



UK's best selling phone brand*

User Guide



BT Decor 2200
Corded Phone

This User Guide provides you with all the information you need to get the most from your phone.

Before you make your first call you will need to set up your phone. Follow the simple instructions in 'Getting started', on the next few pages.

Need help?

If you need any assistance with your phone or wish to view answers to Frequently Asked Questions, please visit bt.com/producthelp

IMPORTANT

Only use the telephone line cord supplied.

Hearing aid?

The BT Decor 2200 is fitted with an inductive coupler so it is compatible with hearings aids.

Got everything?

- BT Decor 2200 telephone with handset attached
- Telephone line cord (pre-installed)
- 4 x AA batteries (pre-installed)
- User Guide

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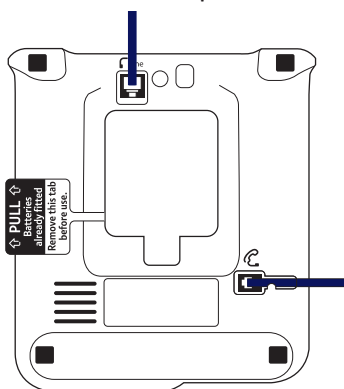
Getting started

Location

You need to place your BT Decor 2200 within 3 metres of a telephone line socket so that the cable will reach.

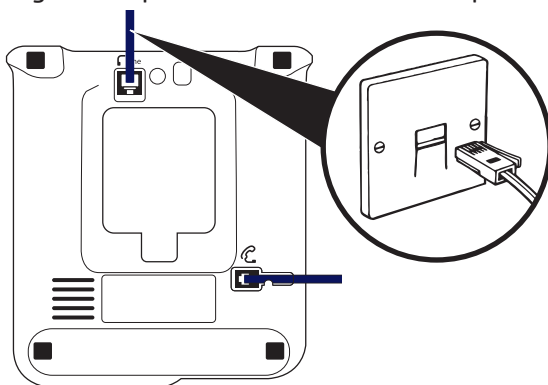
Activate the batteries

1. Activate the batteries by pulling the plastic tab away from the underside of the phone.



Connect the telephone line

1. Plug the telephone line cord into the telephone wall socket.




Set the display time and date

See page 17 for instructions.

Your BT Decor 2200 is now ready for use

Battery low warning

When the batteries are low and in need of replacing the display will show the battery low icon .

Removing the batteries

If you ever need to remove the batteries, firstly ensure that the phone is disconnected from the phone line and then turn the phone over and remove the battery compartment cover by pressing in on the plastic clip and lifting the cover off. Pull the ribbon to remove the batteries.

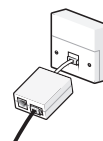
IMPORTANT

Only use the telephone line cord supplied otherwise your telephone may not work.

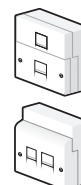
Using broadband on the same phone line?

To avoid problems with your broadband or noise on your phone line, you might need to plug it into the wall socket via a microfilter (not supplied).

If your main phone socket has a single socket, as shown, you'll need to use microfilters.



You don't need to use microfilters if your main phone socket has two separate sockets, like these:



Getting to know your phone

Menu

Press to access the Settings menu.

When viewing the Calls list or directory, press to access the sub menu list.

R (Recall)

Used with switchboard services and certain BT Calling Features.

3 Line display

In standby, displays the date and time.

Calls light

Red light flashes to indicate an incoming call.

Directory

Use to store and dial directory entries.

1571 (with LED indicator)*

Press to automatically dial 1571 to easily access your BT 1571 or Call Minder service. The green LED will flash when you have new messages waiting on your network's answering service.

Back

Press to move back to the previous menu screen or press and hold to return to the standby display screen.

Redial/Up

Press to dial the last number called. Use to scroll up through the menu, directory or Calls list.

Calls/Down

Press to access the Calls list. Use to scroll down through the menu, directory or Calls list.

OK

Press to confirm a menu selection.

Microphone

When using handsfree your voice is projected through the base microphone.

Mute (with LED indicator)

During a call, mutes your voice so your caller cannot hear you. The red LED illuminates when the mute function is on.

Handsfree - Vol. +

Use to increase or decrease the handsfree loudspeaker volume.

Handsfree (with LED indicator)

Press to use handsfree mode. The green LED illuminates when the handsfree function is in use.


* To use the 1571 feature, you must subscribe to your network provider's network answering service and batteries must be installed.

