UK's best selling phone brand

Quick Set-up and User Guide

BT7500

Digital Cordless Phone with Answering Machine

Important – please read first

- Only use the line cord, power supply and rechargeable batteries supplied with your phone.
- Make sure that the power supply is connected to a known working socket.
- Connect your phone to the power supply and allow the batteries to charge for 24 hours before connecting the line cord to your telephone socket.
- To make sure you get the best range and reception from your handset, avoid interference by placing the base unit away from large metal objects such as fridge freezers and microwave ovens or electronic products such as computers and TVs.

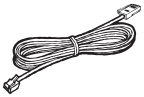
Answering machine – handy hint

Make sure that the telephone is set to Answer and record and that the Ring delay is set to answer before any voicemail service i.e. BT Answer 1571, or similar. The default setting is five rings. If you want to change this, please see page 53.

Check box contents

Handset

Base



Telephone line cord
(pre-installed)

Mains power adaptor
(item code 048611)

2x AAA Ni-MH 600mAh
rechargeable batteries
(already in handset)

Contents for each additional handset (multipacks only)

Handset

Charger

Mains power adaptor
(item code 048610)

2x AAA Ni-MH 6000mAh
rechargeable batteries
(already in handset)

IMPORTANT
Only use the mains power adaptors, cables and rechargeable batteries supplied in this box or this product might not work. Any replacement rechargeable batteries must be of the same type. BT accepts no responsibility for damage caused to your BT7500 if you use any other type of batteries.

Quick set-up guide

Where to put your phone

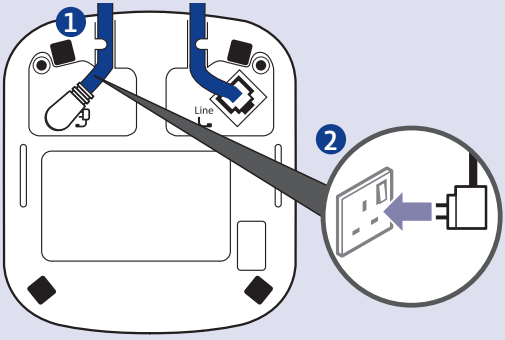
- Place the base within 3 metres of a mains power socket and 2 metres of a phone socket so the cables will reach.
- Make sure it's at least a metre away from other electrical appliances to avoid interference.
- Don't place the phone or base in a bathroom or other humid area.
- The product works by sending radio signals between the handset and base. The strength of the signal depends on where you position the base. Putting it as high as possible can help give you the best signal.

IMPORTANT

- Don't connect the phone line to a phone socket until the handset is fully charged.
- The base station should be plugged into the mains power socket all the time.

1 Plug in

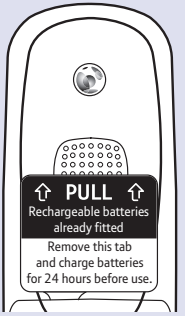
1. Plug the mains power adaptor with the blue ring on the connector into the base, with the cable clipped in the groove provided.
2. Plug the other end of the power adaptor into the wall power socket and switch on.



The telephone line cord is pre-installed but **don't** plug the other end into the wall socket yet.

2 Charge

1. Activate the batteries by pulling the plastic tab away from the back of the handset.



2. Place the handset on the base to charge.
3. After 24 hours, plug the phone line cord into the phone wall socket.

IMPORTANT
Charge the handset batteries for 24 hours or your phone might not work.

Talk/Standby time
Under ideal conditions, the handset batteries should give up to 13 hours talk time or 16 hours standby on a single charge. (This doesn't mean you can unplug the base or leave the handset for this length of time without charge).

Please note that new NiMH rechargeable batteries don't reach full capacity until they've been in normal use for several days.

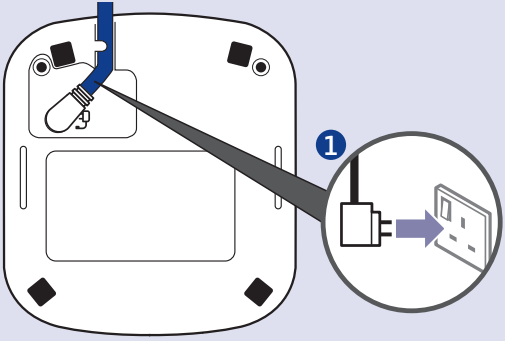
Battery low warning
If the icon is flashing in the display and you hear a warning tone every minute during a call, you'll need to recharge your handset before you can use it.

Battery performance

- To keep the batteries in the best condition, leave the handset off the base for a few hours at a time.
- Running the batteries right down at least once a week will help them last as long as possible.
- After charging your handset for the first time, subsequent charging time for the batteries is approximately 6–8 hours.
- The charge capacity of rechargeable batteries will go down over time, which will reduce the talk and standby time. Eventually they'll need replacing. For details on how to get replacement batteries, call the help team on 0800 218 2182*.

Set up your additional handsets (multipacks only)

1. For additional handsets and chargers: plug the mains power adaptor connector into the back of the charger and plug the other end into the mains wall socket and switch on the power.



2. Activate the batteries as explained on page 5.
3. Place the handset on the charger to charge for 24 hours.

If you ever need to remove the batteries, simply slide open the battery compartment cover and ease out the batteries.

3 Go!

Your BT7500 is now ready for you to use

- For help setting the date and time, go to page 35.
- For instructions on making a call, go to page 18.
- For help personalising your phone's settings, go to page 35.
- For instructions on using the answer machine, go to page 50.

Or, you may find the answer in the Help section on page 63 or see our online frequently asked questions at **bt.com/producthelp**
Alternatively, call the Helpline on 0800 218 2182*

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

Using your BT7500 on a broadband line?
If so, you need to fit an ADSL microfilter between the phone line cord and the phone socket. You can get BT ADSL microfilters from **bt.com/shop**

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Getting to know your phone

Handset buttons

(Up) Redial
In standby, press to open and scroll through the Redial list, see page 21.
In talk mode, press to increase the earpiece volume.
In menu mode, press to scroll up through the options.

Left option button
Press to open the option displayed on the screen.
In answering machine mode, deletes the current message.

OK
Press to accept current selection.

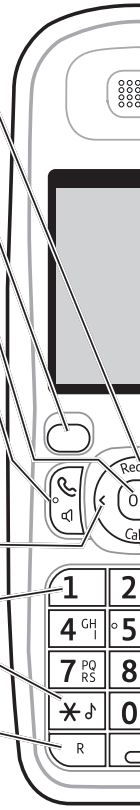
Talk
In standby mode, press to make and receive calls, see page 18
or press twice to activate handsfree mode.
In talk mode, press to switch handsfree on and off, see page 21.

Left
When entering text, press to move the cursor left.
Press to scroll left on the main menu screen.

1
In standby, press and hold to dial BT 1571 or your network's voicemail service.

*****
Press and hold to turn the ringer on or off.

R (Recall)
For use with some BT Calling Features and when connected to a switchboard/PBX.



Right option button

In standby, press to enter the Contacts menu.

In sub-menus, press to open the option displayed on the screen.

In answering machine mode, stops message playback.

End call / on or off

Press to end a call.

In standby, press and hold to switch the handset on or off, see page 18.

In menu mode, press to return to standby.

