BT On-Air DECTf@x Plus

F@x machine and digital telephone system

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.
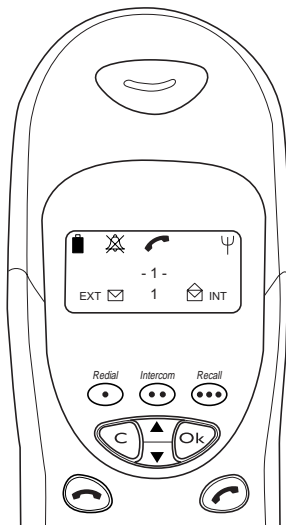
This equipment is not designed for making telephone calls when the power fails.

Alternative arrangements should be made for access to emergency services.

Open this page for an 'At a glance' guide to your On-Air DECTf@x Plus

At a glance

Handset functions

Up/Down. Lets you move through the options and lists.

Clear.

OK button. To confirm settings.

Redphone. To end a call and turn the power off.

Greenphone. To answer a call and switch the power on.

Redial button. Lets you redial up to 20 of the last numbers called.

Intercom. Enables internal calls and call transfer between handsets.

Recall. For use with Switchboards and BT Select Services.

Handset display icons

Battery. Shows the status of the handset battery.

Silent mode. Displayed when the handset ringer has been switched off.

In Use. Shows that the handset is in use.

In Range. Indicates that you are in range of the base station.

EXT   **External Call**. Displayed during an external call.

INT   **Internal (Intercom) Call**. Displayed during a call with another handset (an internal call).

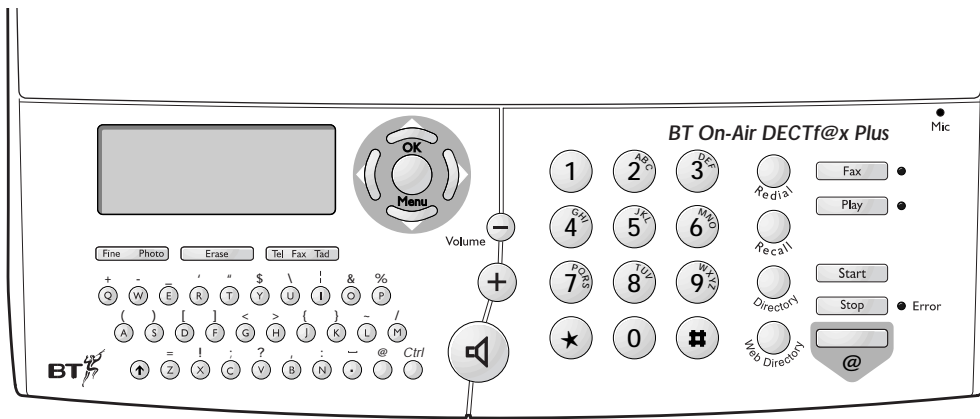**- 1 -**   **Handset number**.

Unread messages.

Messages played.

1   **Memory number**.

Resolution button
Adjusts the resolution at which your DECTfax Plus sends documents.

Erase button
Used to delete messages. Enables you to exit the current function in the programming menu and delete calls from the calls list.

Tel Fax Tad button
Sets the machine to receive phone calls, phone calls and faxes or phone calls, faxes and voice messages.

◄► buttons
Moves the cursor left and right and allows you to go through the on-screen menus.

▲▼ buttons
Scroll up and down through the on-screen menus.

OK Menu button
Accesses the on-screen function menus. Confirms an entry option or change.

- button
Decreases the ringer volume and the loudspeaker volume.

+ button
Increases the ringer volume and the loudspeaker volume.

Hands free button
Used to make calls without using the handset.

Redial button
Automatic redial of the last number dialled.

Recall button
Inserts a pause within a telephone number when dialling an external line through an internal switchboard, used for intercom and call transfer functions.

Directory button
Used to store and dial numbers in the memory.

Web Directory button
Access to web services directory.

Fax button
Prints out received faxes.

Play button
Plays your answering machine messages.

Start button
Sends faxes.

Stop button
Stops any operation in progress. Enables you to exit the menu mode. Any changes which were not confirmed will not be saved.

@ (INTERNET) key
Transmission of faxes via Internet.

QWERTY keyboard
For entering names and text and for accessing names.

4

In this guide

Hints and tips boxes
In this user guide, we've included helpful tips and useful notes. These are shown in grey boxes.

Introduction

Thank you for choosing a BT product.
We expect that you will have many years of
excellent service from it.

Your BT On-Air DECTf@x Plus machine is
designed for ease of use and built to the high
standards demanded by BT.

Please read these instructions carefully
before use and retain this user guide for
future reference.

For your records

Date of purchase

Place of purchase

Serial number
(on the underside of the machine)

Purchase price

*For warranty purposes, proof of purchase is
required, so please keep your receipt.*

Equipment

Check your BT On-Air DECTf@x Plus is
complete when you unpack it. You should have:

- BT On-Air DECTf@x Plus machine with
  print ribbon* installed
- Power cable
- Telephone cable
- Radio module
- DECT handset
- Handset charger

** The print ribbon supplied with your BT On-Air
DECTf@x Plus is only a 'starter ribbon' and has a
print life of about 25 pages. Standard ribbons have
a print life of up to 230 pages.*

Customer Helpline
*If you have any problems with your On-Air DECTf@x
Plus, call the BT Helpline on* **0845 603 1066***.*

Setting up *Follow these steps to get your BT On-Air DECTf@x Plus ready to use*

1 Connecting the radio module

The radio module acts as a transmitter and receiver for radio signals to and from the handset(s). It goes at the back of the machine on the right-hand side as you face it.
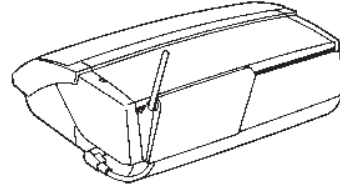
IMPORTANT

*Before installing the radio module, make sure the machine is not plugged into the mains.*
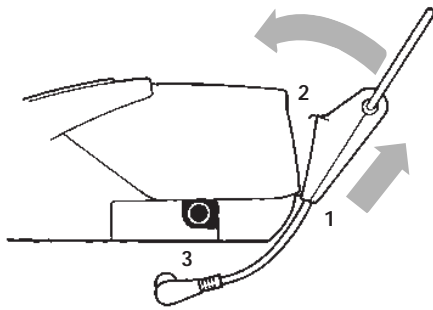
1 Place the spring loaded clip at the bottom of the module into the slot that runs along the back of the machine.
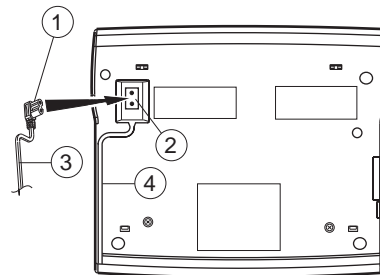**2** Clip the top part into place by pulling the module up and towards the machine.

3 Connect the cable to the socket on the side of the machine.

## *2 Connecting your On-Air DECTf@x Plus to the telephone line and mains power*
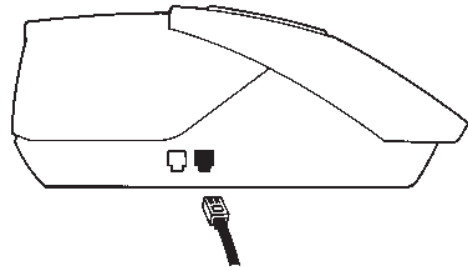
1 Plug the telephone line cord into the socket on the side of the machine, and connect the other end into the telephone wall socket.

2 Turn your machine upside down.
Connect the power supply cable (1) to the socket (2).
Insert the power supply cord (3) to the guide groove (4).
Turn your machine back over.
Connect the mains plug to a wall socket.

3 When the mains power is switched on the display shows *CHECK DATE* to prompt you to set the correct date and time. '*Setting the date and time*' on page 13 shows you how to do this.

3 Inserting the output paper

1 Open the sheet feeder flap by lifting it up at the side.
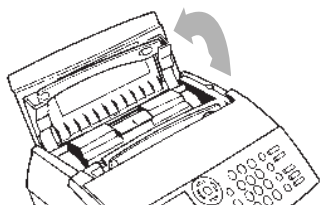
2 Lift the paper support bar.
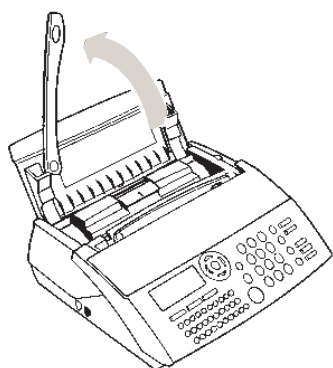
3 Insert up to 30 sheets of paper between the paper guides and adjust the left paper guide (a) to the width of the paper. Press the clip (b) and allow the paper to fall down into position.

* Keep the document support bar raised when printing
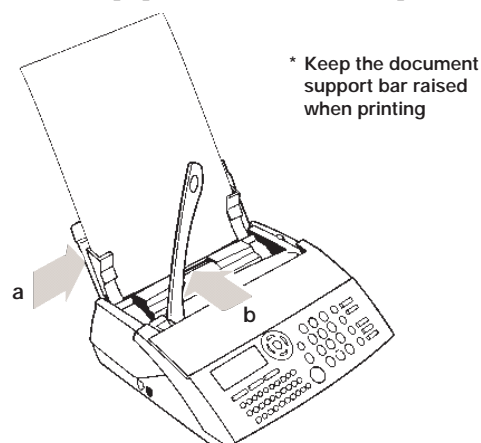
IMPORTANT

It is important to have the document support bar raised during printing to prevent paper feeding back into the machine.

IMPORTANT

Use A4 paper of 80gsm. The paper should be non-transparent and not torn or crumpled.

4 Charging the handset

Plug the power adaptor into the wall socket and switch on.

9

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

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.

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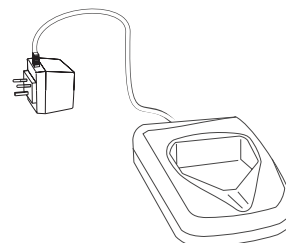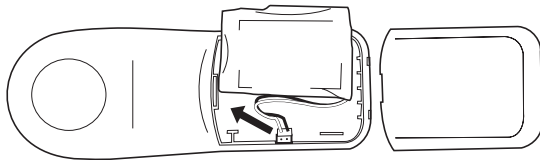*If the handset battery symbol is empty and you hear warning beeps, you will need to recharge your handset before you can use it.*

Empty	1/3	2/3	Full
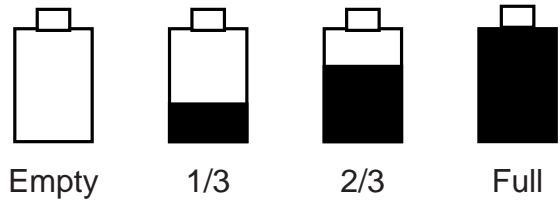
Battery performance
Your handset is supplied with NiMH batteries. These need to be initially charged continuously for 16 hours to reach full charge.

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.

5 Customising your On-Air DECTf@x Plus

Your BT On-Air DECTf@x Plus can be customised to suit your personal requirements. You can customise your Dect/fax /plus in two ways;

Step by step - by using the **OK/Menu**, and ▲ and ▼ buttons to scroll through the on-screen menus.

Direct access - by pressing the **OK/Menu** button and then entering the number of the required function.

Most instructions in this user guide are based on the 'direct access' method, which is a more effective way of operating your fax machine.

To print out a list of all the functions of the On-Air DECTf@x Plus, which allows you to see them at a glance, along with the function codes to carry them out, see *'Printing out the functions list'* on page 45.

There are a number of buttons which are used to access the functions of your On-Air DECTf@x Plus:

Button	*What it's used for*
OK / Menu	Accesses the function menus Confirms an entry or option and selects the current menu
Stop	Exits the function menus. Any changes which were not confirmed will not be saved
⌒	Scrolls up through the menus
⌄	Scrolls down through the menus
〉	Moves the cursor right or selects a displayed menu item
〈	Moves the cursor left and deletes, and takes you back through menu layers
Erase	Enables you to exit the current function or go back through the menus

Date and time

It is important that your On-Air DECTf@x Plus is always set to the correct date and time. This information is shown on the fax received by the addressee and is required for faxes programmed to be sent at a later date.