If you need some help, call us on 0800 145 6789† or go to bt.com/producthelp

Using your phone

Making and receiving calls

Make a call



1. Lift the handset and wait for the dial tone (or press the  button).
2. Enter the telephone number.

Call timer


Your phone automatically times the duration of every call. The timer will activate 5 seconds into an outgoing call and will continue to display the time until 5 seconds after the call has ended. The timer will be displayed as soon as you pick up the handset to receive an incoming call.

Preparatory dialling


Preparatory dialling lets you view the telephone number on the display before it's dialled out. If the number you enter is more than 15 digits, only the last 15 digits will be displayed.


1. Enter the telephone number first. If you make a mistake, press the  button to delete incorrect digits.
2. Lift the handset, or press the  button to dial the number.

End a call

1. Replace the handset on the base or if using handsfree mode, press the  button.


Receive a call

1. When you receive a call, the telephone rings and the red incoming call LED will flash. Simply pick up the handset to answer the call or press the  button to answer in handsfree mode.


When the handset is off the hook or Handsfree is in use the display will show the  icon.

If you have subscribed to a Caller Display Service the caller's number (and name if stored in the directory) will be displayed when you receive a call, see page 12.

Handsfree

Handsfree mode lets you talk to your caller without holding the handset. It also allows other people in the room to listen to your conversation over the loudspeaker. The green LED on the button will illuminate when handsfree mode is in use and the  icon will be displayed on the screen.


Make a call in handsfree mode

1. Press the  button and then enter the telephone number to be dialled.


Answer a call in handsfree mode

1. When the phone rings, press the  button to answer the call.

Switch to handsfree mode during a call

1. During a call, press the  button and replace the handset on the base.
2. To switch back to using the handset, simply pick the handset up.


Adjust the handsfree volume

Use the  buttons to increase or decrease the loudspeaker volume.

Last number redial

The redial memory holds the last telephone number dialled (up to 32 digits).

View the last number dialled

1. Press the  button. The number will be shown on the display. If all the digits match a number stored in the directory, the name of the entry will be displayed as well.

There are 5 loudspeaker volumes.
You cannot change the volume of the handset earpiece.

Call the last number dialled

1. Lift the handset or press the **Handsfree** button, then press the **Redial** button. The last number called will be redialled.

Save the redial number to the directory

1. Press the **Redial** button. The last number dialled is displayed.
2. Press the **Menu** button. **Save Number** is displayed. Press **OK**.
3. **Enter Name** is displayed. Use the keypad to enter the name and press **OK**.
4. **Enter Number** is displayed. Use the keypad to enter the telephone number and press **OK**. **Entry Saved** is displayed.

Delete the last number dialled

1. Press the **Redial** button. The last number dialled is displayed.
2. Press the **Menu** button. **Save Number** is displayed.
3. Press **Calls** to scroll to **Delete Entry** and press **OK**. The display will show **Entry Deleted**.

Mute

When on a call use the mute feature to talk to someone in the same room without your caller hearing.

1. During a call, press and release the **Mute** button to mute the handset microphone. The red LED on the mute button will illuminate to indicate that the mute feature is on. Your caller now cannot hear you speak.
2. To switch mute off, press and release the **Mute** button again. The LED will turn off and your caller will now be able to hear you.

If a redial number is longer than 15 digits, the first 15 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.


For help with entering names, see page 10.



Directory



You can store 50 names and telephone numbers in the directory. Each name stored can be up to 15 characters and each number up to 24 digits. Directory entries are stored alphabetically.

Store a name and number in the directory








1. Press the  button.

If the directory is empty, the display will show Phonebook Empty for 2 seconds and then Add Entry. Press the  button.


Or, if there are already entries stored, the first alphabetical entry will be displayed. Press the  button, Add New Entry will be displayed. Press the  button.

2. Enter Name is displayed. Use the keypad to enter the name then press .
3. Enter Number is displayed. Use the keypad to enter the telephone number and press . Entry Saved is displayed.


View/dial an entry in the directory

1. Press the  button, then use the  or  buttons to scroll through to the entry you want. Or, to search alphabetically, enter the first letter of the name you want e.g. for Emma, press  twice to display all entries beginning with the letter E, then scroll using  or  to the entry you want.
2. When the entry you want is displayed press  to dial in Handsfree mode or pick up the handset.

Insert a pause in a number

Press the  button in the place where you want a pause inserted in the number.

Numbers stored without a name will be displayed before alphabetical entries.

Press and hold  to exit the directory and return to standby at any time.

Directory full

If you try to store a new entry and the directory is full, Directory Full will be displayed. You will need to delete entries before you can add new ones, see page 11.

Entering names

Use the keypad to enter the letters shown on the buttons, e.g. to store TOM:

Press  once to enter T.


Press  three times to enter O.


Press  once to enter M.

