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BT Paragon 450 – Edition 05 – 02.11.04 – 5995

User Guide

BT PARAGON 450

Welcome...

to your BT Paragon 450 corded telephone and answering machine

- Answering machine with up to 36 minutes digital recording time.
- Play back messages privately over the handset or listen on the loudspeaker.
- Record memo messages for other users.
- 50 Name and number phonebook.
- Three one-touch buttons for easy dialling of your most important numbers.
- VIP ringing helps you identify important callers.
- Caller Display lets you see who is calling and helps keep track of unanswered calls. (Subscription to a Caller Display Service required. A quarterly fee is payable.)

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

You must first set up your machine before you can use it. This doesn't take long and is easy to do. Just follow the simple instructions on the next few pages.

- **Need help?**

  If you have any problems setting up or using your BT Paragon 450, contact the Helpline on 0870 240 1051.

  Alternatively, you may find the answer in 'Help' at the back of this guide.

- **Hearing aid?**

  Your BT Paragon 450 has an inductive coupler in its handset, to improve the sound quality for people using hearing aids.

Got everything?

- BT Paragon 450 telephone answering machine
- Handset and cord
- Mains power adaptor and cord
- Telephone line cord
- Wall mounting plugs and screws
- Stand - for desk mounting

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Getting started

WARNING
Do not place your BT Paragon 450 in the bathroom or other humid areas.

Battery low warning
Displayed when the battery power is low.

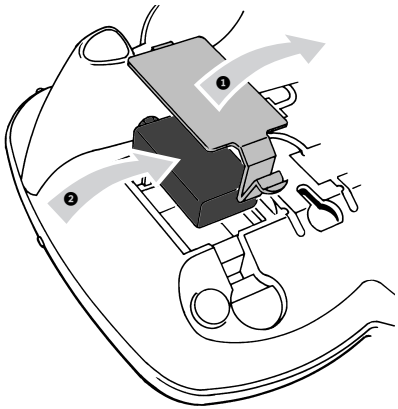
Setting up

Insert back-up battery (optional)

We recommend fitting an LR61 alkaline battery. If the mains power fails, this will provide up to 10 hours back-up and ensure your messages are saved (provided you are using a good quality battery).

Make sure your BT Paragon 450 is not connected to the telephone line.

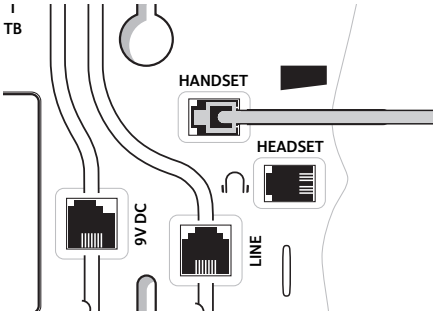
1. Lift the battery compartment cover. Insert one LR61 battery (not supplied).



The battery compartment cover must be fully closed for the battery to work.

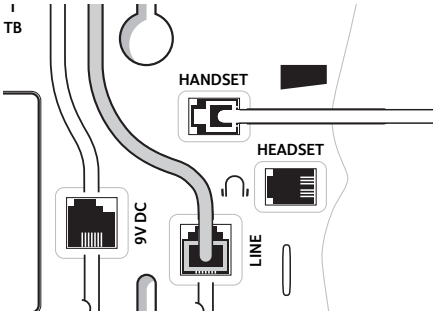
Connect handset cord to base

1. Plug the handset cord into the socket marked **HANDSET** on the underside of the base.



Connect the telephone line cord

1. Plug the telephone cord into the socket marked **LINE** on the underside of the base. Then plug the other end into the telephone wall socket.



If you plan to use the phone on a table or similar flat surface, route the line cord as shown.

If you plan to wall-mount the phone, route the cords in the opposite direction.

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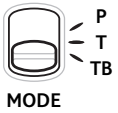
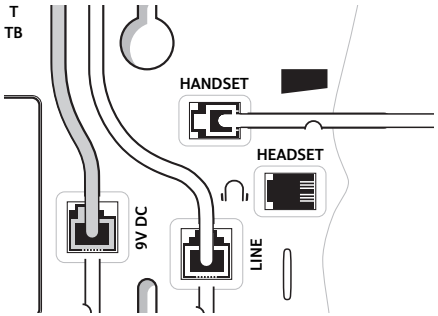
Check the dial mode setting

1. The switch on the underside of your BT Paragon 450 should be set to **TB** for tone dialling. **P** is for Pulse dialling which may be required if you are connected to certain types of switchboard. *See page 40-41*.



Connect the power cord to the phone

1. Plug the power supply into a mains socket which is near the product and is easily accessible and switch on.



Your BT Paragon 450 will start up automatically. The screen displays INITIALISING. When ready, the display shows the time and number of messages.