Right

When entering text, press to move the cursor right.

Press to scroll right on the main menu screen.

(Down) Calls

In standby, press to open and scroll through the Calls list, see page 43.

In talk mode, press to decrease the earpiece volume.

In menu mode, press to scroll down through the options.

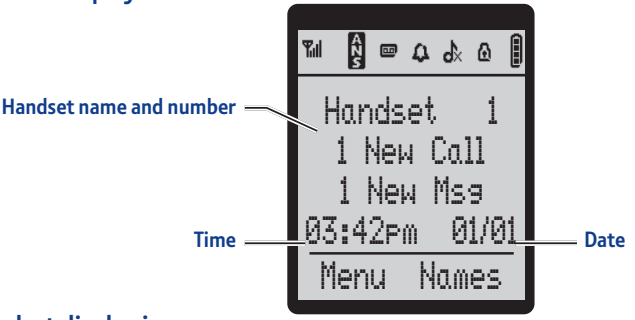
#

Press and hold to lock or unlock the keypad.

Intercom

Use to make internal calls, see page 61.

Handset display



Handset display icons

Shows handset battery status. More bars means more charge.
Scrolls when the handset is charging.

Empty frame flashes when it needs recharging.

Shows signal strength. More bars mean better signal.
Flashing – to warn you are moving out of range.
Off – out of range or cannot connect to the base selected.

On – during a call.
Flashing – incoming call.

On – missed call in the Calls list.*

On – handsfree speaker on.

On – voicemail (BT 1571) message received.

On – answering machine on.
Off – answering machine off.

`Memory full` shows if memory is full

Mute on

On – alarm is set.
Flash – alarm time has been reached.
Off – alarm off.

The keypad is locked.

Handset ringer is switched off.

* You need Caller Display for this to work and you must subscribe to your network provider. A fee may be payable. Find out more at **bt.com/callingfeatures**

Base

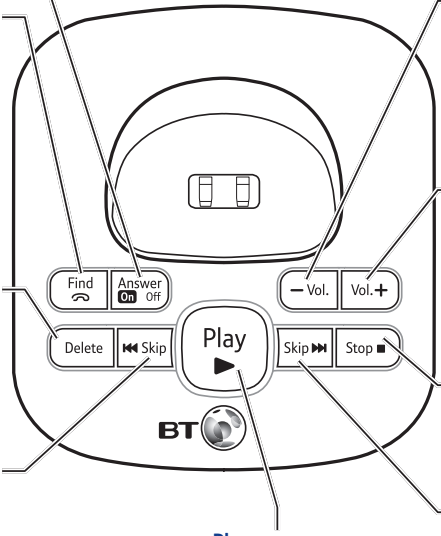
Answer On/Off
Press to turn the answering machine on or off.

Find
Press to ring all registered handsets, helpful for finding a missing handset, see page 24.

Also used during the registration process, see page 60.

Delete
Press once to delete the message during playback. In idle mode press and hold to delete all old messages.

Skip<<
Press once to repeat playing the current message from the beginning. Press twice to skip backward to play the previous message.



Play
Press once to play new message.

Vol–
Decrease speaker volume during message playback.

Decrease base ringer volume.

Vol+
Increase speaker volume during message playback.

Increase base ringer volume.

Stop
Press to stop the message during playback.

Skip>>
Press to skip a message during playback.

Finding your way around your phone

Your BT7500 has an easy to use menu system.

Each menu has a list of options, which you can see on the menu map opposite.

When the handset is switched on and in standby:

1. Press the Menu option button to open the main menu.
2. Use Redial, Calls, ‹ or › buttons to scroll through and highlight the available options.
3. When the menu you want is highlighted, press the OK option button to select or the Back button to return to the previous screen.

   To exit a menu and return to standby, press ⏻.

   If no buttons are pressed for 30 seconds, the handset returns to standby automatically.

Left option button
Press to select the option displayed on the screen above the button.

Right option button
Press to select the option displayed on the screen above the button.

Navigation buttons
‹ › Scroll left and right.
Redial Calls Scroll up and down.

Menu Map

Contacts

If empty: New Entry
Capacity

If entries: <New Entry>
Entries listed alphabetically

Alarm clock

Alarm 1
Alarm 2
Alarm 3
Alarm 4
Alarm 5

Answer machine

Play Messages
Delete Old Msgs
Answer On/Off
OGM Voice
Outgoing Message
Record Memo
Answer Settings

Settings

Date & Time
Display
Handset
Base

Sound

Handset Ringer
Base Ringer
Advisory Tones

BT Services

Helpdesk
BT118500
Diverts
Call Waiting
Anon Call Rej
Ringback
Reminder Call
<Empty>
<Empty>
<Empty>

Using the phone

When you make a call, the light on the base flashes.

Call timer
Your handset will automatically time your outgoing calls. The handset shows the length of time both during and for a few seconds after your call.

Out of range warning
When the handset is out of range of the base, the icon flashes.

If you move out of range when you're on a call, you'll lose your connection. The handset will automatically re-connect to the base when you move back within range.

Switching the handset on or off

To switch off

1. Press and hold . You will be prompted to switch off handset. Press Yes to switch the handset off.

To switch on

1. Press and hold .

Making an external call

1. Press . is displayed.
2. When you hear the dial tone, dial the number.

Preparatory dialling

1. Dial the number first. If you make a mistake press Clear to delete the last digit.
2. Press to dial.

Ending a call

1. Press .

Receiving a call

When you receive a call, the phone rings. If you've got a Caller Display service, the display shows the caller's number if it's available or the caller's name if it matches an entry in your contacts list.

If you don't have a Caller Display service, the screen shows External call.

1. Press to accept the call.

Call Waiting

If you've got a Call Waiting service and it is switched on, your BT7500 will alert you to a second incoming call if you're already engaged on an external call.

1. You'll hear the call waiting tone and the display will show the number of the caller, or the name if it matches an entry in your contacts.
2. Press R to answer the new call and your first caller is put on hold.
3. Press R to toggle between the two callers.
4. Press to hang up the current call.

Earpiece volume

During a call, you can adjust the handset earpiece volume. There are five levels.

1. Press Redial or Calls to increase or decrease the volume.

Auto answer

If auto answer's set to ON you can answer a call by lifting the handset off the base.

If auto answer's set to OFF, you'll need to lift the handset off the base and press too.

Auto answer ON is the default setting. See page 37.

To switch your call waiting service on or off, see page 47.

During a handsfree call, press Redial or Calls to change the loudspeaker volume.

Mute

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

1. During a call, press Mute. The display shows Mute On and your caller can't hear you.
2. Press Mute Off to return to your caller.

Handsfree

Handsfree lets you talk to your caller without holding the handset and means that other people in the room can listen to your conversation over the loudspeaker.

Making a handsfree call

1. Dial the number then press twice. is displayed. You hear your call over the handset loudspeaker. Press to switch the call between the earpiece and the loudspeaker.
2. Press to end the call.

Answering a call handsfree

When the phone rings:

1. Press . The call is transferred to the handset loudspeaker.

Switching to handsfree during a call

1. During a call, press to put the call on the loudspeaker. To switch handsfree off and return the call to the earpiece, press again.

