



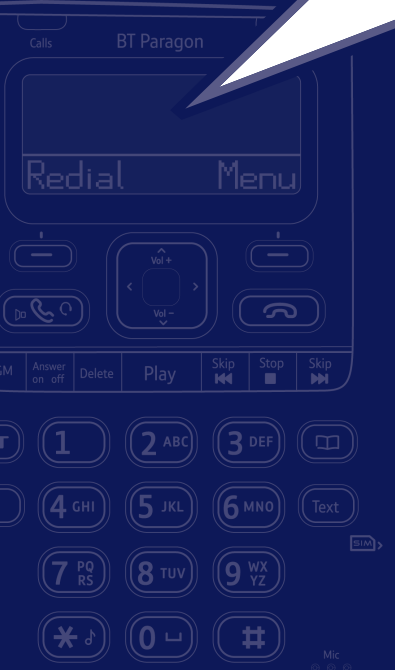
## User Guide



**BT Paragon 650**  
Corded Telephone With Answering Machine

# Welcome...

to your BT Paragon 650 corded digital telephone and answering machine



- Directory lets you store up to 200 names and numbers for easy dialling.
- Copy the whole directory or individual entries to and from your mobile phone SIM card.
- Send and receive SMS text messages.<sup>1</sup>
- Caller Display lets you see who's calling and your phone stores details of the last 50 callers in a Calls list.<sup>2</sup>
- Answering machine with up to 32 minutes recording time.
- Hear your messages via the loudspeaker or privately via the handset when using the remote access feature.
- Handsfree – make and receive calls using the built-in loudspeaker.
- Calendar and alarm.

1 Requires subscription to a Caller Display Service and you must withhold your telephone number. A quarterly fee maybe payable.

2 Requires subscription to a Caller Display Service. A quarterly fee maybe 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 phone before you can use it. This doesn't take long as it 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 650, contact the Helpline on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com). Our dedicated advisors are more likely to be able to help you than the retailer where you made your purchase.

Alternatively, you may find the answer in the 'Help' section at the back of this guide. Additional answers to Frequently Asked Questions are also available from [www.bt.com/producthelp](http://www.bt.com/producthelp)

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

#### **Got everything?**

- BT Paragon 650 corded telephone
- Mains power adaptor (Item code: 039953)
- Telephone line cord (pre-installed)
- Desk mounting plinth

#### **IMPORTANT**

Only use the telephone line cord supplied.

#### **IMPORTANT**

If you select a polyphonic ringtone the tune will continue to play for a few seconds once the handset is lifted. This is normal.

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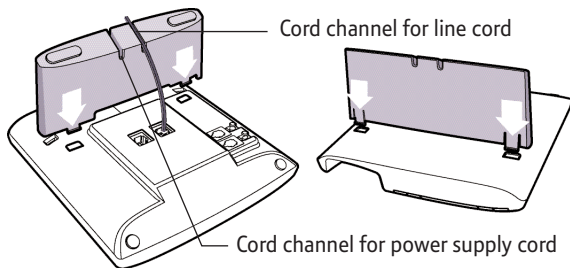
# Getting started

## Location

You need to place your BT Paragon 650 close enough to a mains power and telephone socket so that the cables will reach.

## Setting up

1. Attach the desk mounting plinth. The telephone line cord is pre-installed but make sure you route the cable through the grooves in the plinth. Do not route the line cord under the plinth as you could damage it.



2. Connect the longer straight end of the curly handset cord into the base. Connect the other end of the cord to the handset.
3. Plug the mains power adaptor into the power socket on the underside of the base. Plug the other end into the mains socket and switch the power on. The display lights up.

## WARNING

Do not place your BT Paragon 650 in the bathroom or other humid areas.


## IMPORTANT

The BT Paragon 650 will still be able to take and receive calls during power failure as long as the telephone line cord is still plugged in. Full functionality will of course be limited.

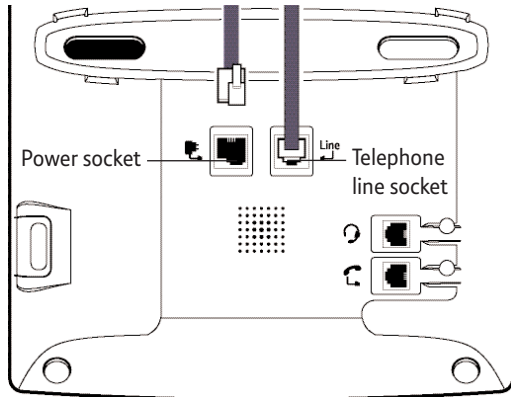
## Using your BT Paragon 650 on a Broadband line?

If this product is to be used on a broadband line then you must ensure that it is connected via an ADSL microfilter. Using this product on a Broadband line without an ADSL microfilter may cause problems with this product and your Broadband service.

Additional BT ADSL microfilters can be purchased from [www.shop.bt.com](http://www.shop.bt.com)

 Hearing aid wearers may benefit from switching their hearing aid to the middle T position and holding the earpiece up to the aid not their ear.

If you experience poor speech quality or interference, make sure the product is not located too close to other electrical appliances.



4. Plug the end of the telephone line cord into the telephone wall socket.
5. Press the line cables into the grooves on the base of the phone so that the phone can lie flat.

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

However, you can also set the day and time manually, see page 41.

**Your Paragon 650 is now ready for use.**



# Getting to know your phone

## Buttons

### Display

Shows the status of your phone.

### Calls indicator

Indicates incoming calls or new calls in the calls list, p22.

### Menu

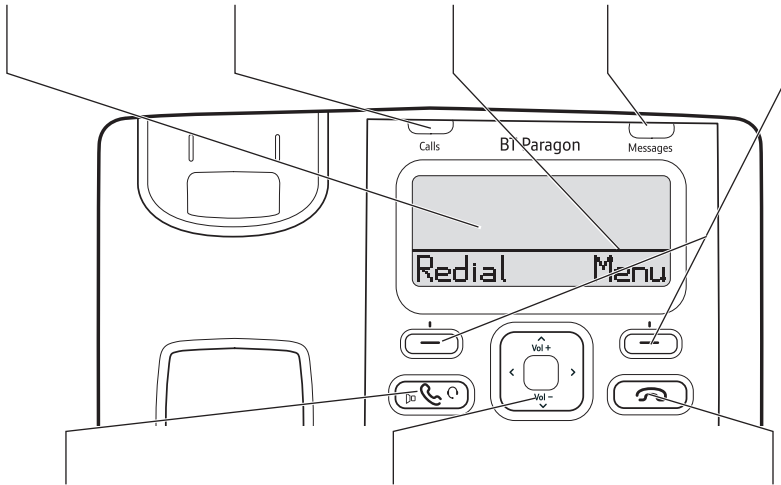
Opens the menu, p11. Selects on-screen options.

### Messages

Indicates new voice or text messages.

### Options

Selects the option displayed on-screen.



### Talk/Handsfree

Press to make a call, p13. Handsfree calling, p13.

### Navigation

- ⤴ ⤵ Scroll through menu options, adjust the volume during calls, p14.
- ⤴ Open the Appointments calendar during a call, p38.
- ⤵ Moves the cursor when entering text.

### End Call

Press to end a call. Also lets you exit from the menu.

## Buttons

### OGM

Press to play your outgoing message, p47.

### Answer On/Off

Switch answering machine on/off, p46.

### Delete

Delete answering machine messages, p47.

### Play

Plays and pauses messages, p47.

### <Skip

Press once to repeat the message, twice to play the previous message, p47.