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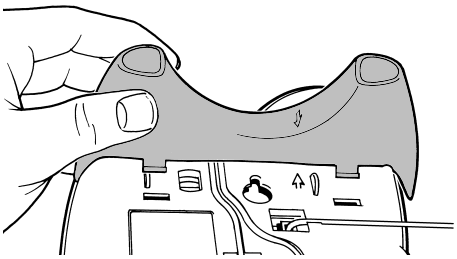
Fit the stand for desk mounting

If you use your BT Paragon 450 as a desk phone, fit the stand onto the base. Route the cables through the channel to ensure the stand fits properly.

Hold the stand as shown, making sure the two arrows are facing each other.

Lower the stand so that the two lugs slot into the holes on the base.

Push and squeeze until the stand clicks into place.



To wall mount your BT Paragon 450, *see page 42*.

Your BT Paragon 450 is now ready for use and the answering machine is switched ON.

Date and time
Providing you have subscribed to your network's Caller Display service, the date, day and time are set automatically when you receive your first call.

You can also set the date and time manually, *see page 35*.

Helpline
If you have any difficulties setting up your BT Paragon 450, please call the BT Paragon Helpline on **0870 240 1051**.

Getting to know your phone

Base buttons

Menu
Opens the main menu, *page 13*.

Memo
Record a memo message on the answer machine, page 29.

Vol
Adjust the earpiece and loudspeaker volume.

Handset wall mount clip
If wall mounting the phone, rotate the clip 180° so that the handset does not fall, *page 42*.

Stop/Answer On/Off
Switches answering machine on and off, page 27.
Stops message playback.

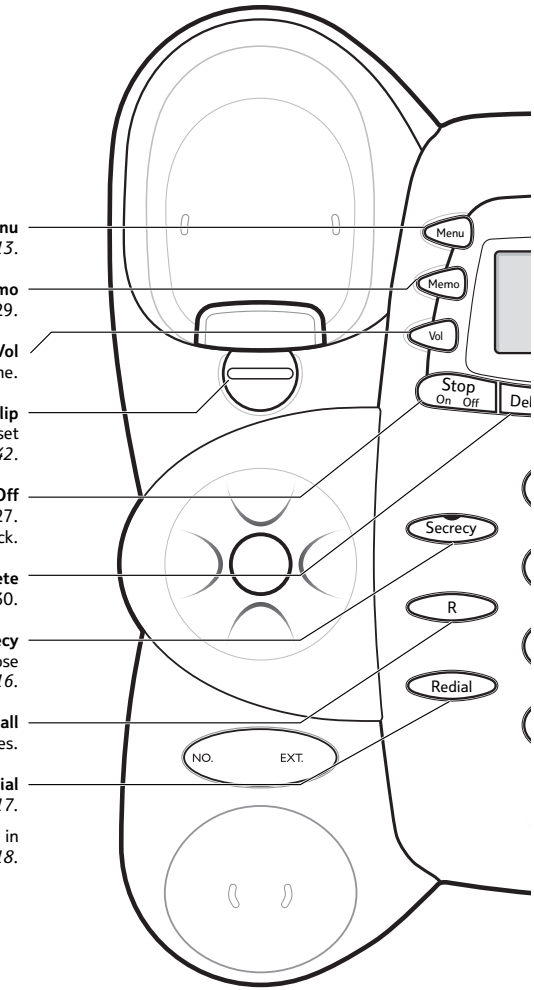
Delete
Delete characters and answering machine messages page 30.

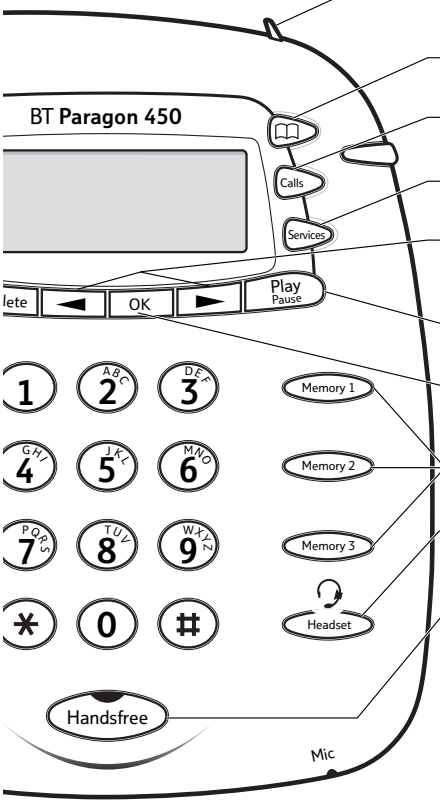
Secrecy
During a call, press to mute your voice so you can talk to someone close by without your caller hearing, *page 16*.

Recall
For use when connected to a switchboard or BT Calling Features.

Redial
Redial the last 5 numbers called, *page 17*.

Also lets you enter a pause when storing numbers in the memory, *page 18*.





Handset park
When wall mounted, hang the handset here if you have to leave the phone during a call.