Writing tips

If you make a mistake, press  to delete the last digit or character.

To enter a space, press  once.











Press  repeatedly to enter the following punctuation symbols:
 & - ' . , 1

Press  to toggle between upper and lower case characters.








If the next letter is on the same button that you have just pressed, wait until the cursor moves to the right before trying to enter it.

If the telephone number is longer than 15 digits, the first 15 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.






Edit an entry in the directory

1. Press the  button, then use the  or  buttons to scroll to the entry you want.
2. Press the  button. Add New Entry is displayed.
3. Press  to scroll to Edit Entry and press .
4. The name will be displayed. Use the  button to delete and the keypad to enter new characters. When the name is correct, press .
5. The number is displayed. Use the  button to delete and the keypad to enter new digits. When the number is correct, press .
6. Entry Saved is displayed briefly and then the screen will return to the directory list.

Delete an entry in the directory

1. Press the  button, then use the  or  buttons to scroll to the entry you want.
2. Press the  button. Add New Entry is displayed.
3. Press  to scroll to Delete Entry and press .
4. Are You Sure? is displayed, press  to confirm.
5. Entry Deleted is displayed briefly and then the screen will return to the directory list.

Delete the entire directory

1. Press the  button.
2. Press the  button. Add New Entry is displayed.
3. Press  to scroll to Delete All and press .
4. Are You Sure? is displayed, press  to confirm.
5. Entries Deleted is displayed briefly.

Caller Display and the Calls list

If you have subscribed to a Caller Display service, you will be able to see your caller's number on the display (provided it is not withheld) prior to answering the call.

If the caller's name matches an entry you've stored in the directory, you will also see the caller's name on the display.

Calls list

The Calls list holds the telephone numbers (and names if there is a match with the directory) of the last 30 received calls. The Calls list can display numbers up to 24 digits and names up to 15 characters. Calls are listed newest to oldest. When the list is full and a new call is received, the oldest entry will be deleted automatically.

New calls

When you have a new call in the Calls list, i.e. a call you did not answer, the **NEW** icon will be displayed on the screen. When all new calls have been viewed, the **NEW** icon will turn off. Only unanswered calls are indicated as **NEW** calls.

View the Calls list

1. Press the **Calls** button. Calls are listed in order from the newest to the oldest.
2. Press **Redial** or **Calls** to scroll through the list.

Dial an entry in the Calls list

1. Press the **Calls** button to view the list.
2. Press **Redial** or **Calls** to scroll to the entry you want.
3. To dial the displayed number, lift the handset or press **OK** or **Handsfree**.

IMPORTANT

To use Caller Display you must first subscribe to the service from your network provider. A quarterly fee may be payable. For more information on BT's Calling Features call BT free on 0800 800 150.

To ensure the caller's name is displayed, make sure you have stored the full telephone number, including the dialling code in the directory.

Caller information is not available

With some incoming calls, the telephone number of the caller is not available and cannot therefore be displayed. In this case your BT Decor 2200 provides you with some explanatory information:

Unavailable – the number is unavailable.

No Number – the caller has withheld their number.

International – International call.

Payphone – call is from a payphone.

Ringback – the call is from a number you set as a ringback number.

If the telephone number is longer than 15 digits, the first 15 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

Copy a number in the Calls list to the directory

1. Press the **Calls** button to view the list.
2. Press **Redial** or **Calls** to scroll to the entry you want.
3. Press the **Menu** button. *Save Number* will be displayed, press **OK**.
4. Use the keypad to enter a name and press **OK**.
5. Use the keypad to edit the number if necessary and then press **OK**. *Entry Saved* is displayed.

Delete an entry in the Calls list

1. Press the **Calls** button to view the list.
2. Press **Redial** or **Calls** to scroll to the entry you want.
3. Press the **Menu** button. *Save Number* will be displayed.
4. Press **Calls** to scroll to *Delete Entry* and press **OK**.
5. *Are You Sure?* is displayed, press **OK** to confirm.
6. *Entry Deleted* is displayed and then the screen will return to the Calls list.

Delete the entire Calls list

1. Press the **Calls** button to view the list.
2. Press the **Menu** button. *Save Number* will be displayed.
3. Press **Calls** to scroll to *Delete All* and press **OK**.
4. *Are You Sure?* is displayed, press **OK** to confirm (or **Back** to cancel).
5. *Entries Deleted* is displayed and then the screen will return to standby.

For help with entering names, see page 10.

Use **Back** to delete incorrect digits.

Press **Back** to cancel the Delete operation.