### Stop

Stop message playback.

### Skip >

Press to play the next message.

### BT

Press to access a range of BT Calling Features, p25.

### R (Recall)

For use with switchboards and certain network services.

### Phonebook

Opens the 200 entry phonebook menu, p17.

### SIM reader

Insert a SIM card for copying entries to and from the phonebook.

### (1) (2) (3)

One-touch buttons – press and hold the phonebook button followed by 1, 2 or 3 to speed dial these entries, p43.

### \*

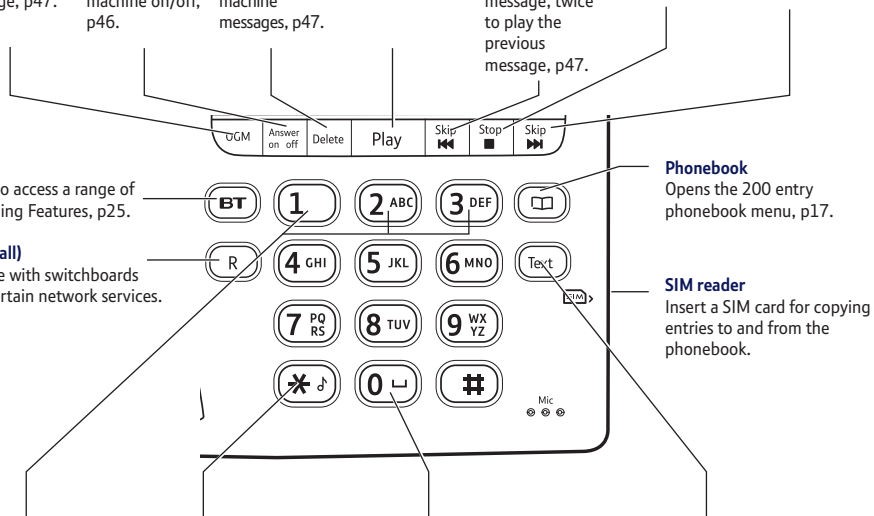
Switch between upper and lower case letters when entering text, p17.

### 0

Press and hold to insert a Pause, p17.

### Text

Opens the SMS text menu, p28.



# Display icons & menu navigation

## Main display icons



Ringer off



Alarm on



On-hook,



Off hook



Handsfree



New text messages



New calls received



Flashing -New answering  
machine messages

On – answering machine On

## Navigating the menu

Your BT Paragon 650 has an easy menu system.

1. Press **Menu** to open the main menu or press the individual feature button e.g. **Text** to open a specific menu.
2. Scroll **^** or **v** to the option you want.
3. Press the **OK** option button to select the feature displayed or press the **Back** option button to return to the previous level.

## Exit menu

If you want to exit a menu or the directory, either press **Call** to return to standby or press the **Back** option button until the standby screen appears.

## Menu map



### Answer Machine

Play messages  
Delete messages  
Answer On/ Off  
Record memo  
Outgoing message  
Answer Settings

### Settings

Date/Time  
Sounds  
Display  
Speed dial  
Dial mode  
Auto Prefix (PBX access)  
Default reset

### Calls list

Show details  
Save entry  
Delete entry  
Delete all

### Appointments

Appointment 1-5  
Edit  
Delete

### Alarm

Mon to Fri/Daily/Off  
Time  
Ringtone

The following menus can be accessed by pressing the relevant button:

### Phonebook

New entry  
Show details  
Delete entry  
Edit entry  
Call group  
SIM copy  
Delete all

### Text messages

Write message  
Inbox  
Drafts  
Outbox  
Templates  
Text settings

### BT Calling Features

Helpdesk  
Directory enquiries  
Divert on  
Divert off  
Check divert  
Call waiting on  
Call waiting off  
Check call waiting

# Using your phone

## Making calls

### Dial a number

1. Lift the handset and dial the number.




### Preparatory dialling

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

### End a call

1. Replace handset.

## Handsfree

1. Press . The display shows  and you can hear the dial tone. Dial the number.
2. Press  again to end the call.

### Call timer

Your phone automatically times the duration of every external call.

The time is shown on the display during the call and for a few seconds after the call has ended.

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.

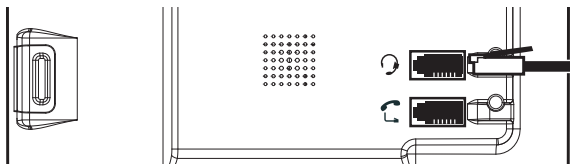
To switch a handsfree call to the handset, lift the handset.



You can use a headset with your BT Paragon 650. A headset is not supplied with the product.

When using the headset, you can switch to using the handsfree loudspeaker by simply pressing the button.



## Headset

1. Plug the headset into the socket.



2. Press the  button twice to answer a call, or get a dial tone if dialling out. Press the  button to end your call.

### Switch a call from headset to handset.

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

## Volume




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

## Secrecy



1. During a call, press the **Secrecy** option button. Display shows **SECURITY ON**. Your caller cannot hear you.
2. Press **OFF** to resume your call.

## Redial

You can redial any of the last ten numbers.

1. Press the **Redial** option button. The last number dialled is displayed.
2. Scroll  or  to the number you want.
3. Lift the handset or press  to dial.

### Delete a redial number





1. Press the **Redial** option button. Scroll  or  to the number you want.
2. Press the **Options** option button. **DELETE ENTRY** is highlighted.
3. Press **OK**. The number is deleted. Press the **Back** option button until you return to standby.

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


When in 'call' and 'secrecy' mode, please note that no other features such as 'appointments' or 'phonebook' can be accessed.

You can still make 999 and 112 emergency services calls on your BT Paragon 650 if the mains power fails.

### Save a redial number to the directory

1. Press the **Redial** option button. Scroll  or  to the number you want.
2. Press the **Options** button and scroll  to **SAVE NUMBER**. Press **OK**.
3. Enter the NAME (see Entering names page 17).
4. If necessary scroll  to edit the NUMBER then press **Save**. **SAVED** is displayed. Press the **Back** option button until you return to standby.

### Delete all redial numbers

1. Press the **Redial** option button. The last number dialled is displayed.
2. Press the **Options** option button then scroll  to **DELETE ALL** and press **OK**. **DELETE ALL ENTRIES?** is displayed.
3. Press **Yes** to confirm or **No** to cancel. Press the **Back** option button until you return to standby.

### If the mains power fails

If your BT Paragon 650 loses mains power or if it is unplugged, you are still able to make and receive calls including 999 and 112 calls to emergency services.

The backlight on the display will not come on and the answering machine will not function.















# Phonebook






## Open the phonebook

1. Press . Stored entries are displayed alphabetically.

## Character map

 - . ! : 1	 P Q R S 7
 ABC ( 2	 T U V # 8
 DEF ) 3	 W X Y Z 9
 GHI \$ 4	 Toggle Uppercase/ Lowercase
 JKL / 5	 space
 MNO @ 6	 no function

## New phonebook entry

1. Press  then, press the **Options** option button. Display shows **NEW ENTRY**. Press **OK**.
2. Use the keypad to enter the name and the telephone number, then scroll .
3. Enter the number, scroll  to **GROUP**.
4. Press  or  to select the group you want the entry stored under.
5. Press the **Save** option button.
6. To add another entry, press the **Options** button or press **Back** to return to standby.

You can store up to 200 names and number in the phonebook. Names can be up to 14 characters long and numbers up to 24 digits long.

## Entering names

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

TOM:

Press  once to enter T.

