

YOU MUST SUBSCRIBE  
TO YOUR NETWORK PROVIDER'S  
\*CALLER DISPLAY SERVICE TO DISPLAY  
SUBSCRIBE TO A \*CALLER DISPLAY SERVICE  
FOR SMS TEXT MESSAGING TO WORK AND YOU  
MUST NOT WITHHOLD YOUR TELEPHONE NUMBER.  
\*A QUARTERLY FEE IS PAYABLE.



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

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

# ***BT On-Air 2300 SMS***

**Digital Cordless Telephone Answering Machine**

**User  
Guide**

# At a glance

## Handset

### Display

### Battery

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

### Silent mode

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

### Security

Indicates that security is switched on.

### Directory

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

### Clear/Security

When accessing the menu, allows you to clear or return to the previous menu. Allows you to talk to someone in the same room without your caller being able to hear the conversation.

### Redphone

To end a call and turn the power off.

### Up/Down

Lets you move through the menu options and lists.

### Keypad

### In Use

Shows that the handset is in use.

### Alarm/Timer

Indicates that alarm/timer has been set.

### Handsfree

Indicates that you are in handsfree mode.

### SMS text message

Indicates that you have received a text message.

### In range

Indicates that you are in range of the base station.

### Answer machine on/off

Indicates that the answer machine is switched On or Off.

### Messages

Indicates that you have new messages.

### SMS button

Allows quick access to your SMS text messaging feature without having to go via the menu.

### Intercom

Enables internal calls and call transfer between handsets.

### OK button

To confirm settings.

### Greenphone/Handsfree

To answer a call and switch the power on. When on a call, allows you to use handsfree. Also, press and hold to enter the redial and calls list.

## Base

### Speaker

### Skip buttons

Allows you to skip backwards and forwards through your messages.

Skip forward can also be used to page handsets.

Skipback is used to register handsets.

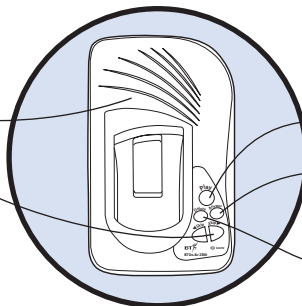
### Play button

### Answer button

To switch the answering machine on or off or to Answer Only setting.

### Delete button

To delete unwanted messages.