Directory
Opens the 50 name and number directory menu, page 19.

Calls
Opens the Caller Display menu, page 23.

Services
Opens the network services menu, page 24.

Navigation buttons
Scroll through menu options.
Skip forward or backward through answering machine messages, page 30.

Play/Pause
Play and pause answering machine messages, page 30.

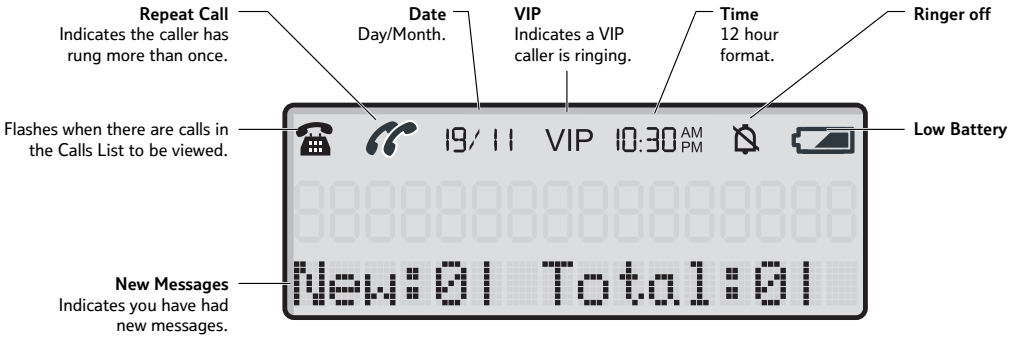
OK
Press to dial displayed phone numbers.
Select menu options displayed on screen.

M1-M3
Lets you dial a number by pressing one button, page 18.

Headset
Lets you take calls via a headset, page 15.

Handsfree
Lets you make and answer calls over the phone's loudspeaker, *page 15*.

Display


Repeat Call
Indicates the caller has rung more than once.
Date
Day/Month.
VIP
Indicates a VIP caller is ringing.
Time
12 hour format.
Ringer off
Flashes when there are calls in the Calls List to be viewed.
19/11
VIP
10:30
AM
PM
Low Battery
New:01 Total:01
New Messages
Indicates you have had new messages.

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Navigating the menu

Your BT Paragon 450 has a menu system which is easy to use. Each menu button opens a list of options. Use ◄ and ► to scroll through the lists and OK to select the option displayed.

To open the main menu, press Menu.

To open the Directory menu, press 📖.

To open the Calls menu, press Calls.

To open the Services menu, press Services.

For example to adjust ringer volume:

1. Press Menu. Press ► until the display shows SETTINGS, then press OK, the display shows RINGER VOLUME. Press OK to see the current setting.
2. Press ◄ or ► to adjust the volume and press OK to confirm

Exit or go back one level in the menu

If you make a mistake you can return to the previous menu heading by pressing Menu. Or press ***and hold*** Menu to return to standby.

If no buttons are pressed for 20 seconds, the display reverts to standby.

Menu map

Menu button

Answer setting
- Answer mode
- Outgoing message
- Answer delay
- Security code

Settings
- Ringer volume
- Ringer melody
- Access code
- VIP On/Off
- Contrast

Time settings
- Set time
- Set date
- Set day

button

- Add new entry
- Edit entry
- VIP
- Delete entry
- Delete all

Calls button

- Save number
- Delete call
- Delete all

Redial

- Save number
- Delete number
- Delete all

Services button

- BT Answer 1571
- Residential directory enquiries
- Business directory enquiries
- Call divert
- Call waiting

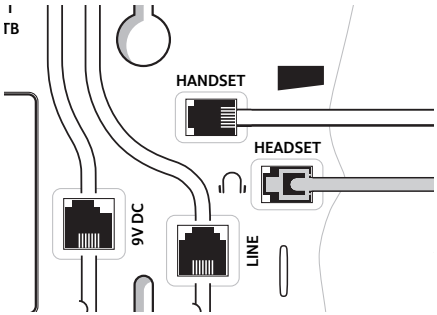
Using the phone

Inductive coupler

If you user a hearing aid, switch it to **T** and adjust the position of the phone handset until you obtain the best sound.

Headset

If using a headset, plug it into the socket on the underside of the phone.



The Handsfree button lets you make and answer calls using the built-in loudspeaker and microphone.

The Headset button lets you make and answer calls using an attached headset (available separately), *see page 40 for BT accessories*.

Handsfree

Handsfree lets you talk to your caller without holding the handset. It also enables other people in the room to listen to both sides of your conversation.

Making calls

1. Lift the handset or press Handsfree or Headset.
2. Dial the number you want.

Preparatory dialling

1. Enter the number first. If you make a mistake, press Delete to remove the last digit.
2. To dial, lift the handset or press Handsfree or Headset.

Ending calls

1. Replace the handset on the base or press Handsfree or Headset.

Call timer

The display shows the duration of all external calls, both during your call and for a few seconds after you hang up.