Setting the date and time

1 Press OK/Menu then 2 then 1 then OK/Menu.

OK Menu 2 ABC 1 OK Menu

The display shows the date and time currently programmed.

2 Use the keypad to enter the date. For example, for 27th May 2001, 9.15, press 27 05 01 09 15.

Use the ◄ and ► buttons to move left and right through the display.

3 Press OK/Menu to confirm the entry.

OK Menu

Your On-Air DECTf@x Plus can now be used to send and receive faxes.

NOTE
Once the date and time have been set, if you want to make a change press OK/Menu *then* 2 *then* 1 *then* OK/Menu *to access the date and time setting function.*

11

Entering your own telephone/fax number

Your telephone/fax number can be printed at the top of each fax you send and displayed by the machine you are calling.

You can add your name (such as the name of your company) to be printed at the top of each fax you send.

To enter your own telephone/fax number and your name

1 Press **OK/Menu** then 2 then 2. The display shows *22 NUMBER/NAME*. Press **OK/Menu**.

2 Use the keypad to enter your own number, up to a maximum of 20 digits.
   To enter a space, use the ▶ button; to enter a +, use the + button on the alphabetic keypad.

3 Press **OK/Menu** to confirm the entry.

4 Enter your name using the alphabetic keypad to type in the letters. You can enter a maximum of 20 characters.

   To delete a character use the ◀ button.

   To insert a space use the ▶ button.

5 Press **OK/Menu** to confirm the entry.

Connecting to a switchboard

Your BT On-Air DECTf@x Plus has been preset to work on a direct exchange line (PSTN). You will not normally need to alter this setting unless you will be connecting the machine to a switchboard, or PABX. You may also need to change the setting if you are connected to a BT Home Highway line.

To change the network setting

1 Press **OK/Menu** then 2 then 4. The display shows *NETWORK*. Press **OK/Menu**, the display shows *PSTN* and *PABX*.

2 Press the ▲ and ▼ buttons to scroll through the options. If you are connecting to a switchboard choose PABX.

3 Press **OK/Menu** to confirm the entry.

To set a dialling prefix

If your PABX requires a number to be dialled to get an outside line, you can program your machine to insert it automatically before dialling numbers stored in the directory.

1 Press **OK/Menu** then 2 then 5. The display shows *PREFIX*.

2 Press **OK/Menu**, the display shows *WITHOUT* and *WITH*.

3 Move the cursor to *WITH* and press **OK/Menu** to confirm the entry. The display shows *ENTER PREFIX*.

4 Enter the required prefix and press **OK/Menu** to confirm the entry. The display shows *NUMBER LENGTH*. This allows you to set the minimum length of numbers which require the prefix and will prevent the prefix being dialled when calling internal numbers. It should be set to at least one more than the length of your longest internal number. So, if your internal numbers are all 4 digits, set it to 5.

5 Press **OK/Menu** to confirm the entry.

6 Press **Stop** to return to standby.

Ring settings

To set the number of rings before the machine answers automatically

1 Press **OK/Menu** then **2** then **6**. The display shows *26 NO OF RINGS*. Press **OK/Menu**.

2 Use the keypad to enter the number you require (2-9).

3 Press **OK/Menu** to confirm the entry.

To set the ring melody

1 Press **OK/Menu** then **2** then **3**. The display shows *23 RING MELODY*. Press **OK/Menu**. You will hear the current ringing tone and the display will show the current setting.

2 Press the ▲ and ▼ buttons to scroll through the options. You can also select *WITHOUT RING* to have no ringer tone at all.

3 Use the + and - buttons to select the volume. There are 4 levels.

4 Press **OK/Menu** to confirm your choices. When *WITHOUT RING* is selected the TEL icon will flash constantly in the display.

6 Setting the receive mode

You can set your On-Air DECTf@x Plus to answer calls automatically or manually. There are two auto answer modes, to allow you to receive just telephone calls and faxes or telephone calls, faxes and voice messages.

To set the receive mode

• Press the Tel Fax Tad button to switch between manual; phone and fax; and phone, fax and answering machine.

Tel Fax Tad

Tel *mode*

When set to Tel mode, the display shows:

All calls must be answered manually. If the call is a fax (you will hear beeps from the other fax machine), wait a few seconds and the base station will automatically switch to fax receive mode. If it does not, press # then 7 on your handset to activate fax receive mode.

Tel/Fax *mode*

When set to Tel/Fax mode, the display shows:

Your BT On-Air DECTf@x Plus will automatically answer calls, without ringing, and determine whether an incoming call is a fax or a phone call.

After answering, if fax tones are not detected, the base station and your handset(s) will ring. If you do not take the call within 30 seconds, the answer machine will switch on and prepare to receive a message.

Tel/Fax/Tad *mode*

When set to Tel/Fax/Tad mode, the display shows:
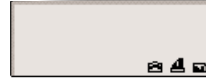
If a call is unanswered, the call will be taken first by the answering machine. If the call is a fax it will be received automatically.

Your On-Air DECTf@x Plus machine is now fully set up for use. To make any changes to your settings, simply repeat the procedures.

Using your fax machine

Sending a fax

WARNING

Do not put paper into the machine if:
- *it has paper clips, staples or any metal attachment*
- *it is wet with ink, paste or correcting fluid*
- *it is too thick or too thin and flimsy*
- *it has sellotape or other paper stuck on it*

To send a fax

1 Open the sheet feeder flap (if not already open) and raise the document support bar.
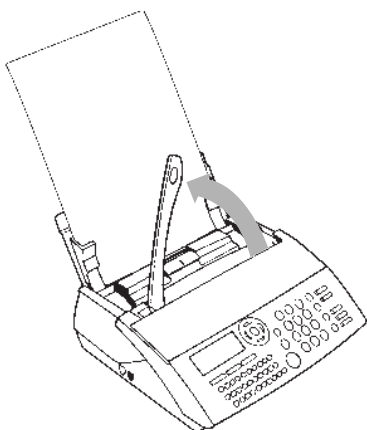
2 Place the document(s) face down into the document feeder and adjust the left-hand guide (a) to the width of the paper if necessary. The display will show *READY* when the documents are correctly placed.
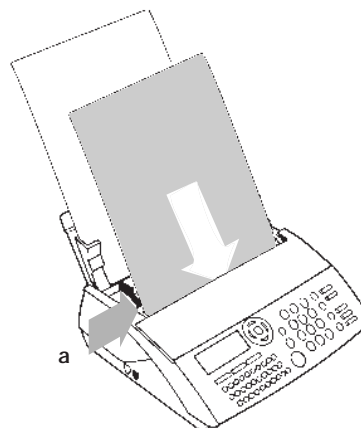
The document feeder will take a maximum of 5 sheets. If you are sending more than one sheet, the feeder will automatically take from the bottom of the pile.

3 Dial the fax number you require. You can dial manually or use the On-Air DECTf@x Plus directory, see page 19.

You can delete digits using the ◄ button.

15

4 Press **Start**. The display shows *MEM PG 1*, then *CALLED NUMBER* and begins to send the document.

Start

If the number dialled is engaged, your On-Air DECTf@x Plus will automatically redial the number, after a few minutes. You can redial the number yourself by pressing the **Start** button.

With call monitoring

1 Place the document to be sent in the sheet feeder.
2 Press the **Hands Free** button. The display shows *HANDS FREE.* You will hear the dialling tone.

3 Dial the number you require.
4 Press **Start** to start sending the fax.
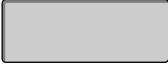
Start

If there is an answering machine at the other end, press S*tart towards the end of the outgoing message.*

Resolution

You can adjust the resolution at which your On-Air DECTf@x Plus sends documents.
There are three settings:

Resolution	*Use with*
Normal (Default)	Documents which do not contain fine detail eg a page of text
Fine	Documents which include small characters or drawings
Photo	Documents which include pictures. Colours will be shown in shades of grey.

To adjust the resolution

1 Place the document in the document feeder.
2 Press **Fine Photo**. An arrow will appear in the display positioned above the word *FINE*.

Fine   Photo

3 Press **Fine Photo** again to toggle between the settings *FINE*, *PHOTO* and *NORMAL*

Fine   Photo

After the document has been sent, the resolution setting returns to NORMAL.

Delayed send and broadcasting

This allows you to send a fax automatically at a preset time, within the next 24 hours. It also allows you to send a fax to up to 10 different numbers.

To use delayed send and broadcasting

1   Enter the number that you want to send to.

2   If you want to send to more than one number press the ▶ button. The display shows *CALLED PARTY 2*. You can enter up to ten numbers using the ▶ button to go to the next entry.

If the number you want to call is stored in the directory press the first letter of the name on the alpha keypad. The first name starting with this letter will be displayed. If this is not the one you want, use the ▼ button to scroll to the required name.

3   When you have finished entering the numbers press the **OK/Menu** button. The display shows *SEND AT* and the current time, with the first digit flashing so that you can enter the time at which the fax is to be sent.

4   Enter the time, using the 24 hour clock at which you want the fax to be sent then press **OK/Menu**. To send the fax immediately, just press **OK/Menu** without entering a time.

5   If you have entered only one fax number the display shows three options (use the ▼ button to see the third): *MEMORY*, *PAPER FEEDER* and *TYPE MESSAGE*. If you have entered more than one fax number the display shows two options: *MEMORY* and *TYPE MESSAGE*.
    MEMORY means - the fax that you are sending will be scanned and sent from memory.
    PAPER FEEDER means - the fax will be held in the paper feeder until the On-Air DECTf@x Plus is ready to transmit it.
    TYPE MESSAGE means - you can send a fax by typing in a message instead of scanning pages.

6   Press **OK/Menu** to confirm your selection.

7   The display gives you two further options when you have chosen *MEMORY* or *TYPE MESSAGE*:

WITH HEADER PG   The document is sent with a fax header sheet which shows your name, the number you are sending to and the number of pages. If selected, the display will show KEY YOUR TEXT. You can type in a text message using the alpha keypad and dialling keypad for numbers

17

This will be printed as a message on the header page and can be up to 800 characters.

WITHOUT PAGE   The document is sent without a header sheet.

Press **OK/Menu** to confirm your selection.

8 If you selected *MEMORY* or *PAPER FEEDER*, the display will now show *NB PAGES*.

9 Enter the number of pages you will be inserting into the document feeder and press **OK/Menu** to confirm. The display will now show *INSERT DOCUMENT*.

10 Place the document to be sent in the document feeder and press **OK/Menu**. The fax will proceed automatically.

11 If you selected *TYPE MESSAGE* and *WITH HEADER PG*, the fax will now be sent automatically.

12 If you selected *TYPE MESSAGE* and *WITHOUT PAGE*, the display will show *KEY YOUR TEXT*. You can type in the text of your fax, up to **800** characters, using the alpha keypad and dialling keypad for numbers. Press **OK/Menu** when you have finished. The fax will proceed automatically.

Call back

Call back allows you to interrupt a fax to speak to the person at the other end.

To use call back

1 While the document is being sent or received is complete, press **Hands Free**.

The display will alternate between *TRANSMIS*, if a document is being sent, or *RECEPTION*, if a document is being received and *PHONE*.

2 When the page that is being sent has gone through, the other person's telephone will ring and if they pick up, your handset will then ring.

3 Answer the handset as normal and speak.

Receiving a fax

You can set your On-Air DECTf@x Plus to print faxes as they are received or incoming faxes can be stored in the memory, up to 54 Slerexe* pages, and printed out at a later date. The default setting is for memory receive to be switched on.

To switch off memory receive

When memory receive is off, you must ensure paper is in the sheet feeder.

1 Press **OK/Menu** then 3 then 5. The display shows *35 MEM RECEIVE*.

* Slerexe is the name for the standard fax page.

2 Press **OK/Menu**. The display shows two options:

YES Incoming faxes are stored in the memory, even if there is paper in the sheet feeder. This is the default setting.

NO Incoming faxes are printed as they are received. If there is no paper in the sheet feeder, the faxes are stored in the memory.

3 Use the ▲ and ▼ buttons to select *NO*. Press **OK/Menu** to confirm the change.

If you answer a call on a telephone that is on the same line as the On-Air DECTf@x Plus, and the call is a fax, you activate the On-Air DECTf@x Plus by pressing # then 7 on the telephone keypad then hanging up the telephone when you hear the tones from the On-Air DECTf@x Plus.

