*.

The display will show the current date.

Press the **DOWN** button to display the time.

Press the **C** button *twice* to exit.

To set the time

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

Press the **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **1** button.

Press the **2** button.

The current time is displayed.

Enter the time.

Press **OK** to confirm.

The display will show F.

Press the **C** button to exit.

To set the date

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

Press the **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **1** button.

Press the **3** button.

The current date is displayed i.e. 05 02 2002.

Enter the date.

Press the **UP** button to go back a digit if you make a mistake and enter the correct digit. (Please note that you cannot change the 20 of 2002).

Press **OK** to confirm.

The display will show F.

Press the **C** button to exit.

General information

Guarantee

Your BT On-Air 2000 Classic 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 2000 Classic, 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 **0870 240 4682**. Calls are charged at national 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 **0870 240 4682** 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

Keep proof of posting

Make sure the Post Office give you proof of posting.

Technical information

How many handsets can you have?

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 2000 Classic (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.

Helpline

If you are experiencing difficulty, please call the BT On-Air Helpline on **0870 240 4682**.

A total REN of 4 is allowed per telephone line. (For example: if the BT On-Air Classic 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 supply 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.

Please note this product does not support **earth recall**.

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.

Recall

To activate Recall

This is of use when connected to some switchboards i.e. to transfer calls or for some BT Select Services or those services available via your Network Provider. It is only available when a call is in progress.

When you need to use recall during a call:-

Press the **RECALL** button.

⌐ appears on the display.

To switch between tone and pulse dialling

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

Press the **UP** or **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **2** button *twice*.

Use the **UP** or **DOWN** button to select either 1 for tone or 2 for pulse (the default setting is tone).

Press the **OK** button to confirm.

Press the **C** button to exit.

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 until the display shows BASE.

Press the **OK** button.

Press the **UP** or **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **2** button.

Press the **4** button.

Press the **1** button.

Enter the switchboard external line access code, e.g. **9**.

You can enter codes up to 8 digits in length.

Press **OK** to confirm,

Press the **C** button to exit.

To set the number of digits

Press the **UP** or **DOWN** button until the display shows BASE.

Press the **OK** button.

Press the **UP** or **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **2** button.

Press the **4** button.

Press the **2** button.

Enter the number of digits you dial to make internal calls to other extensions on your switchboard.

Press **OK** to confirm.

Press the **C** button to exit.

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 memories 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 memories 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 until the display shows BASE.

Press the **OK** button.

Press the **UP** or **DOWN** button until the display shows PARAM.

Press the **OK** button.

The display will show F.

Press the **2** button.

Press the **4** button.

Press the **3** button.

Use the **UP** or **DOWN** button to select **0** to de-activate, or **1** to activate.

Press **OK** to confirm.

Press the **C** button to exit.

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Offices Worldwide

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