Redial list

Up to the last 20 telephone numbers called are saved in the redial list. Once 20 numbers are stored and another number is entered, the oldest number in the list is deleted. You can choose any of the numbers in the redial list to call, delete or store in your contacts.

Redial a number

1. Press and a list of the most recent numbers called is displayed.
2. Press to highlight the number you want and press Option.
3. Scroll to highlight Call Number then press OK. The number will be dialled.

To view the details of the number, press Option, Details is highlighted, press OK.

For help with entering names, see page 25.

If you make a mistake when naming storing a number from the redial list, press Clear.

Store a number from the redial list to your contacts

1. Press Redial. Scroll Calls to highlight the number you want and press Option.
2. Scroll Calls to highlight Store Number and press OK.
3. Enter the name for the contact using the keypad and press Save. The display will show Saved and the entry will now be saved in your contact lists.

Delete a number from the redial list

1. Press Redial. Scroll Calls to highlight the number you want to delete and press Option.
2. Scroll Calls to highlight Delete Entry and press OK.
3. The display shows Delete? Press Yes to confirm. The number will be deleted.

Delete the entire redial list

1. Press Redial. Scroll Calls. The last number you dialled is highlighted. Press Option.
2. Scroll Calls to highlight Delete All and press OK.
3. The display shows Delete All? Press Yes to confirm. The number will be deleted.

Voicemail (BT 1571)

1. If you have subscribed to the BT Answer 1571 service you can press and hold 1 to listen to your messages.

The icon is displayed if a voicemail message has been recieved.

Keypad lock

You can lock the keypad so that it can't be used accidentally while you're carrying it around.

To lock the keypad

1. Press and hold #⌂ until Keypad Locked is briefly displayed before returning to standby, with the icon displayed.

To unlock the keypad:

1. Press and hold #⌂ until Keypad Unlocked is briefly displayed before returning to standby.

With the keypad locked, you can still call the emergency services on 999 and 112.

When the keypad is locked you can still answer incoming calls and operate the handset as normal. When the call is ended, the keypad lock comes on again.

If you get an incoming call while you're paging a handset, the incoming call takes priority.

Paging calls can't be answered by a handset.

Handset ringer on/off

1. Press and hold * to turn the handset ringer on or off. If you switch the ringer off, the icon will be displayed.

Finding a handset (Paging)

You can ring a handset to help find it.

1. Press Find on the base. All handsets registered to the base will ring and the screen will show Paging for up to 30 seconds.
2. Press Find on the base again to stop the ringing or press any button on any handset.

Contacts

You can store up to 250 names and numbers in your list of contacts. Names can be up to 16 characters long and numbers up to 24 digits. You must store a name and number in order to save a contact.

Store a name and number

1. From standby, press Names.
2. New Entry is highlighted, press OK.
3. Enter the new contact name (see note opposite for help). Press Calls.
4. Number is displayed. Enter the number. Press Calls.
5. Group is displayed. If you wish to add the entry to a call group, scroll ‹ or › to highlight a group and press OK. Display shows Saved (if you don't want to use this feature, simply select No Group). The display shows ✓ Saved.

Character map – press ✱♪ to switch between upper, lower or sentence case

1	1 @ _ # = < > ( ) & £ $ ¥ € [ ] { } ¤ §
2	A B C 2 Ä À Á Â Ã Å Æ Ç
3	D E F 3 È É Ë Ê Δ Φ
4	G H I 4 Ğ Ì Í Î Ï İ Γ
5	J K L 5 Ł
6	M N O 6 Ö Ò Ó Ø Ô Ñ
7	P Q R S 7 ß Π Θ Σ
8	T U V 8 Ü Ù Ú Û
9	W X Y Z 9 Ý Ÿ Ω Ξ Ψ
0	SPACE . 0 , / : ; " ' ! ¡ ? ¿ * + - % \ ^ ~ |

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

Press Clear to delete the last character or digit.
Press ‹ or › to move backwards or forwards through character/digits.
Press ✱♪ to switch between upper, lower or sentence case.
Press 0 to insert a space.

The Call group options are:

No group
Family
Friends
Business
VIP
Utilities
Others
General

To enter a pause in a contact number

When storing a number press and hold 0 in the place where you want the pause.

Searching alphabetically
Press the relevant keypad button, e.g. for the entries beginning with T press 8 once then scroll redial or Calls through the entries.

View an entry

1. Press Names. The first entry is displayed.
2. Scroll redial or Calls to the entry you want.
3. Press Option and scroll Calls to View Entry.
4. Press Select to view the details.

View contacts capacity

1. Press Names. The first entry is displayed.
2. Scroll Calls to any entry.
3. Press Option and scroll Calls to Capacity.
4. Press OK to view the number of entries, e.g. 57/250.

Dial an entry

1. Press Names. The first entry is displayed.
2. Scroll redial or Calls to the entry you want.
3. Press to dial.

Edit an entry

1. Press Names. Scroll Redial or Calls to the entry you want.
2. Press Option and scroll Calls to Edit Entry and press OK.
3. Name is displayed. Use the keypad to amend and press OK.
4. Number is displayed. Use the keypad to amend and press OK.
5. Group is displayed. Press Redial or Calls to select a group and press OK.

When editing a name or number, press Clear to delete characters and digits.

Delete an entry

1. Press Names. Scroll Redial or Calls to the entry you want.
2. Press Option and scroll Calls to Delete Entry.
3. Press OK. Display shows Delete?
4. Press Yes to confirm deletion or No to cancel.

Delete all entries

1. Press Names. Scroll to any entry and press Option.
2. Scroll to Delete All and press OK.
3. Display shows Delete Whole Contacts?
4. Press Yes to confirm deletion or No to cancel.

Edit a call group name

1. Press Names. Scroll to any entry and press Option.
2. Scroll to Edit Call Group and press OK.
3. Display highlights Rename Group, press OK.
4. Press Clear to delete the current name and enter a new name.
5. Press OK to save.

Call group names cannot exceed 10 characters.

Change a call group ringtone

You can set different ringtones for each call group so you will know when someone from a certain call group is phoning you.

1. Press Names. Scroll to any entry and press Option.
2. Scroll to Edit Call Group and press OK.
3. Scroll to Set Ringtone and press OK.
4. Press ‹ or › to choose the ringtone. A sample of each is played. Press OK to save.

Speed dial

You can allocate a name and number from the phonebook to each of the Speed dial buttons 2 to 9. Then you can simply press and hold the Speed dial button to automatically dial the number stored under it.

Copy a contact entry to a Speed dial button

1. Press Names. Press Option and scroll or to Speed Dial and press OK.
2. Scroll or to the Speed Dial button you want (button 2 to 9) and press OK.

3. If a name and number is already allocated to the Speed dial button you have chosen they will be displayed. To re-use this Speed dial button see, “Edit a Speed dial entry”, on page 31.
4. If the Speed dial is empty No number is displayed and then the screen shows all your contacts. Scroll Redial or Calls to the entry you want to select and press OK to save.

Delete a Speed dial entry

1. Press Names. Press Option and scroll Redial or Calls to Speed Dial and press OK.
2. Scroll Redial or Calls to select the Speed dial button number you want to delete and press OK.
3. The name and number is displayed, press Option and scroll Redial or Calls to Delete, press OK.
4. Delete? is displayed, press Yes to confirm. Deleted is displayed.