To print out received faxes
When you have faxes stored in the memory the **Fax** button light will flash. You can print in normal mode or economy mode.

Normal
• Make sure you have paper in the sheet feeder. Press the **Fax** button. The stored faxes will print out.

Economy
This allows you to print out messages reduced by 50% vertically so that two pages fit onto one A4 printout.

This function works only when printing faxes of two pages or more stored in memory. This function cannot be permanently set, you have to request it each time you print.

1 Press **OK/Menu** then **5** then **7**. The display shows *FAXES IN MEM*.

2 Press **OK/Menu**. Select *ECONOMY*. You can toggle between *ECONOMY* and *NORMAL* using the ▲ and ▼ buttons.

3 Press **OK/Menu** to confirm the setting and the stored faxes are printed in reduced size.

19

If you have created any mailboxes, before printing you will be asked to enter a mailbox number.

4 Enter the mailbox number you want to print from, or enter *0* to print from the main memory.
5 Press **OK/Menu** to confirm the setting and the stored faxes are printed in reduced size.

Fax memory full

When there are too many faxes in the memory the machine can no longer store any additional faxes. The display will show *MEMORY FULL*.

To clear space in the memory
• Press the **Fax** button. The stored faxes will be printed and subsequently deleted from the memory.
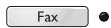
Using the directory to store and dial numbers

Your On-Air DECTf@x Plus can store up to 100 names and numbers in its directory. You can then quickly dial a number from the directory after entering its memory number or letter.

To store a number in the directory
1 Press **OK/Menu** then 1 then 1. The display shows *11 ADD NAME*.
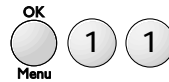
2 Press **OK/Menu**. The displays shows *NAME*. Enter the recipient's name using the alphabetic keypad.

3 Press **OK/Menu**. The displays shows *NUMBER*. Enter the recipient's number using the numerical keypad.

4 Press **OK/Menu**. The displays shows *E-MAIL*. Enter the recipient's e-mail address (if necessary).

5 Press **OK/Menu**. The display shows *WITH MEMO* and *WITHOUT MEMO*.
You now have the opportunity to record a short voice message which will be played over the speaker of your machine when you receive a call from this caller (you have to subscribe to a Caller Display service to use this feature).

6 Use the ▲ or ▼ buttons to select *WITH MEMO* if you wish to record a message. Select *WITHOUT MEMO* if you don't.

7 Press **OK/Menu**. If you have selected *WITH MEMO*, the display will say *PLEASE OFF HOOK*. At this point you must press the **green phone** button on your handset and record the message (up to 5 seconds long). Once the Message has been recorded it will be played back to you and then the display will return to the *ADD NAME* option.
If you have selected the *WITHOUT MEMO* option, the display will return directly to the *ADD NAME* option.

8 Press **OK/Menu** to add another entry, or press **Stop** to return to standby.

To insert a pause
If you need to insert a pause in a stored number, press the **Recall** button to insert a pause before keying in the telephone number. A pause is shown in the display as a ╱.

To dial a number stored in the directory
This can be to send a fax or to make a hands free phone call.

1 Enter the first few letters of the recipient's name using the alphabetical keypad.
For example, if you want to call YOUNG enter **Y**. The first name beginning with *Y* appears. If it is not *YOUNG,* for example *YATES* use the ▼ button to scroll through the entries or enter *O* to display the first name beginning *YO*.

2 To send a fax load the document to be sent and press **Start**. The fax will automatically be sent to the required number.

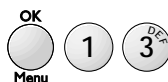**3** To make a hands free call, press the **Hands Free** button.

To print out a list of names and numbers stored in the directory
• Press **OK/Menu** then **1** then **2** then **Start**.

To edit entries in the directory
1 To edit an entry press **OK/Menu** then **1**, then **3**. The display shows *13 MODIFY*.

21

2 Press **OK/Menu**. The display shows *MODIFY* and the first name in the directory. Use the ▲ and ▼ buttons to scroll through the entries until you reach the name you want to alter. Press **OK/Menu** to select the name, then use the ◀ button to delete letters.

3 Press **OK/Menu**. The display shows the number that was entered with that name, which you can also modify.

4 Press **OK/Menu**. The display shows the e-mail adress that was entered with that name, which you can also modify.

5 Press **OK/Menu**. The display shows the short number automatically attributed to the recipient which you can also modify (to a number that has not already been allocated).

6 Press **OK/Menu**. The display shows *1 WITH MEMO* and *2 WITHOUT MEMO*.Use the ▲ and ▼ buttons to scroll through the options and press **OK/Menu** to select the option.
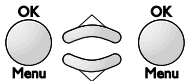
To edit numbers stored in the directory
You now have the opportunity to record a short message which will be played over the speaker of your machine when you receive a call from this caller (you have to subscribe to a Caller Display service to use this feature).

• If you choose *WITH MEMO*, and if there is no voice message already associated with the record, you must record one. The display shows *PLEASE OFF HOOK*.
Use the handset to record the voice message (up to 5 seconds long), then hang up. The display now shows *PHONE CALL* and *FAX CALL*.

• If you choose *WITH MEMO*, and if there is **already** a voice message associated with the record, the display shows *KEEP MEMO* and *NEW MEMO*. Use the ▲ and ▼ buttons to scroll through the options and press **OK/Menu** to select an option:

• If you choose *KEEP MEMO*, the voice message associated with the record is kept. The display now shows *PHONE CALL* and *FAX CALL*.

• If you choose *NEW MEMO*, you can record a new voice message. The display shows *PLEASE OFF HOOK*.
Use the handset to record the voice message (up to 5 seconds long), then hang up.

- If you choose *WITHOUT MEMO*, the display now shows *PHONE CALL* and *FAX CALL* (if there was a voice message associated with the record, it is deleted).

7   At this point, you can customise the ringing tone for calls received from this contact. You have to subscribe to a Caller Display service to use this feature and DECTf@x Plus has to be set to Tel/Fax mode.

8   Use the ▲ and ▼ buttons to scroll through the options and press **OK/Menu** to select an option.
    If you normally receive voice calls from this contact, choose *PHONE CALL*.
    If you normally receive fax calls from this contact, choose *FAX CALL*.

- If you choose *PHONE CALL*, the display shows *MELODY NO X*, which is the current ringing melody setting. Use the ▲ and ▼ buttons to scroll through the options and press **OK/Menu** to select an option. The display shows *MODIFY*.

- If you choose *FAX CALL*, the display shows *MODIFY* (you can't set the ring tone because unit does not ring to fax calls).

9   Press **OK/Menu** to mofify another entry or press **Stop** to return to stanby.
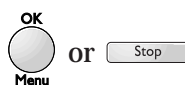
To delete an entry in the directory

1   To delete an entry press **OK/Menu** then **1**, then **4**. The display shows *14 CANCEL*.

2   Press **OK/Menu**. The display shows *CANCEL* and the last name in the directory. Use the ▲ and ▼ buttons to scroll through the entries until you reach the entry you want to delete, then press **OK/Menu** to delete it, then **OK/Menu** again to confirm the deletion.

Send reports

You can set your On-Air DECTf@x Plus to print out a report of your fax transmissions. There are three settings:

Report setting	*What is printed*
ALWAYS	a report is printed after every fax
OFF	no report will be printed (this is the default setting).
ERROR ONLY	a report will only be printed to record a failed transmission

To change the send report setting

1 Press **OK/Menu** then **2** then **8**. The display shows *28 SEND REPORT*.

2 Press **OK/Menu**. The display shows the current setting - the default setting is off.

3 Use the ▲ and ▼ buttons to scroll through the options. Press **OK/Menu** to confirm your choice.
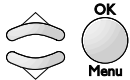
To print out a report of the last activity, press **OK/Menu** *then* **5** *then* **2** *then* **Start***.*

Activity Reports

The On-Air DECTf@x Plus will record details of the last 30 fax transactions.

To manually request fax details
• Press **OK/Menu** then **5** then **2** then **OK/Menu**.

Polling

Polling is an operation in which another fax machine retrieves a fax from your machine, or your machine retrieves a fax from another machine.

To set up faxes to be polled by another machine

1 Make sure the fax icon is displayed (see *'Setting the receive mode'* on page 14).
2 Place a document into the sheet feeder.
3 Press **OK/Menu** then **3** then **3**. The display shows *33 SEND POLLING*.

4 Press **OK/Menu**.

The display shows two options:

SINGLE POLLING	The document is deleted after it has been polled

MULTI POLLING The document can be polled indefinitely until deleted from the memory (see *'To cancel a timed job'* on page 26).

5 Use the ▲ and ▼ buttons to scroll through the options and press **OK/Menu** to select the option.

6 Use the ▲ and ▼ buttons to scroll through the options: *PAPER FEEDER* (only with Single Polling), *MEMORY* or *TYPE MESSAGE.*

7 Press **OK/Menu** to select the option displayed. If you choose *PAPER FEEDER* the display returns to standby and alternates with
DOC TO BE POLLED. When the machine that is going to poll your document calls up, the document will automatically be sent.

If you choose *MEMORY* the display will show *SINGLE POLLING*. Press the ▶ button to display the available options: *SINGLE POLLING* and *MULTI POLLING*. Choose *SINGLE POLLING* to delete the document from memory after it has been polled; choose *MULTI POLLING* for the document to be held in the memory and polled by several fax machines.

If you choose *TYPE MESSAGE* you can type in the text of your fax, up to 80 characters, using the alpha keypad and dialling keypad for numbers.

8 The display shows *NB PAGES*. Enter the number of pages to be transmitted.

9 Press **Start**. The display shows *DOC TO BE POLLED*.

To poll faxes from another machine

1 Press **OK/Menu** then **3** then **2**. The display shows *32 RCVE POLLING*.

2 Press **OK/Menu**. The display shows *CALLED PARTY*.

3 Enter the fax number of the machine you want to poll the document from.
If you want to poll from more than one number press the ▶ button. The display shows *CALLED PARTY 2*. You can enter up to six numbers using the ▶ button to go to the next entry.

4 For immediate polling press **Start**.

Your On-Air DECTf@x Plus calls the other machine.

25

5 To set your machine to poll at a specified time, press **OK/Menu**, enter the polling time and press **OK/Menu** to confirm the entry.
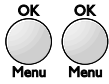
The display will show the time and fax number of the next job to be sent.

Timed jobs

You can set your On-Air DECTf@x Plus to manage timed jobs like delayed send, broadcasting and polling. Your On-Air DECTf@x Plus can print out a list of timed jobs, cancel a job, carry out a timed job immediately, modify a job or print out a document waiting to be sent.

To print out a list of timed jobs

1 Press **OK/Menu** then **8** then **4** then **5**. The display shows *845 PRINT LIST*.

2 Press **OK/Menu**. A list showing the characteristics of each job will print out.

To cancel a timed job

1 Press **OK/Menu** then **8** then **4** then **3**. The display shows *843 CANCEL JOB*.

2 Press **OK/Menu**.

The different types of timed jobs displayed are:

TX	Delayed send job
DOC	Document to be polled by another machine
POL	Timed polling job

3 Use the ▲ and ▼ buttons to scroll through the jobs. Press **OK/Menu** to select the job to be cancelled.

4 Press **OK/Menu** to confirm your choice.

To start a timed job immediately

1 Press **OK/Menu** then **8** then **4** then **1**. The display shows *841 START JOB*.

2 Press **OK/Menu** to bring up the list of timed jobs.

3 Use the ▲ and ▼ buttons to scroll through the jobs.

4 Press **Start** to perform the selected job.

To modify a timed job

1 Press **OK/Menu** then **8** then **4** then **2**. The display shows *842 MODIFY JOB*.

2 Press **OK/Menu** to bring up the list of timed jobs.

3 Use the ▲ and ▼ buttons to scroll through the jobs. Press **OK/Menu** to select the job to be modified.
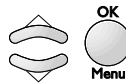
4 Make the changes as necessary and press the **OK/Menu** button to confirm the changes.

To print out a timed job

It can be helpful to print out a document in order to check it.

1 Place paper in the printer sheet feeder.
2 Press **OK/Menu** then **8** then **4** then **4**. The display shows *844 PRINT DOC*.