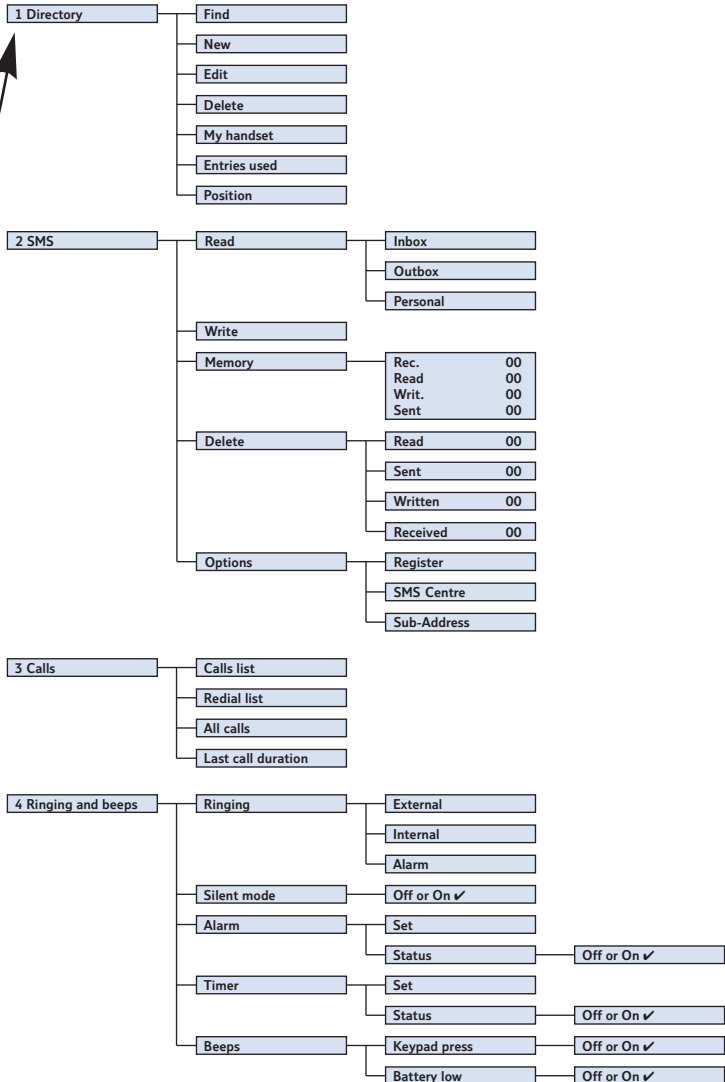
# In this guide

## Note

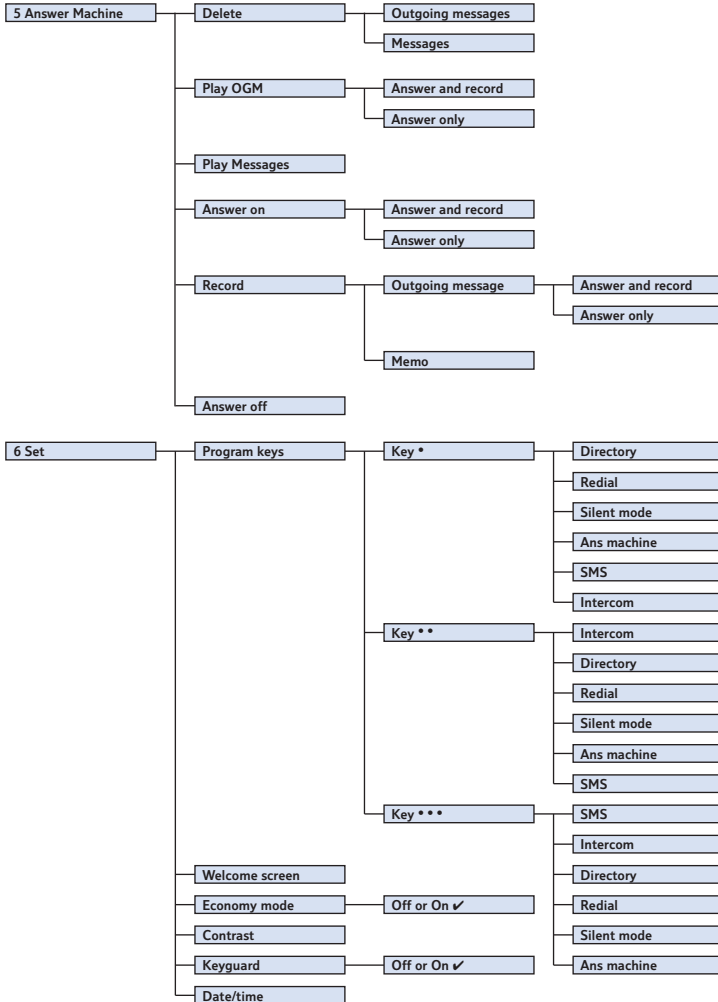
*For instructions on SMS Text messaging, please refer to the separate Using SMS user guide.*

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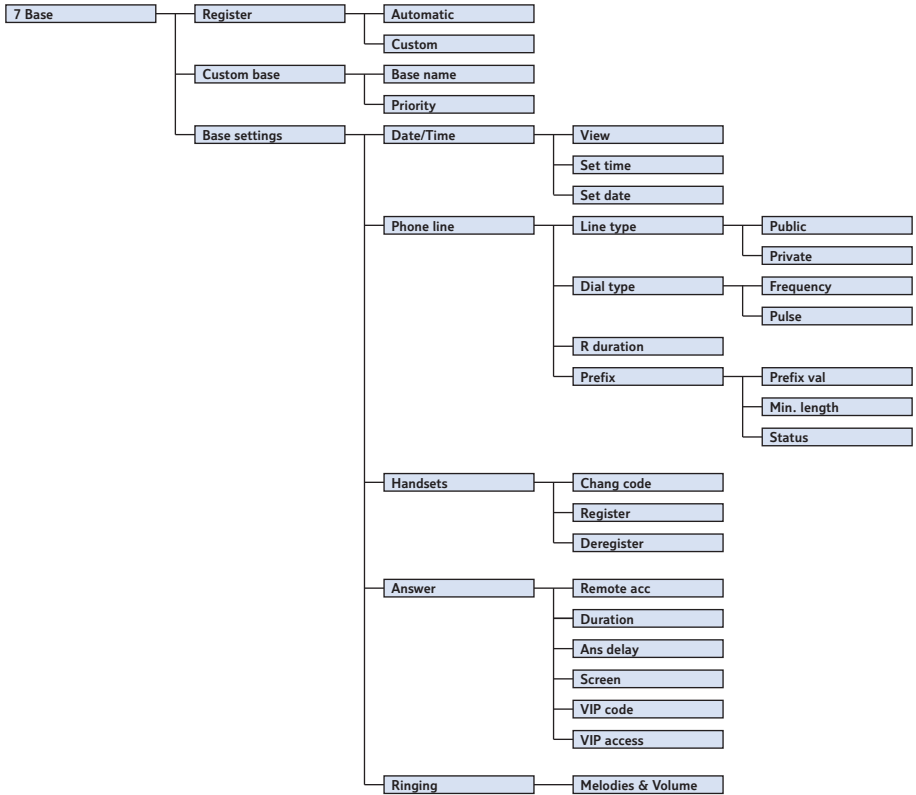
# MENU STRUCTURE



## MENU STRUCTURE



## MENU STRUCTURE



### Important

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

# Introduction

## Unpacking your BT On-Air 2300 SMS

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

One BT On-Air 2300 SMS base.

One BT On-Air 2000 Executive handset.

One power supply for base station.

One telephone line cord.

One NiMH rechargeable battery installed pack and battery compartment cover.

One handset belt clip.

Three removable handset fascias.

Self adhesive label.

Four rubber feet.

Using SMS user guide

## For your records

Date of purchase:

Place of purchase:

Serial number:

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

Enter your System Code here.

--	--	--	--

The pre-set System Code number is 0000. *See page 20* for information on your System Code.

Enter your Remote Access Code here.

--	--	--	--

The pre-set Remote Access Code is 0000. *See page 30* for more information.