Edit a Speed dial entry

1. Press Names. Press Option and scroll Redial or Calls to Speed Dial and press OK.
2. Scroll Redial or Calls to the Speed Dial button you want to edit and press OK.
3. The name and number is displayed, press Option and Edit is displayed.
4. Press OK to confirm, and then scroll Redial or Calls to the entry in your contacts you want and press OK to save.
5. This new name and number from your contacts will replace the old name and number for this Speed dial button.

Dial a Speed dial entry

1. Press and hold the Speed dial button (2 to 9) that holds the number you wish to dial.
2. The display shows the icon and the number being dialled.

Sound

Choose from 10 polyphonic and 5 standard ringer melodies.

Important
Changing the handset ringer melody will only change the ringer melody you hear when callers stored under No Group in your contacts or callers whose numbers are not stored in your contacts call you. To change the ringer melody for callers stored under different call groups, see page 29 or for more information on call groups, see the notes on page 25.

Handset ringer melody for external calls

1. Press Menu, scroll to ♪ and press OK.
2. Handset Ringer is highlighted. Press OK.
3. External Call is highlighted. Press OK and you'll hear the current melody.
4. Scroll ◀ or ▶ to hear different melodies and press OK to save your choice. ✓ Saved will be shown.

Handset ringer melody for internal calls

1. Press Menu, scroll to ♪ and press OK.
2. Handset Ringer is highlighted. Press OK.
3. Scroll Calls to Internal Call. Press OK and you'll hear the current melody.
4. Scroll ◀ or ▶ to hear different melodies and press OK to save your choice. ✓ Saved will be shown.

Setting the ringer volume

1. Press Menu, scroll to ♪ and press OK.
2. Handset Ringer is highlighted. Press OK.
3. Scroll Calls to Volume. Press OK and you'll see the current setting.
4. Scroll ‹ or › to select the volume level 1-5 or off and press OK to save your choice. ✓ Saved will be shown.

The handset has 5 ringer volume settings plus off.

The ♪× icon will be displayed in the idle screen when the ringer is set to Off.

As a quick way to turn the handset ringer off, press and hold *♪.

Setting quiet mode

When quiet mode is enabled, regardless of the base and handset ringer settings, when there is an incoming call, the handset will beep once.

1. Press Menu, scroll to ♪ and press OK.
2. Handset Ringer is highlighted. Press OK.
3. Scroll Calls to Quiet Mode. Press OK.
4. Scroll ‹ or › to turn select Beep or Off and press OK to save your choice. ✓ Saved will be shown.

If you switch the handset and base ringer off you can still hear a tone when you receive an incoming call by changing the Quiet Mode setting to Beep.

Your handset can give a key beep to each button press. It can also give a tone to confirm a successful action such as storing a new phonebook entry. You can switch these tones on or off individually.

Handset tones on or off

1. Press Menu, scroll to ♪ and press OK.
2. Handset Ringer is highlighted. Scroll Calls to Advisory Tones. Press OK.
3. Key Tone is highlighted, press OK or scroll Calls to either Confirm Tone, Low Battery or No Coverage and then press OK.
4. Scroll ◀ or ▶ to select On or Off and press OK to save your choice. ✓ Saved will be shown.

You can choose from five base ringtones.

Base ringer melody

1. Press Menu and scroll to ♪ and press OK.
2. Scroll Calls to Base Ringer and press OK.
3. Ringer is highlighted, press OK.
4. Use the ◀ or ▶ buttons to choose the ringer melody 1-5 and press OK. ✓ Saved will be shown.

Settings

Handset settings

Set the date and time format

1. Press Menu, scroll to and press OK.
2. Date & Time is highlighted, press OK.
3. Time/Date Format will be highlighted. Press OK.
4. Time Format will be highlighted. Press OK and use the ◀ or ▶ buttons to choose 12 or 24 Hour display.
5. Press OK and saved will be displayed and you'll be taken back to the Time/Date screen.
6. Scroll Calls to Date Format and press OK.
7. Use the ◀ or ▶ buttons to choose the date format either DD.MM.YY or MM.DD.YY and press OK.
8. Saved will be displayed and you'll be taken back to the Time/Date screen.

Set the date and time

1. Press Menu, scroll to and press OK.
2. Date & Time is highlighted, press OK.
3. Time/Date Format will be highlighted, scroll Calls to Set Time/Date and press OK.
4. Enter the time using the keypad and press OK.
5. Enter the date using the keypad and press OK.
6. Saved will be displayed.

Date and time

If you've signed up for your network's Caller Display service, the date and time will be set automatically for all handsets when you get your first call.

The date and time is recorded with each answering machine message you get so it's important to set the date and time.

If you don't have a Caller Display service, you can set the correct date and time manually, see opposite.

If you change the display format to Single Item it will change the format of the main menu screen. Instead of all icons displayed on one screen, they will be saved as one icon per screen. So you will need to scroll through the menu screen by screen using the Redial and Calls buttons.

A handset name can be a maximum of 10 characters.

Main menu display format

1. Press Menu and scroll to and press OK.
2. Scroll Calls to Display and press OK.
3. Display Mode will be shown, press OK.
4. Use the ◀ or ▶ buttons to choose Multiple or Single Item and press OK. Saved will be shown.

Handset name

1. Press Menu and scroll to and press OK.
2. Scroll Calls to Display and press OK.
3. Scroll Calls to Handset Name and press OK.
4. Press Clear to remove the current name.
5. Use the keypad to enter a new name and press Done. Saved will be shown.

Screensaver

1. Press Menu and scroll to and press OK.
2. Scroll Calls to Display and press OK.
3. Scroll Calls to Screensaver and press OK.
4. Use the ◀ or ▶ buttons to select On or Off press OK. Saved will be shown.

Contrast

1. Press Menu and scroll to and press OK.
2. Scroll to Display and press OK.
3. Scroll to Contrast and press OK.
4. Use the or buttons to change the screen contrast press OK. Saved will be shown.

Adjust the display contrast to suit different lighting conditions.

There are eight levels.

Select base

1. Press Menu and scroll to and press OK.
2. Scroll to Handset and press OK.
3. Select Base is highlighted. Press OK.
4. Use the or buttons to choose the base and press OK. Saved will be shown.

You can use the Select base feature if you have registered your handset to more than one base. You can register your handset to up to 4 bases.

Auto answer

1. Press Menu and scroll to and press OK.
2. Scroll to Handset and press OK.
3. Scroll to Auto Answer and press OK.
4. Use the or buttons to select On or Off and press OK. Saved will be shown.

If auto answer's set to On you can answer a call by lifting the handset off the base.

If auto answer's set to Off, you'll need to lift the handset off the base and press too.

Auto answer On is the default setting.

Resetting your handset restores its factory settings. This won't affect your contacts or the Calls list.

Reset handset

1. Press Menu and scroll to and press OK.
2. Scroll to Handset and press OK.
3. Scroll to Reset handset and press OK.
4. Enter the 4 digit system PIN (default 0000) and press OK.
5. Press Yes to confirm. Saved will be shown.

When you have more than one handset registered to your base, you can set one handset to ring before the others. This allows one handset user to answer all incoming calls first, like a receptionist.