3 Press **OK/Menu** to bring up the list of timed jobs.

4 Use the ▲ and ▼ buttons to scroll through the jobs and press **Start** to print the selected job.

Using your handset

Switching the handset on and off

Your handset must be switched on before you can use it to make or receive calls.

To switch the handset on

1 Press the green button. The display shows the handset number. You can now make and receive calls.

To switch the handset off

• Press and hold the red button until the screen goes blank. The handset is now switched off. When switched off, the handset cannot receive calls.

Making and receiving calls

When making a call, your handset must be in radio contact with the base station; the display will show the handset's registration number, for example *- 1 -*.

To make a call

1 If the handset is not switched on, press the green button.

2 Press the green button again. The display shows the Talk icon. The base unit display shows *HANDSET ON LINE*.

3 Listen for a dialling tone and then dial the number you require.

4 To end the call, press the red button.

You can dial the number *before* pressing the green button:

1 Dial the number you want to call.
Use the C button to delete numbers to make sure you don't dial a wrong number.

2 Press the green button. The number entered is dialled after a few seconds.

To receive a call
1 When your handset rings press the green button.

2 Press the red button to hang up after the call is over.

If you hear beeping from the handset while you are using it, it means that the battery is running low and needs charging.

If you hear fax tones when you answer the handset pressing # then 7 will automatically transfer the signal to the fax machine.

Answering mode

You can set the handset to automatically answer and finish calls when you remove and replace the handset in the charger. There are 3 settings: -
Mode *0*: the feature is off and you must always press the green button to answer a call and the red button to end a call.
Mode *1*: lift the handset from the charger whilst it is ringing and it will automatically answer the call.
Replacing the handset in the charger will end the call.
Mode *2*: you must always press the green button to answer a call but replacing the handset in the charger will end the call.

NOTE
If the handset is not in the charger then you must always press the green *button to answer a call and the* red *button to end a call.*

To choose the mode
1 Press OK. The display shows *F* (function). Then press 8. The display shows *F8* and the current mode setting (*0*, *1* or *2*).

2 Use the ▲ or the ▼ button to change the mode.

3 Press **OK** to confirm your choice. The handset beeps.

Earpiece volume

To adjust the volume in the earpiece
1 During a phone conversation, press ▲ to increase the volume and ▼ to decrease it.

Secrecy

While making a call you can stop the other person hearing you talk to someone in the same room as you.
1 During a call, press **C** on the handset. You can now talk without the other caller hearing you.

2 Press **C** again to switch secrecy off.

NOTE
Whilst secrecy is enabled a **C** *is shown in the display.*

Last number redial

The handset will store your recently dialled numbers (up to 200 digits in total).
1 Press the **Redial** button. The display will show the last number dialled.

Redial

2 Use the ▲ or the ▼ button to scroll through the numbers stored.

3 When you see the number you want to call, press the green button and the number will dial automatically.

Ring melody and volume

You can choose from five ring melodies.

To change the ring melody
1 Press **OK** then 3. The display will show a number from 1 to 5 and at the same time play that melody.

2 Use the ▲ or the ▼ button to move from melody to melody.

3 Press **OK** to confirm your choice.

To adjust the ring volume

Your On-Air DECTf@x Plus handset has four ring volume settings.

1 Press **OK** then 2.

2 Use the ▲ and the ▼ buttons to choose the volume setting you want.

3 Press **OK** to confirm your choice.

To switch off the ring tone

1 Press **OK** then 1.

2 By pressing the ▲ or the ▼ button you can switch the ring tone off or on. When it is off the display shows the *RINGER OFF* icon.

3 Press **OK** to confirm your choice.

Using the handset directory

Each handset has a directory that can store up to 20 numbers of up to 20 digits each. Each number will have a two-digit reference number, from 00 to 19.

To store a number

1 Press the ▲ or the ▼ button. The display shows *MEM*.

2 Enter the two-digit number under which you want to store the phone number, for example 00, then press **OK**.

eg
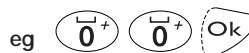
Alternatively you can use the ▲ or ▼ button to scroll through the two-digit numbers.

3 Enter the telephone number you want to store using the keypad. Press the **C** button to delete incorrectly entered digits.

If you are on a PABX exchange (switchboard) you may need to have a pause in the stored number. Use the **●●●** *button for this. The pause is shown on the display as* ☰ *.*

4 Then press **OK** to confirm the entry. The handset beeps and displays the stored number. The handset returns to standby after about 20 or 30 seconds, or you can use the **C** button to return to standby immediately.

To change a stored number
1 Press the ▲ or the ▼ button.

2 Enter the two-digit memory number or scroll through the stored numbers until you reach the phone number you require.
3 Press OK when you have the number displayed then use C to delete the number.

4 Enter the new phone number.
5 Press OK again to confirm the change.

To dial a number from the directory
There are two ways to do this: you can display either the two-digit reference number, or the telephone number itself.

The display shows up to 12 digits. If the number has more than 12 digits, use the ✶ and # buttons to scroll backwards and forwards through the number.

To display the telephone number
1 Press the ▲ or the ▼ button to access the memory.

2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want.

3 Press the green button and the number will dial automatically.

You can dial from the memory directly by entering the two-digit reference number followed by #. For example 07 *then* # *will immediately dial that telephone number.*

To display the reference number
1 Press the ▲ or the ▼ button.

2 Enter the reference number you require, for example 07.
3 Press the green button and the number will dial automatically.

To dial a number from the base station directory
1 Press the INT button on the handset.

Intercom

2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want. (Names will not be displayed at the handset).

3 Press the green button and the number will dial automatically.

Keypad tones

The handset is preset to have no keypad tones. You can switch on and adjust the volume of the tones.

1 Press **OK** then **5**, the display will show 3 dashes.

2 Use the ▲ button to increase the volume. The display will show 1, 2 or 3 blocks.

3 Use the ▼ button to decrease the volume or switch the tones off (3 dashes).

4 Press **OK** to confirm your choice.

Call timer

After you have finished a call you can check the length of the call.

To check the duration of a call

1 When you have finished a call, press the **C** button. The display shows the length of the call in hours, minutes and seconds. The display will return to normal after a few seconds.

2 To clear the call duration, press the **C** button again while the call duration is being shown. The display will return to *00 00 00*.

Using the answering machine

Answer mode

Your On-Air DECTf@x Plus also operates as an answering machine. The answering machine has two basic modes:

Answer and record	The answering machine plays your outgoing message and then callers can leave a message or send a fax.
Answer only	The answering machine plays your outgoing message then switches to fax receive mode. Callers can send a fax but not leave a voice message.

Your On-Air DECTf@x Plus is preset to Answer and record mode.

To change the answer mode

1 Press **OK/Menu** then **4** then **5**. The display shows *45 ANS MODE*.

2 Press **OK/Menu**. The display shows *451 RECORD UNIT* and *452 ANSWER ONLY*.

3 Use the ▲ and ▼ buttons to change between the options. To set Answer and record select *451 RECORD UNIT*. To set Answer only select *452 ANSWER ONLY*.

4 Press **OK/Menu** to select the option.

To switch the answering machine on and off

• Press the **Tel Fax Tad** button until the display shows the answering machine icon. The answering machine is now switched on.

   Tel Fax Tad

• To switch the answering machine off press the **Tel Fax Tad** button until the answering machine icon is not visible in the display. The answering machine is now switched off.

   Tel Fax Tad

Recording your outgoing message

Your BT On-Air DECTf@x Plus is supplied with a pre-recorded outgoing message. You can replace it with your own message if you wish.

To record an outgoing message for Answer and record mode

This message can be up to 20 seconds long.

1 *At the base station* - Press **OK/Menu** then **4** then **1**. The display shows *41 RECORD OGM*.

2 Press **OK/Menu**. The display shows *411 OGM*.

3 Press **OK/Menu**. The display shows *PLEASE OFF HOOK OGM*.

4 *At the handset* - Press the green button and start speaking to record your outgoing message. The display on the base station shows *RECORD* and the recording time left in seconds.

5 Press the red button on the handset to stop recording. The base station replays the recorded message before returning to standby.

To check your OGM, press **OK/Menu** then **4** then **2** then **1** and **OK/Menu**.

To record an outgoing message for Answer only mode

This message can be up to 90 seconds long.

1 *At the base station* - Press **OK/Menu** then **4** then **1**. The display shows *41 RECORD OGM*.

2 Press **OK/Menu**. The display shows *411 OGM* and *412 SIMPLE OGM*.

3 Press the ▼ button to select *412 SIMPLE OGM*.

4 Press **OK/Menu** to confirm the selection. The display shows *PLEASE OFF HOOK SIMPLE OGM*.

5 *At the handset* - Press the green button and start speaking to record your outgoing message. The display on the base station shows *RECORD* and the recording time left in seconds.

6 Press the red button on the handset to stop recording. The base station replays the recorded message before returning to standby.

To check your answer only OGM, press **OK/Menu** then **4** then **2** then **2** and **OK/Menu**.

Listening to your messages

If you have received any messages the PLAY light will light up and the display will show the total number of messages received. If you have received new messages the PLAY light will flash. You can listen to your messages either at the base station or through your handset.

At the base station

To listen to your messages

- Press the Play button. Your messages are played back to you.

During playback the display will show the message number and the date and time that it was received. New messages are played first.

To stop playing the messages before they have finished, press the Stop *button.*

If you have any mailboxes set up, the base station will ask you for a mailbox number. To play messages in the main memory, press 0.

To skip back and forward through your messages

During playback you can use the ◄ and ► buttons to move backwards and forwards through your messages.

- Press ► *once* to skip to the next message.

- Press ► *twice* or more to skip forward through your messages.

- Press ◄ *once* to go back to the start of the current message.

- Press ◄ *twice* or more to skip backwards through your messages.

To delete single messages

- Press the Erase button while the message is playing.

To delete all messages

1 Press the Erase button.

2 Press the Play button. All the stored messages will be deleted.

You cannot delete all messages if the red Play *light is flashing.*
You can also delete all messages using OK, 4, 4 *and* OK.

At the handset

To listen to your messages
- Press INT, then 7. Your messages are played back to you. When all your messages have been played the machine beeps twice. See also '*Operating the answering machine from the handset*' on page 38.

Intercom 🔘 7

If you have not received any messages the machine beeps.

Protecting stored messages

You can prevent unauthorised access to your messages at the base station.

To protect stored messages
1 Create a remote access code, if you have not already done so (see '*Remote Access*', page 60).
2 Press OK/Menu then 8 then 2. The display shows *82 MESS ACCESS*.

OK/Menu 8 2

3 Press OK/Menu. The display shows *WITH* and *WITHOUT* (this indicates with or without protection).

OK/Menu

4 Use the ▲ button to select *WITH*.

⌃

5 Press OK/Menu to confirm the selection.

OK/Menu

You will be asked to enter a mailbox number and your Remote access code before messages are played back.

Recording a memo message

You can record a message on your On-Air DECTf@x Plus using your DECT handset. The memo can be up to 90 second long. Memos are replayed as incoming messages.

To record a memo
1 *At the base station* - Press OK/Menu then 4 then 3. The display shows *43 RECORD MEMO*.

OK/Menu 4 3

2 Press OK/Menu. The display shows *PLEASE OFF HOOK RECORD MEMO*.

OK/Menu

3 *At the handset* - Press the green button and start speaking to record your outgoing message. The display on the base station shows *RECORD* and the recording time left in seconds.

📞

4 Press the red button on the handset to stop recording.

5 Press **Stop** at the base station to return to standby. The PLAY light will flash and the display will show that a new message has been recorded.

> **Note:** *if you have created any mailboxes, you will be asked to enter a mailbox number before recording. Enter the number of the mailbox you want the message stored in. The general memory is mailbox 0.*

> *If you have any mailboxes set up, the base station will ask you for a mailbox number. If you want to record the memo in a mailbox, enter the relevant number (1 - 5). If you want to record in the main memory, press* **0***.*

Operating the answering machine from the handset

You are able to fully control your On-Air DECTf@x Plus answering machine through your handset by pressing the keypad numbers.

• Press **INT**, then **7** then the **green** button on the handset to access the answering machine.