## Safety information

### General

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

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

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

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

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

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

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

### Cleaning

Simply clean the handset and base station with a damp

(not wet) cloth, or an anti-static wipe. Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

### Environmental

Do not expose to direct sunlight.

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

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

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

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

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

# Setting up

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

## Plan the location

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

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

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

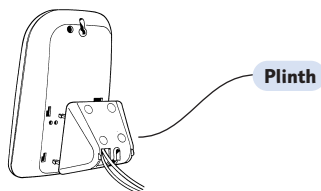
Do not situate the product in the bathroom or other humid areas.

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

### IMPORTANT

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

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

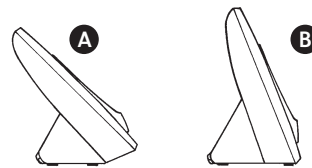


### WARNING

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

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

There are two positions for the plinth when joining it to the base, both can be used for desk mounting and one for wall mounting. Position **A** is for desk mounting only and position **B** is for desk or wall mounting (see wall mounting on page 39).



### Rubber feet

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

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



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



### WARNING


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

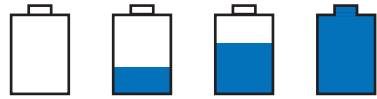
## 2 Charge the handset battery for at least 16 hours

### WARNING

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

*Fully discharging the batteries at least once a week will help them to last as long as possible. However, the charge capacity of rechargeable batteries will reduce with time as they wear out, so reducing the talk/standby time of the handset. Eventually they will need to be replaced. New batteries can be obtained from any BT Shop or from the helpline on **0870 240 4682**.*

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



Empty

1/3

2/3

Full

### Battery low warning

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

### Battery performance

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

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

### Helpline

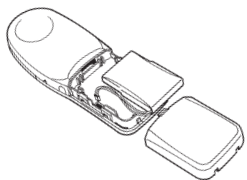
*If you are experiencing difficulty, please call the BT On-Air Helpline on **0870 240 4682**.*

### To replace the handset battery

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

*Connect the plug of the new battery.*

*Replace the battery cover.*



*Please pay attention not to damage the charging contacts on the handset.*

### 3 Connect the telephone line cord (after charging your handset)

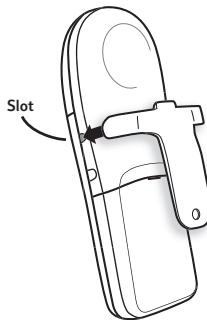
Plug the line cord into the telephone wall socket.

### 4 Changing your handset fascias

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



### 5 Attach the belt clip



Fit the belt clip onto the back of the handset.

### Helpline

*If you are experiencing any difficulties setting up or using your On-Air 2300 SMS, please call the BT On-Air Helpline on 0870 240 4682.*

# Using the telephone

## To switch the handset power on and off



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

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




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

## Making and ending calls

### To make an external call



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



Dial the number.

### Preparatory dialling

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



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

## Call timer

Your handset will automatically time the duration of all external calls. The handset display shows the call duration both during your call and for one second after it is completed.

### To end a call



Press the **RED PHONE** button.

### To receive a call



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

## To adjust the earpiece volume

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



Press the  button to increase the volume.



Press the  button to decrease the volume.

The display shows the current volume level.

## Note

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

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

## Handsfree


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

### To use handsfree

During a call you can switch to handsfree mode.



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

When handsfree is active you see the  symbol flashing



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

## Helpline


If you are experiencing any difficulties using your BT On-Air 2300 SMS, please call the BT On-Air Helpline on **0870 240 4682**.

## Secrecy

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

### To switch secrecy on/off



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



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

## Name and number directory

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

### Important

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

### To store a name and number in the directory



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



Press **OK** to confirm.



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



Press **OK** to confirm.



Enter the name using the letters on the keypad.

#### Entering names

Use the keypad letters to enter names by using short presses of the button or press *and hold* the **8** button for the

following characters to appear, T, U, V, t, u, v, 8. For example, if you wish to store the name TOM:



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



To enter O, press the **6** button *three* times.



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



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



Press **OK** to confirm.



Enter the telephone number you want to store.



Press **OK** to confirm.

### To insert a pause when storing a number in the directory



Press and hold the **0** button until a / appears on the point where you want to enter a pause. The / indicates a pause, therefore, when you dial the number stored, your On-Air 2300 SMS will automatically insert the pause where it was stored.

### To dial a number from the directory



Press the **0** button to enter the directory.



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

*Or*

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



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



### To edit and delete directory numbers



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



Press **OK** to confirm.

*Either:*

#### To edit a directory number:



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



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



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

The display will then show **Done**.

*Or*

#### To delete a directory number:



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



Press **OK** to confirm.



Use the **UP** or **DOWN** button to find the entry you want to delete.



Press **OK** to confirm.

The display will then show **Done**.

## Paging handsets

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

### To page a handset from the base



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

To end paging, press and hold the button again.

Or

Press the **RED PHONE** button on any ringing handset.



## Transferring calls

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

### To transfer an external call between handsets

While on an external call:



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



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



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



## Internal calls

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

### To make an internal call to another handset



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

Or



To call all handsets press the **\*** button



Press the **GREEN PHONE** button.



