

Welcome

This Quick Start Guide provides all the information you need to get your product up and running. Please fully unfold this guide and follow the numbered steps below. If you need more detailed instructions, a full user guide is available to download in PDF format from www.bt.com/help/userguides

We haven't printed a full user guide as we're working to make our products greener, so please consider the environment before printing.

If you cannot find the answer to your problem in the full online user guide, then please call the Helpline on 0800 218 2182* or email bt.helpdesk@vtecheurope.com.

BT is a sustainability leader

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bt.com/betterworld/products

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

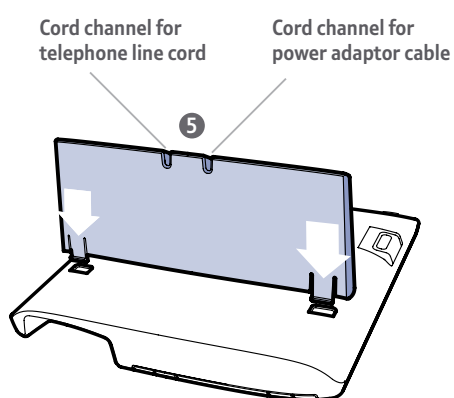
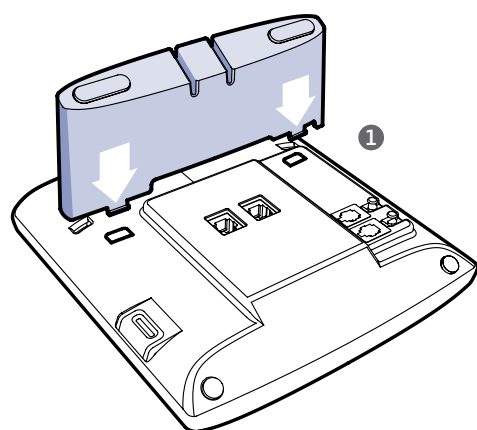
1 Getting started



Place your BT Paragon 550 close enough to a mains power and telephone socket so that the cables will reach.


IMPORTANT

If there is a power cut or the power socket is switched off, your BT Paragon 550 will still be able to make and receive calls provided the telephone line cord is plugged in. However, some functions will be disabled.

1. Attach the desk mounting plinth.

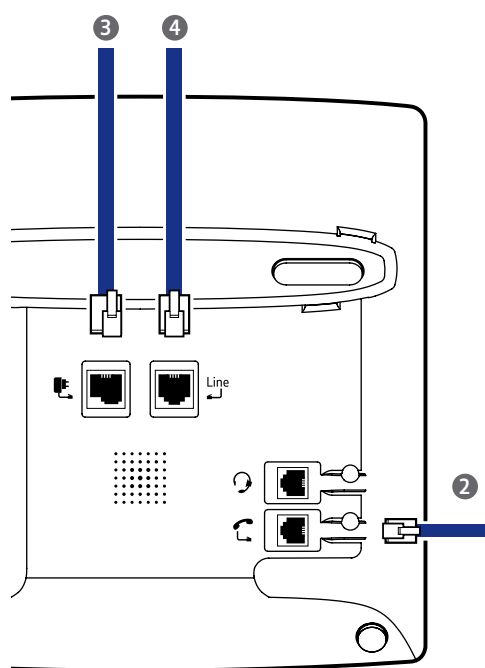


2. Connect the longest straight end of the curly handset cord into the socket marked  on the underside of the base. Connect the other end of the cord to the handset.
3. Plug the mains power adaptor (item code 039954) into the power socket marked  on the base. Plug the other end into the wall socket and switch the power on. The display lights up.

4. Plug the telephone line cord into the line socket marked  on the base and plug the other end into the wall socket.






Remember to plug the phone into the wall socket via an ADSL microfilter if you have broadband Internet on your phone line.

5. Press the power adaptor and telephone line cables into the channels on the desk plinth so that the phone can sit flat (see illustration above).



Setting the date and time






When you listen to your messages or memos, the date and time of the recording is announced, so before you receive your first message or memo you need to set the correct date and time.