Press  three times to enter O.

Press  once to enter M.

## Writing tips

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


Press  to insert a space.

Your phone is set to insert the first letter of a name as an upper case letter. The rest will be in lower case.

Press  to switch between lower case and upper case letters.







## Insert a pause

You may need to do this if your BT Paragon 650 is connected to a switchboard. A Pause gives the switchboard time to get an outside line before dialing the number.




When entering a number, usually after entering the switchboard access code (e.g. 9) press and hold  until P appears in the display.

When using the first few letters of a name to search the phonebook you may have a 1 – 2 second wait for the number to appear.




### Dial from the phonebook


1. Press  then scroll  or  to the entry you want.
2. Alternatively, press  then enter the first letter of the name you want. E.g. for Emma, press  twice to display names beginning with E, then scroll to the name you want.
3. Lift the handset or press . The number is displayed and dialled.

### View an entry




1. Press  and scroll  to the entry you want then press **Options**.
2. Scroll  to **SHOW DETAILS** and press **OK**. The name, number and group are displayed.
3. Press **Back** return to standby.

### Edit an entry



1. Press  and scroll  to the entry you want then press **Options**.
2. Scroll  to **EDIT ENTRY** and press **OK**, edit the name using the **Clear** option button to delete unwanted characters and replace with the correct ones.

3. Scroll  to the number and edit it in the same way.
4. Press **Save**. Press **Back** to return to standby.

### Delete an entry

1. Press  and scroll  to the entry you want then press **Options**.
2. Scroll  to **DELETE ENTRY** and press **OK**.
3. **DELETE X?** is displayed. Press **Yes** to delete or **No** to cancel.
4. Press **Back** to return to standby.

### Delete the entire phonebook

1. Press  then press **Options**.
2. Scroll  to **DELETE ALL** and press **OK**.
3. **DELETE ALL ?** is displayed. Press **Yes** to delete or **No** to cancel.
4. Press **Back** to return to standby.

If a copied name has more than 16 characters, your BT Paragon 650 will store the first 16 characters only.

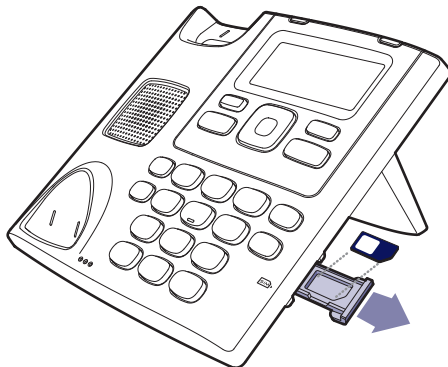
If the copied entry has more than 24 digits, your BT Paragon 650 will store the first 24 digits only.

## Copy SIM



Copy entries to and from compatible mobile phone SIM cards. Copied entries are added to any existing entries that have been stored. You can accept or reject each entry until your directory is full.

### Copy phonebook entries to or from a SIM card

1. Insert the SIM card into the SIM READER slot on the Paragon 650 corded telephone.



Insert SIM card as shown with gold chip facing upwards.

2. Press  then **Option**.
3. Scroll  to **SIM COPY** and press **OK**.

4. If the SIM you have inserted is PIN protected **SIM LOCKED!** will appear on your screen. You must return the SIM to your mobile handset and remove the PIN\* before you can copy the SIM to your Paragon.

The screen displays **SIM TO PHONE** or **PHONE TO SIM**.

If copying to the SIM Card, scroll **▼** to highlight **PHONE TO SIM**.

5. When SIM entries are displayed select which one you want and press **Option**. Screen shows **COPY ENTRY/COPY ALL**.
6. Press **▲** or **▼** if required to highlight the option you want and press **OK**. When viewing or selecting a name from the SIM prior to copying to your Paragon, the names may not be in alphabetical order.
7. The screen confirms **COPIED**.
8. Press **Back** to return to standby.

### Memory Full

If your phonebook memory becomes full, the display shows **MEMORY FULL!** All entries stored up until the memory becomes full are kept in the phonebook.

If you have problems copying directory entries from your SIM onto the Paragon 650 place the SIM back into your mobile and confirm that the directory entries are stored on the SIM and not within the mobile handset directory. If this is not the case then you will need to copy the entries from your mobile handset directory onto the SIM. Refer to your mobile user guide for details.

Your Paragon may take up to 3 minutes to read your SIM card before copying can begin. An hourglass icon will appear on the screen during this time, please be patient as the menu will prompt you when it's ready for your next action.

\*Please ensure you reinstate your PIN to your SIM when you return it to your mobile handset for regular use.

Sometimes the mobile handset directory entries will appear differently when they are copied to the SIM, with the name being appended with a number, e.g.Tom1.

If handset directory is empty, the screen only shows **SIM TO PHONE**.

If no SIM card is inserted **INSERT SIM** is displayed on the screen.

### WARNING

While copying international format numbers (prefixed by + or 00) from SIM, please make sure after SIM copy that entries stored in your Paragon are in the current format. You may have to manually edit the copied local, national and international numbers before you can use them to make calls.

# Caller Display

## IMPORTANT

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

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

When you have missed calls, the missed calls LED flashes and the screen tells you there are new calls in the Calls list. If the same number rings you more than once, each call is stored in the calls list.

Calls displayed as International, Withheld and Unavailable are not stored in the Calls List as no phone number is provided from the caller's network.

## Calls list

The Calls list contains the telephone numbers of your last 50 callers.

Whether you take a call or not, the caller's details are stored in the Calls list. You can display, scroll through, dial and copy numbers in the list.

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

## New calls indicator

 Displayed next to each new call.


If you subscribe to a Caller Display service, your handset shows who is calling (provided the number is not withheld, unavailable or is an international call).



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

## View the Calls list

1. Press .

Or


Press the **Menu** option button and scroll  to CALLS LIST. Press **OK**.




2. Display shows details of calls. Scroll  or  through the list.
3. Press the **Options** option button. SHOW DETAILS is highlighted. Press **OK** to view further information including the date and time of the call.
4. Press **Back** to return to standby.

## Dial from the Calls list

1. Press .

Or


Press the **Menu** option button and scroll  to CALLS LIST. Press **OK**.




2. Scroll  or  to the name or number you want.
3. Lift the handset or press  to dial.


### Save a number to the phonebook




1. Press .

Or

Press the **Menu** option button and scroll  to CALLS LIST.  
Press **OK**.

2. Scroll  or  through the list to the entry you want.
3. Press **Options**, scroll  to SAVE ENTRY and press **OK**.

4. Enter the name. If necessary scroll .


Scroll  to GROUP and press  or  to select the group you want the entry stored under then press **Save**.

5. Press **Back** to return to standby.

### Delete an entry

1. Press .

Or

Press the **Menu** option button and scroll  to CALLS LIST.  
Press **OK**.

If you manually dial a number and add an 'auto prefix' such as '9', the number will appear in the calls list with a '9' at the start. If you then try to save this number from the calls list to your directory, and you also have the 'auto prefix' function set to '9' on your Paragon then the number you have saved would have two '9's at the front when next dialled.

To avoid this, you should edit any such numbers in the calls list to remove the '9' that you had manually added when initially dialling the number.

2. Scroll **▲** or **▼** through the list to the entry you want.
3. Press **Options**, scroll **▼** to **DELETE ENTRY** and press **OK**.
4. Press **Back** to return to standby.