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

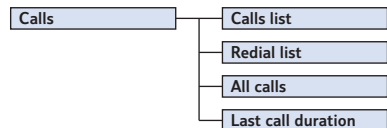
## Caller Display

### Important

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

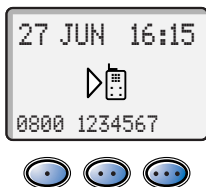
*For more information on BT Select Services call BT free on 0800 800 150.*

### Quick guide to Calls list menu structure



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

The diagram below shows an example of what your handset display will look like. The arrow is pointing inwards which indicates the calls list. If the arrow is pointing outwards it indicates the redial list.



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

Please ensure that you have stored the full telephone number, including the area code, otherwise this service will not work.

### Important

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

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

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

Any withheld or unavailable numbers will not be stored in the Calls list.

## Calls list

The calls list can hold the telephone numbers of up to 20 callers. If you receive more than one call from the same telephone number then it will only appear once in the list.

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

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

### To enter the calls list



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



Press the **OK** button.



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



Press the **DOWN** button to scroll backwards through the calls list towards the older calls in the list, press the **UP** button to scroll forwards through the calls list towards the most recent calls.



When the number you wish to call is displayed press the **GREEN PHONE** button.

The number will be automatically dialled.

## Redial list

### To enter the redial list

▼ Press the **DOWN** button to select Calls.



Press the **OK** button.

▼ Press the **DOWN** button until Redial list is displayed.



Press the **OK** button.

The most recently dialled number will be displayed.

▼ Press the **DOWN** button to scroll backwards through the redial list towards the older calls in the list, press the **UP** button to scroll forwards through the redial list towards the most recent calls.



When the number you wish to call is displayed press the **GREEN PHONE** button.

The number will be automatically dialled.

## All calls

The all calls list contains up to 30 of both the telephone numbers you have called and received. They are stored in time order.

### To enter the all calls list



Press *and hold* the **GREEN PHONE** button as a short cut to the all calls list.

*Or*

▼ Press the **DOWN** button to select calls.



Press the **OK** button.



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



Press the **OK** button.



Press the **UP** or **DOWN** button to scroll through the list.

### To view the last call duration



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



Press the **OK** button.



Press the **DOWN** button until Last call duration is displayed.



Press the **OK** button.

The length of the last call made or received will be displayed.

### To delete, copy or dial numbers in the calls or redial list



Press the **DOWN** button to select CALLS.



Press the **OK** button.



Press the **OK** button again to select Calls list or press the **DOWN** button to select Redial list and then press the **OK** button.

The most recently received or dialled number will be displayed.



Press the **UP** or **DOWN** button to scroll to the entry you want.



Press the **OK** button.



*Either*

**To dial a number:**



Use the **UP** or **DOWN** button until Call is displayed.



Press the **OK** button.

The number is dialled automatically.

*Or*

**To copy a number to the directory:**



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



Press the **OK** button



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



Press the **OK** button to confirm.

*Or*

**To delete a number or delete all numbers:**



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



Press the **OK** button to confirm.

## Handset settings

### To adjust ringer melody and volume

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



Press the **DOWN** button to enter the RINGS and BEEPS menu.



Press **OK** to confirm.



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



Press **OK** to confirm.



Select External/Internal or Alarm as required.



Press **OK** to confirm.



If you wish to hear each melody press the button.



Use the **DOWN** button to scroll through the Melody options.



Press the **OK** button to confirm.

You will then be asked to select the volume level.



Use the **DOWN** button to scroll through and select the level you require.



Press the **OK** button to confirm.

The display will then show Done.

### Silent mode

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

#### Note

*If silent mode is switched on the handset bells will be switched off as well as the ringer.*



Press the **DOWN** button to enter the RINGS and BEEPS menu.



Press the **OK** button to confirm.



Press the **DOWN** button to scroll to Silent mode.



Press the **OK** button to confirm.



Press the button to turn ON or OFF.



Press the **OK** button to confirm.

## Keypad beeps and tones

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

The handset will come already set to ON.



Press the **DOWN** button to enter the **Rings and beeps** menu.



Press the **OK** button to confirm.



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



Press the **OK** button to confirm.

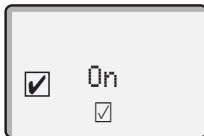
The display will show either **Keypad Press** or **Battery Low**.



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



The display will show



Press the **••** button to turn **ON** or **OFF**.



Press the **OK** button to confirm.

The display will show **Done**.

## Keyguard

### To switch keyguard on



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



Press the **OK** button to confirm.

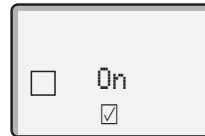


Press the **UP** or **DOWN** button to display **Keyguard**.



Press the **OK** button to confirm.

The display shows



Press the **••** button until the appears in the box next to **On**.



Press the **OK** button to confirm.

### Note

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

### Helpline

*If you experience any difficulties using your BT On-Air 2300 SMS, please call the BT On-Air Helpline on **0870 240 4682**.*

### To use your handset when the keyguard is on

This temporarily switches off the keyguard allowing you to make a call.



Press the **STAR** button



Press the **OK** button to confirm.



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

### Note

*The keyguard will then re-activate after one minute.*

### To switch keyguard off



Press the **STAR** button



Press the **OK** button to confirm.



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



Press the **OK** button to confirm.

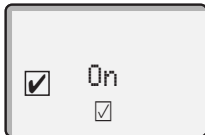


Press the **UP** or **DOWN** button to display **Keyguard**.