Handsfree volume is retained. The headset and handset volume revert to mid setting.

Receiving calls

1. When the phone rings, lift the handset and speak, or press Handsfree or Headset.

   If you have subscribed to your network's Caller Display service, the caller's number (and name if stored in the phone book) is displayed.

Adjust volume

1. During a call, the volume is displayed. Press Volume, then press ◄ or ►. The volume level is displayed.

Secrecy

During a call, you can talk to someone nearby without your caller hearing you.

1. During the call press Secrecy. The button lights up and your caller cannot hear you.
2. Press Secrecy again to return to your caller.

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Redial

You can redial up to 5 of the last numbers called.

If you have stored a name with the number in the directory, the name will be displayed instead, *see phonebook, page 19*.

You add a number from the redial list to the directory, *see page 20*.

Redial a number

1. Press Redial to open the redial list. Scroll ◄ or ► until the number or name you want is displayed.
2. To dial the number, lift the handset or press Handsfree or Headset.

Delete a redial number

1. Press Redial to open the redial list. Scroll ◄ or ► until the number or name you want is displayed.
2. Press Delete. The next number in the redial list is displayed.

Delete the redial list

1. Press Redial to open the redial list.
2. Press Menu then scroll ► to display DELETE ALL.
3. Press OK. Display shows ARE YOU SURE? Press OK to confirm or Stop to cancel.

Two-way recording

It is possible to record a telephone conversation.

You should inform your caller if you intend to record the telephone conversation.

To record your conversation

1. During your call, press ***and release*** the Memo button.
   The conversation will now be recorded.
2. To stop recording, press ***and release*** the Stop button.

M1-M3 one-touch buttons

To enter a Pause in a stored number, press Redial. The display shows P. A pause is normally used to allow a switchboard/PBX time to get an outside line before the number is dialled, *see page 40*.

If you have also stored the same one-touch number in the directory along with a name, the name is displayed when you have dialled the number.

You can dial up to three numbers by pressing just one button.

Store

1. Enter the number you want so it is displayed on the screen.
2. Press ***and hold*** the Memory 1 - Memory 3 button you want until the display shows MEMORY X STORED.

Dial

1. Lift the handset or press Handsfree or press Headset then press the Memory 1 - Memory 3 button you want. The number is dialled.

Edit

1. To change a one-touch dial number, simply overwrite the current number by storing a new one.

Delete

1. Press ***and hold*** the Memory 1 - Memory 3 button you want until the display shows MEMORY X DELETED.

Phonebook

You can store up to 50 names and numbers in the Phonebook. Names can be up to 16 characters long and numbers up to 32 digits.

Entering names

Use the keypad letters to enter names, e.g. to store TOM:

Press 8 once to enter T.

Press 6 three times to enter O.

Press 6 once to enter M.

Writing tips

If you make a mistake, press Delete to delete the character to the left of the cursor.

Move the cursor by pressing ◄ or ►. The position of the cursor is shown by a flashing character.

Press 1 to insert **& - ' . , 1**.

To exit the directory at any time, press 📖.

To enter a Pause in a stored number, press Redial. The pause is indicated by a P in the stored number. You may need to enter a Pause if your BT Paragon 450 is connected to a switchboard/PBX, *see page 40*.

Store

1. Press 📖 then Menu then OK. Display shows ENTER NAME.
2. Enter the name you want and press OK. Display shows ENTER NUMBER.
3. Enter the number you want and press OK.
4. Press Menu to enter another entry.

If you subscribe to your network's Caller Display service, and want the names in your Phonebook displayed instead of the phone numbers, you must store the full telephone number including the national code.

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Dial

1. Press 📖. The first stored entry is displayed. Scroll ◄ or ► through the directory until you reach the entry you want.
2. Lift the handset, press Handsfree or Headset to dial.

Edit

1. Press 📖 then scroll ◄ or ► through the directory until you reach the entry you want. Press Menu then scroll ◄ or ► to display EDIT ENTRY and press OK. Display shows the name.
2. Edit the name if required and press OK. Display shows the number.
3. Edit the number if required and press OK.
4. Press Stop to return to standby.

Set VIP

You can assign VIP status to an entry. For information on VIP ringing, *see page 32*.

1. Press 📖 then scroll ◄ or ► through the directory until you reach the entry you want. Press Menu then scroll ◄ or ► to display VIP ON or OFF.
2. Press ◄ or ► to set VIP status ON or OFF for the entry selected. Press OK to confirm.

Copying

Copy number from redial list

1. Press Redial then scroll ◄ or ► to display the number you want.
2. Press Menu to display SAVE NUMBER and press OK.
3. Enter the name and press OK. Edit the number if required and press OK to save.

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Copy number from Calls list

1. Press Calls then scroll ◄ or ► to display the number you want.
2. Press Menu to display SAVE NUMBER and press OK.
3. Enter the name and press OK. Edit the number if required and press OK to save.

