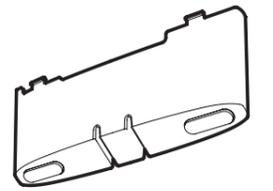
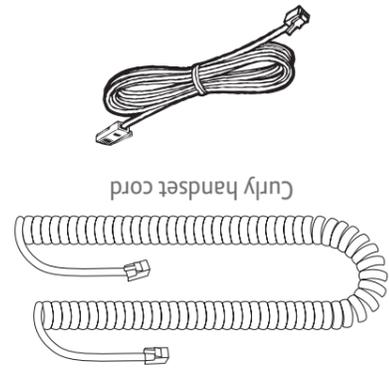
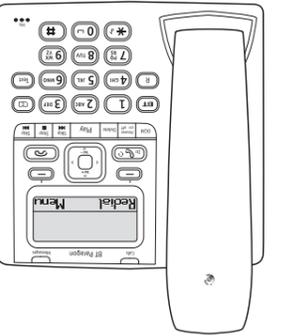


## Check box contents

BT Paragon 550 corded telephone



Desk mounting plinth



Curlly handset cord

Telephone line cord (pre-installed)



Mains power adaptor (item code 039954)

**Important:** Only use the line cord and power adaptor supplied in this box, or this product may not work.



## User Guide



### 1 Set up

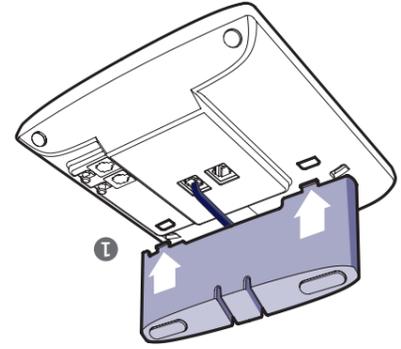
### 2 Go!

**BT Paragon 550**  
Digital Cordless Phone with Answering Machine  
Setting up is easy. Just follow the simple steps in this guide.

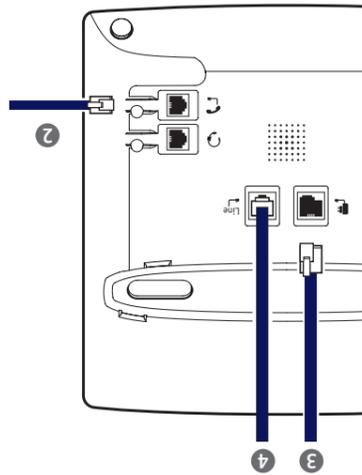
If you'd like further help, or to view the full user guide, please visit our website [bt.com/producthelp](http://bt.com/producthelp) or call our helpdesk on 0800 218 2182\*

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

## 1 Set up

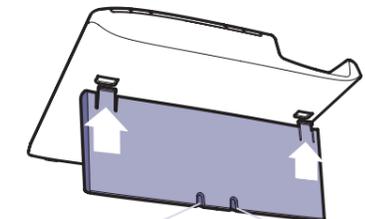


1. Attach the desk mounting plinth.



2. Connect one end of the curly handset cord into the socket and connect the other end to the handset.
3. Plug in mains power adaptor (item code 039954) and plug the other end into the wall socket and switch the power on. The display lights up.
4. Plug the end of the telephone line cord into the telephone wall socket.

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



Cord channel for telephone line cord  
Cord channel for power adaptor cable

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

**Set date and time**  
Press **Menu** option button to open main menu, scroll **▲** to **SETTINGS** and press **OK**. **DATE/TIME** is highlighted.  
Press **OK**, then press **◀** or **▶** to switch between 12 or 24-hour format (if 12-hour clock is selected you will still need to enter the time in 24-hour format). Press **▲** and enter the time. Press **▼** and enter the date (DD/MM/YY). Press **Save** to confirm.  
**Your Paragon 550 is now ready for use.**



### Product disposal instructions

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

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

#### Product disposal instructions for residential users

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

#### Product disposal instructions for business users

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

### R&TTE Directive & Declaration of Conformity

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

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

The Declaration of Conformity is published on the website [www.bt.com/producthelp](http://www.bt.com/producthelp)

## For a Better Future

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

To find out about what we are doing, visit [bt.com/betterfuture](http://bt.com/betterfuture)

### Offices worldwide

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

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## General information

For information on safety instructions, cleaning, technical information or connecting to a switchboard, please refer to the 'General information' section in the full user guide at [www.bt.com/producthelp](http://www.bt.com/producthelp)

### Guarantee

Your BT Paragon 550 is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below, the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT Paragon 550, or any component thereof, which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is required.
- The equipment is returned to BT or its agent as instructed.