Press the **OK** button to confirm.

The display shows



Press the **••** button until the **✓** is removed from the **On** box.



Press **OK** to confirm.

### Economy mode

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



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



Press the **OK** button to confirm.



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



Press the **OK** button to confirm.



Press the **••** button.



Press the **OK** button to confirm.



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

### Alarm clock

You can use your handset as an alarm clock. You must set the time before the alarm will work. To switch the alarm off when it is ringing, press any button on the handset.

The alarm will ring daily until the setting is turned off.

### To set the alarm



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



Press the **OK** button to confirm.






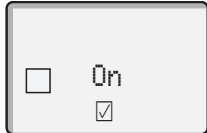













Use the **DOWN** button to scroll to **Alarm**.

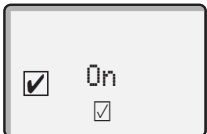
























Press the **OK** button to confirm.

**Set** will be highlighted.

-  Press the **OK** button to confirm.
  -  Enter the time you want the alarm to go off at, e.g. 17.35. (24 hour clock)
  -  Press the **OK** button to confirm.
  -  Use the **UP** or **DOWN** button to scroll to **Status**.
  -  Press the **OK** button to confirm.
- The display shows
- 
-  Press the  button until the  appears in the box next to **On**.
  -  Press the **OK** button to confirm.
- When the alarm is set  is displayed.

- ### To turn the alarm off
-  Press the **DOWN** button to enter the **Ringing and beeps** menu.
  -  Press the **OK** button to confirm.
  -  Use the **DOWN** button to scroll to **Alarm**.
  -  Press the **OK** button to confirm.
  -  Use the **DOWN** button to select **Status**.
  -  Press the **OK** button to confirm.

- The display shows
- 
-  Press the  button until the  is removed from the **On** box.
  -  Press the **OK** button to confirm.

- ### Timer
- You can use your handset to set a reminder alarm which will activate after a period of time of your choice.
-  Press the **DOWN** button to select **Ringing and beeps**.
  -  Press the **OK** button to confirm.
  -  Press the **UP** button to select **Timer**.
  -  Press the **OK** button to confirm.
  -  Press **OK** again to select **Set**.
  -  Using 4 digits, enter the time to elapse before your reminder call activates, e.g for 2 minutes enter 00:02.
  -  Press the **OK** button to save.
  -  Press the **DOWN** button to select **Status**.
  -  Press the **OK** button to confirm.
  -  Press the  button until a  appears in the box next to **On**.
  -  Press the **OK** button to confirm.
  -  To switch off the timer press the  button until the  disappears from the box next to **On**.
  -  Press the **OK** button to confirm.
- When the timer is set  is displayed.

## To change the welcome screen

Please note that once you have changed the welcome screen you cannot return to the default screen but you can keep changing the screen yourself.



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



Press the **OK** button to confirm.



Press the **UP** or **DOWN** button to display **Welcome screen**.



Use the **C** button to delete the existing welcome screen.






Use the keypad letters to enter a new welcome screen of your choice.



Press the **OK** button to confirm.

## Program buttons

You can change the short cut buttons    if you wish to.



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



Press the **OK** button to confirm.

The display will show **Program keys**.



Press the **OK** button and then refer to the menu structure on *page 4* to help you change the buttons to your personal preference.

## Base settings

Your base has optional settings for functions like ringer volume and ringer melody which can be changed.

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

### System Code

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

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

## To change your System Code



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



Press **OK** to confirm.



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



Press **OK** to confirm.



Use the **UP** button to scroll to **Handsets**.



Press **OK** to confirm.

Display will show **Change code**.



Press **OK** to confirm.

Display will show **Old code**.



Enter System Code which is **0000**.



Press **OK** to confirm.



Now enter your new **New code.....**



Press **OK** to confirm.

The display will show **Confirm code.....**



Enter your new System Code again.



Press **OK** to confirm.

The display will then show **Done**.


### To adjust the base ringer melody and volume

Choose from 21 different base ringer melodies and 5 volumes or you can switch the ringer off.

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



Press the **OK** button to confirm.

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



Press the **OK** button to confirm.

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





Press the **OK** button to confirm.

The current base ringer melody is played.

 Use the **UP** or **DOWN** button to scroll through the melody options.



During melody playback, press the  or  button to increase or decrease the volume setting.



Press the **OK** button to confirm.

The display will show **Done**.

### To change base station name

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

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



Press **OK** to confirm.



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



Press **OK** to confirm.

Display will show **Base name**.



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Enter the new name using the keypad.



Press **OK** to confirm.

The display will then show **Done**.

### To change base station priority

If you are using multiple bases, you can select which base your handset will use.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



Use the **UP** and **DOWN** button to scroll to the required base or if you select **Any** the priority will be set to the base with the strongest signal at the time.



Press **OK** to confirm.

The display will then show **Done**.

### To set the time



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

The display will then show **Done**.

### To set the date



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

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



Press **OK** to confirm.

The display will then show **Done**.

# Using the answering machine

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

Your BT On-Air 2300 SMS comes with a Pre-recorded outgoing message (OGM), *“Hello your call cannot be taken at the moment so please leave your message after the tone.”* You can use the outgoing message or record your own.

## Answering machine modes

There are two types of answering machine mode:

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

Each answering machine mode has its own outgoing message.