Delete entry

1. Press 📖 then scroll ◄ or ► through the directory until you reach the entry you want. Press Menu then scroll ◄ or ► to display DELETE ENTRY and press OK. Press OK ***again*** to confirm or Stop to cancel.

Delete all entries

1. Press 📖. Press Menu then scroll ◄ or ► to DELETE ALL and press OK. Press OK ***again*** to confirm or Stop to cancel.

Directory full
If the directory is full and you try to add another entry, the screen displays DIRECTORY FULL.

Caller Display

To use Caller Display you must first subscribe to the service from your network provider. A quarterly fee is payable.

For more information on BT's Calling Features, call BT free on **0800 800 150**.

Caller Display

If you subscribe to a Caller Display service you can see who is calling you on your display, as well as the time and date of their call.

If you have stored a name to go with the number in your handset phonebook, the name will be displayed as well.

Please ensure that you have stored the full telephone number, including the area code, otherwise the name will not match the number stored in the phonebook.

Caller information 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 Paragon 450 provides you with some explanatory information.

UNAVAILABLE
The number is unavailable.

WITHHELD
The caller has withheld their number.

RINGBACK
Ringback call.

PAYPHONE
The caller is ringing from a payphone.

INTERNATIONAL
International call.

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Calls list

For calls you do not answer, the Calls list contains details of your last 99 callers, including the number (if available) and time and day of the call.

You can display, scroll through and dial numbers on the list and copy them into the Directory.

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

If the calls list is empty the display shows NO ENTRIES.

If the same number calls more than once, the display simply shows the symbol and does not list all the repeated calls.

You can copy a number from the calls list to the directory, *see page 21*.

New calls

New calls in the Calls list are indicated by flashing on the display.

View Calls list

1. Press Calls the most recent caller is displayed first. Scroll ◄ to go through the list towards the oldest entry. Or press ► to go straight to the oldest entry and move towards the most recent. If the caller's number matches a name stored in the directory, the name is displayed.
2. Press Calls to return to standby.

Dial a number from the list

1. Press Calls and scroll ◄ or ► until you display the entry you want.
2. To dial the number, lift the handsfree, press Handsfree or Headset.

You cannot call back a number that has been withheld.

Delete entry from list

1. Press Calls and scroll ◄ or ► until you display the entry you want.
2. Press Menu then scroll ◄ or ► to display DELETE CALL. Press OK. Press OK ***again*** to confirm.

Delete entire list

1. Press Calls then Menu. Scroll ◄ or ► to display DELETE ALL.
2. Press OK. Press OK ***again*** to confirm.

Services

Your BT Paragon 450 makes it easy to access up to 10 useful BT Calling Features or other network services.

Pre-stored service numbers

Your BT Paragon 450 comes pre-stored with BT Calling Features numbers. You can add to or change these according to your network provider.

Dial a service

1. Press Services then scroll ◄ or ► to the service you want.
   - 1 5 7 1 BT Answer 1571.
   - 1 1 8 5 0 0 Directory Enquires (residential).
   - 1 1 8 7 0 7 Business DQ.
   - 0 8 7 0 2 4 0 1 0 5 1 Paragon Helpline.
   - * 2 1 * Call Divert on.
   - # 2 1 # Call Divert off.
   - * # 2 1 # check Call Divert status.
   - * 4 3 # Call Waiting on.
   - # 4 3 # Call Waiting off.
   - * # 4 3 # check Call Waiting status.
2. To dial, lift the handset or press Handsfree or Headset.

Add a service

1. Press Services then Menu then scroll ◄ or ► until the display shows ADD SERVICE, then press OK. Display shows ENTER NAME.
2. Enter the service name and press OK. Display shows ENTER NUMBER.
3. Enter the number you want and press OK.
4. You can now store another service or press Menu to return to standby.

If you try to add a service when the Services directory is full, the display shows DIRECTORY FULL

Service calls are not stored in the REDIAL list.

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Edit a service

1. Press Services then scroll ◄ or ► to the service and press Menu, then scroll to EDIT SERVICE and press OK.

Delete a stored service

1. Press Services then scroll ◄ or ► through the list until you reach the entry you want. Press Menu then scroll ◄ or ► to display DELETE SERVICE and press OK. Press OK ***again*** to confirm or Stop on off to cancel.

Call Waiting*

If an incoming call arrives while you are already on the phone, you will hear a soft beep every 5 seconds. This beep is not audible to the person you are speaking to.

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

*You must subscribe to your network provider's Call Waiting service before this feature will work. A quarterly fee is payable.

Accept a Call Waiting call

If, during a call, you hear the tone that tells you there is another caller:

1. Press R to put you current caller on hold and speak to the second caller.
2. Press R ***again*** to return to your first caller.

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

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Call Divert

You can divert an incoming call to your BT Paragon 450 to another number where you can be reached.