Choose All Handsets if you want all handsets to ring at the same time or Select Handset to nominate a handset to ring before the others.

Ring delay options; 2, 4, 6 or 8 rings.

Handset ring for priority

1. Press Menu, scroll to . Press OK.
2. Scroll to Base. Press OK.
3. Scroll to Ring Priority. Press OK.
4. All is highlighted. Press OK for all handsets to ring together.

   Or

   Scroll or to select the handset you want to ring first. Press OK. The ring delay option is highlighted. Press or to set the number of rings before the other handsets ring. Press OK.
   Saved will be shown.

Change system PIN

1. Press Menu and scroll to and press OK.
2. Scroll to Base and press OK.
3. Scroll to Change System PIN and press OK.
4. Enter the old 4 digit PIN (default=0000) and press OK.
5. Enter the new 4 digit PIN and press OK.
6. Enter the new 4 digit PIN again and press OK.
   Saved will be shown.

The System PIN is used when changing certain settings and registration / deregistration. The default setting is 0000. You can change this to your own preferred 4-digit number.

If you make a mistake, press Clear to delete.

PBX access code

If you're connected to a switchboard, you might need to enter an access code (e.g. 9) before each number is dialled. Your BT7500 can store an access code which is automatically dialled before each number.

Setting the PBX access code

1. Press Menu, scroll to and press OK.
2. Scroll to Base and press OK.
3. Scroll to PBX Access. Press OK.
4. Enter the number you want (single digit only) and press OK. Saved will be shown.

If an extension number of six digits or fewer, or a local number without the dialling code, is entered in your contacts, then an access code and Pause will prefix the number when it's dialled out.

If you reset the base it will return to its factory settings.

Reset base

1. Press Menu and scroll to and press OK.
2. Scroll to Base and press OK.
3. Scroll to Reset base and press OK.
4. Enter the 4 digit system PIN (default=0000) and press OK.
5. Press Yes to confirm the change. Saved will be shown.

Alarm clock

Once you've set the date and time on your phone you can set up alarms.

If you haven't got Caller Display and didn't set the date and time when you first set up your phone, see page 35.

Setting an alarm

1. Press Menu and scroll to 🔔 and press OK.
2. Alarm 1 will be highlighted. Press OK.
3. Use the ‹ or › buttons to turn the alarm On.
4. Press Calls and enter the alarm time.
5. Press Calls and use the ‹ or › buttons to choose the frequency of the alarm.
6. Press Calls and use the ‹ or › buttons to choose the alarm melody and press OK. ✓ Saved will be shown.
7. Press Back to return to the previous menu.

   To set other alarms, highlight another alarm at step 2 above then follow the same steps.

You can set up to five alarms, each with its own melody. You can set a different frequency for each alarm: Once, daily, Monday-Friday, Monday to Saturday and Saturday to Sunday.

You must set the alarm activation to On for the alarm to ring.

You can select melody 1-15 for the alarm ringtone.

Stopping the alarm when it rings

When the alarm rings, both the alarm icon and Alarm will flash in the display. Press any button to turn off the alarm even if the keypad is locked.

If an alarm is reached during a call, the alarm icon will flash but the ring will be disabled.

Calls lists

Caller Display

If you've subscribed to a Caller Display service, you'll be able to see your caller's number on your handset display (provided it's not withheld) before you answer a call. If your caller's name is stored in your contacts and it matches the number calling, you'll see the caller's name on the display as well.

Calls list

The Calls list holds up to 50 numbers. The date and time of the call is also stored if available. The calls are listed in date order and, when the list is full and a new call is received, the oldest entry will be deleted automatically. The Calls list can hold numbers up to 24 digits and names up to 16 characters.

Viewing call details

1. Press Calls, the most recent entry is at the top of the list. (or, Settings is displayed if there are no entries).
2. Press Redial or Calls to scroll through the list.
3. When an entry is highlighted, press Option. Details is highlighted, press OK.
4. The display shows the phone number (and name if stored in your contacts) date and time of the call.

You'll need to sign up for your network provider's Caller Display service for this feature to work. You might have to pay a fee. For more information on BT Calling Features, call BT free on **0800 800 150**.

To make sure the caller's name is displayed, make sure you've stored the full telephone number in your contacts, including the dialling code. You can store more than one number for the same caller.

Indicator for received calls
The following icons next to the telephone number or name indicate:
● A new call received
○ A viewed call
No dot = a dialled number

If the number is unavailable, Unavailable is displayed.

If the number has been withheld by the caller, Withheld is displayed.

If the number calling is from abroad, International is displayed.

If the call is from the operator, Operator is displayed.

If the call is from a payphone, Payphone is displayed.

If the caller is a ringback call, Ringback is displayed.

To clear X New calls message, browse through the Calls list and view the details of unread calls.

If you need to edit the number or name, press Clear to delete any unwanted characters, then use the keypad to enter new ones.

When the Calls list is open, press Calls to scroll from the newest call to the oldest, or press Redial to scroll from the oldest call to the newest.

Dial from the Calls list

1. Press Calls.
2. Scroll to the entry you want and press Option.
3. Scroll Calls to Call Number and press OK to call the number.

Copy a Calls list number to your contacts

1. Press Calls.
2. Scroll to the entry you want and press Option.
3. Scroll Calls to Store Number and press OK.
4. Enter the new contact's name using the keypad and press Save.
5. The number will be displayed, edit if necessary and press OK. Saved will be shown.
6. Group is displayed,press ‹ or › to select a group and press OK.

Delete an entry in the Calls list

1. Press Calls.
2. Scroll to the entry you want to delete and press Option.
3. Scroll Calls to Delete Entry and press OK.
4. Press Yes to delete the entry. Saved will be shown.

Delete entire Calls list

1. Press Calls.
2. Scroll to any entry and press Option.
3. Scroll Calls to Delete All and press OK.
4. Press Yes to delete all entries. ✓ Saved will be shown.

Calls list type

1. Press Calls.
2. Press Option and scroll Calls to Settings and press OK.
3. Calls List Type is displayed, press ‹ or › to choose either All Calls or Missed Calls and press OK. ✓ will be shown.

New call alert

1. Press Calls.
2. Press Option and scroll Calls to Settings and press OK.
3. Calls List Type is displayed, press Calls. New Call Alert is displayed, press ‹ or › to choose either On or Off and press OK. ✓ will be shown.

Calls List Type
All Calls will list answered and missed calls in the Calls list. Missed Calls will only list unanswered calls.

New call alert
The new call alert will cause the handset to beep when a missed call is received in the calls list and has not been viewed yet. The default setting is Off.

If you turn the new call alert Off and the beeping continues, you may need to clear all calls in the calls list to stop it.

BT Services

You need to subscribe to BT Calling Features to be able to use some of these services. You might have to pay a fee.

For more details on BT's Calling Features, go to **bt.com/callingfeatures** or call BT free on **0800 800 150**.

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

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

You can easily call a range of useful pre-stored numbers and BT Calling Features through the BT Services menu. There are 2 empty entries in the menu where you can enter your own numbers if you wish.