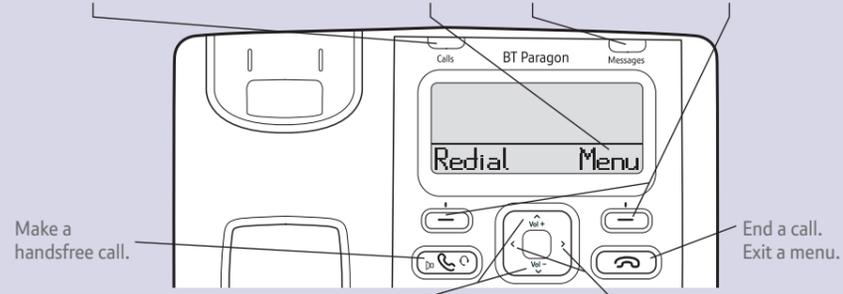
This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.

This guarantee does not affect your statutory rights.

For further information within and outside the 12 month guarantee, please refer to the full user guide at [www.bt.com/producthelp](http://www.bt.com/producthelp)

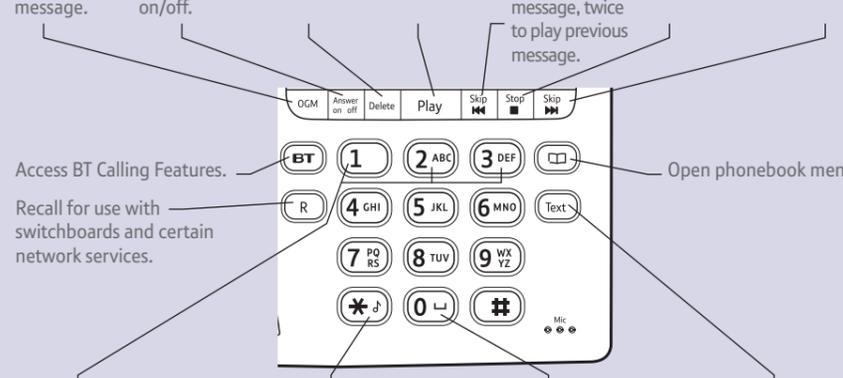
# Your answer machine

Indicates incoming calls or new calls in calls list. Opens menu. Selects on-screen options. Indicates new voice or text messages. Option buttons. Selects the option displayed on-screen.



Scroll through menu options. Adjust volume during calls. Open Appointments calendar during a call. Moves cursor when entering text.

Press to hear your outgoing message. Switch answer machine on/off. Delete messages. Play/pause messages. Press once to repeat the message, twice to play previous message. Stop message playback. Press to play next message.



## Navigating the menus

Press **Menu** to open the main menu, or press a feature button to open a specific menu, eg. **Phonebook** for the phonebook, **Text** for text messaging, **BT** for BT services.

Press **Up** or **Down** to scroll to the option you want and press **OK**, or press **Back** to return to the previous level.

**Exit a menu**  
Press **End Call** to return to standby or press **Back** until the standby screen appears.

## Menu map

Answering Machine	Settings	Calls list	Appointments	Alarm
Play messages	Date/Time	Show details	Appointment 1-5	Mon to Fri/Daily/Off
Delete messages	Sounds	Save entry	Edit	Time
Answer On/ Off	Display	Delete entry	Delete	Ringtone
Record memo	Speed dial	Delete all		
Outgoing message	Dial mode			
Answer Settings	Auto Prefix (PBX access)			
	Default reset			

# 2 Go!

## Making calls

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

### Handsfree

Press **Handsfree**. The **Handsfree** icon is displayed and you can hear the dial tone. Dial the number. Press **End Call** to end the call.

### Headset (not supplied, suitable headset must have RJ11 jack)

Plug your headset into the headset socket marked **H** on the underside of the base.

Press **Handsfree** to answer a call, get a dial tone and end your call. The **Handsfree** button will flash green to indicate the headset is in use.

### Switch a call from headset to handset

During a call via the headset, lift the handset. The call is switched to the handset.

Press **Handsfree** to switch the call between the headset and the handset.

Replace the handset or press **End Call** to end the call.

### Secrecy

Press **Secrecy** during a call to activate secrecy mode. Press **Off** to resume your call.