Once you have dialled the Call Divert service, simply follow the spoken instructions to enter the number you want calls diverted to.

You can set:

- all calls to be diverted
- calls to be diverted only when your line is busy
- calls to be diverted if you do not answer within a set number of rings.

Answering machine

Your BT Paragon 450 gives voice prompts to help you use the answering machine.

It can digitally record up to 36 minutes of messages and you can also record memos for other users.

You can operate your answering machine from:

- the base
- remotely from any external Touchtone™ telephone.

Your BT Paragon 450 comes with two pre-recorded outgoing messages, one for Answer and Record mode, which lets callers leave a message, and one for Answer Only mode which does not allow callers to leave a message.

You can also record your own outgoing messages.

If you have not already set the day and time, you will need to do this so that you will know when each message was received, *see page 35*.

Switch on/off

When first connected to the mains, your BT Paragon 450 is set to **Answer and Record**.

1. Press Stop on off. The machine confirms by announcing *"Answer on"* or *"Answer off"*.

Loudspeaker volume

1. During playback, press Volume. The current level is displayed. Press ◄ or ► to increase or decrease the volume.

Message indicator

The display shows the number of new messages received as well as the total number of messages.

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Outgoing messages

This is the message your caller hears when the answering machine picks up their call. Your BT Paragon 450 comes with two pre-recorded outgoing messages.

You can select a male or female voice for the pre-recorded outgoing message.

Answer and Record

This allows your caller to leave a message for you.

The pre-recorded message is *"Hello, your call cannot be taken at the moment, so please leave your message after the tone"*.

Answer Only

This does not allow your caller to leave a message.

The pre-recorded message is *"Hello, your call cannot be taken at the moment, and you cannot leave a message, so please call later"*.

Select outgoing message

1. Press Menu, display shows ANSWER SETTINGS and press OK. Display shows ANSWER MODE, press OK.
2. Scroll ◄ or ► to switch between ANSWER & RECORD or ANSWER ONLY. Press OK to confirm the displayed setting.

Male or Female voice

You can select whether the pre-recorded messages is spoken with a male or female voice.

You can only do this providing you do not have your own recorded outgoing message.

1. Press Menu, display shows ANSWER SETTINGS. Press OK and then scroll to OUTGOING MESSAGE and press OK.

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2. Scroll ◄ or ► to PLAY MESSAGE and press OK.
3. During playback press ◄ or ► to switch between male and female voices.

Record your own outgoing messages

Answer & Record

This will replace the pre-recorded **Answer & Record** outgoing message, but you can reinstate it at any time.

You can record your message via the handset or the built in microphone. During recording the timer shows you how long your message is.

Make sure your machine is set to the outgoing message you want – **Answer & Record** or **Answer Only** *(select Outgoing message, page 28)*.

1. Press Menu then scroll to ANSWER SETTINGS and press OK.
2. Scroll ◄ or ► to display OUTGOING MESSAGE. Press OK to display RECORD MESSAGE.
3. Press OK. After the tone, speak your message clearly.
4. Press OK to stop recording. Your message is played back.
5. During playback, press Delete to delete the message.

Memo

You can record a memo message for other users.

1. Press Memo. Speak your message after the tone. Press OK to stop recording. The memo is played back.
2. To delete the memo, press Delete or to stop playback press Stop on/off.

During playback, the display will show PLAYING MEMO when a memo message is played.

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You can pause playback for up to 60 seconds. If playback is not resumed, your BT Paragon 450 will return to standby.

Message playback

You can play messages whether the answering machine is switched on or off.

You can listen to messages over the loudspeaker. Lift the handset to hear them on the handset or press Headset to hear them on a headset.

New messages are played first. As soon as they have been played back, they are stored as old messages.

If there are no messages, the prompt announces *"You have no messages"*.

1. Press Play Pause. The time the message was received is displayed.

   During playback:

   Press ◄ ***twice*** to play the previous message.

   Press ► to play the next message.

   Press Delete to delete the message.

   Press Volume then ◄ or ► to adjust the volume.

   Press Play Pause to pause playback, press Play Pause ***again*** to resume.

Delete all old messages

1. During standby, press Delete. The display shows DELETE ALL? Press Delete ***again***. The display shows MESSAGE DELETED.

Memory full

When the recording memory is full, your BT Paragon 450 automatically switches to **Answer Only** and the display will show ANSWER ONLY. You must delete stored messages before you can take new ones.

If the memory becomes full during a call, the caller will hear the announcement *"Memory full, thank you for calling"* and the answering machine will hang up.

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Answer Delay

Answer delay sets the number of times your BT Paragon 450 will ring before the answering machine picks up your call. The default setting is **6 rings**. You can change this setting to **2-9 rings** or **Time Saver**.

Time Saver can save you the cost of a call when you want to ring in to find out if you have new messages.

If your answering machine answers after 2 rings, you have new messages. If you have no new messages it will answer after 6 rings. So if you hear a third ring, you can hang up before you are connected, saving you the cost of a call.