#### **Delete the entire Calls list**

1. Press **▼**.  
Or  
Press the **Menu** option button and scroll **▼** to **CALLS LIST**.  
Press **OK**.
2. Press **Option**, then scroll **▼** to **DELETE ALL** and press **OK**.
3. Press **Yes** to confirm or **No** to cancel.
4. Press **Back** to return to standby.




# BT Calling Features

By pressing the **BT** button your BT Paragon 650 gives you easy access to a range of pre-stored BT Calling Features.


These are:

- 1571.
- BT Helpdesk.
- BT Dir. Enquiries.
- Call Divert On.
- Call Divert Off.
- Check Divert.
- Call Waiting On.
- Call Waiting Off.
- Check Call Wait.

## BT 1571

1. Press **BT**. 1571 is displayed, lift the handset or press . 1571 will be automatically dialled.

## BT Helpdesk

1. Press **BT**. BT HELPDESK is displayed, lift the handset or press . The BT Helpdesk for this product will be automatically dialled.

## BT Directory Enquiries

1. Press **BT** then scroll  to DIR ENQUIRIES.
2. Lift the handset or press .

The BT Calling Features works in exactly the same way as the main name and number directory and can store up to 10 entries.

If you prefer, you can delete the pre-stored entries and replace them with your own numbers. New stored numbers are added to the end of the list.

Call Diversion services may allow other divert options. Check with your network provider for details.




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

Call Waiting lets you know if another person is trying to contact you whilst on a call. If a second caller rings you will hear a beep in the handset. Providing you have Caller Display, the screen will show the caller's details.




If you are not connected to the BT network, some of these services may not be available. Please contact your Network Provider.

### Call Divert on/off

When switched on you can divert all incoming calls to another number of your choice.

1. Press  then scroll  to CALL DIVERT ON or CALL DIVERT OFF.
2. Lift the handset or press  to dial and follow the spoken instructions.



### Check Divert

1. Press  then scroll  to CHECK DIVERT.
2. Lift the handset or press  to dial and listen to the status of your Call Divert.

### Call Waiting on/off

1. Press  then scroll  to CALL WAITING ON or CALL WAITING OFF.
2. Lift the handset or press  to dial and listen for confirmation of your instructions.

### Check Call Waiting

1. Press **BT** then scroll  to CHECK CALL WAITING.
2. Lift the handset or press  to dial and listen for confirmation to hear the status of your Call Waiting.

### Store / edit Calling Feature numbers

1. Press **BT** then scroll  to EMPTY or the entry you want.
2. Press **Options**.

Scroll  or  and press **OK** to select:

**NEW ENTRY** – to enter a new number and name

**SHOW DETAILS** – to see number details.

**DELETE ENTRY** – to delete the entry selected

**EDIT ENTRY** – to change the existing entry

**DELETE ALL** – to delete all entries in the BT Calling Features list.

3. Press **Back** to return to standby.

There are two empty slots so you can use the BT button to store and dial your own preferred numbers.

You can also edit the existing Calling Feature numbers.

# SMS Text messaging

SMS stands for Short Messaging Service.

## IMPORTANT

You must subscribe to your Network Provider's Caller Display service so that you can use SMS text messaging. A quarterly fee may be payable, please contact your network provider for more details.

When you are using SMS text messaging you must not withhold your telephone number or the service will not allow you to connect.

You may also send messages to landline phones that are NOT SMS compatible. Messages to non-compatible lines will be connected to voice text and delivered in spoken words to the telephone as a call. Please note that the conversion can translate common abbreviations and smileys etc, but to ensure maximum clarity of message delivery, abbreviations etc should be used sparingly.

## Cost of the fixed line service

There is no subscription charge (other than the subscription to Caller Display). Visit the BT.com website ([www.bt.com](http://www.bt.com)) to find out how much it costs to send a text message (depends upon your call package).

Welcome to the BT Text Service on your BT Paragon 650.

The SMS service is provided by BT.

Your BT Paragon 650 can send and receive messages to any mobile phone from participating mobile networks and compatible landline telephones in the UK.

The fixed line SMS service is provided under BT's terms and conditions for telephone service. These can be found by visiting the BT.com website at:  
<http://www.bt.com/terms>

## Subscribe to the SMS service

When you send your first SMS text message from your BT Paragon 650 you will automatically be registered for the service.

On receipt of your first SMS through the service, the system will send you a welcome SMS message back.

You may also register by sending the word 'Register' to 00000 upon which you will receive a confirmation message.





## Send an SMS text message



1. Press **Text**, WRITE MESSAGES is displayed, press **OK**.
2. Use the keypad to write your message then press **Options** option button.

3. You can now scroll  or  to choose between:

**SEND TO** – press **OK** and either enter the number you want or the **Search** option button to display your phonebook then scroll to the entry you want. Now press **OK**. **NUMBER** is displayed, press **Send**.

**SAVE MESSAGE** – press **OK** to save a text in the Drafts messages box for sending later.

**INSERT SYMBOL** – press **OK** to display the choice of symbols. Scroll , ,  or  to the symbol you want and press the **Use** option button. The symbol is added to your text at the cursor.

**TEMPLATE** – these are pre-stored messages. Press **OK** and scroll  or  to the template phrase you want and press the **Use** option button. The template is added to your text at the cursor.

4. When sending a message the display shows **SENDING MSG**, and then, if the message is sent successfully, **MSG SENT**. The message is also automatically stored in your Outbox which holds up to the last five messages sent.

If there is a problem after 3 attempts, the display shows **MSG NOT SENT**. The message is stored in your Outbox and marked as not sent. The phone returns to the SMS text menu.

Your Paragon can send and receive messages up to 160 characters. If a message greater than 160 characters is received the last 3 characters will show as \*\*\* to illustrate that the end of the message had not been received.

A Failed message will appear in the outbox with a '!' between the time and date.

### Receiving a call while writing a text

1. If you are writing a text and you receive a call, the text is automatically stored in the Drafts folder.
2. After the call, press **Text**, WRITE MESSAGE is highlighted, press **OK** and scroll **▼** to DRAFTS. Press **OK**.

If necessary, scroll to your message then press **Edit**. You can now continue writing your message. Press **Options** to send, save or delete your message.

### Sent messages are stored in the Outbox

Your BT Paragon 650 outbox holds a copy of sent messages. When full, the newest message replaces the oldest.

### Saved messages are stored in the Drafts folder

If you want to save a message to complete and/or send later you can store it in the drafts folder. When full, the newest message replaces the oldest.

The inbox, outbox and drafts folders can hold up to a combined total of 40 text messages.

## Entering text

You can enter a word by pressing each letter button a number of times to display the character you want on the screen.

To write the word “Hello”, press:



## Special characters

When writing texts the **1** and **0** buttons let you add punctuation.

The **\* ↓** button allows you to toggle between upper, lower, sentence and number case.

To use a template, see Send an SMS text message, page 28-29.

### SMS templates

Use a template to add pre-set statements to make your texts easier to write.

The templates are:

- Happy Birthday!
- I'll be there soon
- I'll call you at 7pm
- Please call me at 7pm
- What time will you be available?

When you delete a template, it is shown on the screen as EMPTY.

### Writing tips

If you make a mistake, press **Clear** to delete the last character or digit to the left of the cursor.

1. Press **<** or **>** to move the cursor.
2. Press **0** ⌵ once to insert a space.
3. Press **\*** ⬇ to switch between upper and lower case characters.

The cursor automatically moves on to the next space after a couple of seconds.