While listening to your messages

Press	*To*
5	Pause or restart listening
6	Skip to the next message
4	Restart listening to a message
4 4	Skip to the previous message

After listening to your messages

Press	*To*
5	Replay all messages
1 5	Delete all messages
8 3	Record a new outgoing message
#	Stop recording the outgoing message
3	Listen to your outgoing message
9 7	Switch on the answering machine
9	Switch off the answering machine

• To finish operating the answering machine, press the red button.

> *To remotely access your answering machine see 'Remote access', on page 60.*

Using Internet functions

The Internet functions allow you to send faxes to an E-Mail address, send E-Mails to an E-Mail address and to send voice-mails to an E-Mail address. You can also download web pages from the Internet.

E-Mail

Your machine includes a pre-programmed, free, talk 21 email account which is ready to use (you just pay the cost of a local call each time you use it).

Customising your email account:
If you would like to personalise your email address, you will need to first create a new account. If you already have a talk 21 account, you could use that.
To create a new talk 21 account, you will need to access the internet using a PC – if you don't have a PC you could go to an Internet Café.
All you need to do is go to
http://www.talk21.com/
and then click on **New User**.
You will be required to enter some personal details and you can choose your own email address and password. Your application will be confirmed and ready to use immediately.

You can now programme your new email address and password into your DECTf@x Plus in place of your preprogrammed account.

1 Press **OK/Menu** then **9** then **1** then **2** then **OK/Menu**. The display will show *CALL NUM*.

2 Keep pressing **OK/Menu** until the display shows *EMAIL ID*.

3 Use the ◄ button to delete the existing entry.

4 Enter your new ID using the qwerty keypad. Your user ID is the same as the first part of your email address up to, but not including, the @ symbol.

5 Press **OK/Menu**. The display shows *EMAIL PASSWORD*.

39

6 Press the ◀ button to delete the existing entry and then enter your new password.

Note: *The password will be visible as you enter it, so you can check that it is correct before you confirm the entry. Once it has been confirmed, it will be displayed as a row of ****** to prevent unauthorised persons reading it. DON'T FORGET YOUR PASSWORD.*

7 Press **OK/Menu** to confirm the entry. The display shows *E-MAILADDR*.

8 Press the ◀ button to delete the existing entry and then enter your new email address.

9 Press **OK/Menu** to confirm the entry. The display shows *PROVIDER*.

10 Press **Stop** to return to standby. Your new details are now installed and ready to use.

Adding additional E-Mail accounts

As well as modifying your talk21 account, you can also program 2 additional Internet/email accounts into your DECTf@x Plus. For each account you will need to enter details for an internet service provider and the details of the associated email account. When you create a new account these details will be provided.

Note: *With some providers you may have to contact the help line or follow on screen instructions to get some of the details.*

The details you will need are: -
1. For internet access

	Shown on the display as
• access number	*CALL NUM*
• connection identifier	*CONNECTION ID*
• connection password	*CONNECTION PW*
• PRIMARY DNS	*PRIMARY DNS*
• SECONDARY DNS	*SECOND DNS*

access number is the telephone number you need to dial into the server.
connection identifier is sometimes referred to as connection user name.

2. For E-Mail

Shown on the display as

- E-mail password   *EMAIL PASSWORD*
- E-mail address   *E-MAILADDR*
- E-mail identifier   *EMAIL ID*
- SMTP server address   *SMTP*
- POP3 server address   *POP3*

If your E-mail identifier is not given, then you can assume it is the same as the first part of your email address up to, but not including, the @ symbol.

Note: *When you enter the details into DECTf@x Plus, the information is not entered in the order shown above. Follow the prompts on the display.*

To enter the details
1 Press **OK/Menu** then **9** then **1** then **OK/Menu**.

2 Use the ▲ or ▼ buttons to select either *PROVIDER 2* or *PROVIDER 3*.

3 Press **OK/Menu** to confirm your choice.

4 You will now need to enter the account details, starting with *CALL NUM*. Press **OK/Menu** to complete each entry and go to the next.

Note: *When you enter the details into DECTf@x Plus, if the DNS is 'server assigned', then the PRIMARY and SECONDARY DNS should be left as all zeros.*

5 When the display shows *91 PROVIDER*, all entries are complete.
6 Press **Stop** to return to standby.

The account you have just entered will be the active account. If you wish to change from one account to another, select the account (talk21, *PROVIDER 2* or *PROVIDER 3* from the *PROVIDER* menu, confirm all the settings for that account using the **OK/Menu** button and then press Stop to return to standby.

Note: *You cannot access AOL or Compuserve accounts (or other service providers utilising proprietry diallers) using DECTf@x Plus. These accounts can be accessed only via a PC using their proprietary software.*
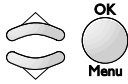
41

Disabling Internet functions

If you do not wish to use the Internet functions:

1 Press **OK/Menu** then **9** then **1** then **OK/Menu**.

2 Use the ▲ or ▼ buttons to select *NO ACCESS* and press **OK/Menu** to confirm.

Sending/Receiving via the Internet

Connecting to the Internet

When your fax connects to the Internet, it:
• sends all the Internet-faxes lined up for transmission to the recipient's mailboxes,
• receives all the Internet-faxes located in your personal Internet mailbox.

The **connection** can be made in one of two ways, depending on how your machine is programmed (see *'Connection'* (Menu 951)):
• automatically once or several times a day (you choose the frequency),
• immediately (and manually) by pressing the following buttons: @ button TWICE or press **OK/Menu** then **9** then **2** then **OK/Menu**.

Note: *if an internet call fails the display will show INTERNET. If a time is also shown, then DECTf@x Plus will retry automatically at the time shown. If no time is shown then the retry will have to be done manually (press @ button twice).*

Sending via Internet

Whatever the document to be sent (fax, E-mail or voice mail), the document is scanned and stored in memory. It will be sent via the Internet the next time you connect.

Note: *if you are sending a document to a PC, it will be received as an E-mail attachment.*

SENDING TO AN E-MAIL ADDRESS
Sending faxes to an E-Mail address
1 Put the document in the feeder.
2 Press the @ button.

3 Enter the recipient's E-mail address (or use the memory button or the Redial button).

Note:
• *to enter a dot, press the ⊙ button on the alphabetic keyboard.*
• *for uppercase characters use the shift key (⬆).*
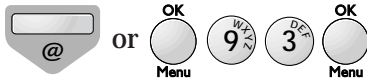• *for characters above the keys use the control key (Ctrl).*

4 Press the @ button.

Sending E-mail to an E-Mail address
You can send a message entered on the keyboard to an electronic mailbox:
1 Press the @ button or OK/Menu then **9** then **3** then OK/Menu.

2 Enter the E-mail address and press OK/Menu to confirm.

Note: *to enter a space when typing text, use the key or the ⊕ and ⊙ keys together.*

3 Enter the subject of the message and press OK/Menu to confirm.

4 Enter the message and press OK/Menu to confirm.

Sending voice mail to an E-Mail address
You can send voice mail to an electronic mailbox:
1 Press the @ button.

2 Enter the E-mail address.
3 Press the Play button.

4 Use your DECT handset to record your voice mail.
or
1 Press OK/Menu then **9** then **4** then OK/Menu.

2 Enter the E-Mail address and press OK/Menu to confirm.

3 Use your DECT handset to record your voice mail.

Receiving via the Internet
All types of documents (fax, E-Mail or voice mail) are received automatically whenever you connect to the Internet.

Note: *your fax cannot process files other than faxes (e. g. word processing files, CAD files, etc.). You can keep these documents in your Internet mailbox for use by your computer (see 'Settings, mail switch (Menu 96)).*

PRINTING E-MAILS AND FAXES RECEIVED VIA THE INTERNET

To print your faxes or E-mail messages, use the same procedure as for a fax: press the **Fax** button.

Note: *the date printed on received E-Mails is the date that they were printed on your DECTf@x Plus.*

### LISTENING TO VOICE MAIL RECEIVED FROM THE INTERNET

To listen to your messages, use the same procedure as for listening to messages on your answering machine: press the **Play** button.

Settings

Printing your Internet settings

To print a list of your parameter and Internet settings at any time, print all the settings press **OK/Menu** then **5** then **4** then **OK/Menu** or **OK/Menu** then **9** then **5** then **4** then **OK/Menu**.
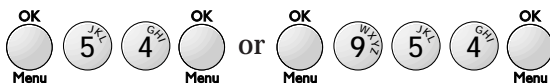
Standard settings

CONNECTION (MENU 951)

This menu allows you to choose your Internet connection mode:

1 Press **OK/Menu** then **9** then **5** then **1** then **OK/Menu** and choose an option using the ▲ or ▼ buttons.

- If you choose *VOLUNTARY*
  The unit connects to the Internet at your request only, when you press @ button TWICE or **OK/Menu** then **9** then **2** then **OK/Menu** (*INTERNET / IMMEDIATE ACCESS*).
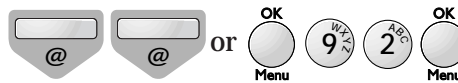
- If you choose *PERIODICAL*
  You can define how many times per day the unit should connect to the Internet. To do this, define:
  - *FIRST CALL*: the time of the first connection.
  - *NUMBER OF CALLS*: the number of times per day that the unit should connect to the Internet.
  - *LAST CALL*: the time of the last connection for the day (this setting is displayed only if you set the number of calls to 2 or more).

2 Press **OK/Menu** to confirm.

TRANSMISSION (MENU 952)

This menu allows you to choose the mode for sending documents via the Internet:

1 Press OK/Menu then **9** then **5** then **2** then OK/Menu and choose an option using the ▲ or ▼ buttons:

- If you choose *IMMEDIATE*
  Internet documents are sent (the connection starts immediately) just after their storage.
- If you choose *ON CONNECT*
  Internet documents are sent only during automatic or manual connections.

2 Press OK/Menu to confirm.

SERVERS (MENU 953)

If you are not connected to PROVIDER 3 as a provider, this menu allows you to access the server settings:

1 Press OK/Menu then **9** then **5** then **3** then OK/Menu.

2 Modify, if you wish, one or more of the server settings:

- *SMTP* Server: automatically indicates the server address for all standard Internet transmissions.
- *POP3* Server: automatically indicates the server address for all documents to be retrieved in your Internet mailbox,
- *PRIMARY DNS / SECOND DNS*: send messages via the Internet.

3 Press OK/Menu to confirm.

Note: *if you are connected to Provider 3, you can access the server settings by selecting Provider 3 from the Provider menu (Press OK/Menu then 9 then 1 then 4 then OK/Menu).*

MAIL SWITCH (MENU 96)

This menu allows you to choose where the E-mail messages received in your internet mailbox are delivered:

you can leave some or all E-Mails on the server to be read by a PC.

Note: *if you are using the E-Mail account supplied with your BT On-Air DECTf@x Plus and you want to access the account using a PC, you will need to know your E-Mail password. Contact the helpdesk for this information.*

1 Press **OK/Menu** then **9** then **6** then **OK/Menu** and select an option (*PC ONLY* or *SHARE PC*) using the ▲ or ▼ buttons.

2 Press **OK/Menu** to confirm your choice.

• If you choose *PC ONLY*, when you access your mailbox all messages will be retained in the mailbox and your DECTf@x Plus will display only the number of messages.

• If you choose *SHARE PC*: messages that can be processed by your fax (faxes, E-mails and voice messages) can be printed or listened to. Other messages are kept in the mailbox to be read by the PC.

- With the ▲ or ▼ buttons choose one of the following option (*DISTINCT PC MB* or *SHARED PC MBOX*). Select an option and press **OK/Menu** to confirm:
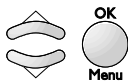
Note: *if you have chosen SHARE PC, if any messages have attachments that can't be read by DECTf@x Plus you will receive two print outs - a copy of the E-Mail and then a duplicate of the header with a note to say the message can't be printed (this refers to the attachment).*

. If you choose *DISTINCT PC MB*: enter the E-Mail address of the PC to which you wish to send attached files not read by your fax (this is only necessary if your PC's E-Mail is different from your f@x machine's E-Mail). Press **OK/Menu** and choose the type of E-Mails to be sent to your PC: all E-Mails, only E-Mails with un-readable attachments,

. If you choose *SHARED PC MBOX*: (if the PC and your f@x share the same E-Mails address) and choose: delete E-Mails already read by the f@x, save E-Mails already read by the f@x (in order to receive a copy on the PC).