1. Press Menu then scroll to ANSWER SETTING and press OK.
2. Scroll ◄ or ► to display ANSWER DELAY. Press OK to display the current setting.
3. Scroll ◄ or ► through the settings and press OK to select the displayed option.

Call screening

You can listen while your answering machine takes a call. This lets you identify the caller and decide whether to take the call yourself.

Make sure the volume on the base is set loud enough to hear, *see page 27*.

1. Switch on the answering machine. When it answers a call you can listen to the caller. If you want to take the call yourself, lift up the handset and speak or press Handsfree or Headset. Recording stops automatically and you can speak to your caller.
2. Adjust the loudspeaker volume by pressing Volume then ◄ or ►.

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Default settings

Setting	Default
Answer On/Off	On
Answer mode	Answer & Record
OGM	Male voice for both messages.
Answer Delay	6 rings
Security code	0000

You need to subscribe to a Caller Display Service from your network provider for the VIP option to work.

VIP ringing

VIP is linked to call screening.

When VIP is switched on, all calls are answered silently by your answering machine.

The default setting is Off.

Switch VIP on or off

1. Press Menu then scroll to SETTINGS and press OK.
2. Scroll ◄ or ► to display VIP on/off. Press OK to display the current setting, ON or OFF.
3. Scroll ◄ or ► to switch between ON and OFF. Press OK to select the option displayed.

Applying VIP status

VIP status can be applied to individual phonebook entries.

1. Press 📖 then scroll to the required name and press Menu.
2. Scroll ◄ or ► to display VIP and press OK.
3. Select ON or OFF and press OK. The entry will be saved.

Remote access

You can operate your answering machine from any modern phone by calling your BT Paragon 450 and entering a 4-digit security code. Please refer to your Remote access card and keep this in a safe place.

The pre-set code is 0000. You can change this for added security.

You can keep a note of your 4-digit remote access code by writing it in the space provided on page 40.

Change remote access security code

1. Press Menu then scroll to ANSWER SETTINGS and press OK.
2. Scroll ◄ or ► to display SECURITY CODE. Press OK. The current code is displayed (original setting 0000).
3. Enter the new 4-digit code and press OK to confirm.

Using your answering machine via remote access

If you forget to switch on your answering machine, you can do it from another phone.

1. Dial your phone number and let it ring. After 20 rings, your answering machine will switch on.
2. When you hear your outgoing message, press *. You will hear *"Please enter your security code"*.
3. Enter your 4-digit code. If you have new messages, your machine announces *"You have (n) new messages"*, and they are played. Or you will hear *"You have no new messages, to hear main menu, press 1"*.
4. If you don't give any instructions for approximately 8 seconds, your BT Paragon 450 will hang up.

If you enter your security code incorrectly, after the third attempt, your BT Paragon 450 will announce: *"Incorrect security code, thank you for calling"* and will hang up.

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During remote access the display shows REMOTE ACCESS.

Operating your answering machine from another phone

1. When you have accessed your answering machine, the main menu lets you operate it using the keypad numbers on the phone you are using.

   Simply follow the instruction as announced:

   - 1 *"To hear main menu, press 1"*
   - 2 *"To play messages, press 2"*
   - 4 *"To skip back during messages, press 4"*
   - 5 *"To delete during messages, press 5"*
   - 6 *"To skip forward during messages, press 6"*
   - 7 *"To toggle between answer only and answer and record, press 7"*
   - 8 *"To play outgoing message, press 8"*
   - 9 *"To record a new outgoing message, press 9"*
   - 0 *"To set answer on/off, press 0"*

Additional settings

Ringer volume

There are 3 levels.

1. Press Menu then scroll to SETTINGS and press OK.
2. Scroll ◄ or ► to display RINGER VOLUME. Press OK. The current setting is displayed.
3. Press ◄ or ► to adjust the volume. All boxes empty means the ringer is off. Press OK to confirm the option displayed.

If the ringer is switched off, the display indicates this by showing the icon.

Ringer melody

There are 20 different melodies (8 melodies and 12 polyphonic ringers).

1. Press Menu then scroll to SETTINGS and press OK.
2. Scroll ◄ or ► to display RINGER MELODY. Press OK. The current setting is displayed.
3. Press ◄ or ► to display and hear the different melodies. Press OK to confirm the option displayed.

Contrast

You can adjust the display contrast to suit different lighting conditions. There are 4 levels.

1. Press Menu then scroll to SETTINGS and press OK.
2. Scroll ◄ or ► to display CONTRAST. Press OK. The current setting is displayed.
3. Press ◄ or ► to see the different levels of contrast. Press OK to confirm the option displayed.

Time

1. Press Menu then scroll to TIME SETTING and press OK.
2. Scroll ◄ or ► to display SET TIME. Press OK. The current setting is displayed with the first digit flashing.
3. Enter the correct time and press OK to save.