Pre-stored BT Services numbers

BT Helpdesk	Ringback
BT 118500	Reminder call
Diverts	Empty
Call Waiting	Empty
Anonymous Call Rej	

Calling the BT7500 helpdesk

1. Press Menu, scroll to BT and press OK.
2. Helpdesk will be highlighted. Press to call.

Calling BT 118500 (Directory Enquiries)

1. Press Menu, scroll to BT and press OK.
2. Scroll to BT118500 and press to call.

Using Call divert

1. Press Menu, scroll to BT and press OK.
2. Scroll to Diverts and press OK.
3. Scroll to choose when you want Call divert to apply: All Calls, When Busy or No Answer.
4. Press OK.
5. Scroll to choose either Set up, Check or Cancel and press to call and follow the spoken instructions, or listen for confirmation/status of your instructions.

Call Divert will divert all incoming calls to another number of your choice.

Using Call waiting

1. Press Menu, scroll to BT and press OK.
2. Scroll to Call Waiting and press OK.
3. Scroll to choose either Call Wait on, Call Wait off or Call Wait check and press to call. Follow the spoken instructions, or listen for confirmation/ status of your instructions.

Call waiting lets you know if another person is trying to contact you while you're on a call. If a second caller rings you will hear a beep in the handset. If you've also subscribed to Caller Display, the screen will show the caller's details.

Anonymous call reject blocks calls from withheld or anonymous numbers. If a caller withholds their number, they won't be able to get through to you.

With Ring back you can get an automatic call back from an engaged number. No need to dial a busy number over and over again. Just dial 5, wait for a confirmation message and hang up. Your phone will keep trying the busy number for up to 45 minutes.

Reminder call lets you book an alarm call. Like an alarm clock, except it lets you book an alarm call days in advance. Set repeat reminders every day or as a one-off call to remind you of a specific event

Using Anonymous call reject

1. Press Menu, scroll to BT and press OK.
2. Scroll to Anon Call Rej and press OK.
3. Scroll to choose either Setup, Check or Cancel and press to call. Follow the spoken instructions, or listen for confirmation/status of your instructions.

Using Ring back

1. Press Menu, scroll to BT and press OK.
2. Scroll to Ring back and press OK.
3. Scroll to choose either Setup, Check or Cancel and press to call. Follow the spoken instructions, or listen for confirmation/status of your instructions.

Using Reminder call

1. Press Menu, scroll to BT and press OK.
2. Scroll to Reminder Call and press OK.
3. Scroll to choose either Set Reminder, Check Reminder or Cancel Reminder and press to call. Follow the spoken instructions, or listen for confirmation/status of your instructions.

View/edit a BT Services number

1. Press Menu. Scroll to BT and press OK.
2. Scroll to highlight the entry you want and press OK (or if you've chosen Helpdesk or BT 118500, press Options).
3. View Entry is highlighted, press OK to view the number or scroll to highlight Edit Entry and press OK.
4. Press Clear to delete a number and use the keypad to enter new numbers. Press OK to save. Saved will be shown.

Enter a new service number

1. Press Menu. Scroll to BT and press OK.
2. Scroll to Empty and press Edit.
3. You can now enter a new name and number, press OK to save. Saved will be shown.

To reset the BT Services numbers back to the pre-stored numbers you can reset the handset to it's original factory default settings, see page 38.

Answering machine

You'll need to set the date and time (if you've not already done so) so that you'll know when each message was received.
If you've signed up for to your network's Caller Display service, the date and time will be set automatically for all handsets when you get your first call. To set the date and time manually, see page 35.

Voice prompts
Your BT7500 answering machine has voice prompts to help you use its settings and features.

Your BT7500 can digitally record up to 30 minutes of messages.

You can operate your answering machine from:

- the handset.
- the base, see page 57.
- remotely, from any other Touchtone™ telephone, see page 58.

Your BT7500 comes with two pre-recorded outgoing messages, one that allows callers to leave a message and one that simply answers the call. And you can record your own message.

Using the answering machine from the handset

Switching the answering machine on or off

1. Press Menu and scroll to . Press OK.
2. Scroll to Answer On/Off. Press OK.
3. Scroll or to highlight On or Off and press OK. Answer Machine On Saved will be shown.

Outgoing messages

The outgoing message is the message a caller first hears when the answering machine picks up their call. There are two pre-recorded outgoing messages to choose from (see note on the left) or you can record your own.

Recording your own outgoing message

1. Press Menu and scroll to ⏺. Press OK.
2. Scroll to Outgoing Message and press OK. Play OGM is highlighted, scroll to Record OGM and press OK.
3. Scroll or to highlight Answer & Record or Answer Only and press OK.
4. Follow the voice prompts to record your message and press Save.
5. Your message is then played back. If you want to delete it, press Delete during playback.

Checking or deleting your outgoing message

1. Press Menu and scroll to ⏺. Press OK.
2. Scroll to Outgoing Message and press OK.
3. Scroll to Play OGM and press OK.

Answer and record
The pre-set Answer and Record outgoing message, that allows your caller to leave a message, is “Hello, your call cannot be taken at the moment, so please leave your message after the tone”.

Your Answer and Record outgoing message can be up to 1 minute long and will replace the pre-recorded message.

Answer only
The pre-set Answer only outgoing message, where callers hear an announcement but can’t leave a message, is “Hello, your call cannot be taken at the moment and you cannot leave a message, so please call later”.

When recording your Answer only message, remember to let your callers know that they won’t be able to leave a message.

To reinstate the pre-recorded messages, delete your own recorded outgoing message, see opposite.

You can't delete a pre-recorded message. If you delete your personal OGM, the pre-recorded OGM will be automatically reinstated as your outgoing message.

4. Scroll redial or Calls to choose Answer & Record or Answer Only press OK to listen.
5. To delete the message, press Delete when it is playing.

Select male or female outgoing message voice

If you want to use the pre-recorded outgoing message, you can choose either the male or female voice. The default setting is female.

1. Press Menu and scroll to ▣. Press OK.
2. Scroll Calls to OGM Voice and press OK.
3. Scroll ‹ or › choose either Female or Male and press OK. ✓ Saved will be shown.

Recording a memo

1. Press Menu and scroll to ▣. Press OK.
2. Scroll Calls to Record Memo and press OK.
3. Follow the voice prompts to record.
   To end recording, press Save.
4. Your memo is then played back. If you want to delete it, press Delete during playback.

Answer settings

Answer mode

Choosing which outgoing message you want played to callers.

1. Press Menu and scroll to . Press OK.
2. Scroll to Answer Settings and press OK.
3. Answer Mode is highlighted, press OK.
4. Use ‹ or › buttons to highlight Answer & Record or Answer Only and press OK. Saved will be shown and the screen will return to the previous menu.

Answer delay

Setting how soon the answer machine picks up calls

1. Press Menu and scroll to . Press OK.
2. Scroll to Answer Settings and press OK.
3. Scroll to Answer Delay and press OK.
4. Use ‹ or › buttons to set the number of rings (1-9 rings or Time Saver) before the answer machine picks up calls and press OK. Saved will be shown and the screen will return to the previous menu.

Time saver

When you ring in to access your messages remotely, if your answering machine is set to time saver and you have new messages it will answer after 10 seconds, if you do not have any new messages, it will answer after 20 seconds. This means you can hang up knowing you have no new messages, saving you time and the cost of the call.

For compatibility with BT 1571 (or another voicemail service) do not set the ring delay to more than 6 rings.