### SMS Character map

<b>1</b>	1 . , - ? ! \ @ : ; / ( )	<b>8</b> <small>Ⓜ</small>	T U V 8
<b>2</b> <small>Ⓜ</small>	A B C 2	<b>9</b> <small>Ⓜ</small>	W X Y Z 9
<b>3</b> <small>Ⓜ</small>	D E F 3	<b>#</b>	space # *
<b>4</b> <small>Ⓜ</small>	G H I 4	<b>* &gt;</b>	Toggle Upper, lower, sentence case and numbers: Abc, ABC, abc, 123
<b>5</b> <small>Ⓜ</small>	J K L 5	<b>0</b> <small>⌵</small>	space 0
<b>6</b> <small>Ⓜ</small>	M N O 6		
<b>7</b> <small>Ⓜ</small>	P Q R S 7		

### Edit SMS templates

You can overwrite the existing templates with your own messages, up to 28 characters long.

1. Press **Text**, and scroll **▼** to TEMPLATES and press **OK**.
2. The available templates are displayed. Scroll to the template you want and press **Options**.
3. EDIT TEMPLATE is highlighted, press **OK**. Press **Clear** to delete characters then enter your own template and press **OK**. You can now insert the new template into any text message.



### Delete SMS templates

1. Press **Text**, press **OK** and scroll **▼** to **TEMPLATES** and press **OK**.
2. The available templates are displayed. Scroll to the template you want and press **Options**.
3. Scroll **▼** to **DELETE TEMPLATE** and press **OK**. **DELETE TEMPLATE?** is highlighted. Press **Yes** to confirm or **No** to cancel.

### Read, edit and send draft SMS messages

If you have saved a message you have written for sending later, you can view, edit and send it from the Draft Messages box.


1. Press **Text**, press **OK** and scroll **▼** to **DRAFTS**. Press **OK**. The date and time of the latest draft message is displayed. If necessary, scroll **▲** or **▼** to the message you want and press **Edit**.
2. The message is displayed. Edit the message or press **Options**.
3. You can now choose between:  
**SEND TO** – press **OK** and either enter the number you want or press **Search** to display your Directory then scroll to the entry you want. Now press **OK**. **NUMBER** is displayed, press **Send**.

You will not be able to receive text messages until you have first sent a message. The first sent message registers you with the text service.

#### Text capacity

Your BT Paragon 650 can store up to 40 text messages in total in the inbox, outbox and drafts folders.

#### Text memory full

The display shows  MEMORY FULL. Your Inbox is full with unread messages.




You must read and delete text messages from your Inbox before new texts can be received.



SAVE MESSAGE – press **OK** to save a text in the Draft messages box for sending later.





DELETE – press **OK** to delete the message

DELETE ALL – press **OK** then **Yes** to confirm or **No** to cancel.

### Reading SMS text messages

1. When you receive a new text message the display shows TEXT X NEW . If necessary scroll  or  to highlight TEXT X NEW and press **OK**. INBOX, is highlighted, press **OK** again.

Alternatively, open the inbox by pressing  scroll  to INBOX and press **OK**.

2. Scroll  or  to the message you want and press **Read**.
3. Scroll  or  to read through the message. You can now press **Options** to:

DELETE – deletes the current message.


REPLY – write and send a reply.

FORWARD – forward the message to another number.

CALL NUMBER – ring the number.






SAVE NUMBER – save number to the directory (if the number is already stored, this option is not displayed).

DELETE ALL – delete all messages in the Inbox.

4. Follow the on-screen prompts to save, write, send or delete the messages. Or press  to return to the previous menu level.

### SMS alert

The default setting is On. You can switch this off.

1. Press **Menu**, scroll  to **SETTINGS** and press **OK**.
2. Scroll  to **SOUNDS** and press **OK**.
3. Scroll  to **TEXT ALERT** and press **OK**.
4. Press  or  to select **On** or **Off**. Press **Save**.

### SMS Service Centre numbers

To send and receive SMS text messages you need the telephone number of your Network's SMS Centre.

If you accidentally delete the **SEND** or **RECEIVE SMS** Service Centre numbers you will need to re-enter them in order for your SMS Service to work.

The **SEND SMS** Service number is: **1470P170940090**.

The **RECEIVE SMS** Service number is: **08005875290**.


Your phone will beep when you receive an SMS text message.

Using more than one SMS text enabled telephone?

Only one SMS text enabled telephone base unit (digital corded or cordless) can be plugged into any one telephone line.

If you do find you want to use two base units and still receive written text messages then you will need to remove the RECEIVE service centre number from one of the phones. This will allow you to send text messages from any SMS phone but text messages will only be received on one base unit.

### Adding or changing SMS Service Centre numbers

1. Press **Text**, scroll  to TEXT SETTINGS and press **OK**.
2. SERVICE CENTRES is highlighted. Press **OK**.

Service Centre 1 contains the pre-set send number.





Service Centre 2 contains the pre-set receive number.

Service Centre 3,4 & 5 are available for other numbers.

3. Scroll to the Service Centre you want and press **OK**. If necessary press **Clear** to delete the current number and enter the new one. Press **Save**.

### Select a Send Service Centre number

If you enter additional Service Centre numbers, you can choose which send Service centre you want to use. Your BT Paragon 650 is pre-set to send using Service Centre 1 and receive using Service Centre 2.

1. Press **Text**, scroll  to TEXT SETTINGS and press **OK**. SERVICE CENTRES is highlighted.
2. Scroll  to SEND SERVICE and press **OK**.
3. Scroll  or  to select the service centre you want and press **OK**.

All messages sent will go via the selected provider.





### Auto delete

With Auto delete set to ON, new text messages will automatically replace old texts when the 40 message capacity of the Outbox, Inbox and Drafts folders is full.

If set to OFF, you will need to delete texts manually when you see the Memory Full message.

The default setting is On.

### Set auto delete for texts

1. Press **Text**, scroll  to TEXT SETTINGS and press **OK**.
2. Scroll  to AUTO DELETE and press **OK**.
3. Scroll  or  to select ON or OFF.

# Other features

You can enter titles of appointments or other events you want to be reminded of, up to a maximum of 14 characters.

When the reminder is due, the phone rings and the display shows the title of your appointment or event.

The default ringtone will always be set as Poly 1.








## Appointments

### Set an appointment reminder

1. Press .

OR

Press **Menu** and scroll  to **APPOINTMENTS** .  
Press **OK**.

2. The display highlights **APPOINTMENT 1**. If required, scroll  or  to the appointment you want.
3. Press **Options** then **OK**.
4. Enter the title of the appointment.
5. Scroll  to **TIME** and enter the time you want the reminder, using the 24 hour format (e.g. 1430 = 2.30pm)
6. Scroll  to **DATE** and enter the date of the reminder, using the format DD/MM/YY.
7. Scroll  to **RINGTONE** and press  or  to set the ringer melody for the reminder.
8. Press **Save** to confirm.

The reminder alarm will ring using the ringtone you have set. Press **Clear** to delete the appointment or **Silence** to switch off the alarm.

### Delete an appointment

1. Press **<**.









OR

Press **Menu** and scroll **▼** to **APPOINTMENTS** .  
Press **OK**.

2. The display highlights **APPOINTMENT 1**. If required, scroll **▲** or **▼** to the appointment you want.
3. Press **Options**, scroll **▼** to **DELETE** and press **OK**.
4. Press **Yes** to confirm or **No** to cancel.

## Alarm clock

### Set alarm clock

1. Press **Menu** and scroll  to **ALARM** . Press **OK**.
2. Press  or  to select between **OFF**, **MON-FRI**, **DAILY**.
3. Scroll  to **TIME** and enter the alarm time using the 24 hour format, e.g. 0730 = 7.30 am.
4. If required, scroll  to **RINGTONE** and press  or  to select the ringer melody you want for the alarm.
5. Press **Save** to confirm.