1571 Voice mail indication

If you have subscribed to BT Answer 1571 or Call Minder, your BT Decor 2200 will indicate when you have received a voice message by the flashing messages light.


BT Answer 1571 and Call Minder are invisible answer machines located at your local exchange which will take messages when you are out or engaged on another call.

To enable your BT Decor 2200 to let you know you have messages you must first subscribe to a BT messaging service:


For BT Answer 1571 answering service, call BT on Freefone 0800 003 800.

For information on Call Minder, call BT on Freefone 0800 800 150.








To access your voice mail messages

1. Press .
2. Your BT Decor 2200 goes into handsfree mode and you will hear the telephone dialling out. After a few seconds you will be connected automatically to your voice mail service.

Or

1. Lift the handset and wait for the dial tone.
2. Press . The number is displayed and you will hear the telephone dialling out. After a few seconds you will be connected automatically to your voice mail service.

Turn 1571 on/off

1. Press the  button. `BT services` is displayed.
2. Press  or  to scroll to `Message Waiting` and press .
3. Press  or  to select either `On` or `Off` and press . `Saved` is displayed.

The message waiting indicator is activated by a stuttered dial tone which you can hear when you pick up your phone. BT Calling Features, such as Call Diversion and Call Barring use a stuttered dial tone so therefore will cause the message waiting indicator to flash even if no messages have been left.

IMPORTANT

After an incoming call, or after lifting the handset, your BT Decor 2200 will check the line for any messages. You will experience at least a 2 minute delay before the message waiting indicator light flashes if messages have been left.

The 1571 light may continue to flash for a few minutes after you have listened to your messages.

Settings menu

BT Services

By selecting the BT Services menu you can access a range of useful pre-stored numbers and further BT Calling Features. There are 2 empty memory locations so you can add 2 extra services of your choice and you can also delete or edit the pre-stored numbers and add further numbers of your choice.

Pre-stored BT services numbers:

BT Answer 1571 – to dial BT’s network answering service

Divert On – to switch Call Divert On

Divert Off – to switch Call Divert Off






Check Divert – to check the status of your Call Divert

Call Wait On – to switch Call Waiting On









Call Wait Off – to switch Call Waiting Off

Check Call Wait – to check the status of your Call Waiting

Dial a pre-stored BT service

1. Press the  button. BT services is displayed, press .
2. Press  or  to scroll to the service you want to dial and press .

Add a new service

1. Press the  button. BT services is displayed, press .
2. Press the  button, then press  or  to scroll to Add Service and press .
3. Use the keypad to enter a name for the new service and press .
4. Use the keypad to enter the telephone number and press . Entry Saved is displayed.

IMPORTANT

To use BT Services and BT Calling Features you must first subscribe (if required) to the relevant service from your network provider. A quarterly fee may be payable.

For more details on BT’s Calling Features, call BT free on 0800 800 150.

If you are not connected to the BT network, some of these services may not be available. Please contact your network provider. Call Diversion services may allow other divert options. Check with your network provider for details.

For further information, see the BT Calling Features user guide supplied when you subscribe to the services of your choice.

Edit a service

1. Press the **Menu** button. `BT services` is displayed, press **OK**.
2. Press **Redial** or **Calls** to scroll to the service to edit and press **Menu**. `Edit Service` is displayed, press **OK**.
3. Use the **Back** button to delete and the keypad to enter new characters for the name and press **OK**.
4. Use the **Back** button to delete and the keypad to enter new digits and press **OK**. `Entry Saved` is displayed.

Delete a service

1. Press the **Menu** button. `BT services` is displayed, press **OK**.
2. Press **Redial** or **Calls** to scroll to the service to delete and press **Menu**. `Edit Service` is displayed, press **Calls** to `Delete service`, press **OK**.
3. `Are You Sure?` is displayed, press **OK** to confirm. `Deleted` will be displayed and then the display will return to the BT services list.

Restore all services

1. Press the **Menu** button. `BT services` is displayed, press **OK**.
2. Press the **Menu** button, then press **Redial** or **Calls** to scroll to `Restore All`, press **OK**.
3. `Are You Sure?` is displayed, press **OK** to confirm. `Restored` will be displayed and then the display will return to the BT services list.

Ringer volume

There are 3 volume settings to choose from: High, Low or Off. The default setting is High.

1. Press the **Menu** button. `BT services` is displayed.
2. Press **Calls** to scroll to `Ringer volume` and press **OK**.
3. Press **Redial** or **Calls** to change the volume level. On each press the level is shown on the display and you will hear an example ring.
4. When you hear and see the volume level you want, press **OK** to confirm.

If the Ringer volume is set to Off, the Call light will still flash to indicate that someone is calling you.