Note: *if your have chosen SHARE PC or PC ONLY, your fax will indicate how many E-Mails are in your mail-box after connecting to your Internet server.*

RELAY (MENU 98)
If you want to automatically transfer all received messages (faxes, E-mail messages or voice messages) to another telephone and/or fax machine, or to an E-Mail address:

Note: *you can use this feature only if you have a PROVIDER selected.*

1 Press **OK/Menu** then **9** then **8** then **OK/Menu**.

2 Press the ▲ or ▼ buttons to scroll through the options (*ON*, *OFF* or *SETUP*). Select an option and press **OK/Menu**.

• If you choose *ON*, press the ▲ or ▼ buttons to scroll through the options (*RELAY ON* or *RELAY ON @*). Select an option and press **OK/Menu**.

   - If you choose *RELAY ON*, all your messages are transferred to a telephone/fax:
   a) Enter the **number** of the **recipient telephone/fax** and press **OK/Menu** to confirm.

Note: *the name and number of this telephone-fax are automatically saved in the directory as the last entry in the directory.*

   b) Choose *WITH* or *WITHOUT OGM* and press **OK/Menu** to confirm.

If you choose *WITH OGM*: a recorded announcement on the recipient telephone/fax indicates that relayed documents are about to arrive.
To record this announcement:
   . Pick up from the DECT handset,
   . Record the announcement,
   . Hang up from the DECT handset,
c) Choose *FREE* or *SECURED RELAY* and press **OK/Menu** to confirm.

If you choose *SECURED RELAY*, when receiving relayed documents on the recipient telephone/ fax, you must:
   . Pick up the receiver,
   . Enter the remote access code when you hear beeps or the recorded announcement for relay broadcasting,
   . Follow the procedure for the remote access facility in order to listen to your voice messages, or receive the fax messages.
   - If you choose *RELAY ON @*, **all your messages are transferred to an E-mail address:**
   a) Choose an option using the ▲ or ▼ buttons.

. *TO MY E-MAIL*, to transfer all your messages to your E-Mail addresses (shared with a computer for example),

. *TO OTHER ADD*: enter the recipient E-Mail address.
The connection can be programmed one or several times a day: You define how many times per day the unit should connect to the Internet. To do this, define:

  - *FIRST CALL*: the time of the first connection.

  - *NUMBER OF CALLS*: the number of times per day that the unit should connect to the Internet.

  - *LAST CALL*: the time of the last connection for the day (this setting is displayed only if you set the number of calls to 2 or more).

- If you choose *RELAY OFF*.

• If you choose *OFF*: all your messages are kept on your fax

• If you choose *SETUP*: When you have already activated the transfert, you can modify the parameters of the relay.

Web to print service

Your On-Air Dectf@x Plus allows you to access selected Internet sites and to retrieve and print out the related Web pages.
The Web pages are defined by their addresses (called URL: Uniform Resource Locator) with the following format: http://www.bt.com (for the BT Website).
These addresses are stored in a directory called the Web directory.
The **Web Directory** button provides direct access to that directory.

Creating and managing the Web directory

Your Web site directory enables you to store up to 100 Web addresses. It is managed in a similar way to the fax number and email address directory.

Adding a Web site to the directory

1 Press OK/Menu then **8** then **5** then **3** and OK/Menu. The display shows *NAME*.

2 Enter the Web site name (e.g. BT) and press OK/Menu to confirm. The display shows *WEB ADDRESS*.

3 Type the Web site address, e.g.: www.bt.com (you don't normally need to type the "http://") and press **OK/Menu** to confirm. The display shows *MANUAL ACCESS* and *AUTO ACCESS*.

4 You can now choose to print out the Web page:
• on request - select *MANUAL ACCESS*.
• or periodically, at a given time on certain days of the week - select *AUTO ACCESS*.

5 Press **OK/Menu** to confirm your choice.

6 If you have chosen *AUTO ACCESS*, the display will show *DAYS* and *MTWTFSS* (representing the days of the week). You need to deselect the days on which you don't want the machine to retrieve and print the page. For example, to download the page on Monday and Friday, use ▶ button to move the cursor to *T* and press ▼ (the T is replaced by a -), repeat this procedure to deselect *W* and *T* then skip past *F* to *S* and press ▼, do the same for Sunday (second *S*).
The display will now show *M - - - F - -*.

Press **OK/Menu** and the display shows *TIME*. Enter the time of day you want the page

downloaded, e.g. enter 09:15.

Press **OK/Menu**. The machine will now download the BT page at 09:15 every Monday and Friday until you change the settings.

7 The display now shows *ADD NAME* and *MODIFY*.

8 Select *ADD NAME* to add another entry or press **Stop** to return to standby.

Editing a Web site in the directory
You can edit the name of the Web site, its address and the connection method (manual, auto, day, time).

1 Press **OK/Menu** then **8** then **5** then **4** and **OK/Menu**. The display shows *MODIFY*.

2 Use the s and t buttons to scroll through the entries until the Web site you want to edit is displayed. Press **OK/Menu** to confirm, the display shows *NAME*.
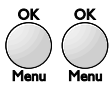
3 Edit the name and press **OK/Menu** to confirm, the display shows *WEB ADDRESS*.

4 Edit the address and press **OK/Menu** to confirm, the display shows *MANUAL ACCESS* and *AUTO ACCESS*.

5 Select either manual or auto and press **OK/Menu** to confirm.
If you choose *AUTO* you will now be able to edit the days and then time for auto retrieval. Press **OK/Menu** to confirm each setting.

6 The display shows *MODIFY* and *CANCEL*.

7 Select *MODIFY* to edit another entry or press **Stop** to return to standby.

Deleting a Web site from the directory

1 Press **OK/Menu** then **8** then **5** then **5** and **OK/Menu**.

2 Select the required Web site using the ▲ and ▼ buttons and press **OK/Menu** to confirm.

3 Press **OK/Menu** to confirm deletion.

4 Press **Stop** to return to standby.

Setting your machine to retrieve more than one page at a time

Using the MY LOG function, you can select up to 10 directory entries at a time and set the auto access time so that they are retrieved and printed together in the same internet call.

> **Note:** *the auto access date and time set using MY LOG overrides any setting (MANUAL or AUTO) that was previously set for each entry.*
> *First, select the entries you want: -*

1 Press **OK/Menu** then **8** then **5** then **1** and **OK/Menu**. The display shows *PRESS (OK)* and a name.

2 Use the ▲ and ▼ buttons to scroll to the first name you want and press **OK/Menu** to confirm. The display shows *SELECTED SITE* and the name.

3 Use the ▲ and ▼ buttons to scroll to the next name you want and press **OK/Menu** to confirm. Repeat the procedure for all the other names (up to 10).

4 When you have selected the last name, press **OK/Menu** again. The display shows *DAYS* and *MTWTFSS*.

5 You need to deselect the days on which you don't want the machine to retrieve and print the pages. For example, to download the pages on Monday, use ▶ button to move the cursor to *T* and press ▼ (the T is replaced by a -). Repeat this procedure to deselect *W, T, F, S* and *S*. The display will now show *M - - - - - -*.

6 Press **OK/Menu** and the display shows *TIME*.

7 Enter the time at which you want to retrieve and print out the pages and press **OK/Menu** to confirm. The display shows *MY LOG*.

8 Press **Stop** to return to standby.
Your machine will automatically retrieve the selected pages at the time you have set.

Note: *if you want to retrieve more than 10 pages at a time you will need to repeat the procedure and enter the same day and time.*

Printing out the Web directory
To print out the Web site directory: -
Press OK/Menu then **8** then **5** then **6** and OK/Menu.

Retrieving and printing Web pages
If you have set any web directory entries for auto access then these pages will be retrieved and printed automatically at the pre-set times. You can also retrieve pages as required using the web directory entries or by directly typing in the web address for the page you want.

Using the Web directory
1 Press the **Web Directory** button. The display shows *TO* and a name.

2 Use the ▲ and ▼ buttons to scroll to the entry you want to retrieve.

3 Press the @ button.
Your fax automatically retrieves and prints out the relevant Web page.

Manually entering the address

1 Press the @ button, the display shows *ADDRESS*.

2 Type in the Web site address (e.g. www.bt.com) and press the @ button to confirm.

Your fax automatically retrieves and prints out the relevant Web page.

Using mailboxes

This facility allows up to five people to have their own individual addresses at which they can receive fax or voice messages.

To create a mailbox

1 Press **OK/Menu** then 7 then 1. The display shows *71 CREATE*.

2 Press **OK/Menu**. Enter a mailbox number between 1 and 5.

3 Press **OK/Menu**. The display shows *711 MAILBOX CODE*. This is a security code which you set to restrict access to your mailbox.

4 Press **OK/Menu**. Enter a four digit code other than *0000*.

5 Press **OK/Menu**. The display shows *712 REMOTE ACCES*.

6 Press **OK/Menu**. The display shows two options:

WITH	The security code is required to access your mailbox.
WITHOUT	The security code is **not** required to access your mailbox.

Use the ▲ and ▼ buttons to switch between the two options.

7 The display shows *HANDSET NUMBER*. you can now dedicate a handset to this mailbox to enable you to access voice messages from a specific handset.

8 Press **OK/Menu**, the display shows *HANDSET NUMBER* and *0*. Enter the number of the handset (this is shown in the handset display) or leave it at *0* if you don't want a dedicated handset.

To delete a mailbox

1 Press **OK/Menu** then **7** then **2**. The display shows *72 CANCEL*.

2 Press **OK/Menu**. Enter the number of the mailbox you want to delete. When deleting a mailbox, you don't need to enter its security code.

3 Press **OK/Menu**.

4 Press **OK/Menu** to confirm your choice.

To deposit faxes or messages in a mailbox

1 Your machine must be in Tel Fax mode or Tel Fax Tad mode (see '*Setting the receive mode*', page 14).

2 The person calling you dials your number and, after your On-Air DECTf@x Plus has answered, then presses **#**, then **1**, then your mailbox number (1-5) on their phone keypad. The outgoing message for that mailbox will be played and the caller can then leave a voice message or send a fax.

The caller must be using a Touchtone™ telephone.

To access messages in a mailbox
At the base station

1 Press the **Play** or **Fax** button as appropriate.

2 Enter your mailbox number then press **OK/Menu**.

eg

3 If you have locked the mailbox (selected *REMOTE ACCESS WITH*) you will also need to enter your four digit security code.

You will then hear your voice messages or your faxes will print out.

From the handset

You can access voice messages in mailboxes using the handset that has been dedicated to that mailbox.

1 Press the **INT** button then **7**.

2 The handset accesses the recorded message and plays it to you.

To send protected messages to a remote fax mailbox

You will only be able to send protected documents to a fax that has similar security functions, for example, another BT DECTfax.

1 Press **OK/Menu** then **7** then **3**. The display shows *73 TX MAILBOX*.

2 Place the document to be sent into the document.

3 Press **OK/Menu**.

Enter the fax number you want to send to followed by their mailbox number, followed by the start time and transaction type (memory, paper feeder or alpha key), as for a delayed send, followed by the number of pages.

3 Press **Start** and the message will be sent.

Polling from a remote mailbox

You can retrieve a document from the mailbox of a compatible fax machine that has similar security functions, for example another BT DECTfax, as long as you know the mailbox number and its access code.

1 Press **OK/Menu** then **7** then **4**. The display shows *74 MBX POLLING*.

2 Press **OK/Menu**. Enter the fax number you want to contact, followed by the mailbox number, followed by the four digit access code, followed by the transaction start time

3 Press **OK/Menu** to confirm the entries
The fax machine will be contacted and the message(s) retrieved by your machine.

Using additional handsets

Multiple registration

You can use up to 4 handsets with your On-Air DECTf@x Plus base station. A handset can be registered with up to 4 DECT base stations.

For each handset to interact with the base station, they must be registered with it. Your handset is pre-registered with the base station as handset number 1.

Once you have more than one handset registered with your On-Air DECTf@x Plus base station, you can transfer calls from the base station to a handset, or from one handset to another.

To register a handset

A handset can be registered to the base station only if the handset security code on the base station matches the code on the handset. Both these codes are preset to 0000, but you can change the code at the base station to make it possible to register a handset to the base only with your authorisation.

If you want to keep the code as 0000 then you can register handsets using the simple method.