The alarm will ring using the ringtone you have set.  
Press **Clear** to delete the appointment or **Silence** to switch off the alarm.



## Date and time

### Set date and time

1. Press **Menu**, scroll ▼ to **SETTINGS** and press **OK**.
2. **DATE/TIME** is highlighted. Press **OK**.
3. Press ◀ or ▶ to switch between 12 and 24 hour format.
4. If required press ▼ and enter the time.
5. If required, press ▼ and enter the date using the format DD/MM/YY.
6. Press **Save** to confirm.

## Sounds

### Set ringtone and ringer volume

1. Press **Menu**, scroll ▼ to **SETTINGS** and press **OK**.
2. Scroll ▼ to **SOUNDS**. Press **OK**.
3. **RINGTONES** is highlighted. Press **OK**. Press ◀ or ▶ to select the ringtone. A sample of each ringtone is played.
4. Scroll ▼ to **VOLUME** and press ◀ or ▶ to select the level. A sample of the volume is played.
5. Press **OK** to confirm.

Display the time in 12 or 24 hour format

Set the current time and dates.

When selecting 12 or 24 hour format please be aware that this only alters the way the time is displayed on the main screen. You will always have to enter the time in the Date/Time Settings menu using 24 hour format, even if you have selected 12 hour for the display format

Choose from 15 ringtones. Choose the volume level from 1-5 and off.

When you press a button on the keypad you hear a tone. You can switch this tone on or off.

### Switch keypad tones on/off

1. Press **Menu**, scroll ▼ to **SETTINGS** and press **OK**.
2. Scroll ▼ to **SOUNDS**. Press **OK**.
3. Scroll ▼ to **TONES** and press **OK**.
4. Press ◀ or ▶ to select **ON** or **OFF**.
5. Press **Save** to confirm.








When you receive a new text message your BT Paragon 650 gives a beep.

### Switch text alert tone on/off



1. Press **Menu**, scroll ▼ to **SETTINGS** and press **OK**.
2. Scroll ▼ to **SOUNDS**. Press **OK**.
3. Scroll ▼ to **TEXT ALERT** and press **OK**.
4. Press ◀ or ▶ to select **ON** or **OFF**.
5. Press **Save** to confirm.

## Display




### Adjust display contrast and backlight


1. Press **Menu**, scroll  to **SETTINGS** and press **OK**.
2. Scroll  to **DISPLAY**. Press **OK**.
3. **CONTRAST** is highlighted. Press  or  to select the level. The effect of the current level is displayed.
4. Scroll  to **BACKLIGHT** and press **OK**.
5. Press  or  to select **ON** or **OFF**.
6. Press **Save** to confirm.

## Speed dial

1. Press **Menu**, scroll  to **SETTINGS** and press **OK**.
2. Scroll  to **SPEED DIAL**. Press **OK**.
3. **SPEED DIAL 1** is highlighted. Press **OK** or scroll down to **SPEED DIAL 2** or **3** and press **OK**.
4. Enter the number you want to store and press **Save**. If you make a mistake, press **Clear** to delete digits.
5. Press **Save** to confirm.

To allow for different lighting conditions, you can: change the contrast on the screen (there are 5 levels) and switch the backlight On or Off.

You can store your own preferred numbers in the speed dial buttons   .

To dial, lift the handset, press and hold the  button, then scroll to select speed dial 1, 2 or 3.

You can set the dialling mode as Tone/Timed Break, /Tone/Earth or Pulse/Earth.

Tone is the default setting for the UK you should only have to change this if connected to a switchboard that requires Pulse dialling.

If connected to a switchboard, you may need to enter an access code (e.g. 9) before each number is dialled. Your BT Paragon 650 can store an access code which is automatically dialled before each number.

If set to ON, Auto prefix will only apply to numbers stored in your phonebook. Any numbers dialled manually will not be auto prefixed; this is because internal numbers are unlikely to need the prefix.

## Dial mode

1. Press **Menu**, scroll ▼ to **SETTINGS** and press **OK**.
2. Scroll ▼ to **DIAL MODE**. Press **OK**.
3. Press ◀ or ▶ to select the setting you want.
4. Press **Save** to confirm.

## PBX/switchboard access (Auto prefix)

### Store an access code

1. Press **Menu**, scroll ▼ to **SETTINGS** and press **OK**.
2. Scroll ▼ to **AUTO PREFIX** and press **OK**.
3. Use ◀ and ▶ to select **ON** or **OFF**. If you select **ON** follow steps 4 and 5. If you select **OFF** you will go back one level.
4. Enter the access code, e.g. 9.
5. Press **Save** to confirm.

## Default reset

### Reset your phone

This will restore your BT Paragon 650 to its default settings.

1. Press **Menu**, scroll **▼** to **SETTINGS** and press **OK**.
2. Scroll **▼** to **DEFAULT RESET**. Press **OK**.
3. Press **OK** to confirm or **Back** to cancel.

#### The default settings are:

Ringtone	1
Ringer volume	5
Handset earpiece volume	3
Handsfree volume	5
Button beeps	On
Confirmation tone	On
Text alert	On
Contrast level	3
Backlight	On
Time	12:01
Date	01.01.2007
12/24 hour format	24
Appointment ringtone	1
Auto Delete (for text settings)	Off
Answer Mode	Answer & Record
Call screening	On
Remote access PIN	empty and not in use until a new PIN is entered
Return to standby	15 seconds
Speed dial buttons	Empty
Recall	Tone/Break
Phonebook	Entries not erased
Redial list	Entries not erased
SMS inbox, outbox and drafts folders	Entries not erased
Service centre 1	1470P170940090
Service centre 2	08005875290
Service centre 3-5	Empty
Templates	Happy Birthday! I'll be there soon I'll call you at 7pm Please call at 7pm What time will you be available?

# Answering machine

## Voice prompts

Your answering machine gives voice prompts to help you operate it.

## Date and time

An announcement of date and time of recording will be added automatically to each message and memo.

If you subscribe to your network provider's Caller Display service, the date and time are set automatically when your BT Paragon 650 receives its first call, but you will also need to set the year using a handset, see page 41.

You can operate your BT Paragon 650 answering machine via:



- the menu
- the buttons on the base station
- remotely from any external Touchtone™ telephone.

The default setting for the answering machine is On.



Until you change your outgoing message, your callers will be greeted with the pre-recorded message 'Hello, your call cannot be taken at the moment, so please leave your message after the tone'.

## Operating the answering machine at the base

### Switch on/off

1. Press . The machine announces On or Off. The display shows  when the answering machine is on.

### Loudspeaker volume

1. During message playback, press  to increase or  to decrease the volume.

### Play, repeat, skip and delete

1. Press **Play**. The machine announces the number of new messages and memos recorded. The day and time of each message is announced and then the message is played.

During playback, press:

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

**Delete** once to delete the current message.

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

**Skip** play the next message.

**Stop** stops playback and returns the machine to standby.

After playback:

To delete all old messages. Press **Delete**. You will hear, 'To delete all old messages, press delete'. Press **Delete** again to delete all played messages. If messages are saved then you will hear, 'Message saved'.

### Play outgoing message (OGM)

1. Press **OGM** to hear your current outgoing message.

#### Message indicator


When you have new messages, the MESSAGES light flashes.

You cannot delete messages that have not been played back.