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Date

1. Press Menu then scroll to TIME SETTING and press OK.
2. Scroll ◄ or ► to display SET DATE. Press OK. The current setting is displayed with the first digit flashing.
3. Enter the correct date in the format (DD/MM), e.g. 1 0 0 6 = 10th of June.
4. Press OK to save.

Day

1. Press Menu then scroll to TIME SETTING and press OK.
2. Scroll ◄ or ► to display SET DAY. Press OK.
3. Scroll ◄ or ► until the correct day is displayed. Press OK to save.

Default settings

Setting	Default
Ringer melody	Melody 1 (of 20)
Ringer volume	3
Earpiece volume	3
Handsfree volume	3
Headset volume	1
Call screening volume	3
Message playback volume	3
Dial mode	Tone
Contrast	3 (of 4)
VIP	Off

Help

No dial tone

- Check that the telephone line cord is plugged into the phone socket.
- Check that the base is connected to the mains power and switched on.

Phone does not ring

- Check that the ringer volume is switched on, *see page 35*.
- Check that the base is plugged into the phone socket and that it is also connected to the mains power and switched on.

BT Paragon Helpline

0870 240 1051

Call the dedicated BT Paragon Helpline:

- if you are having difficulties using your BT Paragon 450

Lines open 9am-5.30pm, Monday to Friday.

General information

Important

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

Safety

General

- Only use the power supply included with the product. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone.
- Use only the approved back-up batteries.
- Do not open the handset or base. This could expose you to high voltages or other risks. Contact the Helpline for all repairs.
- 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 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.
- Do not stand your product on carpets or other surfaces which generate fibres, or place it in locations preventing the free flow of air over its surface.
- Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as bathrooms.
- Do not expose your product to fire, explosive or other hazardous conditions.

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- 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 from the base for the duration of the storm.

Guarantee

Your BT Paragon 450 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 450 or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship of 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.

Within the 12 month guarantee period:

If you experience difficulty using the product, prior to returning it, please read the Help section beginning on page 37, or contact the BT Paragon Helpline on **0870 240 1051**, 9am to 5.30pm Monday to Friday.

In the unlikely event of a defect occurring, please follow the Helpline's instructions for replacement or repair.

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BT accessories and replacement items

For a full range of accessories and replacement items for BT products please call 0870 240 5522, or visit:

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 4-digit BT Paragon 450 Remote Access security code here:

[/ / /]

(*see page 33* for more information)

Outside of 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, TecLogic on **08702 405029** or a local qualified repairer.

Returning your phone

If the Helpline is unable to remedy your problem they will ask you to return the product. Where possible, pack the product in its original packaging. Please remember to include all parts, including the line cord and power supply unit. (Please note that we cannot take responsibility for goods damaged in transit.) Please obtain and keep proof of posting.

Technical information

How many telephones can you 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 other telephone line. Your BT Paragon 450 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephone may not ring.

With different telephone types there is not guarantee of ringing, even when the REN is less than 4.

Connecting to a switchboard

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

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Switchboard external line access code

You may need to enter an access code (e.g. 9) in order 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.

You can enter an access code followed by a pause as part of any number stored in the Directory or the Memory 1 - Memory 3 one-touch buttons.

1. To enter a Pause, press Redial. The display indicates a Pause as P in the stored number. If you need a longer pause, press Redial ***twice***.

Recall (R)

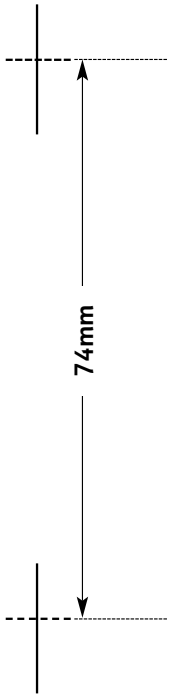
R is used when connected to certain switchboards (PBXs) and some BT Calling Features, or those services available via your network provider.

Dialling mode

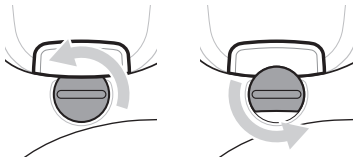
Your BT Paragon 450 is set to Tone dialling. With some older switchboards/PBXs you may need to change the dialling mode to **Pulse**.

1. Switch the button on the underside of the base from **T** to **P**.

Wall-mounting

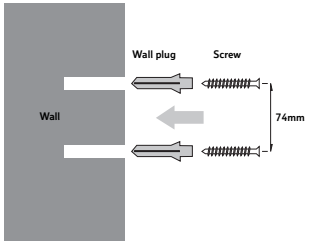


Turn the handset clip around. This prevents the handset from falling off when your phone is wall-mounted.



Use the template opposite to drill holes in the wall. Leave a small gap between the screw heads and the wall.

Place your BT Paragon 450 over the screw heads and slide down.



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Offices worldwide

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