Ringer tone

There are 3 ringer tones to choose from. The default setting is Ringer tone 1.

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Calls** to scroll to **Ringer Tones** and press **OK**.
3. Press **Redial** or **Calls** to change the ringer tone. On each press the level is shown on the display and you will hear an example ring.
4. When you hear and see the ringer tone you want, press **OK** to confirm.

Set the display time and date

The date will be shown on the display when in standby as dd/mm. The default time format is 24 hour but you can change this to 12 hour, see below for instructions. (Please note, you should set the time/date in the 24 hour format first before changing to the 12 hour format if required).

The default settings are 12:00 (pm) 01/01/11 (dd/mm/yy).

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Calls** to scroll to **Set Time & Date** and press **OK**.
3. The first digit of the time flashes. Use the keypad to enter the time, using 2 digits for the hour and 2 digits for the minutes and press **OK** to confirm.
4. The current date is displayed with the first digit flashing. Use the keypad to enter the date using 2 digits for the day, 2 for the month and 2 for the year and press **OK** to confirm.







Set the time format (12 or 24 hour)

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Redial** or **Calls** to scroll to **Time Format** and press **OK**.
3. Press **Redial** or **Calls** to select either 12 Hour or 24 Hour and press **OK**. **Saved** is displayed.

The default time format is 24 hour.

Display contrast

There are 5 display contrast levels to choose from. The default setting is Level 3.

1. Press the  button. `BT services` is displayed.
2. Press  to scroll to `Contrast` and press .
3. Press  or  to change the contrast level and press  to confirm.

General information

Safety

- Only use the telephone line cord supplied otherwise your telephone may not work.
- Only use the recommended battery type (4 x AA batteries).
- Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.
- Do not open the handset or base of the telephone (except to replace the batteries). This could expose you to high voltages or other risks.
- Do not stand your product on carpets or other surfaces that generate fibres, or place it in locations preventing the free flow of air over its surfaces.
- Do not expose to direct sunlight.
- Do not submerge any part of your product in water and do not use it in damp conditions, such as bathrooms.
- Do not expose your product to fire, explosive or other hazardous conditions.

Cleaning

Clean the telephone 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.

How to recycle your equipment

The symbol shown here and on the product means that the product is classed as electrical or electronic equipment, so **DO NOT** put it in your normal rubbish bin.

It's all part of the Waste Electrical and Electronic Equipment (WEEE) Directive to recycle products in the best way – to be kinder to the planet, get rid of dangerous things more safely and bury less rubbish in the ground.

You should contact your retailer or supplier for advice on how to dispose of this product in an environmentally friendly way.



Guarantee

Your BT Decor 2200 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 Decor 2200 or any component thereof, 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 or repaired product.

Within the 12 month guarantee period:

Prior to returning your product, please visit bt.com/producthelp to view answers to Frequently Asked Questions.

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 contact BT's approved repair agent Discount Communications Ltd on 0800 980 8999 or a local qualified repairer.

Returning your phone

Where possible, pack the product in its original packaging. Please remember to include all parts, including the telephone line cord and the original batteries. For guarantee purposes proof of purchase is required so please keep your receipt.

Technical information

How many telephones can I have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your BT Decor 2200 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Switchboard compatibility

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards which support tone dialling and timed break recall. If in doubt, please consult your network service provider.

If you need some help, call us on 0800 145 6789[†] or go to bt.com/producthelp


Switchboard external line access code

When connected to an internal switchboard, you may need to enter an access code e.g. 9 to get an outside line. So that the switchboard has time to pick up an outside line, you may also need to add a Pause after the access code. A Pause lasts 2.5 seconds.

To insert a pause

1. When storing a number in the directory, press the  button in the place you want a pause inserted.

Recall

The  button is used when connected to certain switchboards e.g. to transfer calls and for some BT Calling Features or other services available from your network provider.

R&TTE

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards.

This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC.

Declaration of Conformance

Hereby, BT declares that this BT Decor 2200 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

If you would like a copy of the Declaration of Conformance, please visit bt.com/producthelp

User Guide formats

This document is also available in other formats, such as Large print, Braille and Audio CD. If you would like a copy, please visit bt.com/producthelp

For a Better Future

We're always looking to make our products last longer and use less power, so we don't have such a big impact on the environment.

To find out about what we are doing, visit
bt.com/betterfuture

Offices worldwide

The 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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* UK's No.1 Phone Brand based on sales. Source: GfK RT UK, Landline Phone sales, volume and value sales, Jan 2000 - Dec 2014.

† Calls made from within the UK mainland network are free. Mobile and international call costs may vary.

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