Recording time
The maximum message time can be 30 seconds, 1 minute, 2 minutes or unlimited.

While screening, you can adjust the volume by pressing Redial/ or Calls on the handset.

Setting the recording time for messages

1. Press Menu and scroll to . Press OK.
2. Scroll Calls to Answer Settings and press OK.
3. Scroll Calls to Recording Time and press OK.
4. Use ‹ or › buttons to set the recording time and press OK. Saved will be shown and the screen will return to the previous menu.

Call screening

When call screening is turned on and the answer machine takes a call, you can listen to the caller leaving a message. You can then identify the caller and decide whether to take the call in person.

Turn call screening on or off

1. Press Menu and scroll to . Press OK.
2. Scroll Calls to Answer Settings and press OK.
3. Scroll Calls to Call Screening and press OK.
4. Use ‹ or › buttons to select On or Off and press OK. Saved will be shown and the screen will return to the previous menu.

When your BT7500 rings, wait for the answer machine to take the call. When the caller begins leaving a message, the display shows Screening?. If you want to talk to the caller, press to take the call. This will stop the recording if it's started.

Press to stop screening without talking to the caller.

New message alert on/off

1. Press Menu and scroll to . Press OK.
2. Scroll to Answer Settings and press OK.
3. Scroll to New Msg Alert and press OK.
4. Use or buttons to select On or Off and press OK.
5. Saved will be shown and the screen will return to the previous menu.

When New message alert tone is on, the base will beep at regular intervals.

You can play back messages with the answer machine turned on or off.

Each message is played back with the day and time of the call announced.

New messages will be played before any old messages, with a beep to show the end of new messages and the beginning of playback of old messages

If there are no messages the display shows No messages.

You can't delete messages that you've not yet played.

Unless you delete a message, it's automatically saved.

Message playback using the handset

1. Press Menu and scroll to . Press OK.
2. Play Messages is highlighted. Press OK. You will hear if you have messages or not, if you do they will be played.
3. The handset displays the number and name of the caller if available, the date and time it was received and whether the message is new (not been listened to) or old (already listened to). The message is played automatically.

   During playback you have the following options:

Redial or Calls	to adjust the volume.
4 GHI	once to repeat the message.
6 MNO	to play the next message.
Delete or 5 JKL	to delete the current message. Display shows Deleted.
Stop or 2 ABC	to stop playback.
	to cancel playback and return to standby.

   At the end of playback the handset will return to standby. The messages are renumbered to take account of any deleted messages.

Delete all old messages

1. Press Menu and scroll to ⏺. Press OK.
2. Scroll Calls to Delete Old Msgs and press OK.
   If there are no old (unplayed) messages, the display shows No Old Msgs.
   If there are old messages the display shows Delete Old Messages? Press Yes to confirm or No to cancel.
3. The screen will return to the previous menu level.

Using the answering machine at the base

Switching on or off

Press Answer On Off. The setting will be announced.

Playing back messages

1. Press Play. New messages are played first.

During playback:

Press Delete to delete the current message.
Press ⏮ Skip once to repeat the message.
Press ⏮ Skip twice to play the previous message.
Press Skip ⏭ to play the next message.

Memory full
If the caller's still talking when the memory becomes full the caller hears "Thank you for calling" and the machine will hang up.

You must delete messages before your machine will be able to record new ones. To delete old (played) messages, see opposite or page 58 for instructions.

Press Play to pause and resume playback.

Press Stop to stop playback.

Press −Vol. or Vol.+ to adjust the speaker volume during playback.

At the end of playback press Delete and follow the voice prompt to press Delete again to delete all old messages.

Operating the answer machine with Remote access

With Remote access, you can operate your answering machine from any Touchtone™ phone, even if you forget to turn on your answer machine before you go out.

Turning remote access on or off

The default setting is Off.

1. Press Menu and scroll to . Press OK.
2. Scroll Calls to Answer Settings and press OK.
3. Scroll Calls to Remote Access and press OK
4. Use ‹ or › buttons to turn select On or Off and press OK. Saved will be shown and the screen will return to the previous menu.

If you forget to switch on your answering machine

1. Call your number from another phone and let it ring. After 20 rings the machine will switch on and answer your call.
2. Press ✱ and enter your system PIN when prompted. Play back your messages as shown below in 'Operating your answering machine remotely'. If you do not choose to switch your answering machine On, it will switch off when the call is ended.

Operating your answer machine remotely

1. Dial your phone number.
2. When you hear your outgoing message, press ✱ and enter your 4 digit system PIN.
3. Follow the voice prompts to:

1	Play main menu
2 ABC	Play all messages
4 GHI	Skip back during playback
5 JKL	Delete a message during playback
6 MNO	Skip forward during playback
7 PQRS	To turn answer machine on
9 WXYZ	To turn answer machine off

When Remote access is enabled, you can call in from another phone to listen to your messages and operate your answering machine. You should set a 4 digit system PIN so that other people can't ring up and listen to your messages.

When Remote access is turned off, the 4 digit system PIN is automatically re-set to 0000.

You should change the 4 digit system PIN from the original setting of 0000 and keep it somewhere safe. To change your system PIN see page 39.

If you enter the system PIN incorrectly three times, the call will end automatically.

Using additional handsets

You can use up to five BT7500 handsets with your BT7500 base to extend your phone system without needing to install telephone extension sockets for each new phone.

You have 60 seconds to complete the registration process.

If registration isn't successful the first time, please try again incase the base registration period ran out of time.

If there are already five handsets registered to the base, the registration will fail. You must de-register another handset before you can register the new one.

If you've bought a BT7500 multiple pack, any additional handsets come pre-registered to the base. If you've bought an additional handset separately, you must register it to your BT7500 base before it can be used.

Registering an additional handset

1. Press Menu, scroll to and press OK.
2. Scroll Calls to Handset and press OK.
3. Scroll Calls to Register Handset and press OK.
4. Use the ‹ or › buttons to select the base you want and press OK.
5. Enter the 4 digit system PIN (default=0000) then press OK.
6. The display shows Press and Hold Find Button. Press and hold the Find button on the base until the base beeps, then release.
7. Immediately, press OK on the handset to confirm. The base will go into registration mode for 90 seconds and will beep when successful. The handset will automatically be assigned the next available handset number and registration is now complete.

De-register a handset

1. Press Menu, scroll to and press OK.
2. Scroll to De-register and press OK.
3. Use the or buttons to select the handset you want to de-register and press OK.
4. Enter the 4-digit system PIN (default=0000) and press OK.
5. Display shows De-register? Press Yes to confirm or No to cancel.

Call another handset

If you have more than one handset registered to the base, you can make internal calls between two handsets.

Making internal calls between handsets

1. Press Intercom and if you have one other handset it will ring.
2. If you've extra handsets, press Intercom then scroll to the handset you want to call and press OK.
3. Press to end the call.

Registering another make of handset to your BT7500 base

If you want to register another make of handset (i.e. not a BT7500 handset) to your BT7500 base then you will need to follow the Registration instructions that came with the handset first and then continue with the base part of the registration procedure (as shown in point 6 on page 60). Please note that registering other types of handset will only provide limited compatibility i.e. you may only be able to make and receive calls on the additional handset.