When call screening is switched on, you can listen while your answering machine takes a call. This lets you identify the caller and decide whether to take the call yourself.

You can switch call screening off. See Answer settings, page 51-52.

### Call screening

1. When your answering machine takes a call, press **Screen** to hear the call. If necessary adjust the speaker volume by pressing **▲ VOL +** or **▼ VOL -**.
2. To speak to your caller, lift the handset or press .

## Operating the answering machine via the menu

### You can use the menu to:

Play messages, delete messages, switch on or off, record a memo, select and record your outgoing message and adjust your answering machine settings.

### Switch on/off

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. Scroll **▼** to ANSWER ON/OFF and press **OK**.
3. Press **<** or **>** to display ON or OFF.
4. Press **Save** to confirm.



## Outgoing messages

This is the message your callers hear when the answering machine picks up their call. Your BT Paragon 650 comes with two pre-recorded outgoing messages to choose from, see opposite.

### Record your own outgoing message

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. Scroll **▼** to OUTGOING MESSAGE and press **OK**.
3. RECORD MESSAGE is highlighted. Press **OK**.
4. ANS & RECORD is highlighted. If required, press **▲** or **▼** to select ANSWER ONLY.
5. Press **OK** to begin recording. Speak your outgoing message after the beep. Press **Save** to stop recording or **Delete** to cancel. When recording an OGM you should speak to the mic on the base, you should not lift and speak into the handset.

If you press **Save**, your message is saved and played back.

### Play / delete outgoing message

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. Scroll **▼** to OUTGOING MESSAGE and press **OK**.
3. Scroll **▼** to PLAY MESSAGE and press **OK**.
4. Press **▲** or **▼** to select ANS & RECORD or ANSWER ONLY and press **OK**.

If you experience any problems, please call the Helpline on 0800 218 2182\* or email [bt.helpdesk@vteceurope.com](mailto:bt.helpdesk@vteceurope.com)

### Answer & Record

This invites your caller to leave a message.

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'.

### Set answer mode

To set your answering machine mode to Answer & Record or Answer Only see Answering Machine Settings, page 51-52.

To re-instate the pre-recorded message just delete your recorded message. You cannot delete the pre-recorded outgoing messages.

If you have recorded your own outgoing message, deleting it re-instates the pre-recorded message.

Play all messages (All new messages will be played first with old messages following).

You can record a message for other users. It is played back just like a normal message.

5. To delete the message, press **Delete** during playback.

### Play messages

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. PLAY MESSAGES is highlighted. Press **OK**.
3. The first new message is played back.

During playback you can select:

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

**Delete** to delete the current message.

You can also use **Skip** or **Skip** buttons on the base to skip backwards or forwards through your messages.

4. When all messages have been played back the display shows END OF MESSAGES.

### Record a memo

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. Scroll **✓** to RECORD MEMO and press **OK** to begin recording. Speak your message after the beep.
3. Press **Delete** to cancel or **Save** to end recording. Your message is played back.

### Delete all old messages

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. Scroll **▼** to DELETE MESSAGE and press **OK**.
3. Press **Yes** to confirm or **No** to cancel.

### Memory full

The display flashes .

The machine will also automatically set to Answer Only.

Press **Play** to hear unplayed messages. You must delete messages before your machine can record new ones.

## Answer settings

### Use the settings menu to select:

Answer & Record or Answer Only mode, outgoing message male or female voice, answer delay, call screening on/off, remote access on/off and remote access PIN.

Explanations for these settings can be found opposite in the note column.

You can delete played messages on your answering machine via the menu.

### Answer mode

Set Answer & Record or Answer Only outgoing message

### Answer delay

Answer delay sets the amount of time before your BT Paragon 650 answering machine picks up a call. The default setting is 15 seconds. You can select an answer delay of 0, 5, 10, 15, 20, 25, 30 seconds 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 10 seconds, you have new messages. If you have no new messages, it won't answer your call until 20 seconds which gives you the opportunity to hang up and save the cost of a call.

**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. If you select the Disable option, you will not be able to use call screening.

**Remote access on/off**

You can prevent any remote access to your messages by selecting the Disable option. If you disable remote access, any remote access PIN you have set is deleted.

**Remote access PIN**

For added security, you can set a 4-digit PIN code that has to be entered before you can listen to your messages from another phone. Keep a note of your Remote Access Security PIN by writing it in the space provided on page 59.

If you select Disable. The Remote Access Security PIN is reset to 0000.

**Set on/off times**

When the Answering Machine is switched on, you can use the menu to set your BT Paragon 650 to switch on and off at preset times.

You can use one or two sets of on and off time settings.

1. Press **Menu**. Display shows ANSWER MACHINE. Press **OK**.
2. Scroll **▼** to ANSWER SETTINGS and press **OK**.
3. Display shows ANSWER MODE. Press **<** or **>** to select **ANS & RECORD** or **ANSWER ONLY**.
4. Press **▼** to select **OGM**. Press **<** or **>** to select **FEMALE** or **MALE**.
5. Press **▼** to select **ANSWER DELAY**. Press **<** or **>** to select the answer delay time – 0, 5, 10, 15, 20, 25, 30 or Time Saver.
6. Press **▼** to select **CALL SCREENING**. Press **<** or **>** to select **ON** or **OFF**.
7. Scroll **▼** to select **REMOTE ACCESS**. Press **<** or **>** to select **ENABLE** or **DISABLE**.

Press **Save** to confirm.

If you select **DISABLE**, the previous menu level is displayed. If **ENABLED**, select your Security PIN.

Enter the 4 digit Security PIN you want. Press **OK**.

Enter the PIN again and press **OK**. The display shows **ENABLED** and returns to the main answering machine menu.

8. Press **✓** to TIMED ANS SYS. Press **<** or **>** to select DAILY / MON-FRI / SAT / SUN. The default setting is DAILY.
9. Press **✓** to SET TIME ON 1. Enter the time you want your machine to switch on, e.g. 1930 for 7.30pm.
10. Press **✓** to SET TIME OFF 1. Enter the time you want your machine to switch off, e.g. 0830 for 8.30am.
11. Press **✓** to SET TIME ON 2. Enter the time you want your machine to switch on, e.g. 1230 for 12.30pm.
12. Press **✓** to SET TIME OFF 2. Enter the time you want your machine to switch off, e.g. 1400 for 2pm.
13. Press **Save** to confirm.

You can press **Save** at any stage of the Settings menu to confirm existing settings and exit the menu.

**Switch remote access on or off**

Switching remote access off prevents anyone listening to your messages from another phone. See Answer Settings, page 51-52.

**Security PIN**

A security PIN helps prevent unauthorised callers from listening to your messages. The default Remote Access Security PIN is 0000. To set a security PIN see Answer Settings, page 51-52.

**Time saver**

If you have set the Answer Delay to Time Saver, your answering machine will answer after 10 seconds if you have new messages or 20 seconds if you do not have new messages. This gives you time to hang up before you are connected, saving you the cost of a call. To set Answer Delay, see Answering machine settings, page 51-52.

## Remote access

You can operate your answering machine from any modern phone by calling your BT Paragon 650.

**Switch remote access on or off.**

The default setting is Enabled.

When Remote Access is enabled, you can call your BT Paragon 650 from any Touchtone™ phone to play and delete your messages, and change your answering machine settings.

1. Press **Menu**. Display shows ANSWER MACHINE. Scroll **✓** to ANSWER SETTINGS and press **OK**.
2. Scroll **✓** to REMOTE ACCESS and press **OK**.
3. Press **<** or **>** to select ENABLE or DISABLE.
4. Press **Save** to confirm.