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

### To set the time and date

Please see page 22  
*‘To set the time and date’*

### To record your own outgoing message (OGM)

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



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



Press **OK** to confirm.



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



Press **OK** to confirm.

Display will show *Outgoing message.*



Press **OK** to confirm.



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



Press **OK** button to confirm.

Hold the handset to your ear. You will hear, *“Please record your message after the tone”*. After you hear a long beep in the earpiece, speak your outgoing message into the handset. Whilst you record your message, REC is displayed.



Press **OK** to stop recording.

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



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



### Note

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

### To listen to your outgoing message



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

Your outgoing message will be played.

### To delete your outgoing message



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



Press **OK** to confirm.

Display will show Delete.



Press **OK** to confirm.

Display will show Outgoing Messages.



Press **OK** to confirm.

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

### Important

Both your own Answer and Record and Answer Only outgoing messages will be deleted. The pre-recorded outgoing messages (OGM) will be automatically restored when your own outgoing messages are deleted.

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

The default ring setting will be 5 rings.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



Use the **UP** or **DOWN** button to scroll to the required number of rings, between 2 and 5. If 1 is selected this is the **time saver** setting.



Press **OK** to confirm.

### Note: Timesaver

If you call from another telephone and it rings 4 times, there are no new messages. If the call is answered after 2 rings there are new messages to listen to.

### Note

If you use your BT On-Air 2300 SMS behind a PBX, please ensure that you set the network connection to private mode. Please refer to p36, "To change the network connection".

### To adjust the time allowed for recording incoming messages

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



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

### To switch answering machine on

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

At the base:



Press the **ANSWER** button until it is illuminated green. You will hear "Answer on". (Note that you must have recorded an answer and record outgoing message.)

#### To switch on Answer Only mode:



Press the **ANSWER** button until it flashes green. You will hear "Answer on". (Note that you must have recorded an answer only outgoing message.)

At the handset:



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

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



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



## To switch answering machine off



### At the base:

Press the **ANSWER** button until it is no longer illuminated green. You will hear "Answer off".

### At the handset:



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



Press **OK** to confirm.



Use the **UP** or **DOWN** button to scroll to ANSWER off.





Press **OK** to confirm.

### Note


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


## Playing your messages

### Incoming message indicator:


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


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

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

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

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

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

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

### Helpline

*If you are experiencing any difficulties using your BT On-Air 2300 SMS, please call the BT On-Air Helpline on 0870 240 4682.*

## To play your messages



### To play your messages from the base speaker:

Press the **PLAY** button.

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



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

At the end of message playback you will hear, "End of messages".

### To play new messages from the handset:



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



Press **OK** to confirm.

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

### To play old messages from the handset:



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



Press **OK** to confirm.

Use **UP** or **DOWN** button to scroll to Play messages.



Press **OK** to confirm.

Any old messages will be played through the handset earpiece.

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



## Answering machine operation during message playback

	From base	From handset
Skip to next message		
Go back to start of current message		
Go back to previous message		
Pause/Resume playback		
Delete current message		
Stop playback (press and hold)		

### Note

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

## To delete all messages

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






### At the base:

Press *and hold* the **DELETE** button until you hear a long beep. You will then hear, "All messages deleted".

All messages are automatically deleted.










**At the handset:**

-  Use the **UP** or **DOWN** button to scroll to **Answer machine**.
-  Press **OK** to confirm.
- Delete will be shown on the display.
-  Press **OK** to confirm.
-  Use **UP** or **DOWN** button to scroll to **Messages**.
-  Press **OK** to confirm. You will hear, "All messages deleted".










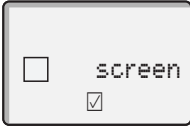



**To record a memo message**

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

-  Use the **UP** or **DOWN** button to scroll to **Answer machine**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Record**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Memo**.
-  Press **OK** to confirm.
- Hold the handset to your ear. You will hear, "Please record your message after the tone". After you hear a long beep in the earpiece, speak your memo message into the handset. Whilst you record your message, **REC** is displayed.
-  Press **OK** to stop recording.

**To use call screening**



-  Use the **UP** or **DOWN** button to scroll to **Base**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Base settings**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Answer**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Screen**.
-  Press **OK** to confirm.
- To switch on call screening it is necessary to place a tick in the box displayed in the LCD. You do this by pressing the  button.
- 
- 
- To switch off press the  button again and the tick will be removed.
-  Press **OK** to confirm.

## VIP












### VIP feature

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

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

### To set the VIP access code

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

-  Use the **UP** or **DOWN** button to scroll to **Base**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Base settings**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **Answer**.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to **VIP code**.
-  Press **OK** to confirm.
-  Enter old code. (0000 if not changed).
-  Press **OK** to confirm.
-  Enter new code.



Press **OK** to confirm.














The display will ask you to **Confirm code**.

Re-enter new code.



Press **OK** to confirm.

### To switch VIP on and off

-  Use the **UP** or **DOWN** button to scroll to **Base**.
  -  Press **OK** to confirm.
  -  Use the **UP** or **DOWN** button to scroll to **Base settings**.
  -  Press **OK** to confirm.
  -  Use the **UP** or **DOWN** button to scroll to **Answer**.
  -  Press **OK** to confirm.
  -  Use the **UP** or **DOWN** button to scroll to **VIP access**.
  -  Press **OK** to confirm.
- To switch on, place a tick in the box displayed in the LCD by pressing the  button. To switch off, press the  button again and the tick will be removed.
-  Press **OK** to confirm.