Transferring a call

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

1. During your call, press Intercom. Your external caller is put on hold.
2. If you've one other handset it will ring. If you have extra handsets, scroll to the handset you want to call and press OK.
3. When the other handset answers you can announce the caller.
4. Press Switch to switch between the two callers.

   If the other handset doesn't answer press Back to return to your original caller.

3-Way conference call

You can hold a 3-way conference call between two internal callers and one external caller

1. During your call, press Intercom. Your external caller is put on hold.
2. If you have one other handset it will ring. If you have extra handsets, press Intercom then scroll to the name of the handset you want to call and press OK.
3. When the other handset answers you can announce the call.
4. Press Conf to join all callers.

Help

Phone doesn't work

- Have you activated the batteries correctly? See page 5.
- Check that the mains power is correctly connected.

No dial tone

- Is the telephone cord of the base plugged into the phone socket?
- Check that the mains power is correctly connected.
- Only use the telephone cord supplied with the phone.

Can't make or receive calls

- Check that the mains power is correctly connected.
- The batteries may need recharging.
- Has there been a power cut? If so, place the handset back on the base for ten seconds and try again. If it still doesn't work, disconnect the batteries and mains power for ten minutes, then reconnect and try again.

You have a dial tone, but the phone won't dial out

- If you're connected to a switchboard, check whether you need to dial an access code, see page 40.

Handset doesn't ring

- The ringer volume may be switched off, see page 24.
- Check that the mains power is correctly connected.
- Make sure the handset is registered to the base, see page 60.

No display

- The batteries may be flat, dead or incorrectly inserted.
- Recharge or replace the batteries

icon flashes

- Make sure the handset is registered to the base, see page 60.
- Check that the mains power is correctly connected.
- Check that the handset is within range of the base.
- If the batteries are low, place the handset on the base/charger to recharge.

icon not scrolling

- Try cleaning the charging contacts.
- Check that the mains power is correctly connected.

You hear the busy tone when you press

- Make sure the handset is in range of the base.
- Another handset registered to your BT7500 base may be on the line.

Answering machine doesn't record any messages

- The memory may be full. Play and delete old messages, see page 56-57.

Answering machine messages have the wrong date and time

- Have you set the date and time? See page 35.

Can't access your messages from another phone

- Have you changed the system PIN code? See page 39.
  Always keep a note of the new PIN code in a safe place.
- Has Remote access been disabled? To enable Remote access, see page 58.

No Caller Display number/name displayed

- Have you subscribed to a Caller Display service from your network provider? See page 43.
- The caller may have withheld their number.
- An exact name/number match was not found in your contacts. Check that you've stored the full STD dialling code.

Can't register a handset to a base

- You can register up to five handsets to your BT7500 base and you can register your BT7500 handset to up to four bases. Check that you've not exceeded the limits.
- Check that you've entered the correct PIN number (default PIN 0000).
- Check that you're at least one metre away from other electrical equipment to avoid interference when registering.

Base unit does not ring, but the lights are on

- Have you connected the telephone line correctly?
- Is the base ringer set to off?
- You may have a faulty line or socket. Try using another socket or line. Call BT on 151 if you still have problems.

Buzzing noise on my phone or on other electrical equipment nearby

- Sometimes your BT7500 can interfere with other electrical equipment if it's placed too close. We recommend that you place your BT7500 at least one metre away from electrical appliances or metal obstructions to avoid any risk of interference.

Customer Helpline

If you're still having problems, call us on **0800 218 2182*** or go to **bt.com/producthelp**

General sales enquiries

- BT Residential lines – call **150**. BT Business lines – call **152**.
- For non BT line customers, call **0800 800 150** (residential) or **0800 800 152** (business).
- Additional handsets are available from the Helpdesk on **0800 218 2182***.

Billing enquiries

Please see the phone number shown on your BT bill.

General information

Important

This equipment is not designed for making emergency phone 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.

Replacing the handset batteries

After a time, you might find that the handset batteries run out of charge more quickly. This is a standard sign of wear and the batteries will need replacing.

1. Open the battery compartment cover.
2. Lift the battery out and remove the batteries. Replace with two new AAA Ni-MH 600mAh rechargeable batteries.
3. Replace the battery compartment cover.

	Manufacturer	Model	Rating
Battery	GP	GN75AAAHC	600mAH

Caution

Don't immerse batteries in water, throw them into a fire or dispose of them with ordinary domestic refuse.
BT accepts no responsibility for damage caused to your BT7500 by using any other types of batteries.
There is a risk of explosion if incorrect batteries are fitted.

Safety information

- Only use the power supply suitable for the BT7500. Using an unauthorised power supply will invalidate your guarantee and may damage the phone. The item code for the base mains power supply is 048611 . If you've bought a multiple pack, the item code for the charger mains power supply is 048610.
- Use only the approved rechargeable batteries supplied. Spare rechargeable batteries are available from the BT7500 Helpline on 0800 218 2182*.
- Don't open the handset (except to replace the handset batteries) or the base. This could expose you to high voltages or other risks. Contact the Helpline on 0800 218 2182* for all repairs.
- If the keypad is locked, it is NOT possible to make calls, except to 999 and 112 emergency numbers.
- Radio signal 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.
- Your product may interfere with other electrical equipment, e.g. TV and radio sets, clock/alarms and computers if placed too close.
- It is recommended that you place your product at least one metre away from such appliances to minimise any risk of interference.

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

Cleaning

- Clean the handset and base (or charger) 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 handset may become warm when the batteries are being charged or during prolonged periods of use. This is normal. However, we recommend that to avoid damage you do not place the product on antique/veneered wood.
- 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 surfaces.
- 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.
- There is a slight chance your phone could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord during an electrical storm.

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 minimize the impact on the environment, treat any hazardous substances and avoid the increasing landfill.

Product disposal instructions for residential users

When you've have no further use for this equipment, 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.

Guarantee

Your BT7500 is guaranteed for a 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 BT7500 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.

Guarantee conditions

- 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 doesn't 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

Prior to returning your product, please read the Help section beginning on page 63 or contact the BT7500 Helpline on **0800 218 2182***. Additional answers to frequently asked questions are available from **bt.com/producthelp**

In the unlikely event of a defect occurring, the helpdesk will issue a Fault Reference Authorisation (FRA) number and instructions for replacement or repair. Please note you will need the FRA number before returning the product. This does not affect your statutory rights.

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 recommended repair agent Discount Communications on **0800 980 8999** or a local qualified repairer.

Returning your phone

If the Helpline is unable to remedy your problem they will issue a Fault Reference Authorisation number and ask you to return the product to your original place of purchase. Where possible, pack the product in its original packaging. Please remember to include all parts, including the line cords, power supply units and the original batteries.

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 BT7500 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.

Any additional handsets and chargers that you register have a REN of 0.

Connecting to a switchboard

Switchboard compatibility
This telephone may be connected to most types of switchboard, however in the event of any difficulties, consult your switchboard Service Provider.

Recall (R)
Recall is used when connected to certain switchboards/ PBXs and some BT Calling Features, or those services available via your network provider. The BT7500 supports time break recall but not earth loop recall.

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 BT7500 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**

For your records

Date of purchase:

Place of purchase:

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

Enter your base system PIN code here:

[/ / /]

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

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