If you select **DISABLE**, the screen will show REMOTE ACCESS DISABLED the previous menu level is displayed and the Security PIN is reset to default = 0000.

If you select **Enable**:

5. Enter the 4 digit Security PIN you want. Press **OK**.
6. Enter the PIN again and press **OK**. The display shows REMOTE ACCESS ENABLED and returns to the main answering machine menu.

### Switch answering machine on remotely

If you forget to switch on your answering machine, you can do it from another phone, provided you have enabled remote access as on previous page.

1. Dial your phone number and let it ring. After 20 rings, your answering machine will answer the call in answer only mode whether Remote Access has been enabled or not. It will switch off when you hang up unless you use the remote access menu to leave your machine switched on.
2. Press **\* 1** during the outgoing message. If a security PIN is set, you are asked to enter your code.

To switch your answering machine on, see operating your answering machine from another phone below.

### Operating your answering machine from another phone

During remote access, you will hear voice prompts to guide you.

1. Dial your phone number. When you hear your outgoing message, press **\* 1**.
2. You will hear 'Please enter your security code'. Enter your 4-digit code.

If you switch the answering machine on it will automatically use the last outgoing message you specified at the base unit, be it Answer only or Answer record.

If the memory is full you will hear the announcement 'Memory full' after entering your Remote Access Security PIN. You can play and delete messages as normal.

When entering your OGM, pressing **1** will stop the recording and play it back to you.

Use the buttons on the keypad to operate your answering machine, press:

- 1** play remote access menu
- 2** ABC play all messages (all new messages will be played first with old messages following)
- 4** GHI skip back to previous message
- 5** JKL delete current message
- 6** MNO skip forward to next message
- 7** PQ RS switch on Answer Only or Answer & Record (listen to voice prompt)
- 8** TUV play OGM
- 9** WX YZ record OGM
- 0** L- switch answering machine On or Off

If you don't give any instructions for 8 seconds after a prompt, your BT Paragon 650 will announce 'Thankyou for calling' and hang up.



## No display

Check that the phone is connected to the mains power and that the mains power is switched on.

## Your caller cannot hear you

Secrecy is switched on. Press the secrecy OFF option button to speak to your caller again.

## Incoming caller's number is not displayed even though you have Caller Display

Caller has to allow their number to be sent. It has been withheld or is unavailable.

## Possible problems with SMS

SMS messages cannot be sent and screen displays MESSAGE SENDING FAILED.

The base station power supply or telephone line cord might not be properly connected.

Check that the BT Paragon 650 power supply is plugged into the mains socket and switched on and that the telephone is plugged into the telephone wall socket.

If you experience any problems, please call the Helpline on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com)

There might be a fault on the line. Check your telephone line is working properly.

You might have deleted the server number in error. See pages 35-36. for instructions on how to enter the number.

More than one SMS product is plugged into the line. Remove other products. Please also see the note on page 35, "Using more than one SMS text enabled telephone?"

## Cannot send text

Check service centre number is correct including 1470P prefix.

## Cannot receive text

Check service centre number is correct.

Ensure you have subscribed to a Caller Display service and that it is active. You can check this by noting if your phone displays your caller's number when you receive an incoming call.

### Further help and advice for SMS queries on BT lines:

BT Residential customers – call 151, choose option 2, when prompted by the Fault Management Service select option 2, enter your phone number on the handset and wait to speak to a customer adviser.

BT Business Customers – call 152, choose option 2, when prompted by the Fault Management Service select option 2, enter your phone number on the handset and wait to speak to a customer adviser.

For other telephone service providers please contact their customer services.

### General sales enquiries

BT Residential lines – call 150. BT Business lines – call 152.

For other telephone service providers please contact their customer services.














### Billing enquiries

Refer to the telephone number shown on your telephone bill.

### Other functions and services available from the SMS service

By sending the following commands to the BT text self administration facility you can control functions and capabilities in your SMS phone and the way messages are handled.

Press **Text**. Press **OK** to display **WRITE MESSAGE**. Type in the following commands (depending what you want to do) and send to 00000:

-   **1**  Opt out from receiving voice text messages.
-  **1**  Turns off the opt out option.
-   **2**    Turns on permanent voice text message delivery to your phone. All incoming text is delivered as voice text.
-  **2**   Turns off permanent voice text message delivery.

### If you are sending a message from a fixed line phone to another fixed line phone

**\* 3 #** Forces a message you send to be delivered as a voice text even though the recipient may have an SMS enabled phone and usually receives written text.

This command is inserted at the start of the message and applies only to that message, e.g. **\* 3 #** 'Hello I will be home late'.

### If you are sending a message from a fixed line phone and require a status report

**\* 0 #** Will allow a status report to be sent back to you when you have sent a message to confirm delivery. Place **\* 0 #** at the start of your text message. Write the message and send it. You will receive a reply text back to your phone giving the status report for that message.

### You keep hearing an error beep

You have pressed the wrong button in a sequence. Check the prompts in the display or refer to instructions in this user guide.

### Customer Helpline

If you experience any difficulties please call the BT Paragon Helpline on 0800 218 2182\* or email [bt.helpdesk@vteceurope.com](mailto:bt.helpdesk@vteceurope.com)

### 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 remote access PIN here:

[     /     /     /     ]

For more information on your Remote Access PIN, see page 54.

# General information

## IMPORTANT

The BT Paragon 650 corded telephone is designed for making emergency telephone calls when the power fails as long as the telephone line cord is still plugged in. Full functionality will of course be limited.

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

## Safety information

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

### 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 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.

Only use the power supply suitable for the BT Paragon 650 range using an unauthorised power supply will invalidate your guarantee and may damage the telephone. The item code for the base mains power supply is 039953.

## Product disposal instructions



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

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

### Product disposal instructions for residential users

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

### Product disposal instructions for business users

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

### Declaration of Conformance

Hereby, BT declares that this BT Paragon 650 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

The Declaration of Conformance for the BT Elements is published on the website:

[www.bt.com/producthelp](http://www.bt.com/producthelp)

## 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.

### Dialling mode

Your BT Paragon 650 is set to Tone dialling. Some switchboards may require Pulse dialling. To change the dialling mode, see Dialling mode, page 44.

## Guarantee

Your BT Paragon 650 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 650, or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

### The conditions of this guarantee are:

The guarantee shall only apply to defects that occur within the 12 month guarantee period.

Proof of purchase is required.

The equipment is returned to BT or its agent as instructed.

This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.

This guarantee does not affect your statutory rights.

### Within the 12 month guarantee period:

If you experience difficulty using the product, prior to returning your product, please read the Help section beginning on page 57 or contact the BT Paragon Helpdesk for assistance on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com). Additional answers to Frequently Asked Questions are available from [www.bt.com/producthelp](http://www.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 suggest that you call our recommended repair agents on 0870 240 5029.

## 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 cord and power supply unit.

## Technical information

**How many telephones can you have?**

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

The BT Paragon 650 has a total REN of 1. Any other instrument provided by BT may be assumed to have a REN of 1 unless stated otherwise.

A total REN of 4 is allowed per telephone line. (For example, if the BT Paragon 650 is used in conjunction with three extension telephones, each with a REN of 1, then the total = 4.)

## 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). In demonstration with the Essential Requirement for efficient use of the radio spectrum, the product complies with EN301 406. For a copy of the Declaration of Conformity please contact the BT Paragon Helpline on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com)



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](http://bt.com/betterfuture)



## Offices worldwide

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

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