### Note

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

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

*Your telephone will now ring.*

# Remote access












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

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

## Important

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

## To change your Remote Access Code

-  Use the **UP** or **DOWN** button to scroll to Base.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to Base settings.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to Answer.
-  Press **OK** to confirm.
-  Use the **UP** or **DOWN** button to scroll to Remote acc.
-  Press **OK** to confirm.
-  Enter your old four digit code. (Factory setting is 0000)
-  Press **OK** to confirm.
-  Enter your new four digit code.



Press **OK** to confirm.

The display will ask you to Confirm code.

Re-Enter your new code.

Press **OK** to confirm.

## WARNING

*If you enter your old code incorrectly the display will show Bad Code. Please check that you have not changed the code. Press the C button twice to exit and try again with the correct code.*

*If you have forgotten your remote access code you should call the Helpline on **0870 240 4682** and you will be advised on how to reset your telephone to its factory settings.*

## To switch on your answering machine from another external telephone

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



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



At this point press the **#** button. You will hear, "Please enter your security code". Enter your remote access code.



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

Your answering machine will now be switched on.

### To access your answering machine from a remote phone



Dial your telephone number.

Start listening to your outgoing message.



Press the # button then you will hear the voice prompt.



Enter your remote access code.















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

#### Note

*If you enter your remote access code incorrectly, you will hear, "Code error, thank you for calling".*

### Answering machine control functions

Press:

-  To erase message being played.
-  To listen to your Answer and Record outgoing message.
-  To listen to your Answer Only outgoing message.
-  To replay the current message
-  To listen to the previous message
-  To replay your messages, also pause/resume playback
-  To listen to your next message
-  To switch the answering machine ON.
-  To record a message
-  To record your outgoing message.  
Press  to stop recording.
-  To record a memo message.  
Press  to stop recording
-  To switch the answering machine OFF.

#### Note

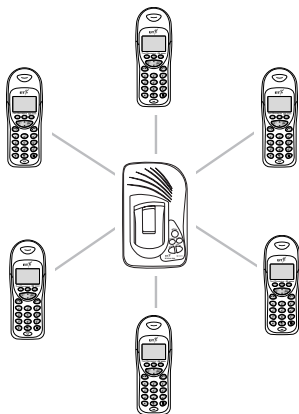
*When you access your answering machine remotely, the above menu options will be played to you to help you make your choice.*



# Using additional handsets and bases

## Using additional handsets and bases

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



Each handset can be registered on up to four bases.

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

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

### Note

*If the handset you are registering is not a BT On-Air 2000 Executive handset then please refer to your handset's user guide for instructions on registration.*

### Note

*The following base stations and handset types are in the BT On-Air range.*

BT On-Air 2100 Classic  
BT On-Air 2100 SMS  
BT On-Air 2250 Classic  
BT On-Air 2300 SMS  
BT On-Air 2000 Classic handset and charger  
BT On-Air 2000 Executive handset and charger  
BT On-Air DECT f@x plus  
BT On-Air 1800

## Registering additional handsets

If you purchase new handsets to use with your current BT On-Air 2300 SMS, they will not be pre-registered to a base station. You will need to do this before you can use them.

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

### Note

*Please note that when you register a handset in the following way any previous base that the handset has been registered to will be deleted. To prevent the deletion of other registered bases please register using the process on page 33, "To register a handset to a base station" (if you have changed the system code from 0000) even if you have not changed the system code from 0000.*

### Note (cont)

*If you have registered your handset to more than one base you can prioritise which base you want your handset to use. For instructions on base station priority, see page 21.*

At the base:–



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

On the handset:–



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



Press **OK** to confirm.

The display will show Register.

Press **OK** to confirm.



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

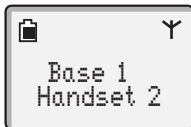


Press **OK** to confirm.



The display will show Searching for base.

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



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

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

At the base:–



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

On the handset:–



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



Press **OK** to confirm.

The display will show Register.



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

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



Press **OK** to confirm.



Enter the System Code using the keypad.



Press **OK** to confirm.

The display will now flash Searching for base.

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



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



Press **OK** to confirm.

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



C can also be pressed to return to idle.

### Note

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

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

- Give a number to each base (from 1-4).
- Number each handset (from 1-6).
- Register your handset(s) at base 2 (and 3 & 4 if used) using the same internal number as at base 1.

### To de-register a handset from the base



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.



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



Press **OK** to confirm.

This will time out and go back to idle.

*Or*



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

The handset is now de-registered.

### Helpline

*If you are experiencing any difficulties using your BT On-Air 2300 SMS, please call the BT On-Air Helpline on 0870 240 4682.*

# General information

## Guarantee

Your BT On-Air 2300 SMS is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT On-Air 2300 SMS, or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished product.

### The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is provided.
- The equipment is returned to BT or its agent as instructed.
- This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.
- This guarantee does not affect your statutory rights.

### Within the 12-month guarantee period:

If you experience a problem with your product you should contact the Helpline on **0870 240 4682**. Calls are charged at local call rates. If the problem is not remedied, you will be advised to return your product to the Helpline.