### Redial

Press **Redial**, then scroll **Up** or **Down** to choose the number you want. Press **Handsfree** or lift the handset to dial.

## Phonebook (up to 100 entries)

### Storing new phonebook entries

Press **Phonebook**, then **Options**. Display shows **NEW ENTRY**. Press **OK**.

Use the keypad to enter the name. You may need to press the same button a few times until the letter you want is displayed. For example, press **2** once for **A**, or twice for **B**. If you make a mistake, press **Clear**.

Press **Down** to enter the phone number, then press **Save**. To add another entry, press **Options** or press **Back** to return to standby.

### Dialling a phonebook entry

Press **Phonebook**. Scroll **Up** or **Down** to the entry you want to dial. Lift the handset or press **Handsfree** to dial the number.

### Edit a phonebook entry

Press **Phonebook**, scroll **Down** to the entry you want, press **Options**.

Press **Down** to **Edit Entry**, press **OK**.

Edit the entry by pressing **Clear** to delete characters and use the keypad to enter new ones.

Press **Down** to move to the number, edit as described above then press **Save**.

### Delete a phonebook entry

Press **Phonebook**. Scroll **Down** to the entry you want to delete and press **Options**.

Press **Down** to **DELETE ENTRY**, press **OK**. **DELETE X?** is displayed, press **Yes** to delete or **No** to cancel.

## Set ringtone and volume

Press **Menu**, scroll **Down** to **SETTINGS** and press **OK**.

Press **Down** to scroll to **SOUNDS**, press **OK**. **RINGTONE** is displayed, press **OK**. Press **Up** or **Down** to select the ringtone – you will hear a sample.

Press **Down** to scroll to **VOLUME**, press **Up** or **Down** to select the level – you will hear a sample. Press **OK** to confirm.

## Answer machine

Your answer machine is on and ready to record messages. The controls are shown in the base diagram to your left. For detailed instructions of all the answering machine features see the online user guide at [www.bt.com/producthelp](http://www.bt.com/producthelp)

### Recording your own outgoing message

Press **Menu**, then **OK**. Press **Down** to **OUTGOING MESSAGE**, press **OK**.

**RECORD MESSAGE** is highlighted, press **OK**. **ANS & RECORD** is displayed: either press **OK** to begin recording or press **Up** or **Down** to select **ANSWER ONLY** and then press **OK**.

Speak your message after the beep into the microphone on the base: do not lift and speak into the handset. Press **Save** to stop recording (or delete to cancel), your message will be played back to you.

## Caller Display and calls list

### View and dial from the Calls list

You must subscribe to a Caller Display service for this feature to work. Your network provider may charge you for this service.

Press **Down**, then **OK**. Display shows details of calls. Scroll **Up** or **Down** through the list.

Press **Options**. **SHOW DETAILS** is displayed, press **OK** to view call information, e.g. date and time.

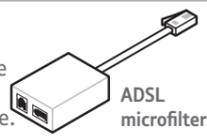
Press **Handsfree** to dial the entry displayed.

## Text messaging

Before sending and receiving text messages you need to register to the text messaging service and subscribe to Caller Display. You will be automatically registered to the text message service when you send your first text. See the full user guide online at [www.bt.com/producthelp](http://www.bt.com/producthelp) for details.

## Help

Most problems can be fixed with a few simple checks.

Problem	Solution
No dial tone	Only use the cables supplied. Make sure both the mains power adaptor cable and telephone line cord are plugged into the correct sockets.
No display	Make sure the product is connected to the mains power and switched on.
Using broadband on the same phone line?	Make sure you plug the phone into the wall socket via an ADSL microfilter (not supplied), otherwise you may have problems with this product and your broadband service. 
Key tone not recognised when following telephone menu prompts, for example, during telephone banking, i.e. when 'pressing 8 to speak to an advisor' you hear the message 'No option selected'.	Your phone may be in 'pulse' dial mode rather 'tone'. Please check your base and handset settings to ensure 'tone' is selected.

## Find out more

- New Frequently Asked Questions available at [www.bt.com/producthelp](http://www.bt.com/producthelp)
- If you need more detailed instructions, a full user guide is available to download from [www.bt.com/producthelp](http://www.bt.com/producthelp)
- If you cannot find the answer to your problem in the full online user guide, then please email [bt.helpdesk@vteceurope.com](mailto:bt.helpdesk@vteceurope.com)
- Call the free Helpline on **0800 218 2182**. Our dedicated advisors are more likely to be able to help you than the retailer where you made your purchase.