If you want to change the code, or register a handset to more than one base station, handsets must be registered using the customised method.

The simple method

Use this method if you have only one base station and the handset security code is 0000.

1 *At the handset* press **OK** then **6**. The connection icon will flash.

2 *At the base station* press **OK/Menu** then **6** then **1**. The display shows *61 HANDSET REGIS.*

3 Press **OK/Menu**. The base unit searches for handset to be registered. Once found, the handset is assigned the next available handset number. The handset display now shows the handset number it has been assigned and the connection icon will go out.

The customised method

Use this method if you:

Have set the base station handset security code to a number other than 0000.

Want to register a handset to more than one base station.

Want to allocate a handset with a handset number other than the next sequential one.

1 *At the base station* press **OK/Menu** then **6** then **1** then **OK/Menu** again.

2 *At the handset* press **OK** then **9**, then use the ▲ and ▼ buttons to scroll to the first empty location, indicated by a line of dashes in the display.

3 Press **OK**. The telephone icon flashes in the display.

4 After a few seconds the display shows four dashes (- - - -) to prompt you to enter the handset security code

5 Enter the code that is on the base station, either 0000 or whatever you have changed it to.

6 Press **OK** and the display will show the available handset numbers (1-4).

7 Press the number you want on the keypad - the display will show this number to indicate that the handset is registered.

To change the handset security code

1 Press **OK/Menu**, then **6**, then **3**.

2 Press **OK/Menu**. The display shows *OLD CODE* then ✶ ✶ ✶ ✶.

Enter the old code. This should be 0000, if it has not already been changed.

3 The display shows *NEW CODE* then ✶ ✶ ✶ ✶. Enter the new code. When the 4th digit has been entered, the display returns to standby.

To register a handset to more than one base station

Use '*The customised method*' to register a handset with up to 4 DECT base stations.

A handset registered to more than one base station will stay 'linked up' to its current base station as long as it is in range of it. As the handset moves out of range, it will 'link up' with the next base station it comes into range of.

To prioritise a base station
You can set a handset to give priority to a particular base station, so that it will always link up to that base station first if it is in range.

1 Press **OK** then **7** on the handset, then use the ▲ and ▼ buttons to select the base station number you want to prioritise.

2 Press **OK** to confirm your choice.

A small square in the display indicates that no base station is prioritised.

To deregister a handset

1 *At the base station* - press **OK/Menu** then **6** then **2** then **OK/Menu**. The display shows the handset numbers that are registered.

2 Enter the number of the handset you want to deregister (1-4) then press **OK/Menu** to confirm deregistration. If a handset is not registered the display shows *INIT=OK 6*.

Transferring calls

To transfer a call from the base station to a handset
You can make or receive a call at the base station and transfer it to a handset.

1 *At the base station* - press **Hands free** button then **OK/Menu** then **Recall**. The base station display will show *HANDSET NUMBER*.
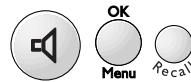
3 Enter the number (1-4) of the handset you want to transfer the call to. That handset will ring.

eg **2**

4 *At the handset* - when the handset rings, press the green button to take the call.

Transferring a call from one handset to another

1 During a telephone call, tell the caller they will be transferred.

2 Enter the number (1-4) of the handset you want to transfer the call to. That handset will ring. If you want to ring all the handsets at the same time, press the ✶ button.

eg **2** or **✶**

3 Press the green button.

4 *At the other handset* - press the green button to connect the internal call. The two handsets can now talk to each other while the external caller is on hold.

5 *At the first handset* - press the red button to end the internal call. Your external caller is then transferred to the other handset.

Paging a handset

If you want to hail a handset or find out where it is is, you can page it from the base station.

To page a handset fom the base station
1 *At the base station*, press OK/Menu then Recall. The base station display will show *HANDSET NUMBER*.
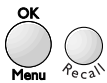
2 On the keypad, enter the handset number (1-4) that you want to contact. If you want to contact all the handsets at the same time, press the ✳ button. The display will show *FIND HANDSET*.

eg (2) or (✳)

3 The base station will beep, and the handset(s) you are contacting will ring.
4 *At the handset being contacted*, the display will show a flashing INTERCOM icon and the handset will ring.

Call Monitor

When using a handset, it is possible to listen to the conversation at the base station as well.

To listen to a call through the base station
1 *At the handset*- during a call press OK then 0. The call can now be heard through the base station loudspeaker.

2 To stop listening through the base station, press OK then 0 again.

Additional features

Remote access

Your On-Air DECTf@x Plus enables you to access your stored faxes and messages remotely (from another phone) by dialling your number and using the numerical keypad to control the machine.

Remote access codes

To protect your messages you must set up a remote access code. This acts as a 'password' you need to enter when accessing your messages remotely.

Creating a code
1 Press **OK/Menu** then **2** then **7**. The display shows *27 REMOTE CODE*.
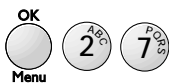
2 Press **OK/Menu**. Enter the four digit code

3 Press **OK/Menu** to confirm your entry.

Remote access of your fax machine

You can retrieve faxes from your On-Air DECTf@x Plus from another fax machine.
1 From another fax machine dial your phone number.
2 Press the ✶ button during the announcement.

3 Enter your four-digit security code. Any voice messages you have will be played, followed by a series of beeps.

Note: *when entering your code, it is recommended that you use short presses of the dial keys.*

4 At the end of the message(s) and during the beeps press **8** then **0**. Your On-Air DECTf@x Plus will then transmit all the faxes received and stored its memory.

WARNING
When you remotely retrieve your faxes they are automatically deleted from the memory.

Remote access of your answering machine

You can access your voice messages stored in your On-Air DECTf@x Plus from another telephone.

1 From another telephone dial your number.
2 Press the ✶ button during the announcement.

(★)

3 Enter your four-digit security code. Your voice messages are played back to you, followed by a series of beeps.

Remote access of your mailbox(es)

You can retrieve fax and voice messages stored in your On-Air DECTf@x Plus mailboxes.

1 From another telephone dial your number.
2 Press the **#** button then **1** then enter your mailbox number during the announcement.

(#) (1)

3 Enter your four-digit security code. Your voice messages are played back to you.

If you want to retreive faxes, press **8** then **0** then Start during the beeps at the end of the voice messages.

(8) (0) [Start]

Using your On-Air DECTf@x Plus as a photocopier

1 Make sure you have inserted some paper into the output sheet feeder.
2 Place the document you want to copy face down in the document sheet feeder (as if for sending a fax).
3 Press Start. The machine will copy the document.

[Start]

Printing out the functions list

This allows you to print out a list of all the functions of your On-Air DECTf@x Plus along with the number codes to operate them.

To print out the functions list
1 Make sure there is some paper in the output sheet feeder.
2 Press OK/Menu then **5** then **1**. The display shows *51 FUNCTION LIST*.

(OK / Menu) (5) (1)

3 Press OK/Menu. The functions list is printed out.

(OK / Menu)

Printing the fax directory

This allows you to print out the names and numbers stored in the fax directory.

1 Press **OK/Menu** then **1** then **2**. The display shows *12 PRINT*.
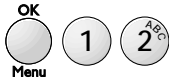
2 Press **OK/Menu**. The fax directory will print out in alphabetical order.

Printing out settings

This shows you the configuration of the machine's operating mode at any given point

1 Press **OK/Menu** then **5** then **4**. The display shows *54 SETTINGS*.

2 Press **OK/Menu**. The machine set-up configuration will print out.

Alarm

You can set your On-Air DECTf@x Plus to act as an alarm.

To set the alarm

1 Press **OK/Menu** then **8** then **1**. The display shows *81 ALARM*.

2 Press **OK/Menu**. The display shows *START*.

3 Press **OK/Menu** again. The display shows *SET HOUR* with the current time next to the time to be set.

4 Enter the time using the keypad.

5 Press **OK/Menu** to confirm the entry.

6 Press **Stop** to return to standby. The display shows ☖ to indicate that the alarm is set.

7 When the alarm sounds, press the **Stop** button to switch it off.

To cancel the alarm

1 Press **OK/Menu** then **8** then **1**. The display shows *81 ALARM*.
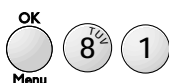
2 Press **OK/Menu**. Press the ▼ button to move down to *STOP*.

3 Press **OK/Menu** to deactivate the alarm.

Ink gauge

To see how much print ribbon there is left

1 Press **OK/Menu** then **5** then **9**. The display shows *59 RIBBON GAUGE*.
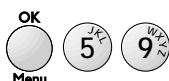
2 Press **OK/Menu**. The display shows what percentage of the ribbon is left.

To change the print ribbon, see page 66.

Caller Display

If you subscribe to a caller display service, the On-Air DECTf@x Plus will show the caller information on its display and on the handset display.

	Base display	*Handset display*
Number	INCOMING CALL alternating with NUMBER/NAME	NUMBER ONLY
Number withheld	INCOMING CALL alternating with WITHHELD	_____
Number unavailable	INCOMING CALL alternating with UNAVAILABLE	111111111111
Operator	INCOMING CALL alternating with UNAVAILABLE	111111111111
International	INCOMING CALL alternating with UNAVAILABLE	111111111111
Payphone	INCOMING CALL alternating with NUMBER	NUMBER
Ringback	INCOMING CALL alternating with NUMBER/NAME	NUMBER ONLY

If the call is from a number stored in the On-Air DECTf@x Plus's directory, the display will show the name it belongs to rather than the number. The handset display will only show the number.

The On-Air DECTf@x Plus stores the date, time and number or name of up to 10 calls - after 10 calls have been stored it retains the last 10.

If a new call is from the same number as an earlier call only the later call details will be stored. Number Withheld, Number Unavailable, Operator and International calls will not be stored.

The list of stored call details can be reviewed from the base station and from the handset.

To review the list from the base station:

1 Press **OK/Menu** then **Redial**. The display shows details of the last call.
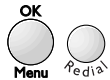
2 Use the ▲ and ▼ keys to scroll through the list.

3 To call a number from the stored list press the **Hands free** button while the number is displayed.

4 To fax to a number from the list press **Start** while the number is displayed.

When displaying call details the display shows the name (or number) and the date and time of the call. It will also show a T *to indicate a telephone call, or, if the call was a fax and was answered, an* F.

5 To delete a number from the calls list, press the **Erase** button.

To review the list from the handset:

1 Press the **INT** button then ◯●. The display shows details of the last call.

Intercom *Redial*

2 Use the ▲ and ▼ keys to scroll through the list.

3 To call a number from the stored list press the **green** button while the number is displayed.

Privileged access

This function enables you to choose a code, which you will give to those persons who may call you at a given moment (e.g. your collaborators during a meeting or your close relatives from a certain time).

Setting the code

1 Press **OK/Menu** then **4** then **7** and **Start**.

2 Enter a privileged access code other than **0000** and different from the remote access code.

3 Press **OK/Menu** to confirm,

Putting the privileged access function into service

1 Press **OK/Menu** then **4** then **8** and **Start**.

2 Choose *WITH* using the ▲ and ▼ buttons.

3 Press **OK/Menu** to confirm,

- When the privileged access function is in service, the TEL blinks.

Privileged calls

Only those privileged callers having your privileged access code will be able to call you. To do so, they should proceed as follows:

1 Dial your number.

2 Press the ***** button during the greeting message, then enter the 4 digits of your privileged access code: your machine only starts ringing after the code has been entered.

- If you do not answer, the caller will have the possibility to leave a message on your TAD, if this is in service.

Help *If you have any problems using your DECTfax, this section will give you the most common, easy-to-follow solutions.*

The consumables (ink ribbon and smartcard) are already installed in the machine. You will need to change these consumables when they become worn. To do so, refer to the instructions in the following paragraphs.

Replacing the print ribbon and smartcard
The print ribbon and the smartcard work together, and the fax will not work without the smartcard. The print ribbon prints onto paper and the smartcard monitors how much ribbon has been used.

Warning
Use only print ribbons that match the supplier's specifications. Using other types may result in damage to the main machine and invalidate the manufacturer's warranty.

Documents printed by your machine may be read from the used print ribbon. If certain documents are to be kept confidential, you may want to remove the print ribbon whenever the machine is unattended.

Print ribbons
To obtain new print ribbons call **0800 590009**.