1. Press **Menu** to open the main menu, scroll  to **Settings** and press **OK**.
2. **Date/Time** is highlighted. Press **OK**, then press  or  to switch between 12 or 24-hour clock format. Please note: if 12-hour clock is selected you will still need to enter the time in 24-hour format.
3. If required, press  and enter the time. Then, if required, press  and enter the date using the format DD/MM/YY. Then press **Save** to confirm.

Your Paragon 550 is now ready for use.

2 Navigating the menus

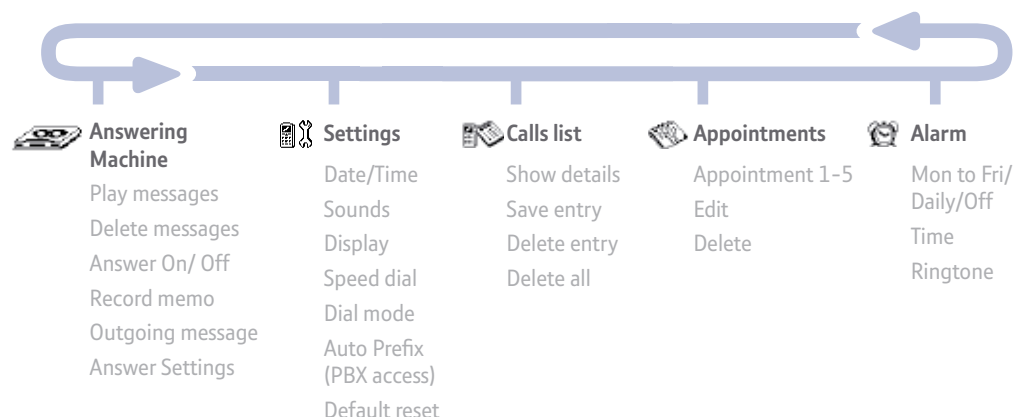
Your BT Paragon 550 has an easy menu system through which you can access many of your phone's features and settings.

1. Press **Menu** to open the main menu, or press a feature button to open a specific menu, eg.  for the phonebook,  for text messaging,  for BT services.
2. Press  or  to scroll to the option you want and press **OK**, or press **Back** to return to the previous level.

Exit a menu

To exit a menu or the phonebook, either press  to return to standby or press **Back** until the standby screen appears.

Menu map



3 Making and receiving calls




Make a call

Lift the handset and dial the telephone number. To end the call, replace the handset.




Preparatory dialling

1. Enter the number first. If you make a mistake, press **Clear**. Lift the handset to dial.



Handsfree

1. Press . The  icon is displayed and you can hear the dial tone. Dial the number.
2. Press  to end the call.

Headset

1. Plug your headset into the headset socket marked  on the underside of the base.
2. Press the  button to answer a call, get a dial tone and end your call. The  button will flash green to indicate the headset is in use.

Switch a call from headset to handset

1. During a call via the headset, lift the handset. The call is switched to the handset.
2. Press  to switch the call between the headset and the handset.
3. Replace the handset or press  to end the call.

Volume

1. During a call, press  or  to increase or decrease the call volume.



4 Special features

Your BT Paragon 550 has some special features, these include: a 100 entry phonebook, a digital answering machine, text messaging and a calls list.







100 Entry phonebook

You can store up to 100 of your most frequently used names and numbers in the phonebook to make dialling quick and easy.

Add a new phonebook entry

1. Press , then **Options**. Display shows **New Entry**. Press **OK**.
2. Use the keypad to enter the name. You may need to press the same button a few times until the letter you want is displayed. For example, press **2** once for **A**, or twice for **B**. If you make a mistake, press **Clear**.
3. Scroll  to enter the phone number, then press **Save**.
4. To add another entry, press **Options** or press **Back** to return to standby.

Dial from the phonebook

1. Press . Entries are displayed alphabetically.
2. Scroll  or  to the entry you want to dial. Alternatively, enter the first letter of the name you want, eg. for Emma, press **3 DEF** twice to display names beginning with E, then if necessary scroll  or  to narrow the search.
3. Lift the handset or press  to dial the number.