### Outside the 12-month guarantee period:

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you call the Helpline on **0870 240 4682** and ask for details of our recommended repair agents.

### If you have to return your product

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

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

### Important

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

## Technical information

### How many telephones can you have on the line?

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

The BT On-Air 2300 SMS (with up to 6 handsets) has a total REN of 1. Any other instrument provided by BT may be assumed to have a REN of 1 unless stated otherwise.

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

Only use approved power supply item code 872101.

## RTTE

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

(\*) Terminals integrating an analogue handset function.

If problems arise, your supplier should be contacted first.

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

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

## Helpline

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

## Switchboard compatibility

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

## Recall

### To activate Recall

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

When you need to use recall during a call:-



Press the button.



Press the button when R appears above on the display.

### To change the network connection

When connected to some switchboards/PBX's you may encounter higher than normal speech levels. If this is the case you can alter the network setting from PSTN to PBX which will reduce the levels to normal



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



Press **OK**.



Press the **DOWN** button to select Base Settings.



Press **OK**.



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



Press **OK**.

The display will show Line type.



Press **OK**.













Use the **UP** or **DOWN** button to select either Public for PSTN or Private for PBX.



Press **OK** to confirm.












### To change between tone and pulse dialling

-  Press the **UP** button to select **Base**.
-  Press the **OK** button to confirm.
-  Use the **DOWN** button to scroll to **Base settings**.
-  Press the **OK** button to confirm.
-  Press the **DOWN** button to scroll to **Phone Line**.
-  Press the **OK** button.
- The display will show **Line type**.
-  Press the **DOWN** button to scroll to **Dial type**.
-  Press the **OK** button.
-  Use the **UP** or **DOWN** button to highlight either **Pulse** for pulse dialling or **Frequency** for tone dialling.
-  Press the **OK** button to confirm.

### Switchboard external line access code

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

### To set the external line access code

-  Press the **UP** or **DOWN** button to select **Base**.
-  Press **OK**.
-  Press the **UP** or **DOWN** button to select **Base settings**.
- Press **OK**.
-  Press the **UP** or **DOWN** button to select **Phone line**.
- Press **OK**.
-  Press the **UP** or **DOWN** button to select **Prefix**.
-  Press **OK**.
-  Press **OK** to select **Prefix val**.
- Enter the switchboard external line access code, e.g. **9**. You can enter codes up to 8 digits in length.
-  Press **OK** to store.
- Now you must set the number of digits required to make internal calls to other extensions on your switchboard.
-  Press the **UP** or **DOWN** button to select **Min.length**.
-  Press **OK**.
- Enter the number of digits to make an internal call to other extensions on your switchboard.
-  Press **OK** to store.

### Note

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

### To activate and de-activate the external line access code



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



Press **OK**.



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



Press **OK**.



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



Press **OK**.



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



Press **OK**.





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

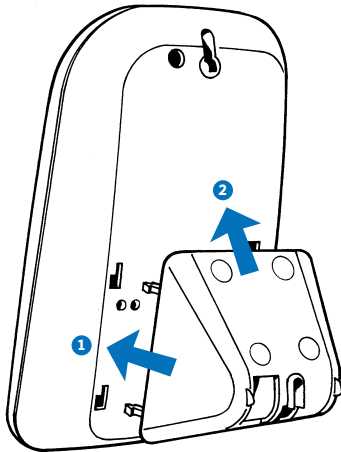


Press **OK**.



Press the  to activate or de-activate. When active the  will be shown on the display.

# Wall mounting

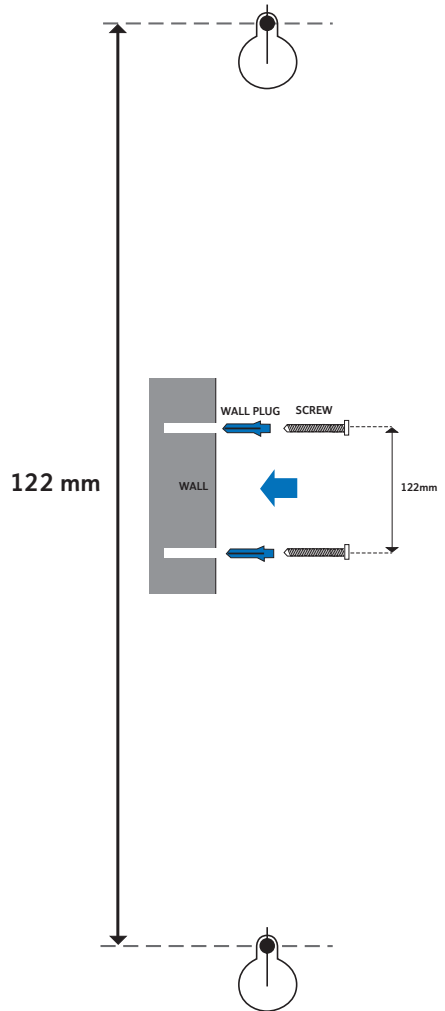


**1** Push the base-mount forward onto the rear of the base.

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

If wall mounting your BT On-Air 2300 SMS, use this guide for position.

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





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## Note

*For instructions on SMS Text messaging, please refer to the separate Using SMS user guide.*

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## Offices worldwide

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

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User manual Indice A