Replacing the print ribbon
1 Pull the front cover towards you until it clicks and holds itself open.
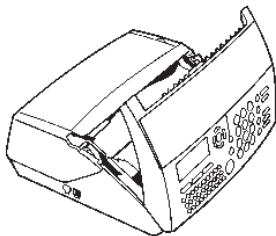
2 Press on the two green catches to release the rear cover and tilt it backwards. Remove the old ribbon.
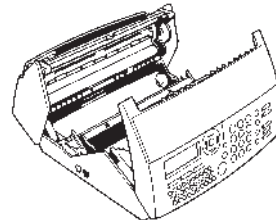
3 Without removing the clear securing band and with the green end of the spool on the left, place the ribbon roll into its housing under the rear cover Push the right-hand end of the spool against the spring and lower the green end into place.
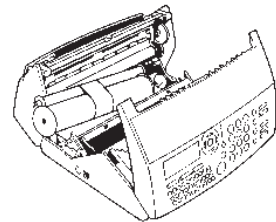
4 Remove the clear securing band by pulling the coloured tab. For the starter ribbon that comes with the new machine, remove the foam packing piece.
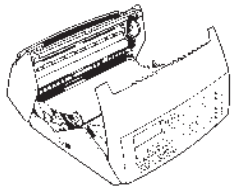
5 Gently pull the smaller spool towards you and place it in its housing - there are two slots that hold it in place close, the rear cover.

Replacing the smart card

The smartcard enables screen display, after printout, of remaining ink ribbon.
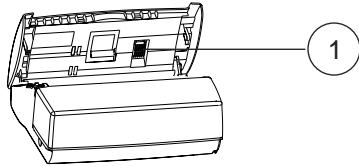
1 With the front cover open, locate the green smartcard support (1).
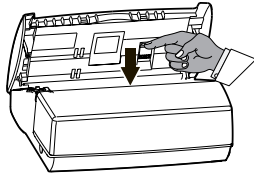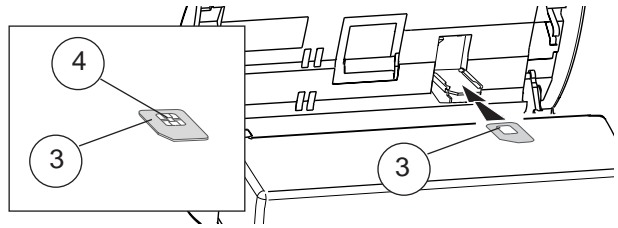

2 Press the smartcard support downwards to unlock it. This will open automatically, providing access to the used smartcard.
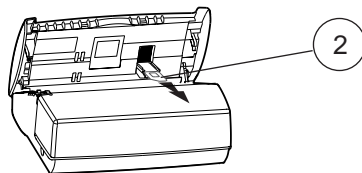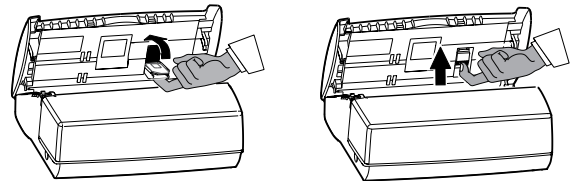

3 Remove the used smartcard (2) from its support.
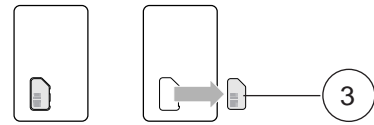
4 Press out the new smartcard (3) (pre-cut).

5 Insert the new smartcard (3) into its support. Make certain that the chip (4) of the smartcard (3) is positioned upwards, with its bevelled corner on the left.

6 Return the smartcard support to its closed position in the front cover. Once in place, slide it upwards to lock it in and close the front cover.

If the smartcard is not installed or not properly installed, the unit displays : MISSING GAUGE.

The smartcard monitors how much print ribbon is being used, and is always supplied with new print ribbons. The fax machine will not work unless the smartcard is installed.

Fax Problem	*Solution*
Blank unit display.	• Check that the power cord is properly connected
The unit does not answer incoming calls after several rings.	• The **FAX** icon may be off: check the receive mode (Manual/automatic). • Check the number of rings. • Configure the unit for "private network" (see the sections headed *'Ring settings'* and *'Network and dial settings'* in the *'Setting up'* chapter).
Blank photocopies.	• The document was positioned facing the wrong way round in the feeder.
The telephone exchange does not recognise the number dialled.	• Check that the the telephone cord is properly plugged in.
The terminal does not ring.	• The **TEL** icon is flashing: re-activate the ringing tone (see the section headed *'Setting the ringing tone'* in the *Setting up'* chapter).
The telephone does not work.	• The mains may be down. • Check that the telephone line cord is properly connected.
One or more vertical black lines on documents copied locally or sent.	• Open the cover and clean the scanning sub-assembly located opposite the white roller using a soft but not fluffy cloth dipped in surgical spirit. After cleaning, close the front cover and make a local copy to check that the black lines have disappeared.
The unit displays the following messages: *OUT OF PAPER* *PRINTER COVER* *PAPER JAM* *OVERHEATING* *GAUGE EMPTY* *MISSING GAUGE* *CHANGE RIBBON* *REMOVE DOCUMENT* *MEMORY FULL*	 • Insert more paper in the paper feeder. • Close the rear cover. • Open the rear cover to access the paper circuit. Check that the rear cover is properly secured after closing it. • The last documents printed out are blackened; the printer's temperature is too high. Wait a few minutes for it to cool down • You may have forgotten to replace the gauge smartcard when you put in the ink ribbon. • Open the gauge housing flap and check that the gauge smartcard is inserted and correctly positioned. • No ink ribbon left: install a new ribbon and gauge. • Open the front cover and check the document circuit. • Print out faxes received and/or listen to the voice messages (model with built-in **Tad** only).
Other	• Disconnect your unit from the mains and reconnect it. If the problem persists, contact our Helpline on 0845 603 1066.

Telephone Problem	*Solution*
The radio link is not set up between the base station and the handset.	• Check that the handset battery is properly charged. • Check that the the base station and handset are properly matched. • Check that the base station power supply pack is not too close to the radio module.
The base station does not ring.	• Check that the base station ringing is not switched off.
The dial tone is busy each time you dial a number.	• Check that you have inserted pauses after the 0 or 9 in your memorised numbers if your line is connected to a PABX.
Your handset is equipped with a rechargeable battery (NiCd). The capacity of this battery may drop slightly with time. In that case:	• Allow your handset to discharge completely and then put it on charge for at least **5 hours**. • You should perform this operation about every two months in order to increase the life of your battery. • If the problem persists despite these precautions, you may need to buy replacement batteries from your distributor.
The Handset screen displays: *INIT = F6*	• Match the handset on a base station Chapter: *'To register a handset'*.

Customer Helpline
If you have any problems with your DECTfax, call the BT Helpline on **0845 603 1066**.

Print ribbons
To obtain new print ribbons call **0800 590009**.

Transmission report codes

The activity reports and send reports detail the outcome of each transaction. In the event of an error they will use one of the following codes:

Code	Meaning and action
1	No answer; try again later
3	Call interrupted by user pressing **Stop**
4	Invalid speed dial number. Check number
5	Document feeder problem during the call: paper jam or document feeder malfunction
7	Bad line or remote terminal malfunction. **Try again**
8	The document sent may not have been received in full. **Send again and check with recipient**
A	Polling operation failed: no fax back document on remote terminal
B	There is a difference between the number of pages logged for sending and the number of pages actually sent. **Check the number of pages**
13	Memory full: fax could not be received. **Print out faxes stored in the memory**

BT sponsors two schemes which you can join if you are bothered by unwanted faxes and phone calls.

Fax preference scheme
BT is a sponsor of Fax Preference Service (FPS) - a scheme to enable customers to reduce unwanted faxes.
The main feature of the FPS is that while it helps reduce the volume of unsolicited faxes, it still allows you to receive faxes from organisations with which you have a contractual relationship.
To register for the FPS, BT customers should ring 0541 554555.

Telephone preference scheme
BT is a sponsor of Telephone Preference Service (TPS) - a scheme to enable customers to reduce unwanted sales calls.
The main feature of the TPS is that while it helps reduce the volume of unsolicited sales calls, it still allows you to receive important marketing calls from organisations with which you have a contractual relationship.
To register for the TPS, BT customers should ring 0800 398893.

Technical information

This product is intended to be connected to analogue networks and private switching systems in the United Kingdom.

This equipment complies with the essential requirements of the Radio Equipment and Telecommunications Terminal Equipment Directive, 1999/5/E

Choosing a position
Your On-Air DECTf@x Plus should be kept clear of dust, moisture, high temperature and vibration and should not be exposed to direct sunlight. Don't install it close to radiators or air-conditioning outlets or in excessively warm, humid or dusty places.

> **WARNING**
> *The apparatus is designed to be operated only in a normal office or domestic environment where the relative humidity does not exceed 60%. It should not be used in bathrooms or near water.*

How many phones you can have
Your exchange line provides only a small current to make your telephone ring. Although you may have any number of sockets it is important to limit the number of telephones and other items of apparatus connected to the line by these sockets. This ensures that each telephone will receive enough current to ring.

Every telephone or item of apparatus has a Ringer Equivalence Number (REN). In most cases a standard line should provide enough current for two or more telephones or items of apparatus, if the REN's add up to no more than 4.
On-Air DECTf@x Plus has a REN of 1. Any telephone provided by BT may be assumed to have a REN of 1 unless otherwise stated on the base. Even where the number of telephones has been limited, there is no guarantee that the different types of telephone on the same line will ring.

Safety warnings

> **WARNING**
> *This equipment is not designed for making telephone calls when the power fails.*
>
> *Alternative arrangements should be made for access to emergency services.*
>
> **WARNING**
> *To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.*

How to connect the mains lead to a plug
Your apparatus comes complete with fitted plug. If however, it becomes necessary to fit an alternative mains plug, the following instructions must be adhered to.

> **NOTE**
> *The wires in the mains lead are coloured in accordance with the following code:*
> > *Blue: Neutral*
> > *Brown: Live*

Read the instruction carefully before connecting the mains lead to a plug. If in doubt, consult a qualified electrician.
As the colours of the wires in the mains lead of the apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

• The wire which is coloured blue must be connected to the terminal which is marked with the letter N or coloured black.

• The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red.

Technical specification

On-Air DECTf@x Plus

Type/compatibility	Desktop ITU-T G3 transceiver
Applicable network	PSTN and PBX
Transmission Speed	14400/12000/9600/7200/4800/2400 Automatic fall back
Communications	Half duplex
Coding scheme	MH/MR
Horizontal resolution	8 dots/mm
Vertical resolution	3.85 line/mm (standard)
	7.7 line/mm (fine)
Halftone transmission	16 shades of grey
Document size	Document width 218mm
Document feeder capacity	15 sheets maximum
Recording paper	Plain paper,A4
Paper holder capacity	30 sheets maximum (80gsm,A4 size)
Effective scan width	216 mm for transmission
	216 mm for copying
Weight	2,7 kg approx
Display	2 rows of 16 characters, LCD panel with icons
Dimensions	Approx.267mm (W)x 234mm (D)x 95mm (H)
Power	220/240 VAC,50/60 Hz
Operating conditions	Relative humidity 20%-80%(non-condensing)
	Temperature 10°C to 32°C

Index

BT

Declaration of Conformity

BT On-Air DECTf@x Plus

This equipment complies with the Requirements of the Radio Equipment and Telecommunications Terminal Equipment Directive, 1999/5/EC.

In demonstration of conformance with the Essential Requirements for Safety and Electro-Magnetic Compatibility covered by the above directive, the product meets the following standards: -

Safety	*EN60950/08:1992 incorporating amendments 1,2,3,4 and 11.*
Electro-Magnetic Compatibility	*EN55022 Class B:1998, EN55024:1998 and ETS 300 329/11:1994.*

Additionally, in demonstration of the requirement for efficient use of the radio spectrum, the product conforms with: - TBR6 Ed2:1997.

If you require a copy of the original manufacturer's Declaration of Conformance, please contact the Helpline on 0845 603 1066.

BT

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CE

CE compliant to 89/336/EEC
(EMC Directive) & 73/23/EEC
(Low Voltage Directive)

APPROVED for connection to
telecommunication systems specified
in the instructions for use subject to
the conditions set out in them

CE 0682