Answering machine

When you unpack your BT Paragon 550 the answering machine is switched on. Press **Answer On/Off** on the base to switch the answering machine on/off.

You can select one of the pre-recorded outgoing messages – answer & record or answer only and choose whether you want a male or female voice, or you can record your own personalised outgoing message. Press **OGM** to hear your current outgoing message.

You can also record memo messages for other users, screen calls and you can operate the answering machine remotely. For detailed instructions of all the answering machine features see the online user guide at www.bt.com/help/userguides

Listening to your messages/memos

Press **Play**. The number of new messages will be announced, then the messages will be played back to you. During message playback, press:

^ **v** to adjust the loudspeaker volume.

Play to pause, press again to resume.

Delete once to delete the current message.

Skip once to repeat the current message or twice to play the previous message.

Skip to play the next message.

Stop to stop playback and return the machine to standby.

Text messaging

You can use your BT Paragon 550 to send and receive text messages.

Please note that before you can do this you need to subscribe to the text messaging service (no subscription charge) and to Caller Display (a quarterly fee may be payable, check with your network provider). Please see the online full user guide for details.

To subscribe to the text messaging service

You will be automatically registered when you send your first text message or you can send the word 'Register' to **00000**. You will receive a welcome message back as confirmation.

To access the text messaging menu

1. Press **Text** to enter the text menu. You can now scroll **^** or **v** through the options: Write message, Inbox, Drafts, Outbox, Templates and Text settings.
2. When the option you want is highlighted, press **OK** and follow the options available.

Caller Display and the Calls list

To use this feature you must first subscribe to a Caller Display service from your network provider, a quarterly fee may be payable.

Caller Display allows you to see who is calling you before you answer the phone. The calls list holds details of your last 30 callers, including the phone number, date and time of the call. If a number matches a stored directory entry, the caller's name is displayed instead.

To access and dial from the calls list

1. Press **v** then **OK**. The list of calls will be displayed. Press **^** or **v** to scroll through the entries.

To view details of a call, press **Options**. **Show Details** is highlighted, press **OK**.

To dial a number from the calls list, press **Call** when the name or number you want is highlighted.

For a full explanation of features and instructions, please see the main user guide online at www.bt.com/help/userguides

Troubleshooting

Most problems are caused by something very simple and can be fixed with a few simple checks:

- Make sure both the mains power adaptor cable and telephone line cord are plugged into the correct sockets and plugged in at the wall.
- Make sure you use all the cables and batteries (if supplied) that came in the box, not those from a previous product.
- If you experience poor speech quality or interference, make sure the product is not located too close to other electrical appliances.

General information

For information on safety instructions, cleaning, technical information or connecting to a switchboard, please refer to the 'General Information' section in the full user guide at www.bt.com/help/userguides

Guarantee

Your BT Paragon 550 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 Paragon 550, 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 or repaired 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 required.
- 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.

For further information within and outside the 12 month guarantee, please refer to the full user guide at www.bt.com/help/userguides

Product disposal instructions



The symbol shown here and on the product means that the product is classed as Electrical or Electronic Equipment and should not be disposed with other household or commercial waste at the end of its working life.

The Waste of Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC) has been put in place to recycle products using best available recovery and recycling techniques to minimise the impact on the environment, treat any hazardous substances and avoid the increasing landfill.

Product disposal instructions for residential users

When you have no further use for it, please remove any batteries and dispose of them and the product as per your local authority's recycling processes. For more information please contact your local authority or the retailer where the product was purchased.

Product disposal instructions for business users

Business users should contact their suppliers and check the terms and conditions of the purchase contract and ensure that this product is not mixed with other commercial waste for disposal.

R&TTE Directive & Declaration of Conformity

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). For a copy of the Declaration of Conformity please contact the BT Paragon Helpline on 0800 218 2182* or email bt.helpdesk@vtecheurope.com

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